

UNT | SYSTEM™

REQUEST FOR PROPOSAL

RFP No.: RFP769-19-041219-JD

Title: ERP Software Solution

Proposal Submittal Deadline: **May 24, 2019, 2:00 pm, local time**

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REQUEST FOR PROPOSAL

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SECTION 1: INTRODUCTION

1.1 UNTS System Description

The University of North Texas System (the “System”) was established by the 76th Legislature and legislative funding was provided for the fiscal year beginning September 1, 1999. The System is an agency of the State of Texas and is currently comprised of the University of North Texas System Administration (“System Administration”), established 1999, and three academic institutions funded by the Legislature: the University of North Texas (“UNT”), established 1890; the University of North Texas Health Science Center at Fort Worth (“UNTHSC”), established 1970; and the University of North Texas at Dallas (“UNTD”), established 2010.

The System serves the North Texas area, boosting economic activity in the region by over \$5.2 billion annually. The UNT System has a \$1.2 billion annual consolidated budget and employs roughly 10,000 people at its various locations within the North Texas Region. In Fall 2017, nearly 44,000 students enrolled in undergraduate, graduate and professional programs at UNT System institutions.

For additional information regarding UNTS institutions, visit:

- For UNT: <http://www.unt.edu>
- For UNTHSC: <http://www.unthsc.edu>
- For UNTD: <http://www.untDallas.edu>
- For UNTS: <http://www.untsystem.edu>.

1.2 Background

The University of North Texas System (UNTS or System) is seeking proposals for acquisition of comprehensive Enterprise Resource Planning software, including functionality for Financial Management, Procurement, Human Capital Management, Payroll, and Student Administration (NIGP commodity code 209-00). Proposals submitted in response to this RFP shall be for goods and/or services provided to UNTS, UNT, UNTHSC and/or UNTD, as agreed to in writing by the parties.

One of the System's goals is to provide all students, faculty, staff and other decision-makers with a positive experience and effective operational support to advance the missions of the UNT World. This requires an enterprise system to support leading practices in Student Administration, Human Capital Management and Financial Management for all System entities. UNTS expects this enterprise system will accommodate each campus' continued independent functioning, the System's shared services operation, and seamless consolidation for compliance reporting, management analytics and other institutional and more localized (e.g., school, departmental) management needs.

The System expects that its future enterprise system will meet the following expectations:

- Serves students, faculty and staff the way they expect to be served and supports a positive user experience (i.e., is operable through mobile devices)
- Is intuitive so casual users can readily maneuver, understand and use the system for decision-making ((i.e., those other than finance experts can easily use the solution)
- Can be configured to be secure and compliant
- Is integrated and allows for additional integrations with a robust set of third-party add-ons
- Allows for immediate availability of current data
- Is nimble, flexible, configurable, able to change and expand
- Is consistently maintainable with constant updates
- Is cost effective to operate – minimizes staff time to maintain
- Is functionally and technically reliable with minimal or no downtime (i.e., stable)
- Is well documented
- Facilitates data extraction and leverages UNTS's current investment in data modeling
- Supports standardized processes where it makes sense but allows for institutional uniqueness
- Is progressive (i.e. is not regressive relative to current capabilities)

- Is supported with tools for transitioning from the System’s current solution to the future state solution (e.g., cross-walk of current data to future-state software model).

UNTS expects the enterprise system provider to have:

- An eye to future needs and technologies
- A sufficient client base in research and academic medical centers in the US to be well developed and tested for these types of institutions, particularly as it relates to compliance with Federal, State and Southern Association of Colleges and Schools Commission on Colleges reporting requirements.

UNTS is open to consideration of commercially-maintained software that meets the expectations noted above and operates on a (1) Software-as-a-Service/Platform-as-a-Service, (2) remote hosted or (3) UNTS on-premise platform. An enterprise software provider may only offer one of these platforms for the complete portfolio of the software offered.

Although UNTS will consider the complete scope of enterprise system functionality noted above, the System may acquire less than the complete set at the conclusion of this evaluation and delay acquisition of UNTS-selected functionality until after implementation of the initial set is underway. UNTS will not postpone a selection decision solely because it is not prepared to acquire the complete scope of enterprise system functionality (e.g., Student Administration).

There are mandatory minimum qualifications for Proposers to this RFP. Please see Section 5.3 below.

UNTS plans to acquire implementation and integration services through a separate procurement after the enterprise software solution has been determined, and to sign contracts with both the software provider and the implementation/integration services provider on or about the same date.

Institutional metrics may be accessed through the *Integrated Postsecondary Education Data System (IPEDS)* Data Center at <https://nces.ed.gov/ipeds/datacenter/InstitutionByName.aspx> and the institutional web sites noted above.

Additional metrics regarding UNTS are presented in Attachment D, *UNTS Important Metrics*. An overview of UNTS’s current system environment is presented in Attachment C, *UNTS Current Systems Environment*.

1.3 Group Purchase Authority

Texas law authorizes institutions of higher education to use the group purchasing procurement method (ref. Sections 51.9335, 73.115, and 74.008, Education Code). Additional Texas institutions of higher education may therefore elect to enter into a contract with the successful Proposer(s) under this Section. Should another institution exercise this option the resulting contract and obligations shall be between that institution and the vendor with UNTS incurring no obligation as a result thereof.

SECTION 2: NOTICE TO PROPOSER

2.1 Submittal Deadline

UNTS will accept proposals submitted in response to this RFP until 2:00 p.m., local time, on May 24, 2019 (the “Submittal Deadline”).

2.2 UNTS Contact Person

Proposers will direct all questions or concerns regarding this RFP to the following UNTS contact (“UNTS Contact”):

James Doss, Senior Buyer

The University specifically instructs all interested parties to restrict all contact and questions regarding this RFP to written communications forwarded to the UNTS Contact via the following link: <https://www.untsystem.edu/bid-inquiry>.

The UNTS Contact must receive all questions or concerns no later than 5:00 pm Central time on May 3, 2019. It is UNTS' intent to respond to all appropriate questions and concerns; however, UNTS reserves the right to decline to respond to any question or concern.

Answers to questions will be posted via addendum to this RFP on UNTS Business Service Center Bid Opportunities web page located at: <https://www.untsystem.edu/hr-it-business-services/procurement/purchasing/bid-opportunities>. Vendors are strongly advised to review this page at least four (4) business days prior to the due date for submissions or earlier to ensure that you have received all applicable addenda.

2.3 Criteria for Selection

The successful Proposer(s), if any, will be the Proposer(s) who submit a response to this RFP on or before the Submittal Deadline, and whose response is the best value for UNTS, taking into consideration the evaluation criteria contained herein. Selection by UNTS will be in accordance with the requirements and specifications set forth in this RFP. The successful Proposer(s) is/are referred to as the "Contractor". UNTS reserves the right to make a single award from this solicitation or multiple awards, whatever is in the best interest of the University, with UNTS being the sole judge thereof.

Proposer is encouraged to propose terms and conditions offering the maximum benefit to UNTS as outlined below. Proposers should describe all educational, state and local government discounts, as well as any other applicable discounts that may be available to UNTS in a contract for the services.

An evaluation team from UNTS will evaluate proposals. The evaluation of proposals and the selection of Contractor will be based on the information provided by Proposer in its proposal. Proposers should address, within the response, each of the criteria listed in this section. Failure to respond to these criteria may result in your proposal receiving a negative rating or considered as non-responsive. Proposers should note that the awarded proposal may not be the lowest offer, but the offer(s) deemed most advantageous to UNTS as described in this section.

The criteria to be considered by UNTS in evaluating proposals and selecting awardee(s), will be the following factors:

- 2.3.1 Functionality, Capability and Integration of Solution
- 2.3.2 Firm Qualifications and Experience
- 2.3.3 Acceptance of UNTS Contract Terms
- 2.3.4 Cost

Furthermore, UNTS may consider information related to past contract performance of a Proposer including, but not limited to, the Texas Comptroller of Public Accounts Vendor Performance Tracking System.

2.4 Schedule of Key Events

Issuance of RFP..... 4/15/2019
Pre-Submittal Conference..... 4/30/2019, 10:00 am, Central time
(Ref. **Section 2.6** of this RFP)
Deadline for Questions/Concerns 5/3/2019, 5:00 pm Central time
(Ref. **Section 2.2** of this RFP)
Answers to Questions posted 5/10/2019, 5:00 pm Central time
Submittal Deadline 5/24/2019, 2:00pm, Central time
(Ref. **Section 2.1** of this RFP)
Reserved for Vendor Demonstrations..... Weeks of June 24, July 8 and July 15

Note: This events schedule is for planning purposes only and may be changed at the sole discretion of UNTS.

2.5 Historically Underutilized Businesses

In accordance with Texas Gov't Code §2161.252 and Texas Administrative Code §20.14, each state agency (including institutions of higher education) as defined by §2151.002 that considers entering into a contract with an expected value of \$100,000 or more shall, before agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract.

UNTS has determined that subcontracting opportunities (check one) are probable are not probable under the agreement.

2.6 Pre-Submittal Conference

A pre-submittal conference will be held on **4/30/2019, 10:00 am Central time** via teleconference.

All prospective Proposers may attend; however, attendance is not mandatory.

The URL for the pre-submittal presentation will be posted as an amendment to this RFP. Participants may also attend by phone, using the phone number and access code that will be provided: (Those attending by phone only will not see the presentation slides as they are discussed.)

The System will be bound only to the System's written answers to questions. Questions arising at the pre-proposal conference or in subsequent communication with the RFP Coordinator will be documented and answered in written form. A copy of the questions and answers will be posted as an RFP amendment.

SECTION 3: SUBMITTAL OF PROPOSAL

3.1 Number of Copies

Proposer must submit one (1) complete original copy of its *entire* proposal. An *original* signature by an authorized officer must appear on the Execution of Offer (ref. Appendix One, Section 2) of submitted proposal. The Proposer's proposal bearing an original signature should contain the mark "original" on the front cover of the proposal.

The University does not consider electronic signatures to be valid for submittal of competitive solicitation responses. Therefore, the original signature must be a "wet signature."

In addition to the original proposal, Proposer must submit one (1) complete copy of the *entire* proposal electronically on a USB flash drive. The USB flash drive must include a protective cover and be labeled with Proposer's name and the RFP number.

3.2 Submittal

Proposals must be received by UNTS on or before the Submittal Deadline (ref. Section 2.1 of this RFP) and should be delivered to:

University of North Texas System
Procurement Services
Business Service Center
1112 Dallas Drive, Suite 4000
Denton, TX 76205

Proposals must be typed on letter-size (8.5" x 11") paper. Sections within the proposal are to be tabbed for ease of reference. Pre-printed material(s), if included, should be referenced in the proposal and included as labeled attachments.

Request for Proposal number and submittal date should be marked in the lower left-hand corner of sealed bid envelope (box/container). If an HSP is required (refer to Section 2.5), both the proposal and the completed HSP must be in individual sealed envelopes and both envelopes placed in one sealed master container.

Note: Electronic submittals via facsimile or other electronic means will not be accepted, unless otherwise specified within this RFP.

****In regard to Attachment A: UNTS System Requirements and Attachment B: ERP Solution Cost Schedules – Please make sure that you download the Excel spreadsheet versions of these attachments from the Electronic State Business Daily Website (<http://www.txsmartbuy.com/sp>). Excel attachments are not available on the BSC website, though these attachments will be there in PDF format. ****

3.3 Proposal Validity Period

Each proposal must state that it will remain valid for UNTS' acceptance for a minimum of one year after the Submittal Deadline, to allow time for evaluation, selection, and, any unforeseen delays. Should circumstances arise that require an extension to this period, UNTS reserves the right to provide extensions at its discretion.

3.4 Terms and Conditions

3.4.1 Proposer must comply with the requirements and specifications contained in this RFP, including the Notice to Proposer (ref. Section 2 of this RFP), and Procurement Scope (ref. Section 5 of this RFP). If there is a conflict among the provisions in this RFP, the provision requiring Proposer to supply the better quality or greater quantity of services will prevail, or if such conflict does not involve quality or quantity, then interpretation will be in the following order of precedence:

- 3.4.1.1 Specification (ref. Section 5 of this RFP),
- 3.4.1.2 Proposal Requirements (ref. Appendix One),
- 3.4.1.3 Notice to Proposers (ref. Section 2 of this RFP).

3.4.2 UNTS intends to enter into an agreement with the Contractor in substantially the form of the attached Sample Agreement. (refer to Attachment E; *Sample Service Agreement*). Award is contingent upon the successful execution of agreement.

3.5 Submittal Checklist

Proposer is to complete, sign, and return the following documents as a part of its proposal. Failure to return each of these items with the proposal may result in rejection of the proposal.

- 3.5.1 Signed and Completed Execution of Offer (ref. Appendix One, Section 2).
- 3.5.2 Signed and Completed HUB Subcontracting Plan. (ref. Section 2.5 of this RFP). **PLEASE SUBMIT THIS INFORMATION IN A SEPARATE ENVELOPE AS SPECIFIED IN SECTION 2.5.**
- 3.5.3 Responses to Proposer's General Questionnaire (ref. Appendix One, Section 3).
- 3.5.4 Signed and Completed Addenda Checklist (ref. Appendix One, Section 4).
- 3.5.5 Responses to evaluation criteria.

SECTION 4: GENERAL TERMS AND CONDITIONS

UNTS' standard purchase order terms and conditions can be found at https://www.untsystem.edu/sites/default/files/bsc_po_terms_12.19.2017.pdf. Additionally, attached is a sample Services Agreement (refer to Section 3.4.2 of this RFP).

4.1 Term.

The initial term of the contract resulting from this RFP shall be for five years, with three options to extend in three-year increments. Options to extend are by mutual consent and in writing. Either party may terminate after year one without penalty by giving at least one-hundred eighty (180) days' notice to the other party.

4.2 **Exceptions**

Any exceptions to the terms in either our standard purchase order terms and conditions or those included in the sample agreement should be clearly stated and included in a separate section of the Proposer's response and marked "exceptions". Proposers are advised that should UNTS not accept a stated exception, the result might be in the disqualification of the proposal.

SECTION 5: PROCUREMENT SCOPE

5.1. **Organizational Scope**

The ERP software licensing and associated costs shall support the following institutions of the University of North Texas System:

- University of North Texas in Denton (UNT)
- University of North Texas Health Science Center (UNTHSC) in Fort Worth
- University of North Texas at Dallas (UNTD)
- UNT System Administration (UNTS), based in downtown Dallas

5.2. **Software Scope**

The Proposer shall deliver software application and all other licensed business applications that fulfill the System's business, general and technical requirements, to address the following functional areas:

- Financial Management
 - Accounts Payable
 - Accounts Receivable
 - Asset Management
 - Budget Development
 - Contracts
 - Cash Management
 - Cost Allocation
 - Debt Management
 - General Ledger and Budgetary Control
 - Grant Management
 - Inventory
 - Long Range Planning
 - Project Accounting
 - Requisitions, Purchase Orders, Receipts
 - Solicitation and Bidding
 - Vendor Management
- Human Capital Management/Payroll
 - Applicant Services
 - Benefits Administration
 - Classification and Compensation
 - Employee Relations
 - Human Resources Management
 - Learning Management
 - Leave Management
 - Payroll
 - Performance Management
 - Personnel Administration
 - Position Control
 - Talent Acquisition
 - Time and Labor
- Student Administration
 - Academic Advising

- Admissions
- Core Student Data
- Financial Aid
- Student Accounts
- Student Records
- Student Information System Other

The Proposer shall deliver products (and services, as applicable) required to support the proposed business application software and enable the business processes in the functional areas identified above.

It is important to the System that the delivered components are tightly integrated as part of the comprehensive solution. The System recognizes that third-party software may be required to meet specific requirements.

The System, at its discretion, reserves the right to add or remove functionality or modules and the associated services prior to contract award.

5.3. Vendor Minimum Requirements/Qualifications

The System has set the following minimum mandatory qualifications for Proposers:

- Licensed to do business in the State of Texas or provide a commitment that it will become licensed within thirty (30) calendar days of being selected as the Apparently Successful Contractor;
- The proposed Financial Management and Human Capital Management software must be in production at a US public higher education institution that is similar in size and complexity to the System; and
- The proposed Financial Management software must have successfully gone through a full fiscal year cycle including year-end close for all proposed functionality in scope. The proposed Human Capital Management/Payroll software must have gone through a full calendar year cycle, including all year-end payroll reporting for all functionality in scope.

5.4. Project Timing

If the System chooses to award a vendor for Software Solution, then immediately after the Intent to Award for the ERP Software Solution, the System will release an RFP for comprehensive implementation services. The System expects to execute the contract for software and the contract for services simultaneously once all internal review and approvals are complete. The project start date will be determined during the negotiations for the services Statement of Work.

5.5. Technology Platform Scope

The Proposer may choose to deliver the proposed software solution on its recommended technology platform, such as an on-premise installation at the System, a hosted solution (which may or may not include certain services, such as a Platform-as-a-Service delivery), or in a pure Software-as-a-Service (SaaS) delivery model. For the technology platform chosen by the Proposer, the proposal must include all platform costs (if any) as well as software costs, such as licensing fees or subscription fees, to allow for an effective cost comparison. For an on-premise installation and hosted platforms, UNTS will estimate labor and other UNTS-sourced costs for use in this comparison.

Although the System has not mandated a technology platform for delivery of the proposed solution, the System has requirements and standards that must be met, depending on the platform.

On-Premise Platform: Vendor shall be expected to comply with the following UNTS environmental standards

- The software environments shall consist of the environment/tenants needed to support the respective delivery model.
 UNTS software environment requirements:
 - Required - Development, QA, Production, Copy of Production;
 - Use as needed - TRUL (vanilla testing functionality), Training, Evaluation, Testing, Demo, Config (used for trying out new configurations);

- Hardware: VMWare based converged infrastructure;
- Operating System: Red Hat Enterprise Linux 7;
- Database: Oracle 18c; and,
- Other: Job scheduling solution (currently Appworx); version control and production control (currently Phire).

Hosted Platform or Software-as-a-Service: The System has set the following minimum requirements for a data center outside the System where the solution would be installed and operated.

- The software environments shall consist of the environment/tenants needed to support the respective delivery model.
UNTS software environment requirements:
 - Required - Development, QA, Production, Copy of Production;
 - Use as needed - TRUL (vanilla testing functionality), Training, Evaluation, Testing, Demo, Config (used for trying out new configurations);
- Provide for hosting through a data center that complies with, at a minimum, Tier Three (3) data center standards;
- Reside at data center(s) that have passed a SOC 2 audit; SOC2 or SOC3 report will be required by UNTS for review;
- Locate data center within the Continental US;
- Ensure data center personnel can pass System-approved background checks;
- Provide availability of and access to the required instances within the timelines identified in the approved System implementation work plan;
- Provide high availability and access to the required instances, with scheduled maintenance times approved by the System;
- Coordinate with/notify the System for the scheduling of down-time to minimize the impact of down-time windows;
- Provide security for the software environments consistent with System requirements, which currently include NIST, ISO 27001 and ISO 27002;
- Provide security for confidential or sensitive data contained in the software environments by encrypting or scrubbing (i.e., change to a constant value, assign a sequential value, or blank) reasonable system-identified sensitive data; and,
- Provide for fail-over of the production environment for a failed component or server.

5.6. Specifications for Organizing the Proposal

The following section provides the specifications for the format and content of the proposal. Proposals must provide information in the same order as presented in this section with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist the Proposer in preparing a thorough response.

Organize binder tabs as follows:

(opening materials): Cover page, letter of submittal, table of contents, contract exceptions

Tab 1: Executive summary

Tab 2: Software firm qualifications and experience

Tab 3: Technology platform

Tab 4: Software solution

Tab 5: Response to requirements

Tab 6: Cost proposal

Tab 7: Appendices (if needed)

5.6.1 Letter of Submittal

The Letter of Submittal must be signed and dated by a person authorized to legally bind the Proposer to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the Proposer and any proposed subcontractors:

1. Name, address, principal place of business, telephone number, and e-mail address of legal entity or individual with whom contract would be written.
2. Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.)
3. Legal status of the Proposer (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
4. Federal Employer Tax Identification number or Social Security number and the Vendor ID issued by the Texas Comptroller of Public Accounts. If the Proposer does not have a Texas Vendor ID, the Proposer must state that it will become licensed in Texas within thirty (30) calendar days of being selected as the Apparently Successful Contractor.
5. Location of the facility from which the Proposer would operate.
6. Identify any state employees or former state employees employed or on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the Proposer's organization. If following a review of this information, it is determined by the System that a conflict of interest exists, the Proposer may be disqualified from further consideration for the award of a contract.

Following the Letter of Submittal, include any Contract Exceptions (see Section 4.2 above) and provide a Table of Contents for the proposal.

5.6.2 Executive Summary

In the Executive Summary, the Proposer should condense and highlight the contents of the proposal in such a way as to provide the System with a broad understanding of the offer. The maximum length of the Executive Summary shall be five pages. This section of the offer is designed to provide a clear and concise understanding of key aspects of the offer as follows:

1. Narrative of its understanding and ability to provide the solution as outlined in this RFP, including summarizing the proposed solution;
2. Discussion of why the products and services proposed represent the best value for each of the entities participating in this solicitation;
3. Information on the experience, background, and qualifications of all responding firm(s); and
4. Discussion of why the firm(s) presented in the offer are best qualified to provide the products and services required herein.

5.6.3 Software Firm Qualifications and Experience

The System is soliciting proposals from qualified firms that are in the business of providing the requested products as listed in this RFP. The response to this section of the proposal should include, at a minimum, the following information.

Primary Software Provider

1. Include a detailed narrative description of the Primary Software Provider's (PSP) organization with the following elements:
 - a. Brief overview of business operations, with an emphasis on ERP-related operations in higher education or other organizations of similar size and complexity;
 - b. PSP's ERP experience in organizations of similar size and complexity, with an emphasis on public higher education institutions and university systems;
 - c. Research and development budget;
 - d. Date established;
 - e. Company legal name and legal form of ownership;
 - f. Location in which the PSP is incorporated;
 - g. Full disclosure of any proposed off-site activity and the locations involved;
 - h. A statement of whether, in the last ten (10) years, the PSP has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone

the appointment of a receiver, trustee, or assignee for the benefit of creditors, and if so, an explanation providing relevant details;

- i. A statement of whether there are any pending Securities Exchange Commission investigations involving the PSP, and if such are pending or in progress, an explanation providing relevant details and an attached opinion of counsel as to whether the pending investigation(s) may impair the PSP's performance in a Contract under this RFP;
 - j. A statement of whether the PSP is currently under investigation (or had previous findings in violation) of U.S. export control laws and regulations including but not limited to the Export Administration Regulations (EAR), International Traffic in Arms Regulations (ITAR), and all embargoes and/or other restrictions imposed by the Treasury Department's Office of Foreign Asset Controls (OFAC);
 - k. A listing of all contracts or purchase orders that PSP executed or accepted within the last five (5) years and which were canceled or terminated prior to completion by any university, state agency or other entity with which PSP contracted. For each such contract or purchase order, PSP must include a detailed explanation for the cancellation or termination and final resolution of the matter. Include the names and telephone numbers of each such agency's or firm's contact person. If none, specify none.
 - l. A statement documenting all open or pending litigation initiated by PSP or where PSP is a defendant in a customer matter; and full disclosure of any criminal or civil offense.
2. As described in the RFP Section 5.3, the Proposer for ERP software must meet the documented minimum mandatory qualifications to respond to this RFP. Failure to meet these requirements will disqualify the vendor from responding, and will result in rejection of the Proposer's proposal. Document how your firm meets the mandatory requirements from Section 5.3.
3. List in table format all ERP installations for the PSP for organizations of similar size and complexity that have come into production within the last four years. Include in the table any higher education ERP installations that are in progress (contracted but not in production) as of the proposal due date. If desired, the PSP may also include public sector or commercial customers who are similar in size and complexity to the System. Include columns for:
- a. Organization name;
 - b. Initial production date (or target date of production);
 - c. Product(s) initially deployed and release/version, including the categories of functionality deployed within a major functional area; and
 - d. If upgraded since initial production, date of upgrade and current release/version.
4. Financial Statements:

Option A. Proposers who have audited financial statements are to provide the following:

Audited financial statements for the two (2) most recent available years. If the financial statements are intended to be confidential, please submit one (1) copy in a separate sealed envelope and mark as follows:

Firm's Name
Confidential – Financial Statements

Option B. Proposers who do not have audited financial statements are to provide the following:

It is preferred that audited financial statements for the two (2) most recent available years be submitted. However, if not available, provide a copy of firm's two (2) most recent tax returns or compiled financial statements by an independent CPA. If the financial statements or tax returns are intended to be confidential, please submit one (1) copy in a separate sealed envelope and mark as follows:

Firm's Name
Confidential – Financial Statements

5. The PSP must provide three (3) references from organizations, other than from within the System, where the software that is the subject of this solicitation are currently in production usage. To the extent possible, provide references for higher education customers of a similar size/complexity as the System.

The System, at its discretion, may contact any of the references provided by the PSP and PSP's provision of such references shall act as approval to System to contact references in order to determine their experiences with the PSP. Additionally, the System may request site visits, demonstrations and/or web presentations to evaluate the overall user experience of the PSP.

The following information should be provided for each reference:

- a. Organization Name;
- b. Organization Description (e.g., public/private/research);
- c. Reference Contact Information: Name, Mailing Address, Phone, E-mail Address
- d. Number of Employees;
- e. Student Enrollment (if applicable);
- f. Software Product, Modules, and Release Number(s) Implemented; and
- g. Software Production Date, and Date of Latest Upgrade.

Third-Party Software Provider

6. All Third-Party Software Providers (TPSP) included in the proposal must provide the same information listed for the Primary Software Provider in # 1 above. In addition, the TPSP must provide:
 - a. The name, title, address, e-mail address, and telephone number of the individual(s) who are authorized to make representations on behalf of and legally bind the TPSP; and
 - b. The name, title, address, e-mail address, and telephone number of the individual that will function as the primary contact for the TPSP.
7. The TPSP must provide two (2) references from organizations, other than from within the System, where the software that is the subject of this solicitation are currently in production usage. To the extent possible, provide references for higher education customers of a similar size/complexity as the System. Provision of reference information shall act as approval to System to contact references to determine their experiences with any TPSP(s).

The following information should be provided for each reference:

- a. Organization Name;
- b. Organization Description (e.g., public/private/research);
- c. Reference Contact Information: Name, Mailing Address, Phone, E-mail Address
- d. Number of Employees;
- e. Student Enrollment (if applicable);
- f. Software Product, Modules, and Release Number(s) Implemented; and
- g. Software Production Date, and Date of Latest Upgrade.

5.6.4 Technology Platform

(NOTE: This section is completed only if the Proposer has included in its pricing provision of the technology platform for the proposed software solution. If the software is being proposed as an on-premise installation, this section may be omitted or left blank in the submitted proposal.)

The Proposer will provide narrative responses regarding the proposed hosted/cloud technical platform, organized in accordance with the outline below.

1. Proposer should submit a Sample Statement of Work (SOW)/Service Level Agreement (SLA) to support the hosting/cloud service being proposed. This Sample SOW/SLA will provide a starting point for drafting the final SOW/SLA that will be included in the agreement with the

Proposer as part of contract execution. The Sample SOW/SLA should include a description of the roles and responsibilities for each of the services requested in this RFP and descriptions of all deliverables to be provided. The System expects disaster recovery to be specified in the SOW/SLA. Additionally, the Sample SOW/SLA should include a description of a sample service-level and penalty structure for potential inclusion in the final SOW/SLA.

2. Where are the data centers (primary and secondary) located that would be used by the System? How long have your firm been hosting software for clients in these data centers?
3. How is the architecture sized to accommodate the System's projected usage profile? How is capacity calculated, and what happens when additional resources are needed?
4. Describe scheduled maintenance windows required for the maintenance of the hardware and/or software. Describe how these maintenance windows relate to availability SLAs. How would the System be notified if non-scheduled maintenance needs to occur?
5. Describe Proposer's backup, restore, and disaster recovery procedures. Include standard Recovery Point Objective (RPO) and Recovery Time Objective (RTO) metrics. What are the System's options if there is a need to restore data from the previous day, week or month? In the event of a major incident, such as a disaster, how is order and precedence of restoration determined? Please describe the process for performing an annual fail-over test to a disaster recovery site and ensure business continuity.
6. After reviewing the requested standards in Section 5.5 above, describe all relevant certifications and attestations for hosting services, including: SSAE 16 Type II, ISO 27001, Cloud Security Alliance STAR Registry, etc., as well as your ongoing commitment to maintain these standards. Include a copy of your latest SSAE 16 Type II report if available. Describe all relevant compliance related standards for hosting services, such as: PCI, FERPA, HIPAA, etc., and your ongoing to commitment to maintain these standards.
7. Describe the capability of the System to perform independent security testing of the hosting/cloud services.

5.6.5 Software Solution

The Proposer will provide narrative responses regarding the proposed software solution, organized in accordance with the outline below.

Proposed Business Software Applications

1. Provide an overview of the Proposer's comprehensive software solution, software proposed, and the integration proposed to meet the System's requirements. This section is intended to be a high-level overview of the product(s) offered.
2. In this section, the Proposer should provide a detailed product summary chart that lists:
 - a. Each Software Provider (please list the Primary ERP Provider first);
 - b. The different product sets to be provided by each Software Provider; and
 - c. The categories of functionality within those product sets.
3. After the summary chart, the Proposer shall provide a description of all application software categories of functionality (as listed in detail in Section 5.2 of this RFP and also including third-party and data analytics/reporting applications) necessary to meet the requirements specified in this RFP. (Note that a "category of functionality" was formerly referenced as a "module.")

For each category, the Proposer should summarize in one (1) page the key features and functions of that category, as well as the major integration points, in the following format. The size of the individual response items may be adjusted as needed, as long as the total response for each category does not exceed one (1) page.

Sample Format for One-Page Software Summary

Module Name	
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Narrative Description of Major Functions
Integration Points

Following is a brief explanation of expected response for each required field:

- a. Category of Functionality Name – Indicate the category of functionality name (e.g., Admissions, Student Records, Applicant Services, Benefits Administration) from the proposed software solution.
 - b. Narrative Description of Major Functions – Describe in narrative form the major business process functions addressed by the category of functionality. Describe the key features of the functionality and how the functionality addresses the pertinent business needs of the System.
 - c. Integration Points – Describe the integration of the functionality with related business processes. An exhaustive listing of all integration points is not required. The intent is to provide a general understanding of relationships and dependencies between software functionalities.
4. UNTS would prefer to use the system as delivered as much as possible. Therefore, provide a list or catalog of the following delivered items for your system:
- a. Delivered business processes;
 - b. Delivered workflows/transactions; and
 - c. Delivered reports.
- If these lists are lengthy, they may be included as appendices to the proposal.
5. Describe the features of your user interface that makes the system easy to learn and use for both novice and expert users. Include features such as help screens, navigation aids, online manuals, configurable menus, configurable hot keys, configurable tab order, search tools, using multiple windows, etc. Include a description of how the interface can be configured to System-specific business processes and rules. Include a discussion of coding reduction tools or validation rules that help to ensure quicker, more accurate data entry.
6. Describe features of the software that are designed to meet the unique needs of higher education. What functionality does the solution provide that supports the mission of a higher education institution?

ERP Business Processes

7. UNTS will operate the software as a single entity, but requires an accounting code structure that can support individual university and departmental budgeting, consolidated financial reporting, position (control) budgeting, and research grant and contract accounting. Activities must be reportable and easily visible to end users and managers at the department, college, university and entire System level. Employees may be appointed and expensed across multiple departments, colleges or universities.
- a. Explain how the accounting code structure can be designed to meet these needs. Describe how the ERP solution supports development of an effective, lean, multi-dimensional chart of accounts.
 - b. What functionality, other than chart of accounts, supports adding additional data attributes to a transaction?
 - c. Describe how reporting can support these needs. Are multiple reporting hierarchies available? Include a description of roll-up and expense assignments and drill-down functionality.
8. Describe how your software uses admissions and student records data to determine the student's appropriate program and enrollment level for Financial Aid processing, especially when they student may be enrolled in multiple programs or an applicant in one while they are enrolled in another.

9. Describe how your software manages data for an individual when that person has multiple concurrent roles within the institution (e.g., an alumni in one program and an applicant to another, an active student in one program and an applicant for another, an employee and a student concurrently).
 - How does the system manage ownership of the person's data, security access, and overall status within the system?
 - How does any of this change if the student has multiple concurrent roles in different institutions within the system?
10. The university has a need to support multiple jobs for an individual. Describe how your software manages this.
11. Describe how your software supports 9/12 salary and benefits.
12. Describe the training resources provided or available for your software product(s). Include training for both technical and functional implementation project team members, as well as training materials or templates for end users. In addition, describe documentation provided for new patches/releases/features, and any ongoing training opportunities for new employees to the System.

Integrated Software Tools

13. The System expects to follow best business practices inherent in the software. However, the System has business requirements that are unique to Texas and/or to the System. With this understanding, in this response the Proposer should describe its capabilities and approach to addressing client specific needs through configuration or other means without modifying the software source code. These could include the ability to:
 - Add and/or activate additional data elements;
 - Configure lists of valid values for existing and custom data elements;
 - Use standard application programming interfaces (APIs) or standard entry and exit points so that external systems/code can interact with system processes;
 - Create bolt-ons to the system to enhance existing or create new functionality.
 - Ability to update data in the base software via APIs; and
 - Create, configure, define, and modify business process models and workflows for business transactions based on business rules, including supporting alerts and notifications. The Proposer should describe any out-of-the-box workflow capabilities and explain ease of use in configuring additional workflows.
14. Does the automated workflow system delivered with the core ERP software have any capabilities to integrate with or incorporate other System software? If so, describe.
15. Describe the document management/imaging capabilities that are built in or delivered as part of the base system. List the document types that may be stored, and describe the process for entry, access, markup and notes, management and archiving. Provide a discussion of the technology that is used to manage the documents.
16. Describe which third-party document management systems are supported by the system. Describe if/how it could be integrated into the system to provide a seamless experience to the user. Compare the features and capabilities of the built-in system with a typical third-party document management system. Provide a discussion of any technology that is required (hardware, software, middleware, utilities, etc.) for proper operation and maintenance of the system. Describe the process for being able to link to supporting documents stored in a third-party imaging system.

Application Architecture

17. If an on-premise solution is proposed, discuss the infrastructure requirements for the installation, and options for hardware/software other than those specified in Section 5.5 above.
18. The System is concerned about system availability and performance during peak usage times, e.g., student registration.

- Describe Proposer's approach to scale the application in response to spikes in demand. Can the software and hosting architecture allow 24-hour access (no scheduled downtime) during these periods?
 - Describe how performance may be impacted by heavy reporting/query/analytics use. Is there an alternative data mart/reporting engine or another solution to relieve performance pressure from the primary system?
 - Describe how performance may be impacted by row-level auditing of data changes. How can a performance impact from auditing be mitigated?
19. How many database instances (e.g., test or sandbox) and which ones are included in your standard subscription/offering for the production environment? Is there a limit to the number of implementation environments? How quickly can a new environment be provisioned? How often are environments such as test or sandbox refreshed? Can each environment be on its own refresh schedule?

Desktop/Browser

20. Identify the minimum and recommended desktop configuration requirements. Catalog the web browsers (including minimum release level) that are compatible with your system, and any browsers that provide a preferred experience. Are there any third-party products or significant browser configuration changes required to run the product? Does any software proposed require a browser plug-in or any installation of code on the device?

Self-Service/Mobile Capabilities

21. Describe Proposer's strategy and software compatibility with mobile devices, including iOS, Android, or other platforms such as kiosks, scanners or hand-held terminals. Describe which mobile operating systems are supported with native apps, and if a mobile/responsive version of the application exists. Describe the major business processes that can be originated and approved via a mobile platform.

Technology Support Products

22. The Proposer shall describe any technology support products (including third-party products) required to operate, control, manage, configure, enhance, upgrade, report on, and integrate the proposed solution and meet the System requirements as specified in this RFP. The Proposer should provide descriptions of any proposed technology enablers and support products as applicable:
- Ad hoc reporting tools;
 - Business intelligence tools;
 - Tools for views/screens/custom forms/custom dashboards;
 - Tools for development of bolt-on code development within the solution;
 - Upgrade assistance tools;
 - Enterprise application interface (EAI) tools;
 - Extract, transform, and load (ETL) and data migration tools;
 - Production tools (e.g., schedulers);
 - Application and load/performance testing tools;
 - Configuration and software change management tools;
 - Performance monitoring tools; and
 - Document management capabilities.

Security

23. Proposer should describe the security approach within the ERP. The system shall provide application controls to prevent unauthorized use of the system, maintain system process controls, and log all transactions. In addition, the system shall provide security to limit availability to application functionality, software screens, data records, data elements, and data element values where appropriate. This description should address, but is not limited to:
- Single sign-on and ability to integrate with identity management solutions (identify identity management solutions previously integrated, and provide recommendation, if any);

- Data encryption both in transit and at rest (indicate if there is additional cost for encryption of data at rest);
 - Any support for third-party data encryption;
 - Built-in multi-factor identification capability and/or support for third-party multi-factor authentication;
 - Configurability of security;
 - Role-based authorizations, including any delivered business processes, pages, functionality or workflow to automate security approval and provisioning;
 - Row-based authorizations, including any delivered business processes, pages, functionality or workflow to automate security approval and provisioning;
 - Database access;
 - Data privacy;
 - Handling classified or confidential data; and
 - Preservation and auditability of data and changes.
24. Describe how the system security will limit users to view and update information for only their assigned institution or department while allowing the System personnel to seamlessly consolidate financial information from all institutions. Describe any capability to leverage a user's identity across the System.
25. How do security definitions apply to in-system reporting?
26. Describe how security roles are added/removed when changes occur (e.g., user changes department). Describe any automation capabilities to streamline the addition or removal of security role when personnel changes occur.
27. Describe how access control is managed and distributed to the business units and business offices, or if it must be managed centrally.
28. Does the solution provide any delivered capability to redact or mask sensitive information in the training environment (e.g., social security number) that was copied from production?
29. Describe how the proposed system will provide a detailed audit trail to allow the authorized user to trace the history of all changes in user data or in system configuration. How does the system facilitate the audit of security accounts, roles and access?
30. Describe capabilities to alert administrators of unusual or suspicious changes to data.
31. Describe the tools, processes or capabilities in the system for archiving data. What do you recommend for an archiving policy for your system? What features or capabilities are delivered with the system to support the storage and retrieval of archived data? Is archived data discoverable during search? How is data validity and integrity assured?
32. Describe any capabilities for records retention in the event of a legal hold or litigation.

System Integration

33. Describe how functionality is integrated across the proposed solution, ensuring single data entry points and consistent, non-duplicated information across all functional modules, as well as how data integrity is ensured. Describe any delivered communication services that guarantee message delivery and handles queuing and encryption for various types of communication (e.g., publish and subscribe, request/reply). Identify any data integration hubs or brokers that are proprietary. Describe your product's approach to allowing the System to interface or exchange data between the proposed software solution and other software systems. The description should include, but not be limited to:
- The technologies used (e.g., SOAP, REST, XML files, JSON, Text files, CSV files);
 - Description of both the inbound and outbound approaches;
 - A catalog or list of APIs available for System use;
 - Sample detail documentation from each type of API, including any limitations on the number of records that can be accessed by the API; and
 - Any limitations or governors placed on web services-based interfaces.

34. Describe any prepackaged/supported integrations/interfaces. Discuss your integration with office productivity software, such as Microsoft Office or other e-mail clients. What protocols or standards are supported?
35. Do any integrations need to be developed between any system functions or between the system and the data analytics/reporting tool?

Data Management Capabilities

36. Describe any data management capabilities, including any proposed data cleansing and data conversion tools. What does the system provide to ensure integrity of converted data, such as enforcement of field rules or business rules, or application of data edits? Describe the tools/accelerators available to support the conversion of data from our legacy systems to the proposed ERP. Are these tools provided with the proposed ERP or from third parties? Please describe the process for data conversions and loads specifically highlighting what features and functionality will be available to UNTS and what functionality will only be available to the software vendor or a third-party system integrator.

Accessibility

37. Discuss your solution's compliance with promulgated accessibility standards. Describe the features and capabilities of your system that provides for accessibility, and a discussion of the technology behind these features.

Data Analytics and Reporting

38. The Proposer should discuss its analytics/reporting strategy for the proposed ERP, including:
 - Data analytics and reporting capabilities inherent in the ERP system;
 - Documentation of data lineage, metadata, and delivered services or tools to assist with data management and governance;
 - Integration of existing BI tools;
 - How data from the ERP can be incorporated and merged with data in any existing System Data Warehouses, including what tools would be used or required to accomplish this;
 - How the System would obtain and refresh data from the ERP system on a real-time or near real-time basis. Additionally, Proposer should describe any capabilities to narrow the data being transferred to only those rows that recently changed; and
 - Any limitations or governors in place to limit web services calls, if applicable.

Key Differentiators

39. Describe the features and functions of the proposed ERP that you believe are unique to your offering and differentiate your solution.

Optional Products/Services

40. In addition to the requirements and other specifications in this RFP, the System is willing to consider any alternative or innovative products, services or approaches from the Proposer that would result in improved outcomes, better functionality, lower cost and/or lower risk to the System. These might include different products or approaches to the integration of ERP data with other systems, alternate approaches for System access to legacy ERP data, or any other aspect where the Proposer could offer value to the System. The System invites the Proposer to present concisely these suggested changes here. Any product or service presented in response to this section must be an optional added-value component, and not required to meet a requirement or specification from this solicitation. The System may or may not consider any proposed alternatives. The costs associated with any of these alternatives may be presented on Cost Schedule 5, Optional Costs.

Software Licensing

41. Proposer should include a copy of all agreements that Proposer expects to be executed with the System, including proposed Software License and Annual Maintenance Agreement or SaaS Subscription Agreement for all proposed software, including third-party software.

42. Proposer should provide an explanation of the software licensing or subscription fee basis upon which costs have been calculated (e.g., number of employees, full-time enrollment, System budget).

Software Maintenance and Customer Support Services

43. Proposer should describe the proposed maintenance and product/customer support plan, including general service-level commitments offered under the support agreement. Maintenance and support information should outline the following:
- Comprehensive customer support strategy;
 - Definition of the level of proposed support. If alternative maintenance and support plan levels exist (e.g., platinum, gold, silver), provide a description of each alternative plan available to the System;
 - Telephone support (e.g., toll-free support hotline, hours of operation, availability of 24 x 7 hotline);
 - Online support (e.g., “Web chat”, ability to submit and check status of issues, remote dial-in, Web site access to patches, fixes and knowledge base);
 - Offshore support, if any, that would be used to support the System;
 - Problem reporting, resolution and escalation procedures (e.g., severity levels and response time);
 - Process for requesting a new single point of contact, if the System desires such;
 - Procedures for bug fixes, patches and enhancements; and
 - Any recent independent assessments of customer support.
44. What involvement or contribution can the System expect from the Primary ERP Software Provider during the implementation project?

Software Updates and Upgrades

45. Proposer should describe its upgrade strategy for the proposed software, an overview of its upgrade strategy, what support capabilities and tools are provided to facilitate the upgrade process, and the number of software versions that are currently supported.
46. The Proposer should also explain how its upgrade process affects user-defined fields, user-defined tables, bolt-ons and other configuration items. Is there any assurance that updates will not break existing configurations and/or supported interfaces?
47. If third-party applications are proposed, describe the impacts if either the ERP software or the third-party application is upgraded, and support responsibilities for each software product. How soon after release of a new third-party update will it be integrated into the overall solution?
48. What is the typical new functionality release schedule? Does this include the core system and native mobile apps?
49. Describe the release process for new functionality. How are they tested? How are these managed and migrated to production? Are clients forced to take updates and, if so, how often?
50. Describe the process for bug fixes. Is there SLA commitment for how quickly bugs will be identified and resolved, or a workaround implemented?

System Documentation

51. Describe the application documentation that is delivered with the system. Catalog any business process documentation that is delivered, such as flow diagrams or narratives. Provide representative examples.
52. Describe the system/technical documentation that is delivered with the system. Describe the availability of any delivered data dictionaries, metadata repositories, or data models. Provide representative examples.

User Community

53. Proposer should describe how customers are able to participate in and influence product direction and enhancements. Can the System have its own request queue for granting and

implementing enhancements? What user groups are available to the System? How often do they meet and how are they structured? Does the software provider or the user group manage the agenda and contents of the meetings?

Strategic Direction

54. Proposer should describe its future vision and product direction by addressing the following topics at a minimum:

- Product feature and component development roadmap, including mobile device support and analytics support;
- Future technology direction and unique or differentiating technology approach;
- Development methodology and the extent to which it is customer driven;
- Commitment to higher education and future plans regarding functionality for higher education; and
- Strategic product plans for higher education.

5.6.6 System Requirements

The System has developed System Requirements, provided as Attachment A, *UNTS System Requirements*. The Proposer must respond in the provided Excel file to the Requirements specifically as described in this section. A printed version of the response must be included as part of the Technical Proposal, and the electronic response must be returned as an Excel file. (Do not submit the response to System Requirements in PDF format only.)

Two primary columns (or fields) will be used by the Proposer to respond to each Functional Requirement: "Support" and "Source." A response is required in both columns to be considered responsive to each Functional Requirement. The response options for each field are provided and described below.

The Proposer may also add any comments or explanation in the Comments column of the Excel workbook.

Requirements in Attachment A, *UNTS System Requirements*, are listed by category of functionality. Each category may have up to three types of requirements:

- Common requirements;
- Differentiating requirements; and
- Local requirements.

Common requirements are those that are likely to be available as Standard Functionality in the Base system offered by all proposers that typically qualify to respond to RFPs from similar institutions. These proposers actively market software to university systems, research intensive universities, and academic medical centers similar to UNTS.

Differentiating requirements are those that some of these proposers are likely to make available as Standard Functionality in the Baseline software offered.

Local requirements are those UNTS specifically identified.

SUPPORT – The "Support" selection identifies whether support for the requirement can be met through proposed standard software. The Proposer response options are defined in the following table:

Proposer Functional Response Definitions – Support

Support Responses	Support Response Definition
SF Standard (Configurable) Functionality	<p>The software provides the requested functionality without screen, code, or design changes. The product can satisfy the specification “out-of-the-box” without any modification to the standard baseline software offering. The software may require configuration using supplied configuration options or tools. The Proposer should only use “SF” if the baseline software as delivered in the current release meets the requirement “as-is” or through software configuration with minimal effort.</p> <p>In the case of a report, query, or interface related requirement, the Proposer should only use “SF” if there is no development effort associated with meeting the requirement (e.g., a standard delivered report).</p>
DT Development Tools	<p>The desired feature or functionality is not available as part of the standard (base or third-party system) delivered software functionality but can be added to the standard software utilizing the delivered “Development Toolset” to satisfy the specified requirement, and does not require modifications to the system source code. Examples of customizations done using delivered tools might include changing a field length, creating a query, creating an interface/integration, writing a custom report or modifying a view or screen.</p> <p>A brief explanation is required to support any proposed customization; explanations should be provided in the “Comments” section of the requirements response.</p>
FR Provided in Future Release	<p>A future release of the software will provide the requested functionality without screen, code, or design changes. The Proposer should only use “FR” if the future release of the base or third-party software will fully meet the requirement and the release date has been published by the software vendor.</p> <p>A brief identifier/description of the referenced release and the expected release date should be included in the “Comments” section of the requirements response.</p>
DNM Does Not Meet Requirement	<p>The desired feature or functionality is not available as part of the standard (base or third-party) software functionality, or requires modifications to the system source code, or is a future release item without a scheduled release date. Without modifying the system, the requirement would most likely be met by a process workaround or by interfacing to an existing legacy application.</p> <p>If selecting this option, the Proposer should add a comment in the requirements response proposing a workaround or other method/process that would satisfy this requirement for the System.</p>

SOURCE – The “Source” selection identifies “what” satisfies the requirement, e.g. the Proposer’s software, third party software, or user or DBA/DBMS/developer tools.

The Source options are listed in the table below.

Valid Values	Source Response Definition
Base System	<p>The Base System category encompasses the core ERP applications (and their fundamental technologies) that:</p> <ol style="list-style-type: none"> 1. are owned by the vendor and 2. are fully and directly supported by the vendor and 3. whose product enhancements are fully determined by the vendor. <p>For most vendors, this means those software applications that they have developed or acquired, and which constitute the core of their overall market offering.</p>
3rd Party App - Integrated	<p>The 3rd Party App - Integrated category encompasses those <u>applications</u> and <u>application modules</u> that:</p> <ol style="list-style-type: none"> 1. are not owned directly by the vendor but which are instead licensed by the vendor and tightly coupled to the vendor's own applications and 2. are fully and directly supported by the vendor as if they were owned by the vendor and 3. whose product enhancements may be influenced but are not controlled by the vendor.
3rd Party App – API-Only	<p>The 3rd Party App - API-Only category encompasses those third-party <u>applications</u> and <u>application modules</u> that are included in the vendor's proposal, and for which the vendor provides and supports API's (or other interfaces).</p> <p>The vendor does not provide support for the third-party application, and has little or no influence over enhancements made to that application.</p>
3rd Party App – Non-Integrated	<p>The 3rd Party App - Non-Integrated category encompasses those third-party <u>applications</u> or <u>application modules</u> that are included in the vendor's proposal, but for which the vendor does not provide interfaces. The vendor does not provide support for the application, and does not influence enhancements.</p> <p>Note: It may be possible that, for some third-party apps, interfaces will not be necessary. The vendor should note this in their narrative response to the requirement.</p>
Developer/User Tool-Supported	<p>The Developer Tool category encompasses those application development and maintenance tools that the customer's technical staff can be trained to use in order to maintain or enhance the vendor's application.</p> <p>The term User Tools encompasses products such as query and report writers that <u>end users</u> can be trained to use in order to satisfy their own needs and requirements. For some requirements, support for the requirement is built into the tool, as in the case of pre-written reports. For both developer and user tools, the selection of the tool implies some level of time, cost, and effort is required to achieve the desired capability.</p> <p>The Developer/User Tool-Supported category refers to those user tools that are owned and supported directly by the vendor, or are not owned by the vendor but are supported directly by the vendor as if they were owned.</p>
Developer/User Tool-Not Supported	<p>The User Tool-Not Supported category refers to those developer or user tools that are not owned or supported by the vendor.</p>

Valid Values	Source Response Definition
DBMS/DBA Toolset	<p>In general, the DMBS/DBA Toolset category refers to those management tools that are inherent within the database technology proposed by the vendor. These are not to be considered applications because they do not perform the functions of an application, nor are they considered user or developer tools.</p> <p>Although most vendors provide direct support for the database and its database management tools, we request that vendors specifically explain the support services they provide in this area. This explanation would be included in the narrative portion of the proposal.</p>
Customer-Provided	<p>The Customer-Provided category is provided to allow vendors to indicate that the customer is free to use software or tools of their own choosing, provided that the choice meets the criteria, if any, set forth by the vendor in the definition of the specific source column value. "ODBC-Compliant Report Writer" is an example.</p>
DNM (Does Not Meet)	<p>Not available in the system as proposed.</p>

When responding to a requirement with a Source value other than Base System, Proposers should state the name of the tool, toolset, or third-party software in the narrative field associated with the requirement.

5.7. Specifications for Cost Proposal

Proposer shall submit a detailed cost proposal to include all aspects of providing the scope of products and services associated with this RFP. The pricing submitted as part of the proposal shall be considered a valid offer, and must remain valid as specified in RFP Section 3.3. To support pricing, the System has provided some metrics about the System in Attachment D, *UNTS Important Metrics*.

The Cost Proposal shall consist of:

1. As a narrative response to this section, Proposers should document and submit all cost-related assumptions and such other information necessary for System personnel to thoroughly understand each Cost Schedule. If the cost assumption pertains to a particular line item or element on a cost schedule, the reference for the assumption should be provided.
2. Proposer shall submit a detailed cost proposal in Excel format of Attachment B, *UNTS ERP Solution Cost Schedules*, to include all aspects of providing the scope of products and services associated with this RFP, as described below. Include a printed copy of the spreadsheets as an original submission, and the Excel file with the electronic submission.

The Proposer must use the Excel workbook cost format presented as Attachment B and not their own format. "TBD" (to be determined) or similar responses in the workbook cells for costs are not acceptable. Failure to provide the cost information fully may lead to a determination that the proposal is non-responsive. The System requires the vendor to price its offerings broken out by major functional area (Financial Management/ Procurement, Human Capital Management/Payroll and Student Administration).

Formulas are provided in the workbook for the convenience of the Proposer. The Proposer shall be responsible for the consistency and accuracy of the formulas, sums, and roll-ups contained in the workbook. Any errors are solely the responsibility of the Proposer. Additional rows and columns may be added as needed.

The remainder of this section contains specific instructions concerning how Proposers are to address and submit the various cost worksheets that are included in the Excel workbook, RFP Attachment B. Total cost of ownership will be calculated based on the multi-year cost as reflected

on the Summary Presentation Schedule. Assume that all costs shown on the schedules are for a full year.

Worksheet 1 – Summary Presentation Schedule

This schedule must reflect all costs required to acquire the proposed ERP solution and, if applicable, its technology platform. The reference in the cost category indicates which supporting cost schedule worksheet should provide the additional detail to support the summary cost information presented on this schedule. Proposers must ensure the accuracy of the cost information provided on each Cost Proposal schedule, and verify the accuracy of any Excel formulas or references. Additionally, Proposers should document all cost-related assumptions in the Cost Proposal as described above.

Worksheet 2 – Software Subscription

The schedules on this worksheet should be completed by Proposers proposing a software subscription (i.e., SaaS) operating model. Proposers should provide the proposed subscription service cost by year reflecting all SaaS Subscription Costs. These schedules should list the licensed software product(s) being proposed consistent with Section 3.2, Software Scope. Additional rows may be added as necessary. Assumptions and other information necessary for System personnel to thoroughly understand the proposed pricing should be submitted as cost assumptions in the Cost Proposal. Additionally, the Proposer must complete the Subscription Cost Components schedule to indicate which components are included in the quoted subscription cost.

Worksheet 3 – Software Licensing

This schedule should be completed by Proposers bidding licensed software that is purchased rather than paid by subscription. The schedule is comprised of two (2) sections. Additional rows may be added as necessary.

- *Section 1 Software Licensing Cost* - This section should list the licensed software product(s) being proposed consistent with Section 5.2, Software Scope. A fixed price for all software to be acquired should be provided, and the costs must be broken out by the three major functionality areas listed. Assumptions and other information necessary for System personnel to understand thoroughly the proposed pricing should be submitted as cost assumptions in the narrative response to this section. For each license metric being proposed, a clear description of metric calculation must be provided as a cost assumption in the narrative response to this section.
- *Section 2 Software Annual Maintenance Cost* - This section should list the software annual maintenance cost for each software product proposed consistent with Section 5.2, Software Scope. Assumptions and other information necessary for System personnel to understand thoroughly the proposed pricing should be submitted as cost assumptions in the narrative response to this section. Assume that all years proposed are for a full year of cost. Also, for evaluation purposes, assume that the software implementation begins in Year 1 and requires two years, and the system goes into production at the start of Year 3.

Worksheet 4 – Hosting Costs

This schedule should be completed by Proposers bidding a hosted technology platform as part of the solution. The schedule is comprised of three (3) sections. Additional rows may be added as necessary.

- *Section 1 Hosting Cost Components* - The System would like to be clear about the cost components that are included in the quoted Hosting Cost. Edit this table as needed to accurately reflect the included cost components. In response to “Included in Hosting Cost?”, valid responses are Yes, No or Optional. An item marked Optional is not included in the quoted cost; therefore, note the additional cost for this item in the Comments section. Other comments or notes should be added in the Comments column.
- *Section 2 Pre-Production Hosting Cost* - This section should list pre-production hosting cost components, the basis for the costs, any initial setup costs and the monthly recurring costs. Proposers should assume that the System will be contracting for two years of pre-production hosting. Actual hosting costs will be determined when the implementation timeline has been defined. Additional assumptions and other information necessary for System personnel to understand thoroughly the proposed pricing should be submitted as a cost assumption in the narrative response to this section.

- *Section 3 Production Hosting Cost* - This section should list production hosting cost components, the basis for the costs, any initial setup costs and the monthly recurring costs. Proposers should assume that the System will be contracting for eight years of production hosting. Actual hosting costs will be determined when the implementation timeline has been defined. It is anticipated that the required disaster recovery services would be included in this section. Additional assumptions and other information necessary for System personnel to understand thoroughly the proposed pricing should be submitted as a cost assumption in the narrative response to this section.

Worksheet 5 – Other Cost Components

Proposers should utilize this schedule to describe and reflect any additional costs being proposed that were not reflected on Schedules 2, 3 or 4. Each cost component should include a description of the cost component, the basis for the cost component, and the proposed cost of the component. Assumptions and other information necessary for System personnel to thoroughly understand the proposed cost components should be submitted as cost assumptions in the narrative response to this section. Additional rows may be added as needed.

Worksheet 6 – Optional Costs

See RFP Section 5.6.5, # 40, *Optional Products/Services*. Proposers should utilize this schedule to describe and reflect any optional products or services presented in the proposal. These costs will not be included in the Summary Total Cost that is evaluated by the System. Any products or services presented here are considered nonessential or outside the requested scope by the System, and are not required for system operation per the requirements and Software Scope. Each cost component should include a description, the basis for each of the cost components, and the proposed cost of the component. Assumptions and information necessary for System personnel to thoroughly understand the proposed pricing should be submitted as cost assumptions in the narrative response to this section, as described in this section of the RFP, under the heading, "Optional Costs." Additional rows may be added as needed.

APPENDIX ONE

Section 1: Affirmations and Confirmations

1.1 Purpose

UNTS is soliciting competitive sealed proposals from Proposers having suitable qualifications and experience providing services in accordance with the terms, conditions and requirements set forth in this RFP. This RFP provides sufficient information for interested parties to prepare and submit proposals for consideration by UNTS.

By submitting a proposal, Proposer certifies that it understands this RFP and has full knowledge of the scope, nature, quality, and quantity of the services to be performed, the detailed requirements of the services to be provided, and the conditions under which such services are to be performed. Proposer also certifies that it understands that all costs relating to preparing a response to this RFP will be the sole responsibility of the Proposer.

PROPOSER IS CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFP CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

1.2 Inquiries and Interpretations

UNTS may in its sole discretion respond in writing to written inquiries concerning this RFP and mail its response as an Addendum to all parties recorded by UNTS as having received a copy of this RFP. Only UNTS's responses that are made by formal written Addenda will be binding on UNTS. Any verbal responses, written interpretations or clarifications other than Addenda to this RFP will be without legal effect. All Addenda issued by UNTS prior to the Submittal Deadline will be and are hereby incorporated as a part of this RFP for all purposes. This addenda shall be posted to UNTS' Bid Opportunities Web Page located at: <https://www.untsystem.edu/hr-it-business-services/procurement/purchasing/bid-opportunities>. Vendors are strongly encouraged to visit this page at least four (4) business days prior to submitting your response to ensure that you have received all applicable addenda.

Proposers are required to acknowledge receipt of each Addendum as specified in this Section. The Proposer must acknowledge all Addenda by completing, signing and returning the Addenda Checklist in Section 4 of this appendix. The Addenda Checklist should accompany the Proposer's proposal.

Any interested party that receives this RFP by means other than directly from UNTS is responsible for notifying UNTS that it has received an RFP package, and should provide its name, address, telephone number and FAX number to UNTS, so that if UNTS issues Addenda to this RFP or provides written answers to questions, that information can be provided to such party.

1.3 Public Information

Proposer is hereby notified that UNTS strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information.

All information, documentation, and other materials submitted in response to this RFP is subject to public disclosure under the *Texas Public Information Act (Government Code, Chapter 552.001, et seq.)*. Proposer will be advised of a request for public information that implicates their materials if those materials are marked "Confidential and Proprietary" and will have the opportunity to raise any objections to disclosure to the Texas Attorney General.

1.4 Type of Agreement

Refer to the attached Sample Service Agreement

1.5 Proposal Evaluation Process

UNTS will select Contractor by using the competitive sealed proposal process described in this Section.

UNTS may make the selection of Contractor on the basis of the proposals initially submitted, without discussion, clarification or modification. In the alternative, UNTS may make the selection of Contractor on the basis of negotiation with any of the Proposers. In conducting such negotiations, UNTS will use commercially reasonable efforts to avoid disclosing the contents of competing proposals.

At UNTS' sole option and discretion, UNTS may discuss and negotiate elements of proposals submitted with any or all proposers. Furthermore, UNTS may request presentations or system demonstrations from any or all proposers at no cost or obligation to UNTS.

After submission of a proposal but before final selection of Contractor is made, UNTS may permit a Proposer to revise its proposal in order to obtain the Proposer's best and final offer. In that event, representations made by Proposer in its revised proposal, including price and fee quotes, will be binding on Proposer. UNTS is not obligated to select the Proposer offering the most attractive economic terms if that Proposer is not the most advantageous to UNTS overall, as determined by UNTS according to the evaluation criteria contained herein.

UNTS reserves the right to (a) enter into an agreement for all or any portion of the requirements and specifications set forth in this RFP with one or more Proposers, (b) reject any and all proposals and re-solicit proposals, or (c) reject any and all proposals and temporarily or permanently abandon this selection process, if deemed to be in the best interests of UNTS. Proposer is hereby notified that UNTS will maintain in its files concerning this RFP a written record of the basis upon which a selection, if any, is made by UNTS.

1.6 Proposer's Acceptance of Evaluation Methodology

By submitting a proposal, Proposer acknowledges (1) Proposer's acceptance of [a] the Proposal Evaluation Process (ref. **Section 1.5 of APPENDIX ONE**), [b] the Criteria for Selection (ref. **2.3** of this RFP), [c] the Specifications and, [d] the terms and all other requirements and specifications set forth in this RFP; and (2) Proposer's recognition that some subjective judgments must be made by UNTS during this RFP process.

1.7 Solicitation for Proposal and Proposal Preparation Costs

Proposer understands and agrees that (1) this RFP is a solicitation for proposals and UNTS has made no representation written or oral that one or more agreements with UNTS will be awarded under this RFP; (2) UNTS issues this RFP predicated on UNTS's anticipated requirements for the Services, and UNTS has made no representation, written or oral, that any particular scope of services will actually be required by UNTS; and (3) Proposer will bear, as its sole risk and responsibility, any cost that arises from Proposer's preparation of a proposal in response to this RFP.

1.8 Proposal Requirements and General Instructions

- 1.8.1 Proposer should carefully read the information contained herein and submit a complete proposal in response to all requirements and questions as directed.
- 1.8.2 Proposals and any other information submitted by Proposer in response to this RFP will become the property of UNTS.
- 1.8.3 UNTS will not provide compensation to Proposer for any expenses incurred by the Proposer for proposal preparation or for demonstrations or oral presentations that may be made by Proposer. Proposer submits its proposal at its own risk and expense.
- 1.8.4 Proposals that (i) are qualified with conditional clauses; (ii) alter, modify, or revise this RFP in any way; or (iii) contain irregularities of any kind, are subject to disqualification by UNTS, at UNTS's sole discretion.
- 1.8.5 Proposals should be prepared simply and economically, providing a straightforward, concise description of Proposer's ability to meet the requirements and specifications of this RFP. Emphasis should be on completeness, clarity of content, and responsiveness to the requirements and specifications of this RFP. Proposers are encouraged to completely address the evaluation criteria
- 1.8.6 UNTS makes no warranty or guarantee that an award will be made as a result of this RFP. UNTS reserves the right to accept or reject any or all proposals, waive any formalities, procedural requirements, or minor technical inconsistencies, and delete any requirement or specification from this RFP or the Agreement when deemed to be in UNTS's best interest. UNTS reserves the right to seek clarification from any Proposer concerning any item contained in its proposal prior to final selection. Such clarification may be provided by telephone conference or personal meeting with or writing to UNTS, at UNTS's sole discretion. Representations made by Proposer within its proposal will be binding on Proposer.
- 1.8.7 Any proposal that fails to comply with the requirements contained in this RFP may be rejected by UNTS, in UNTS' sole discretion.
- 1.8.8 Should a vendor wish to protest or dispute determinations or awards made in connection with this RFP, it shall be done by submitting a Letter of Protest/Dispute to UNTS Senior Director for Procurement Services outlining the issue to be considered.

1.9 Execution of Offer

Proposer must complete, sign and return the attached Execution of Offer (ref. Appendix One, Section 2) as part of its proposal. The Execution of Offer must be signed by a representative of Proposer duly authorized to bind the Proposer to its proposal. Any proposal received without a completed and signed Execution of Offer may be rejected by UNTS, in its sole discretion.

1.10 Pricing and Delivery Schedule

Proposer must complete and return the Pricing Schedule (ref. Section 5 of this RFP), as part of its proposal. In the Pricing and Delivery Schedule, the Proposer should describe in detail (a) the total fees for the entire scope of the Services; and (b) the method by which the fees are calculated. The fees must be inclusive of all associated costs for delivery, labor, insurance, taxes, overhead, and profit.

UNTS will not recognize or accept any charges or fees to perform the Services that are not specifically stated in the Pricing and Delivery Schedule.

In the Pricing and Delivery Schedule, Proposer should describe each significant phase in the process of providing the Services to UNTS, and the time period within which Proposer proposes to be able to complete each such phase.

1.11 Proposer's General Questionnaire

Proposals must include responses to the questions in Section 3 of Appendix 1. Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer should explain the reason when responding N/A or N/R.

1.12 Addenda Checklist

Proposer should acknowledge all addenda to this RFP (if any) by completing, signing and returning the Addenda Checklist (ref. Appendix One, Section 4) as part of its proposal. Any proposal received without a completed and signed Addenda Checklist may be rejected by UNTS, in its sole discretion.

1.13 Submittal

Proposer should submit all proposal materials enclosed in a sealed envelope, box, or container. The RFP No. (ref. Section 1.3 of this RFP) and the Submittal Deadline (ref. Section 2.1 of this RFP) should be clearly shown in the lower left-hand corner on the top surface of the container. In addition, the name and the return address of the Proposer should be clearly visible.

Proposer must also submit the number of originals of the HUB Subcontracting Plan (also called the HSP), if required, as directed by this RFP (ref. Section 2.5 of the RFP.)

Note: If proposal requires the submittal of an HSP, the completed HSP documents and the proposal response documents must be in separate sealed envelopes. Both envelopes are to be placed in a master container, and such master container should be marked in the lower left-hand corner with the RFP number and name and Submittal Deadline, as stated above.

Upon Proposer's request and at Proposer's expense, UNTS will return to a Proposer its proposal received after the Submittal Deadline if the proposal is properly identified. UNTS will not under any circumstances consider a proposal that is received after the Submittal Deadline or which is not accompanied by the number of completed and signed originals of the HSP that are required by this RFP.

UNTS will not accept proposals submitted by telephone, proposals submitted by facsimile ("fax") transmission, or proposals submitted by electronic transmission (i.e., e-mail) in response to this RFP.

Except as otherwise provided in this RFP, no proposal may be changed, amended, or modified after it has been submitted to UNTS. However, a proposal may be withdrawn and resubmitted at any time prior to the Submittal Deadline. No proposal may be withdrawn after the Submittal Deadline without UNTS's consent, which will be based on Proposer's submittal of a written explanation and documentation evidencing a reason acceptable to UNTS, in UNTS's sole discretion.

By signing the Execution of Offer (ref. Appendix One, Section 2) and submitting a proposal, Proposer certifies that any terms, conditions, or documents attached to or referenced in its proposal are applicable to this procurement only to the extent that they (a) do not conflict with the laws of the State of Texas or this RFP and (b) do not place any requirements on UNTS that are not set forth in this RFP or in the Appendices to this RFP. Proposer further certifies that the submission of a proposal is Proposer's good faith intent to enter into the Agreement with UNTS as specified herein and that such intent is not contingent upon UNTS' acceptance or execution of any terms, conditions, or other documents attached to or referenced in Proposer's proposal.

1.14 Page Size, Binders, and Dividers

Proposals must be typed on letter-size (8-1/2" x 11") paper, and must be submitted in a binder. Preprinted material should be referenced in the proposal and included as labeled attachments. Sections within a proposal should be divided by tabs for ease of reference.

1.15 Table of Contents

Proposals must include a Table of Contents with page number references. The Table of Contents must contain sufficient detail and be organized according to the same format as presented in this RFP, to allow easy reference to the sections of the proposal as well as to any separate attachments (which should be identified in the main Table of Contents). If a Proposer includes supplemental information or non-required attachments with its proposal, this material should be clearly identified in the Table of Contents and organized as a separate section of the proposal.

1.16 Pagination

All pages of the proposal should be numbered sequentially in Arabic numerals (1, 2, 3, etc.). Attachments should be numbered or referenced separately.

Section 2: Execution of Offer

THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED AND RETURNED WITH PROPOSER'S RESPONSE. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE PROPOSER'S RESPONSE MAY RESULT IN THE REJECTION OF THE PROPOSAL.

2.1 By signature hereon, Proposer represents and warrants the following:

- 2.1.1 Proposer acknowledges and agrees that (1) this RFP is a solicitation for a proposal and is not a contract or an offer to contract; (2) the submission of a proposal by Proposer in response to this RFP will not create a contract between UNTS and Proposer; (3) UNTS has made no representation or warranty, written or oral, that one or more contracts with UNTS will be awarded under this RFP; and (4) Proposer will bear, as its sole risk and responsibility, any cost arising from Proposer's preparation of a response to this RFP.
- 2.1.2 Proposer is a reputable company that is lawfully and regularly engaged in providing the Services.
- 2.1.3 Proposer has the necessary experience, knowledge, abilities, skills, and resources to perform the Services.
- 2.1.4 Proposer is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances.
- 2.1.5 Proposer understands (i) the requirements and specifications set forth in this RFP and (ii) the terms and conditions set forth in the Agreement under which Proposer will be required to operate.
- 2.1.6 If selected by UNTS, Proposer will not delegate any of its duties or responsibilities under this RFP or the Agreement to any sub-contractor, except as expressly provided in the Agreement.

- 2.1.7 If selected by UNTS, Proposer will maintain any insurance coverage as required by the Agreement during the term thereof.
- 2.1.8 All statements, information and representations prepared and submitted in response to this RFP are current, complete, true and accurate. Proposer acknowledges that UNTS will rely on such statements, information and representations in selecting Contractor. If selected by UNTS, Proposer will notify UNTS immediately of any material change in any matters with regard to which Proposer has made a statement or representation or provided information.
- 2.1.9 Proposer will defend with counsel approved by UNTS, indemnify, and hold harmless UNTS, The University of North Texas System, the State of Texas, and all of their regents, officers, agents and employees, from and against all actions, suits, demands, costs, damages, liabilities and other claims of any nature, kind or description, including reasonable attorneys' fees incurred in investigating, defending or settling any of the foregoing, arising out of, connected with, or resulting from any negligent acts or omissions or willful misconduct of Proposer or any agent, employee, subcontractor, or supplier of Proposer in the execution or performance of any contract or agreement resulting from this RFP.
- 2.1.10 Pursuant to Sections 2107.008 and 2252.903, *Government Code*, any payments owing to Proposer under any contract or agreement resulting from this RFP may be applied directly to any debt or delinquency that Proposer owes the State of Texas or any agency of the State of Texas regardless of when it arises, until such debt or delinquency is paid in full.
- 2.2** By signature hereon, Proposer offers and agrees to furnish the services to UNTS and comply with all terms, conditions, requirements and specifications set forth in this RFP.
- 2.3** By signature hereon, Proposer affirms that it has not given or offered to give, nor does Proposer intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with its submitted proposal. Failure to sign this Execution of Offer, or signing with a false statement, may void the submitted proposal or any resulting contracts, and the Proposer may be removed from all proposal lists at UNTS.
- 2.4** By signature hereon, Proposer certifies that it is not currently delinquent in the payment of any taxes due under Chapter 171, *Tax Code*, or that Proposer is exempt from the payment of those taxes, or that Proposer is an out-of-state taxable entity that is not subject to those taxes, whichever is applicable. A false certification will be deemed a material breach of any resulting contract or agreement and, at UNTS's option, may result in termination of any resulting contract or agreement.
- 2.5** By signature hereon, Proposer hereby certifies that neither Proposer nor any firm, corporation, partnership or institution represented by Proposer, or anyone acting for such firm, corporation or institution, has violated the antitrust laws of the State of Texas, codified in Section 15.01, et seq., *Business and Commerce Code*, or the Federal antitrust laws, nor communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business.
- 2.6** By signature hereon, Proposer certifies that the individual signing this document and the documents made a part of this RFP, is authorized to sign such documents on behalf of Proposer and to bind Proposer under any agreements and other contractual arrangements that may result from the submission of Proposer's proposal.
- 2.7** By signature hereon, Proposer certifies as follows:
- "Under Section 231.006, *Family Code*, relating to child support, Proposer certifies that the individual or business entity named in the Proposer's proposal is not ineligible to receive the specified contract award and acknowledges that any agreements or other contractual arrangements resulting from this RFP may be terminated if this certification is inaccurate."
- 2.8** By signature hereon, Proposer certifies that (i) no relationship, whether by blood, marriage, business association, capital funding agreement or by any other such kinship or connection exists between the owner of any Proposer that is a sole proprietorship, the officers or directors of any Proposer that is a corporation, the partners of any Proposer that is a partnership, the joint venturers of any Proposer that is a joint venture or the members or managers of any Proposer that is a limited liability company, on one hand, and an employee of any component of UNTS of North Texas System, on the other hand, other than the relationships which have been previously disclosed to UNTS in writing; (ii) Proposer has not been an employee of any component institution of the University of North Texas System within the immediate twelve (12) months prior to the Submittal Deadline; and (iii) no person who, in the past four (4) years served as an executive of a state agency was involved with or has any interest in Proposer's proposal or any contract resulting from this RFP (ref. Section 669.003, *Government Code*). All disclosures by Proposer in connection with this certification will be subject to administrative review and approval before UNTS enters into a contract or agreement with Proposer.
- 2.9** By signature hereon, Proposer certifies its compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.
- 2.10** By signature hereon, Proposer affirmatively states that it does not boycott Israel, pursuant to Texas Gov't Code Section 2270.001. Additionally, Proposer shall not engage in a boycott of Israel during the term of this Agreement.
- 2.11** By signature hereon, Proposer affirms its compliance with Texas Administrative Code Title 1, Part 10, Chapter 213, Subchapter C, Rule §213.38, Electronic and Information Resources Accessibility Standards for Institutions of Higher Education.
- 2.12** By signature hereon, Proposer represents and warrants that all products and services offered to UNTS in response to this RFP meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health

Law (Public Law 91-596) and the *Texas Hazard Communication Act*, Chapter 502, *Health and Safety Code*, and all related regulations in effect or proposed as of the date of this RFP.

2.13 Proposer will and has disclosed, as part of its proposal, any exceptions to the certifications stated in this Execution of Offer. All such disclosures will be subject to administrative review and approval prior to the time UNTS makes an award or enters into any contract or agreement with Proposer.

2.14 If Proposer will sell or lease computer equipment to UNTS under any agreements or other contractual arrangements that may result from the submission of Proposer's proposal then, pursuant to Section 361.965(c), *Health & Safety Code*, Proposer certifies that it is in compliance with the Manufacturer Responsibility and Consumer Convenience Computer Equipment Collection and Recovery Act set forth in Chapter 361, Subchapter Y, *Health & Safety Code* and the rules adopted by the Texas Commission on Environmental Quality under that Act as set forth in Title 30, Chapter 328, Subchapter I, *Texas Administrative Code*. Section 361.952(2), *Health & Safety Code*, states that, for purposes of the Manufacturer Responsibility and Consumer Convenience Computer Equipment Collection and Recovery Act, the term "computer equipment" means a desktop or notebook computer and includes a computer monitor or other display device that does not contain a tuner.

2.15 Proposer should complete the following information:

If Proposer is a Corporation, then list the State of Incorporation: _____

If Proposer is a Corporation, then list the Proposer's corporate charter number: _____

RFP No.: _____, Title: _____

NOTICE: WITH FEW EXCEPTIONS, INDIVIDUALS ARE ENTITLED, ON REQUEST, TO BE INFORMED ABOUT THE INFORMATION THAT GOVERNMENTAL BODIES OF THE STATE OF TEXAS COLLECT ABOUT SUCH INDIVIDUALS. UNDER SECTIONS 552.021 AND 552.023, *GOVERNMENT CODE*, INDIVIDUALS ARE ENTITLED TO RECEIVE AND REVIEW SUCH INFORMATION. UNDER SECTION 559.004, *GOVERNMENT CODE*, INDIVIDUALS ARE ENTITLED TO HAVE GOVERNMENTAL BODIES OF THE STATE OF TEXAS CORRECT INFORMATION ABOUT SUCH INDIVIDUALS THAT IS INCORRECT.

Submitted and Certified By:

(Proposer Institution's Name)

(Signature of Duly Authorized Representative)

(Printed Name/Title)

(Date Signed)

(Proposer's Street Address)

(City, State, Zip Code)

(Telephone Number)

(FAX Number)

(Email Address)

Section 3: Proposer's General Questionnaire

NOTICE: WITH FEW EXCEPTIONS, INDIVIDUALS ARE ENTITLED, ON REQUEST, TO BE INFORMED ABOUT THE INFORMATION THAT GOVERNMENTAL BODIES OF THE STATE OF TEXAS COLLECT ABOUT SUCH INDIVIDUALS. UNDER SECTIONS 552.021 AND 552.023, GOVERNMENT CODE, INDIVIDUALS ARE ENTITLED TO RECEIVE AND REVIEW SUCH INFORMATION. UNDER SECTION 559.004, GOVERNMENT CODE, INDIVIDUALS ARE ENTITLED TO HAVE GOVERNMENTAL BODIES OF THE STATE OF TEXAS CORRECT INFORMATION ABOUT SUCH INDIVIDUALS THAT IS INCORRECT.

Proposals must include responses to the questions contained in this Proposer's General Questionnaire. Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer will explain the reason when responding N/A or N/R.

3.1 Proposer Profile

Company's Legal Name:

Address of principal place of business:

Address of office that would be providing service under the Agreement:

Number of years in Business: _____

State of incorporation: _____

Number of Employees: _____

Annual Revenues Volume: _____

Name of Parent Corporation, if any (mark "N/A" if not applicable) _____

Are you a certified Historically Underutilized Business (HUB)? (check one) YES NO

If "Yes", please indicate the issuing authority _____
and include copy of your certificate in your bid response package.

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Section 4: Addenda Checklist

Proposal of: _____
(Proposer Company Name)

To: The University of North Texas System

RFP Title _____

RFP No.: _____

The undersigned Proposer hereby acknowledges receipt of the following Addenda to the captioned RFP (initial where applicable).

Note: Only check the boxes that apply. For example, if there was only one addendum, initial just the first blank after "No. 1", not all 5 blanks below.

No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____ No. 5 _____

Respectfully submitted,

Proposer: _____
(Company Name)

By: _____
(Authorized Signature Name, print or type)

(Title)

(Date)

Signature (authorized signature)

-END-

**University of North Texas System
ERP System Requirements**

Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
Cross Functional	Application Functionality	Differentiating	1130788	Control by effective-dating any master record or validation table entry to be activated or inactivated.			
Cross Functional	Application Functionality	Differentiating	1130789	Enable users to drill down from master records, summary balances to the supporting detail transactions, documents or records; and conversely to drill up from the detail transaction to the summary balance level, parent and/or higher levels.			
Cross Functional	Application Functionality	Differentiating	1130791	Upon issuance of successor document (e.g., purchase order), liquidate related balance of referenced predecessor document (e.g., purchase requisition).			
Cross Functional	Application Functionality	Differentiating	1130792	Allow user to save transactions that have not been posted or cleared of online validation errors for later completion.			
Cross Functional	Application Functionality	Differentiating	1130793	Utilize a consistent user interface across all ERP System components, including user definable hot keys; screen naming functions; navigation patterns; consistent use of controls; online help and menus (as defined by the user's security profile).			
Cross Functional	Application Functionality	Differentiating	1130794	Spell check capability available as an option in all system modules.			
Cross Functional	Application Functionality	Differentiating	1130795	Support text formatting in the system (e.g., the ability to support mixed case letters, word wrap, line wrap, RTF to support Unicode interfaces, and character count when there is a limit). <u>Hyperlinks and email links should be system-configurable options.</u>			
Cross Functional	Application Functionality	Differentiating	1130797	Copy a document in order to create a new document of the same type.			
Cross Functional	Application Functionality	Differentiating	1130798	Ensure appropriate protection and masking of any fields, including those displayed in queries and reporting, designated as personally identifiable information with access restricted to <u>authorized users by department and role and responsibility.</u>			
Cross Functional	Application Functionality	Differentiating	1130799	Infer the entry of city and state based on the zip code entered.			
Cross Functional	Application Functionality	Differentiating	1130800	View multiple documents at the same time or multiple pages of the same screens, views or document.			
Cross Functional	Application Functionality	Differentiating	1130801	Easily achieve full compliance with applicable state and federal accessibility laws, regulations and standards, in addition to the Americans with Disabilities Act, Section 508 of the <u>Rehabilitation Act.</u>			
Cross Functional	Application Functionality	Differentiating	1130802	Easily achieve full compliance with the most recent Worldwide Web Consortium Accessibility <u>Guidelines.</u>			
Cross Functional	Application Functionality	Differentiating	1130803	Enable automatic date and time stamping of all documents to identify the time zone of the date and time stamp, as well as assignment of unique user-entered IDs in freeform and numeric formats - with or without prefixes - to all types of documents and records.			
Cross Functional	Application Functionality	Differentiating	1130804	Support an audit trail incorporating date and time stamp, user id, terminal id, content-specific key data and user-defined key data for every type of transaction and master record.			
Cross Functional	Application Functionality	Differentiating	1130805	Create interactive online forms across all modules.			
Cross Functional	Application Functionality	Differentiating	1130806	Allow attachment to online forms.			
Cross Functional	Application Functionality	Common	1185170	Support the importing/exporting of data to and from all supported software and platforms (e.g., Microsoft Office, when Journal uploads are accommodated through this method.).			
Cross Functional	Application Functionality	Common	1185171	Support automatic system numbering or user-defined numbering, including alphanumeric <u>prefixes, (with reserved ranges or specific numbers).</u>			
Cross Functional	Application Functionality	Common	1185172	Support the use of alphanumeric characters for documents (e.g., journal entry) and other <u>references (e.g., vendor, customer).</u>			
Cross Functional	Application Functionality	Common	1185173	Provide online search capabilities for all types of transactions, balances, records and supporting documents by key terms, user-defined terms, wildcard, fuzzy and partial search terms.			
Cross Functional	Application Functionality	Common	1185175	Allow alerts to be tied to any transaction based on user defined criteria.			
Cross Functional	Application Functionality	Common	1185176	Allow notes or comments for all transactions.			
Cross Functional	Application Functionality	Common	1185177	Use query features that support alternate field lookup; for instance, using vendor name to look <u>up vendor number.</u>			
Cross Functional	Application Functionality	Common	1185178	Allow a user with proper authority to support mass changes to defined groups of transactions <u>or data.</u>			

**University of North Texas System
ERP System Requirements**

Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
Cross Functional	Application Functionality	Common	1185179	Prevent unauthorized users from editing notes once saved and support versioning of notes.			
Cross Functional	Application Functionality	Common	1185180	Support creation of user-defined form letters, emails or business forms.			
Cross Functional	Application Functionality	Common	1185181	Use automatic date and time stamping of all documents generated by the ERP system.			
Cross Functional	Application Functionality	Common	1185182	Support editing of all system input according to user defined business rules so that the rules are appropriately applied and data is validated at the time the data is being entered into the system either online or through a batch transaction. For the batch errors, support configurations to stop the transaction or the entire batch.			
Cross Functional	Application Functionality	Common	1185183	Use Chart of Account coding reduction techniques available in all functional areas that infers values by entering a subset of other fields.			
Cross Functional	Application Functionality	Common	1185184	Use full set of Chart of Account data elements in all functional areas.			
Cross Functional	Application Functionality	Common	1185185	Support attachments in a variety of formats (e.g., Microsoft Office, PDF, image file formats, video) with the ability to allow attachments for various transactions (e.g., application for employment, admission application).			
Cross Functional	Application Functionality	Common	1185186	Provide messaging capability to allow the system administrator and/or other authorized users to broadcast messages to all system users.			
Cross Functional	Application Functionality	Common	1185187	Allow broadcast messages to be tailored by agency or user roles/responsibilities.			
Cross Functional	Application Functionality	Common	1185189	Utilize effective-dated transactions and table updates with the ability to specify data edits by type of transaction.			
Cross Functional	Application Functionality	Common	1185192	Autofill system-based forms and form letters with values stored in the system.			
Cross Functional	Application Functionality	Common	1185193	Use effective dates (e.g., effective as of date, no longer effective as of date) for system-maintained static data and rules, and activate and deactivate system-maintained data and rules on occurrence of the respective dates; maintain historical record of effective data and rules; upon original entry to the system validate transaction data and process transactions consistent with data and rules effective at the time. Examples include transactions classification (i.e., Chart of Accounts) elements, hierarchies.			
Cross Functional	Application Functionality	Common	1185194	Capture and maintain future-dated transactions in the system and process them manually or scheduled on occurrence of the future date.			
Cross Functional	Application Functionality	Common	1185195	Support user definition of fiscal periods (e.g., year, month, quarter).			
Cross Functional	Application Functionality	Common	1185196	Allow multiple open fiscal years and fiscal periods concurrently, which Allow users to post transactions for a new fiscal year prior to fiscal year end and prior to closing the previous year.			
Cross Functional	Application Functionality	Common	1185197	Support user action to open and close of fiscal periods, and permits posting of transactions only to open fiscal periods.			
Cross Functional	Application Functionality	Common	1185198	Restrict system actions (e.g., Chart of Accounts maintenance, Course Catalog maintenance) to authorized users.			
Cross Functional	Application Functionality	Common	1185199	Accepts upload/allow download queries, reports, and data from/to third party products including but not limited to Microsoft Excel and Access.			
Cross Functional	Application Functionality	Common	1185201	Validates on-line and interface or integration entries using the same validation criteria and processes.			
Cross Functional	Application Functionality	Common	1185204	Validates and edits transactions entered in batch and through interface or integration before actual posting, and notify user of errors.			
Cross Functional	Application Functionality	Common	1185205	Allow user to designate for a batch of imported transactions can partially post or must post all transactions together.			
Cross Functional	Application Functionality	Common	1185206	Allow user to correct imported transactions on-line if they have errors.			
Cross Functional	Application Functionality	Common	1185207	Upon user request, replicates a previously entered transaction to facilitate entry of a new one.			
Cross Functional	Application Functionality	Common	1185208	Generate and assigns document control number to system-generated documents and transactions (e.g., journal entries, purchase requisitions, purchase orders).			
Cross Functional	Application Functionality	Common	1185209	Defaults to current fiscal year, current fiscal year, and current date for transactions, with user ability to configure defaults (eg. to current fiscal year, current date for transactions) with user ability to override with valid options.			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
Cross Functional	Application Functionality	Common	1185211	Use default offsetting general ledger entries from sub-ledger transactions (e.g., accounts payable offset entry for expenses on vouchers, reserve for encumbrance offset entry for encumbrances on purchase orders), with the user ability to override these defaults with valid options.			
Cross Functional	Application Functionality	Common	1185212	Allow user to define default data (e.g., cost center, department) for accounting distributions with the user ability to override these defaults with valid options.			
Cross Functional	Application Functionality	Common	1185213	Returns description or otherwise Provide visibility to description of codes entered on transaction (e.g., journal entry).			
Cross Functional	Application Functionality	Common	1185214	Unless prohibited through user-defined security, does not limit entry of account distributions for a transaction (e.g., journal entry) to a single value for a transaction classification element (e.g., a single fund, a single department). For example, allow entry of journal entries with multiple funds and departments under one journal.			
Cross Functional	Application Functionality	Common	1185215	Allow user to input adjusting or correcting transaction (e.g., journal entry) to an open accounting period with a reference to the original transaction.			
Cross Functional	Application Functionality	Common	1185216	Allow user to adjust or cancel transaction with system-supported action (e.g., adjusting transaction, reversing transaction) with audit trail.			
Cross Functional	Application Functionality	Common	1185217	Capture and support processing of multiple accounting distributions against a single document (e.g., purchase requisition, purchase order, invoice, voucher, check).			
Cross Functional	Application Functionality	Common	1185218	Capture and support processing of multiple accounting distributions against a single document line.			
Cross Functional	Application Functionality	Common	1185219	Upon referencing a predecessor document (e.g., purchase requisition) on a successor document (e.g., purchase order), pull through predecessor document data to populate the successor document. Examples of predecessor and related successor documents including: purchase order referencing purchase requisition; receiver referencing purchase order; invoice referencing purchase order; payment voucher referencing invoice and purchase order, and potentially receiver; cleared check referencing payment voucher; calculate total tax exempt amount and total taxable amount for each invoice; accumulate local government sales tax by local government and accounting period; accumulate local government use tax by local government and accounting period.			
Cross Functional	Application Functionality	Common	1185220	Allow reference to multiple predecessor documents for pull forward and processing.			
Cross Functional	Application Functionality	Common	1185221	Allow for partial liquidation of predecessor document (e.g., purchase requisition) balance when successor document is issued for less than full amount.			
Cross Functional	Application Functionality	Common	1185222	Fully liquidates remaining balance and close predecessor document (e.g., purchase requisition) when the predecessor document (e.g., purchase requisition) balance is equal to or less than zero or a user closes the predecessor document.			
Cross Functional	Application Functionality	Common	1185223	Provide standard query and generate report of open documents, based on user-designated criteria; provide drill down to related successor documents and transactions (e.g., order history, payment history)			
Cross Functional	Application Functionality	Common	1185224	Allow user to electronically attach, append and/or reference multiple supporting documents on all types of transactions (e.g., journal entry, enrollment override approval, admission decision) and master records (e.g., contracts, vendor records, projects, budgets, grants, applications).			
Cross Functional	Application Functionality	Common	1185225	Upon user request, prints document(s) attached to a transaction (e.g., journal entry).			
Cross Functional	Application Functionality	Common	1185226	Upon entry of static data and posting of a transaction, comprehensively updates in real-time the system (inclusive of the module of original entry and other affected modules). Examples include update of both the general ledger and appropriate subsidiary ledgers (e.g., project, inventory) real-time when a transaction is posted; update budget funds available when transaction posted to the system (e.g., at point of original entry to any vendor-provided module)			
Cross Functional	Application Functionality	Common	1185227	Maintains an audit trail of changes to static data and transactions for all changes including old value, new value, date changed, user initiating change.			
Cross Functional	Application Functionality	Common	1185228	Provide access to data and transactions for all fiscal years or calendar years that have not been archived including: transaction classification (i.e., Chart of Accounts) elements by effective date; transaction classification element hierarchies by effective date; static files such as vendor file, customer files by effective date; business rules by effective date; document history; transaction audit trail.			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
Cross Functional	Application Functionality	Common	1185229	Use both ad hoc and production reporting capabilities to generate online queries and reporting of summary and detailed information using.			
Cross Functional	Application Functionality	Common	1185230	Support drill down from online inquiry screens to underlying detailed transactions and drill up from the detail transaction to the summary balance.			
Cross Functional	Application Functionality	Common	1185234	Provide option to stop or suspend all communications or notifications with a person (e.g., death, legal issue, suspension).			
Cross Functional	Application Functionality	Common	1185236	Provide access to individual's record by current or previous name and provide the history of addresses, phone numbers, email addresses, marital status, and other demographic information.			
Cross Functional	Application Functionality	Common	1185245	Provide inception-to-date reporting for projects and grants.			
Cross Functional	Application Functionality	Common	1185246	Generate a unique and permanent employee ID.			
Cross Functional	Application Functionality	Common	1185247	Track all open record requests.			
Cross Functional	Application Functionality	Common	1185248	Distribute the value of non-employee time worked to GL accounting codes and process appropriate accounting transactions (e.g., job costing, general ledger, journal entries).			
Cross Functional	Application Functionality	Common	1185249	Enables mass changes for a single employee or group of employees within an interval of time and make any necessary corresponding adjustments to employee records, leave or pay balances.			
Cross Functional	Application Functionality	Common	1185250	Create online test that can be routed through approval levels and posted in real time.			
Cross Functional	Application Functionality	Common	1185251	Reissue a new check number while maintaining a link to the old check number with the option to change the check date and payee on the reissued check.			
Cross Functional	Application Functionality	Common	1185252	Enable online query of detailed (e.g., subsidiary ledger) balances that accumulate to summary account levels. Examples include online queries to detail balance sheet accounts (e.g., accounts receivable and accounts payable).			
Cross Functional	Application Functionality	Common	1185253	Generate an email or text, as designated by the user, when system action occurs (e.g., when payment issued to vendor)			
Cross Functional	Application Functionality	Local	1201001	Automatically send individual/mass notifications based on user defined criteria (e.g., status, evaluation due dates).			
Cross Functional	Application Functionality	Local	1201002	Perform action on a new transaction when other transaction is processing.			
Cross Functional	Application Functionality	Local	1201003	Provide a shortcut that represents the chart of accounts string (index)			
Cross Functional	Application Functionality	Local	1201004	Support a multilingual option.			
Cross Functional	Application Functionality	Local	1201005	Use a mobile platform for display and transactional access for staff, faculty, applicants and students.			
Cross Functional	Application Functionality	Local	1201006	Validate an address against the USPS database to ensure the address is a legitimate address.			
Cross Functional	Application Functionality	Local	1201007	When inactivating any master record or validation table entry, provide a warning if the said record or table entry is actively being used elsewhere and is potentially going to error the transactions or documents that depend on this master record or table entry. E.g. if a job code or deptid is being inactivated, then provide warning that it's being used on active employees.			
Cross Functional	Communications	Differentiating	1130790	Allow user to record notes and append correspondence (e.g., text, email) with date, author and narrative, user notes, comments (including comment flag) to the transaction.			
Cross Functional	Communications	Local	1201008	Automatically generate communications via the recipient's preferred method of communications.			
Cross Functional	Communications	Local	1201009	Generate targeted individual and group communications via various methods, including email, text, mail, mobile app, which are accessible via self-service or launch pads.			
Cross Functional	Communications	Local	1201010	Manage communications checklists that are triggered and automatically updated as items are completed in the system (e.g., new student or employee application materials needed, missing information letters from Financial Aid, international student documentation).			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
Cross Functional	Communications	Local	1201011	Provide single communications log to view all communications sent or received from a user. Requires integration from other systems (e.g., CRM, housing) and configurable by the institution.			
Cross Functional	Communications	Local	1201012	Send automated reminders (with an escalation process) for incomplete checklists, with copies to advisors, administrative staff, and/or department heads, when critical missing items are necessary.			
Cross Functional	Data Control	Differentiating	1130796	Provide audit trail of notes entered on a document / transaction / master record into the System including: a) ability to export audit data for reporting/analytics and b) at a minimum Users ID, timestamp, and note text.			
Cross Functional	Data Control	Differentiating	1130810	Automatically notify a list of stakeholders whenever an attribute is added, deleted, or modified.			
Cross Functional	Data Control	Differentiating	1130811	Compare/reconcile the records in one dataset with records in another so totals are equal or discrepancies in totals can be explained.			
Cross Functional	Data Control	Common	1185174	Support default values for one field based on the value of another field according to user-defined business rules.			
Cross Functional	Data Control	Common	1185188	Process and update transactions in real-time in the sense that online access will display the most current element value after submitted and committed to database.. As an example if a user changes the value of a data element on one page, the newly changed data value will be shown on the current page.			
Cross Functional	Data Control	Common	1185190	Support gender choices other than male/female.			
Cross Functional	Data Control	Common	1185191	Allow foreign addresses in proper, country-specific formatting.			
Cross Functional	Data Control	Common	1185200	Allow entry of transactions online, in batch, and through an interface or integration; and validate codes (e.g., transaction classification element codes) and combinations of codes (e.g., certain types of revenues may only be permitted for certain type of funds).			
Cross Functional	Data Control	Common	1185202	Support transaction edits that permit, warn, or reject transactions (based on selection of user-designated option) if the classification element value combination (e.g., user defined combinations of fund and organization values) recorded on a transaction is not permitted.			
Cross Functional	Data Control	Common	1185203	Validate and edit transactions entered online for error identification and correction before actual posting, and notify user online of errors.			
Cross Functional	Data Control	Common	1185210	Provide techniques or tools to reduce the amount of data entry required on a transaction (e.g., drop down list, search for descriptive data to identify account classification code, default a user-defined set of account classification elements when entry of an account classification element is made on a transaction, attribute a user-defined set of any account classification elements when a coding reducing value or code is entered on a transaction).			
Cross Functional	Data Control	Common	1185255	Maintain a history of name changes and other biographical data with proper audits.			
Cross Functional	Data Control	Common	1185256	Record an individual's ethnicity based on federal and/or state mandated definitions, including ethnic sub-categories, institutionally-defined categories and the ability for the user to select via self-service and allow multiple options.			
Cross Functional	Data Control	Common	1185257	Prevent entry or modification of database variables to values that are out of range.			
Cross Functional	Data Control	Common	1185258	Validate data during entry with related variables (e.g. if an address is input for a city and state of the USA, the system should not allow a selection of country other than USA).			
Cross Functional	Data Control	Common	1185259	Establishes a Single Identity unique identifier for Applicants in the database prior to final disposition or creation of an Employee or Student record.			
Cross Functional	Data Control	Local	1201013	Allow for verification of addresses as they are entered, including automatic formatting to meet postal standards.			
Cross Functional	Data Control	Local	1201014	Allow individuals to choose their sexual preference. Must include administrative as well as self-service access. Values must be configurable by the institution.			
Cross Functional	Data Control	Local	1201015	Check for duplicate students, staff, and vendor entry and have a process for reconciling records.			
Cross Functional	Data Control	Local	1201016	Prevent or reduce duplicate entry for prospects, applicants, students, staff, and vendors.			
Cross Functional	Data Control	Local	1201017	Prevent users from updating their own records via administrative screens.			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
Cross Functional	Data Control	Local	1201018	Provide a "real" confirmation of the student's social security number (which is optionally reported on an application but then required upon Acceptance).			
Cross Functional	Data Control	Local	1201019	Provide a process for ID number change (e.g., a FERPA violation may require a change of ID for current or Alumni students, data security breach).			
Cross Functional	Data Control	Local	1201020	Support default values for one field using complex business logic that drives based on multiple fields, not just a single field.			
Cross Functional	Imaging	Differentiating	1130903	Provide an image management system which is integrated with all ERP System modules and security system and Support workflow.			
Cross Functional	Imaging	Differentiating	1130904	Generate an audit trail of stored documents that includes date, time, IP/MAC address of the workstation or device, location, user and operation.			
Cross Functional	Imaging	Differentiating	1130905	Provide audit log activity reports which can include all attributes of the audit trail and ability to extract audit data for reporting purposes.			
Cross Functional	Imaging	Differentiating	1130906	Provide imaging system user authorization system which controls access to all imaging functions and databases and includes Add, Modify, Delete or View Only user levels.			
Cross Functional	Imaging	Local	1201021	Describe ability to integrate with third-party imaging systems (e.g., Perceptive, AppExtender).			
Cross Functional	Imaging	Local	1201022	Import documents from third-party systems (e.g., application services).			
Cross Functional	Imaging	Local	1201023	Provide an image management system which is able to identify and optionally self purge documents based on user defined criteria and retention period.			
Cross Functional	Imaging	Local	1201024	Provide an image management system which is able to recognize and scan document types based on unique barcode at the top or bottom of the document to atomically place documents in pre-defined folder/drawer in the system and link the doc to correct employee or student's file (avoid current manual linking process)			
Cross Functional	Imaging	Local	1201025	Search documents by a variety of search keys and terms.			
Cross Functional	Printing and Output	Differentiating	1130817	Support various output formats including the following: EDI transaction sets, e-forms, fax, email, XML, PDF, JPEG, SMS, PNG, TIFF, Excel, RTF, CSV. Support SOAP and REST for web service integration as needed.			
Cross Functional	Printing and Output	Differentiating	1130818	Print form overlays and images without viewing.			
Cross Functional	Printing and Output	Differentiating	1130819	Automatically imprint date and time on copies.			
Cross Functional	Printing and Output	Differentiating	1130820	E-mail documents via Microsoft Mail (MAPI standard), IMAP standard, SMTP, POP3, and Lotus Notes Mail (VIM standard).			
Cross Functional	Printing and Output	Differentiating	1130821	Produces United State Postal Service Coding Accuracy Support System (CASS) certified mailings.			
Cross Functional	Printing and Output	Local	1201026	Print data dictionaries, metadata, data structures.			
Cross Functional	Reporting Business	Differentiating	1130787	Access a set of standard reports generated based on user-designated parameters to support institutional decision-making.			
Cross Functional	Reporting Business	Differentiating	1130822	Support an audit trail of all refresh/updates to the data warehouse, if one is included in system, including but not limited to, user id, time/date stamp, number of records, status, process step, source, delta change.			
Cross Functional	Reporting Business	Differentiating	1130823	Support functionality to export data to third party business intelligence and reporting tools such as Crystal Reports, Cognos, or MS SQL Server BI, Microsoft Office Suite.			
Cross Functional	Reporting Business	Differentiating	1130827	Support easy-to-use tools for creating custom reports, dashboards and ad hoc queries from all data across all modules.			
Cross Functional	Reporting Business	Differentiating	1130828	Support delivery and display of all online reports and queries to common mobile platforms (e.g., HTML5) and Android and iOS Apps.			
Cross Functional	Reporting Business	Differentiating	1130829	Provide analytics tools to support user generation of statistical analyses, trend analyses, projections, predictive analytics and what-if scenarios			
Cross Functional	Reporting Business	Differentiating	1130830	Provide a flexible, customizable data download function which Support the ability to select custom sets of accounts and transactions, the ability to select data from across fiscal years, and the ability to schedule automatic downloads.			
Cross Functional	Reporting Business	Differentiating	1130831	Support read-only access to data via ODBC (through appropriate security).			
Cross Functional	Reporting Business	Differentiating	1130832	Integrate with GIS to spatially display data for applications, such as facilities management, where geo-referenced data is captured.			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
Cross Functional	Reporting Business	Differentiating	1130833	Support export of query and report results as text files (.txt).			
Cross Functional	Reporting Business	Differentiating	1130834	Support export of query and report results as text files (.txt) and in standard portable flat file formats (comma delimited, tab delimited, etc.) with option to choose delimiter.			
Cross Functional	Reporting Business	Differentiating	1130835	Support export of query and report results in word processing format (.doc or .docx), ASCII files, and/or XML format.			
Cross Functional	Reporting Business	Differentiating	1130836	Provide wizards to guide the users through report building steps.			
Cross Functional	Reporting Business	Differentiating	1130837	Enable cursor selection and drag-and-drop features to assist users in formatting of files, elements, and operands (e.g., +, -, /, *) from data dictionary or other pre-established lists.			
Cross Functional	Reporting Business	Differentiating	1130838	Provide graphical report layout tools and drag-and-drop features to assist users in formatting reports and inquires.			
Cross Functional	Reporting Business	Differentiating	1130839	Provide report generator to include unstructured data in query results (e.g., MS Word, Excel, scanned images and other documents attached to transactions) and return the document, page, a reference number and/or other suitable identifiers			
Cross Functional	Reporting Business	Differentiating	1130840	Create graphics including gauges for dashboards from the reporting tool.			
Cross Functional	Reporting Business	Differentiating	1130841	Link from reporting tool to Microsoft Office graphic, spreadsheet and presentation applications.			
Cross Functional	Reporting Business	Differentiating	1130842	Leverages open standards to enable the exchange of metadata with other systems.			
Cross Functional	Reporting Business	Differentiating	1130843	Offer suggestions to users based on query statistics that a published query already exists that could meet the function for which a user is attempting to develop a query.			
Cross Functional	Reporting Business	Differentiating	1130844	Support reporting with access to historical records for all years retained in system under institutional policy.			
Cross Functional	Reporting Business	Common	1185261	Provide query features that support alternate field lookup; for instance, using vendor name to look up vendor number.			
Cross Functional	Reporting Business	Common	1185262	Support an audit trail of notes entered on a document/transaction/master record into the System including at a minimum User ID, timestamp, and note text.			
Cross Functional	Reporting Business	Common	1185263	Allow an authorized user to save an ad-hoc query for later execution without impacting any base query that was used as a start point. The authorized user must be prompted to provide a descriptive name for the saved ad hoc query.			
Cross Functional	Reporting Business	Common	1185264	Display a user's saved ad-hoc queries by descriptive name on the user's report portal.			
Cross Functional	Reporting Business	Common	1185265	Provide an organizational structure for saved queries.			
Cross Functional	Reporting Business	Common	1185266	List saved personalized reports and ad-hoc queries to view in the user's personal reports list.			
Cross Functional	Reporting Business	Common	1185267	List links only to reports that the user is authorized to see.			
Cross Functional	Reporting Business	Common	1185268	Allow users to search existing reports inventory and subscribe after requesting and receiving permission from the report publisher.			
Cross Functional	Reporting Business	Common	1185269	Provide designated report publishers to un-publish reports to individual users or groups of users.			
Cross Functional	Reporting Business	Common	1185270	Allow users to share saved personalized reports and ad-hoc queries; e.g., include any personal reports authorized by one user for use by a second user or group of users reports list.			
Cross Functional	Reporting Business	Common	1185271	Allow users to delete shared reports from their personal reports list without deleting the shared report from other user's personal report lists.			
Cross Functional	Reporting Business	Common	1185272	Allow users to refresh (run) saved personal reports or ad-hoc queries from the portal.			
Cross Functional	Reporting Business	Common	1185273	Allow users the option to refresh (run) saved personal reports or ad-hoc queries in the background so users can continue processing.			
Cross Functional	Reporting Business	Common	1185274	Notify users after a report or ad-hoc query running in the background is completed.			
Cross Functional	Reporting Business	Common	1185275	Provide Workflow for approvals with electronic signatures and audit trail.			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
Cross Functional	Reporting Business	Common	1185276	Display any ad-hoc queries authorized by one user for use by a second authorized user on the <u>second user's report portal</u> .			
Cross Functional	Reporting Business	Common	1185277	Allow authorized users to build ad-hoc queries to report on any fields in the ERP system using one or more combinations of different criteria within proper security authorization.			
Cross Functional	Reporting Business	Common	1185278	Manage data access security separately from the ability to create, run, share, and administer reports and queries; note that each client profile should have a data access component that describes the relationship that user has with underlying data (Object and Row level security).			
Cross Functional	Reporting Business	Common	1185279	Autofill system-based forms and form letters with values stored in the system.			
Cross Functional	Reporting Business	Common	1185280	Prevent unauthorized users from viewing notes.			
Cross Functional	Reporting Business	Common	1185281	Schedule queries at a later date or on a schedule.			
Cross Functional	Reporting Business	Common	1185282	Generate a report of security profiles by user or data owner.			
Cross Functional	Reporting Business	Common	1185283	Provide sufficient set of core business reports generated by the operational systems to <u>complete the 'day to day' business functions (e.g. payroll register, check register)</u> .			
Cross Functional	Reporting Business	Differentiating	1185284	Support standard federal and state government reporting requirements in all ERP functions covered by this RFP, including but not limited to: IPEDS (all ERP-related components), FISAP, CBM (Texas-specific), AOR, FADS (Texas-specific), IFRS (Texas-specific), Sources and Uses (Texas-specific) <u>Hazlewood Exemption (Texas-specific)</u>			
Cross Functional	Reporting Business	Common	1185285	Provide self service reports and downloads that are either pre-defined and selected (pulled by the user) or created ad-hoc from a pre-populated user-friendly database structure using report tools commonly associated with data warehousing methodologies.			
Cross Functional	Reporting Business	Common	1185286	Provide interactive analysis capabilities that help decision makers use communication technologies, data, documents, knowledge, and analytical models to identify and solve <u>problems</u> .			
Cross Functional	Reporting Business	Common	1185287	Provide key organizational performance data on a near real-time and integrated basis that provide managers with access to analytical systems and tools, in a user-friendly environment, that help support organization-wide analysis and integrated decision making.			
Cross Functional	Reporting Business	Common	1185288	Provide a reporting solution that conforms to a documented set of standards and includes the appropriate tools, methodologies and provision of training such that business reporting and analysis functions can be operated, expanded, modified or enhanced.			
Cross Functional	Reporting Business	Common	1185289	Provide a reporting and analysis toolset that does not require knowledge and training on its own proprietary language for the majority of users (e.g. non power users).			
Cross Functional	Reporting Business	Common	1185290	Provide 24-hour/7 day a week access (excluding defined maintenance windows) to the <u>reporting and data warehouse functions</u> .			
Cross Functional	Reporting Business	Common	1185291	Provide user access to core business reports via the web without installation of client software <u>100% of the time</u> .			
Cross Functional	Reporting Business	Common	1185292	Leverages the roles and security definitions that will be deployed for the main ERP product within the reporting and business intelligence function to minimize any duplication of security <u>administration functions</u> .			
Cross Functional	Reporting Business	Common	1185293	Provide users with a personalized report portal that Allow access to only those reports that the user is authorized to see consistent with ERP role based security definitions.			
Cross Functional	Reporting Business	Common	1185294	Allow viewing of rows and/or columns within the report to be restricted based on user's <u>permissions</u> .			
Cross Functional	Reporting Business	Common	1185295	List reports that have been distributed to the user via the portal (e.g., the user has been granted authorization to view a report by designated report owners or administrators).			
Cross Functional	Reporting Business	Common	1185296	List saved personalized reports and ad-hoc queries that the user has authority to either create <u>or modify in the user's personal reports list</u> .			
Cross Functional	Reporting Business	Common	1185297	Allow users to search existing reports inventory and subscribe after requesting and receiving <u>permission from the report publisher (if access is denied)</u> .			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
Cross Functional	Reporting Business	Common	1185298	Allow users to refresh (run) saved personal reports or ad-hoc queries from the portal with an option to run in the background and send a notification to the user upon completion.			
Cross Functional	Reporting Business	Common	1185299	Allow users to define or modify the sort order of reports.			
Cross Functional	Reporting Business	Common	1185300	Support export of query and report results in other presentation formats (e.g., PDF format).			
Cross Functional	Reporting Business	Common	1185301	Support export of query and report results in spreadsheet format (.xls or .xlsx) with option to <u>output data only</u> .			
Cross Functional	Reporting Business	Common	1185302	Support effective-dated selection and query including Boolean operations (e.g., date ranges).			
Cross Functional	Reporting Business	Common	1185303	Provide functionality for the user to incorporate formulas, functions, and mathematical <u>calculations into reports</u> .			
Cross Functional	Reporting Business	Common	1185304	Create and specify report templates.			
Cross Functional	Reporting Business	Common	1185305	Provide a centrally managed reporting tool set to ensure that any updates are distributed to users and that all users are accessing the same version of the reporting software.			
Cross Functional	Reporting Business	Common	1185306	Configure reports such that information can be suppressed based on a user's role.			
Cross Functional	Reporting Business	Common	1185307	Provide a range of analytical functions, capabilities, reports and queries for financial <u>management information</u> .			
Cross Functional	Reporting Business	Local	1201027	Allow ability for security administrators to attach approval documents or training completion <u>document in the user profile when granting access to a user</u> .			
Cross Functional	Reporting Business	Local	1201028	Allow ability for security administrators to capture if and/or when (date) an user has completed a required training before granting access to view and/or edit certain user defined pages/data <u>in the application</u> .			
Cross Functional	Reporting Business	Local	1201029	Allow ability for system administrators to be able to mark personal reports developed by users as "need review" after major application upgrade or change in business use of underlying <u>tables or fields used in personal reports/queries</u> .			
Cross Functional	Reporting Business	Local	1201030	Allow ability for system administrators to put limit on max number of rows (in bytes) returned by a personal report (to prevent fetching of unintentional millions of rows by poorly return <u>queries/Cartesian joint</u>).			
Cross Functional	Reporting Business	Local	1201031	Allow ability for system administrators to put max time limit a personal report is allowed to run (to prevent bad queries for hogging CPU resources and impact overall performance of the ERP <u>system</u>).			
Cross Functional	Reporting Business	Local	1201032	Allow ability for system to pause (lock) users access to back office administration pages on when user specified transactions have occurred, such as change in employment status, transfer to another department, business unit or position, various leave status etc.) and alert both user and system administrators of this locking activity.			
Cross Functional	Reporting Business	Local	1201033	Audit report of queries displaying relevant data about the query (e.g., date created, author, last <u>run date</u>).			
Cross Functional	Reporting Business	Local	1201034	Build standard data dictionaries for common business terms and acronyms, with built-in <u>workflow for entries to be approved by others</u> .			
Cross Functional	Reporting Business	Local	1201035	Display additional information about the reports in the users list of available reports (e.g., <u>create date, description, author, last run date</u>).			
Cross Functional	Reporting Business	Local	1201036	Provide query features that support building new queries by leveraging the existing set of master query(s) from a user defined library, and maintain the link between the new query and the master query(s). If the master query(s) is edited for improvement or bug fixing, the changes are automatically reflected in the dependent query(s)			
Cross Functional	Reporting Business	Local	1201037	Report on transactional data associated with applicants, hiring managers, recruiters, <u>departments, with data analytics capabilities</u> .			
Cross Functional	Workflow	Differentiating	1130851	Deliver preconfigured workflows for a number of common or high volume business processes (e.g., <u>accounts payable invoices</u>).			
Cross Functional	Workflow	Differentiating	1130852	Support tools for modifying preconfigured work flows or developing new work flows.			
Cross Functional	Workflow	Differentiating	1130853	Support bi-directional electronic routing of documents for approval or other tasks through <u>workflow</u> .			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
Cross Functional	Workflow	Differentiating	1130854	Support routing of workflow to multiple destinations based on various user-defined criteria (e.g. <u>Work List accessible by approvers</u>).			
Cross Functional	Workflow	Differentiating	1130855	Support parallel approvals and single threaded approvals in the same approval path.			
Cross Functional	Workflow	Differentiating	1130856	Reverse any approvals and return the workflow transaction to the originating user and any other users who had previously approved the transaction in the event that one or more <u>reviewers disapproves a transaction</u> .			
Cross Functional	Workflow	Differentiating	1130857	Allow workflow destination to be defined as specific users or a class of users within <u>department or by using some other user-defined criteria</u> .			
Cross Functional	Workflow	Differentiating	1130858	Allow for copying/extending preconfigured workflows to meet specific business requirements.			
Cross Functional	Workflow	Differentiating	1130859	Allow user-defined standard approval timeframes and alternative approval paths.			
Cross Functional	Workflow	Differentiating	1130860	Support multiple levels of approvals for transactions based on profile security and other <u>user-defined criteria</u> .			
Cross Functional	Workflow	Differentiating	1130861	Allow users to attach notes to content items within the workflow and store these notes with <u>user ID and date/time stamp</u> .			
Cross Functional	Workflow	Differentiating	1130862	Allow workflows to be designated as either "Informational" or "Action Required."			
Cross Functional	Workflow	Differentiating	1130863	Ensure a transaction is not finalized until all required approval workflows are complete, including ability to override or circumvent the workflow, with proper security authorization.			
Cross Functional	Workflow	Differentiating	1130864	Support an "Inbox" within the system for each user with workflow items to be reviewed.			
Cross Functional	Workflow	Differentiating	1130865	Support configurable email notification of work flow items based on approval status, by <u>transaction, and in summary for designated time periods</u> .			
Cross Functional	Workflow	Differentiating	1130866	Support definition of workflow events based on transaction events, department/organizational <u>unit, user role, and/or data values</u> .			
Cross Functional	Workflow	Differentiating	1130867	Push work activities (e.g., budget forms) to departments electronically for completion.			
Cross Functional	Workflow	Differentiating	1130868	Support of integrated workflow for error handling.			
Cross Functional	Workflow	Differentiating	1130869	Support electronic signatures for approvals and rejections of workflows based on a user <u>authenticating themselves to the system</u> .			
Cross Functional	Workflow	Differentiating	1130870	Track workflow approvals and rejections for transaction records.			
Cross Functional	Workflow	Differentiating	1130871	Support various user-defined transaction statuses (e.g., Approved, Rejected, Pending, Under <u>Consideration</u>).			
Cross Functional	Workflow	Differentiating	1130872	Support the display of the status of items submitted to a workflow at any time.			
Cross Functional	Workflow	Differentiating	1130873	Notify users automatically via email and other messaging options when items in their "Inbox" <u>have gone unprocessed for a user-defined period of time</u> .			
Cross Functional	Workflow	Differentiating	1130874	Route transactions automatically to a workgroup after a specific time of inaction based on <u>user-defined criteria</u> .			
Cross Functional	Workflow	Differentiating	1130875	Allow delegation of approval authority to another user for a specified period of time (e.g. to <u>cover vacations</u>).			
Cross Functional	Workflow	Differentiating	1130877	Support the use of a "Master Approver" for each workflow who may approve a transaction at <u>any time whether included in the normal workflow or not</u> .			
Cross Functional	Workflow	Differentiating	1130878	Allow mass reassignment of documents assigned to a user for review to other users (i.e., to <u>handle the situation when a user transfers or leaves</u>).			
Cross Functional	Workflow	Differentiating	1130879	Enable optional steps in the workflow to be bypassed by allowing approvers higher in the approval chain to approve transactions before the transaction is approved by a user who would <u>normally be next in the workflow sequence and maintain</u>			
Cross Functional	Workflow	Differentiating	1130880	Use role based security to create a master approver for each type of transaction who may approve a transaction at any time whether included in the normal workflow or not, with a clear <u>indication of the transaction in an audit trail</u> .			
Cross Functional	Workflow	Differentiating	1130881	Enable authorized users to override the edit that all required approval workflows are complete.			
Cross Functional	Workflow	Differentiating	1130882	Configure workflow inbox to include/exclude columns and data elements.			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
Cross Functional	Workflow	Differentiating	1130883	Provide automated batch count controls to facilitate quality control on scanning (e.g., system automatically counts scanned images and compares to pre-entered batch count).			
Cross Functional	Workflow	Differentiating	1130884	Support flexible, configurable automated business rules which cause a document or image to be placed on a worklist or to be removed from a worklist.			
Cross Functional	Workflow	Differentiating	1130885	Support the capability to route documents to designated individuals or worklists			
Cross Functional	Workflow	Differentiating	1130886	Support extracting worklists for triage/indexing.			
Cross Functional	Workflow	Differentiating	1130887	Provide online display of backlog and throughput of all established worklists.			
Cross Functional	Workflow	Differentiating	1130888	Support multiple search keys to locate document.			
Cross Functional	Workflow	Differentiating	1130889	Support a variety of indexing methods and associated input devices including the following: manual indexing, bar code recognition, OCR, ICR/forms recognition, and bulk file import with an audit trail of the execution.			
Cross Functional	Workflow	Differentiating	1130890	Support document exporting into PCX, TIFF, BMP, PDF, JPEG and other standard file formats with an audit trail of the execution.			
Cross Functional	Workflow	Differentiating	1130891	Track any letterhead or form template that is associated with the document.			
Cross Functional	Workflow	Differentiating	1130892	Identify and maintain the components of the document that are saved and managed as separate documents, and the relationship between those components.			
Cross Functional	Workflow	Differentiating	1130893	Support document management capabilities that include transfer, annotation, archive, copy, export/download, print, and mark as 'Read Only'.			
Cross Functional	Workflow	Differentiating	1130894	Support document file check-in and check-out controls to flag databases showing who is working on files and prevent simultaneous updates by other users.			
Cross Functional	Workflow	Differentiating	1130895	Support document versioning.			
Cross Functional	Workflow	Differentiating	1130896	Organize, display, and retrieve images and other documents in hierarchical folders with support for tagging and/or other keyword labeling and search features.			
Cross Functional	Workflow	Differentiating	1130897	Retrieve stored images using relational queries.			
Cross Functional	Workflow	Differentiating	1130898	Perform full text searches across the database and within specific documents.			
Cross Functional	Workflow	Differentiating	1130899	Provide automated batch reporting including batch number, documents per batch, start times and end times.			
Cross Functional	Workflow	Differentiating	1130900	Alert appropriate personnel of backlog and through put issues via email and SMS			
Cross Functional	Workflow	Common	1185309	Define the workgroups which can access and use a particular worklist.			
Cross Functional	Workflow	Common	1185310	Temporarily or permanently provide access to a particular user's worklist to accommodate sickness, vacation, temporary reassignment, or other types of absence.			
Cross Functional	Workflow	Common	1185311	Automatically launch Microsoft Word, Excel, PowerPoint, Visio, Outlook, and other packages to display retrieved files created with those packages.			
Cross Functional	Workflow	Common	1185312	Allow users to be assigned as proxies to cover for each other in Cases of Absence with the proper Authorization.			
Cross Functional	Workflow	Common	1185313	Allow Supervisors to access transactions by their Subordinates with proper Authorization and audit trail.			
Cross Functional	Workflow	Common	1185314	Logs date, time, and approver for each level of approval as it is initiated.			
Cross Functional	Workflow	Common	1185315	Notify approvers via multiple communication methods (e.g., email, portal, SMS) when a transaction is waiting for approval.			
Cross Functional	Workflow	Common	1185316	Allow approval notification to be sent to the creator when final status (e.g., Approved or Denied) is received.			
Cross Functional	Workflow	Common	1185317	Limit the amount of time approvals can remain in pending status before notification is sent to the approver's alternates or supervisor.			
Cross Functional	Workflow	Common	1185318	Provide alternate approvers when needed for approvals.			
Cross Functional	Workflow	Common	1185319	Support Sequential and/or Parallel Approvals.			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
Cross Functional	Workflow	Common	1185320	Enable an authorized user to reassign individual documents or the entire workload from one approver to another (e.g., employee leave or termination, workload rebalancing).			
Cross Functional	Workflow	Common	1185321	Allow a document to follow one of multiple approval paths based on business rules.			
Cross Functional	Workflow	Common	1185322	Allow users to add notes and update notes to content items within the Workflow and store <u>these notes with Users ID and date/time stamp.</u>			
Cross Functional	Workflow	Common	1185324	Ensure a transaction is not finalized until all required approval workflows are complete, with <u>option to override.</u>			
Cross Functional	Workflow	Common	1185325	Use an inbox within the ERP system for each user with workflow items to be reviewed.			
Cross Functional	Workflow	Common	1185326	Support various user-defined transaction statuses, including but not limited to approved, <u>rejected, pending, and under consideration.</u>			
Cross Functional	Workflow	Common	1185327	Provide display of the status of items submitted to a workflow at any time.			
Cross Functional	Workflow	Common	1185328	Notify users automatically via email, SMS, etc. when items in their inbox have gone <u>unprocessed for a user-defined period of time.</u>			
Cross Functional	Workflow	Common	1185329	Restrict access to workflow notes			
Cross Functional	Workflow	Local	1201038	Support for multiple approvers at the same level of approval for the same business function so that multiple approvers can access and approve any document routed to them.			
Cross Functional	Workflow	Local	1201039	Support for upload of documents in batch in files (e.g. from excel) to enable upload en masse <u>and approval en mass.</u>			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
FIN Accounts Payable	1099 Processing	Differentiating	1130935	Produce the following 1099 form types: 1099-MISC, 1099-S, 1099-G, 1099-INT, 1099-R and 1099-K.			
FIN Accounts Payable	1099 Processing	Differentiating	1130936	Capture adjustments to 1099 reportable balances for both on-line and batch/interface payments and payment cancellations.			
FIN Accounts Payable	1099 Processing	Differentiating	1130937	Automatically identify transactions as 1099 reportable based upon the expenditure general ledger account even if the vendor is not 1099 reportable.			
FIN Accounts Payable	1099 Processing	Differentiating	1130938	Include 1099 information from P-card transactions in the appropriate 1099.			
FIN Accounts Payable	1099 Processing	Differentiating	1130939	Include revenue refunds in the 1099 calculations with an override option at a department level.			
FIN Accounts Payable	1099 Processing	Differentiating	1130940	Produce a pre-1099 report sorted by 1099 type for review and approval prior to production of 1099s.			
FIN Accounts Payable	1099 Processing	Common	1185705	Support 1099 processing, such as: compliance with all the Internal Revenue Service's 1099 processing and reporting requirements; adjustments to 1099 reportable amounts for payments cut before calendar year; collection of necessary information for generation of Federal 1099s at year-end; reprint of 1099 forms for an individual vendor including checks, cancellations, or partial refunds (refund deposit) in 1099 calculations; allowance for posting of two party checks with users able to designate which party will receive a 1099, if applicable.			
FIN Accounts Payable	Disbursement Management	Differentiating	1130971	Provide electronic invoice acceptance via XML or EDI.			
FIN Accounts Payable	Disbursement Management	Differentiating	1130973	Allow vendors to view payment remittance data online through vendor self-service.			
FIN Accounts Payable	Disbursement Management	Differentiating	1130974	Calculate the excess tax amount (e.g., amount of sales or use tax collected for local governments that exceeds the local government tax cap).			
FIN Accounts Payable	Disbursement Management	Differentiating	1130975	Establish a receivable for the excess sales tax that will be later used to calculate the amount of sales tax due.			
FIN Accounts Payable	Disbursement Management	Differentiating	1130976	Default the local government sales and use tax rate based on a local government code.			
FIN Accounts Payable	Disbursement Management	Differentiating	1130981	Identify payment to the original vendor as well as alternate payee.			
FIN Accounts Payable	Disbursement Management	Differentiating	1130986	Override payment holds due to court-ordered garnishments with appropriate authorization.			
FIN Accounts Payable	Disbursement Management	Differentiating	1130987	Notify the vendor of the invoices and amounts paid to the alternate payee in lieu of payment to the vendor.			
FIN Accounts Payable	Disbursement Management	Differentiating	1130988	Support deducting monies from payments based on a payment plan including percentage and pre-determined fixed dollar amount.			
FIN Accounts Payable	Disbursement Management	Differentiating	1130989	Allow posting and tracking of inter-departmental payments without requiring a printed check.			
FIN Accounts Payable	Disbursement Management	Differentiating	1130991	Void payments on-line, with appropriate corrections made to all financial balances.			
FIN Accounts Payable	Disbursement Management	Differentiating	1130992	Allow for the release of payment vouchers to payment processing by batch and document-by-document.			
FIN Accounts Payable	Disbursement Management	Differentiating	1130998	Allow the option of offsetting of a payment due a vendor against a receivable for a debt owed to the institution on a request by basis.			
FIN Accounts Payable	Disbursement Management	Differentiating	1130999	Allow for recording of credit or debit memo that is netted against or added to other payment vouchers during payment processing with payment stub that provides detail of netting. Apply credit and debit memo amounts before producing payment, and apply credit memos only to the extent that they do not produce a negative payment. Track balance remaining on credit memo and display the invoices to which the credit has been applied. Hold all payments to a vendor until the credit balance is exceeded by the amount owed the vendor.			
FIN Accounts Payable	Disbursement Management	Differentiating	1131000	Accept electronic billings from vendors.			
FIN Accounts Payable	Disbursement Management	Differentiating	1131003	Support disbursement processing, such as: provide standard check writing functionality including producing a check register in electronic format, printing U.S. Post Office approved barcodes on checks, print checks with MICR encoding, print checks with electronic signatures, print checks based on multiple sorts, print on secure printers, print checks at remote location, on-demand printing, scheduling check printing, special handling and specify sort in printing cycle, printing checks using blank check stock, up to 99 lines of remittance advice.			
FIN Accounts Payable	Disbursement Management	Differentiating	1131004	Prevent the printing or producing of blank, negative, or zero amount checks as well as checks with no payee specified or incomplete address information.			
FIN Accounts Payable	Disbursement Management	Differentiating	1131005	Print on-demand checks, exclusive of the normal payment processing cycle, and record in a separate check register, bank file, and control file, if desired.			

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FIN Accounts Payable	Disbursement Management	Differentiating	1131006	Enter global promotional or reminder comments on the remittance advice.			
FIN Accounts Payable	Disbursement Management	Differentiating	1131007	Enter a user-specified payment message on one particular payment voucher and have it print on the remittance advice.			
FIN Accounts Payable	Disbursement Management	Differentiating	1131008	Automatically update the financial balances (e.g., general ledger and available budget) in the appropriate budget year depending on the cancellation reason code.			
FIN Accounts Payable	Disbursement Management	Differentiating	1131009	Support printing from multiple checking accounts on a single blank check stock.			
FIN Accounts Payable	Disbursement Management	Differentiating	1131010	Transmit remittance advices electronically (e.g., posted to vendor self-service web site or via e-mail using e-mail address stored in vendor table) for EFT transactions.			
FIN Accounts Payable	Disbursement Management	Differentiating	1131011	Produce ACH files in multiple formats.			
FIN Accounts Payable	Disbursement Management	Differentiating	1131012	Handle when a P-card order made offline is entered manually to create an encumbrance, support the liquidation of the encumbrance at the time the P-card transaction is approved for payment through the regular P-card reconciliation process.			
FIN Accounts Payable	Disbursement Management	Common	1185696	Support the disbursement process, such as: tracking payments by scheduled payment date; automatically calculate payment discounts based on vendor invoice terms and pay date; produce multiple pages of remittance advice for a single check; process a payment that references and relieves the non-purchase order encumbrance; put a payment on hold so that it is not paid; not produce a payment for vendors in hold status; redirecting a vendor payment to a third party, such as: the IRS; process invoices and payment from prior open periods and properly updates general ledger; tracks last check number; consolidate payments across departments; prevent payment processing, for checks or direct deposits, until authorized personnel release payment voucher records; on-demand payments (e.g., manual checks) to cover emergency needs with proper authority; split a payment between encumbrances; view payees for wire and ACH payments; reprinting of the remittance advice; generate replacement checks to replace canceled, expired, lost, or voided checks; overflow to a separate remittance advice when the number of invoices exceeds available space on initial advice; cancel a payment or check or a portion of or entire check run by entering certain payment cancellation information including a cancel reason code (e.g., pending cancel, cancel, stop).			
FIN Accounts Payable	Disbursement Management	Local	1201040	Assign multiple release dates in creating payment schedule.			
FIN Accounts Payable	Disbursement Management	Local	1201041	Interface with state agency (e.g., USAS) for the reimbursement of appropriated funds.			
FIN Accounts Payable	Invoice Processing	Differentiating	1130947	Enter a vendor's invoice number with alphanumeric characters.			
FIN Accounts Payable	Invoice Processing	Local	1130949	Require Historically Underutilized Businesses (HUB) info on invoices for contracts that require HUB participation.			
FIN Accounts Payable	Invoice Processing	Differentiating	1130950	Resolve freight claims online and keep a record of issues/resolution.			
FIN Accounts Payable	Invoice Processing	Differentiating	1130951	Carry forward from the purchase order that the purpose of this purchase is goods for resale.			
FIN Accounts Payable	Invoice Processing	Differentiating	1130952	Process multiple invoices against a single purchase order.			
FIN Accounts Payable	Invoice Processing	Differentiating	1130953	Capture invoice information, such as: invoice received date, goods received date, acceptance date, discount terms, retainage terms, retainage amount, freight items, payment type (e.g., check, ACH, e-pay, wire transfer), comment/memo field that can be printed on check or passed to payment transaction, stock number, serial number.			
FIN Accounts Payable	Invoice Processing	Differentiating	1130954	Calculate local government sales and use tax up to the amount of the local government tax cap.			
FIN Accounts Payable	Invoice Processing	Differentiating	1130955	Accumulate the amount of local government sales tax by local government and accounting period.			
FIN Accounts Payable	Invoice Processing	Differentiating	1130956	Accumulate the amount of local government use tax by local government and accounting period.			
FIN Accounts Payable	Invoice Processing	Differentiating	1130957	Incorporate a use tax table to provide a facility to add and maintain local tax codes. The local tax codes are used in calculating use tax for non-state vendors whose invoice does not include sales tax for taxable items.			
FIN Accounts Payable	Invoice Processing	Differentiating	1130958	Prevent freight charges on invoices for freight terms that do not require freight charges.			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
FIN Accounts Payable	Invoice Processing	Differentiating	1130959	Place a hold on payments on some invoices, but maintain the ability to continue making payments to that vendor on others.			
FIN Accounts Payable	Invoice Processing	Differentiating	1130960	Provide automatic inclusion of credits and penalties within invoices for late delivery, untimely warranty service, and other predefined violations of contract terms and conditions.			
FIN Accounts Payable	Invoice Processing	Differentiating	1130961	Allow user to override invoices rejected for services performed past contract end date to allow payment with late penalty.			
FIN Accounts Payable	Invoice Processing	Differentiating	1130962	Provide an indicator on an invoice to not consolidate payment across other invoices for that vendor.			
FIN Accounts Payable	Invoice Processing	Common	1185679	Establish recurring payments with an end date and frequency.			
FIN Accounts Payable	Invoice Processing	Common	1185680	Provide edits to prevent duplicate invoices from being processed unless an authorized user overrides (e.g., same vendor, invoice number, and/or invoice amount).			
FIN Accounts Payable	Invoice Processing	Common	1185681	Process prepaid expenses (e.g., advanced payment, travel) and create a receivable balance.			
FIN Accounts Payable	Invoice Processing	Common	1185682	Enter payment vouchers on-line.			
FIN Accounts Payable	Invoice Processing	Common	1185683	Process single or multiple invoices against multiple purchase orders.			
FIN Accounts Payable	Invoice Processing	Common	1185684	Allow the distribution of one or more invoice lines to multiple account distributions. As an example, if a department uses shared equipment, a percentage of the invoice amount can be distributed to separate account distributions.			
FIN Accounts Payable	Invoice Processing	Common	1185685	Select invoices entered in error and reverse the invoice without users having to rekey the invoice.			
FIN Accounts Payable	Invoice Processing	Common	1185686	Update payment methods carried forward from the purchase order.			
FIN Accounts Payable	Invoice Processing	Common	1185687	Capture invoice characteristics, such as: vendor invoice number, invoice date, invoice due date, purchase order number, purchase order date, purchase order line number, vendor name, vendor number/address code(s), invoice line item number, quantity invoiced, quantity ordered, received/service dates, unit of measure, line item description, unit cost, line item total cost, invoice total cost, payment terms, discount date, discount amount, net invoice payment, service delivery address, multiple accounting distributions.			
FIN Accounts Payable	Invoice Processing	Common	1185688	Provide payment method options. (e.g., a vendor may be required to have a check payment for a specific invoice, but could have an ACH payment for another.			
FIN Accounts Payable	Invoice Processing	Common	1185689	Change the remit to address from the default remit to address if the remit to address on the invoice is different from the default remit address.			
FIN Accounts Payable	Invoice Processing	Common	1185690	Identify a duplicate vendor invoice number if the vendor reuses the same number for a different invoice.			
FIN Accounts Payable	Invoice Processing	Common	1185691	Record multiple receipts and invoices against one purchase order or purchase order line.			
FIN Accounts Payable	Invoice Processing	Common	1185692	Allow option to input freight invoices/payments where there is not freight on the corresponding purchase order.			
FIN Accounts Payable	Invoice Processing	Common	1185693	Allow users to access all purchase order information on-line during payment voucher processing.			
FIN Accounts Payable	Invoice Processing	Common	1185694	Use a single disbursement to make a payment for items purchased against a contract and other non-contract items on the same invoice.			
FIN Accounts Payable	Invoice Processing	Local	1201042	Automated workflow for approvals associated with interdepartmental billing.			
FIN Accounts Payable	Invoice Processing	Local	1201043	Capture beginning and end dates of services or contract to be used for calculation of month-end and year-end accruals.			
FIN Accounts Payable	Invoice Processing	Local	1201044	Have a supplier invoice workflow for PO and non-PO approval.			
FIN Accounts Payable	Invoice Processing	Local	1201045	Identify the customer for interdepartmental billing.			
FIN Accounts Payable	Invoice Processing	Local	1201046	Pay sales/use tax as a buying agency based on user-defined vendor and commodity characteristics that are applied to each payment.			
FIN Accounts Payable	Invoice Processing	Local	1201047	Perform budget checking on invoice.			
FIN Accounts Payable	Invoice Processing	Local	1201048	Process a single invoice against multiple purchase orders.			
FIN Accounts Payable	Invoice Processing	Local	1201049	Provide sponsor refund through payment request with supporting information attached.			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
FIN Accounts Payable	Invoice Processing	Local	1201050	Put transactions on hold for Grants.			
FIN Accounts Payable	Invoice Processing	Local	1201051	Set up a standard invoicing template for business units.			
FIN Accounts Payable	Invoice Processing	Local	1201052	Update the invoice for Grants.			
FIN Accounts Payable	P-Card Processing	Differentiating	1130917	Use P-card as a form of payment for items ordered via the eProcurement system (e.g., catalogs, spot purchases) and be able to control amounts and usage by department, commodity, dollar amount and individual.			
FIN Accounts Payable	P-Card Processing	Differentiating	1130918	Support the P-Card reconciliation and payment process, such as: import bank statements, such as: transaction detail; capture key accounting classification data at time of order for subsequent matching to the statement billing file received from bank and user review of P-card charges to confirm charges are valid; generate accounting documents, such as: the electronic funds transfer to pay the bank and the distribution to charge the account assignment; prepare online logs including account distributions; approvals online; track procurement card purchases against a contract made outside of the procurement system while enforcing contract limits; capture P-card transactions to record expenditures against budget; map a P-Card to GL accounting data; issue P-Card orders offline and enter them after the fact for approval and P-Card logs; manually enter P-Card transactions without creating a purchase order; splitting of the line items to multiple financial data classification structure (FDCS) by percent or dollar; manage PCard receipts via a FIFO (First in, first out) method, use tax assignment.			
FIN Accounts Payable	P-Card Processing	Differentiating	1130919	Support administration of the P-Card process, such as: track the P-card procurement vendor ID and HUB status; set up / manage P-card master data with card validity data, the card holder's information, dollar limits and approvers; export contract vendors information to the bank card issuer, to facilitate authorization strategies; provide ghost cards or card-less accounts; track purchasing card purchases and items received by vendor, item, institution, and commodity; activation/deactivation of Cards; manage Card credit limits; specification of cardholder defaults, security levels and spending limits; track P-Card purchases for all cardholders for whom P-Card coordinators and administrators are responsible, for both manual and electronic signatures on P-Card receipts; provide the conversion rate based on currency selected and provide US conversion automatically.			
FIN Accounts Payable	P-Card Processing	Differentiating	1130920	Track individual P-Card transactions online by accounting classifications during the month as posted.			
FIN Accounts Payable	P-Card Processing	Differentiating	1130921	Track purchase disputes online.			
FIN Accounts Payable	P-Card Processing	Differentiating	1130922	Capture the commodity code, where available, with expense line detail and amount.			
FIN Accounts Payable	P-Card Processing	Differentiating	1130924	Flag requisitions and purchase orders as P-Card transactions.			
FIN Accounts Payable	P-Card Processing	Differentiating	1130925	Use P-Cards to perform catalog purchasing from online catalogs when available.			
FIN Accounts Payable	P-Card Processing	Differentiating	1130928	Validate a single PCard purchase against the holder's 'single transaction limit' set on their P-Card authorization.			
FIN Accounts Payable	Receiving	Differentiating	1130911	Create an asset shell record for all leases that meet the criteria for capital leases CAFR stewardship reporting.			
FIN Accounts Payable	Receiving	Differentiating	1130912	Capture the following receipt information: receiver name, receiver phone number.			
FIN Accounts Payable	Receiving	Differentiating	1130913	Capture the following information at time of receipt: serial number, asset tag number, expiration date.			
FIN Accounts Payable	Receiving	Differentiating	1130914	Audit receiving data by user ID, date, and time including compliance with delivery requirements, condition of goods, rejection of goods, over and under shipments.			
FIN Accounts Payable	Receiving	Common	1185699	Accept, process and report/inquire on partial and over under receipts within pre-established business rules.			

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FIN Accounts Payable	Receiving	Common	1185700	Capture the following receipt information, such as: receiving report number (system-generated), receiving report date, date item received, receiver user ID, receiver email address, purchase order number, vendor number, vendor name and address, purchase order line number, purchase order line quantity, purchase order unit of measure, commodity code of item or service, line description, accounting/funding information (no update capabilities), quantity received, quantity rejected, reason for rejection, quantity accepted, condition of goods, receiver comments, lot number.			
FIN Accounts Payable	Receiving	Common	1185701	Carry forward specified data captured on the purchase requisition and purchase order to the receiving report to reduce data entry, but require receivers to key certain data items (e.g., <u>physical count</u>) from the receiving ticket.			
FIN Accounts Payable	Receiving	Common	1185702	Allow receiving of goods or services by quantity or dollar amount.			
FIN Accounts Payable	Receiving	Common	1185703	Tracks the amount of previously received goods when goods are received partially instead of in full.			
FIN Accounts Receivable	Accounts Receivable Management	Differentiating	1133015	Establish departmental parameters that determine where items are charged (what fund and cost center is used) while preventing them from changing the account or amount used on the transaction.			
FIN Accounts Receivable	Accounts Receivable Management	Differentiating	1133016	Provide customer invoices, statements, and other customer communications to be changed to comply with ADA requirements, allowing for changes to font, layout.			
FIN Accounts Receivable	Accounts Receivable Management	Differentiating	1133017	Provide a central record of items sold, such as: item number, number of units, unit of measure, base unit of measure.			
FIN Accounts Receivable	Accounts Receivable Management	Differentiating	1133018	Provide the following delivery options for customer invoices: email, fax, XML, EDI.			
FIN Accounts Receivable	Accounts Receivable Management	Differentiating	1133019	Create, maintain, and print invoices in multiple layouts and determine which layout to use per billing type.			
FIN Accounts Receivable	Accounts Receivable Management	Differentiating	1133020	Provide standard invoice printing functionality including Printing U.S. Post Office approved barcodes on invoices and printing required Post Office reports required to obtain mailing discounts and a scan line with encoded account information.			
FIN Accounts Receivable	Accounts Receivable Management	Differentiating	1133021	Create invoice templates.			
FIN Accounts Receivable	Accounts Receivable Management	Differentiating	1133022	Change account coding on invoices through a mass change functionality, with audit trail and proper security.			
FIN Accounts Receivable	Accounts Receivable Management	Differentiating	1133023	Determine financial data classification amounts based on a user-defined allocation (e.g., 10% to the general fund and 90% to the grants fund) individually and by customer, type of customer, range of customers, invoice number or range of invoice numbers, and by any element of the transaction classification (e.g., Chart of Accounts) structure.			
FIN Accounts Receivable	Accounts Receivable Management	Differentiating	1133024	Automatically calculate interest and late fees on a customer account and bill the customer for the interest and principal.			
FIN Accounts Receivable	Accounts Receivable Management	Differentiating	1133026	Recognize revenue and reduce the pre-payment when goods or services are delivered.			
FIN Accounts Receivable	Accounts Receivable Management	Differentiating	1133027	Provide daily cash drawer close-out functionality, such as: produce a close-out report to be balanced with the cash, checks, money orders, etc. in the operator's drawer on demand; print a deposit summary for each day's sales, which includes total receipts for all cash drawers grouped by location; enter counted monies by tender and automatically calculate any overage or shortage amount by tender; create a cash receipt, crediting the appropriate accounting codes for the revenue or expense abatement; generate reports by underlying accounting distributions.			
FIN Accounts Receivable	Accounts Receivable Management	Differentiating	1133029	Include or exclude disputed billings/customers from finance charges, interest-free periods, interest deferrals, suspensions of interest payments.			
FIN Accounts Receivable	Accounts Receivable Management	Differentiating	1133030	Include or exclude disputed billings/customers from invoice generation/printing, statistics, dunning.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185711	Enter an effective date on any A/R transaction.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185712	Bill one department on behalf of another on a consolidated bill.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185713	Define billing cycles and frequencies.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185714	Provide standard invoice printing functionality including centralized invoice printing.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185715	Provide standard invoice printing functionality including decentralized invoice printing (at departments).			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
FIN Accounts Receivable	Accounts Receivable Management	Common	1185716	Generate an invoice document number based upon a rules-based prefix and a unique system-generated sequential number.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185717	Associate each invoice line to a specific department.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185718	Flag invoices for special handling (e.g., hand-delivery) with the ability to enter comments (e.g., a time to deliver).			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185720	Default invoice delivery methods from customer record to individual invoices.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185721	Identify NSF payments on the customer statement.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185722	Generate customer statements by institution or organizational sub-level (department).			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185723	Tracks the status (e.g., open, paid, in dispute) of each invoice.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185724	Apply an overpayment to a different invoice with proper authority.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185725	Maintain default Chart of Account distributions for specific types of payments and receipts.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185726	Captures the following information for unbilled cash receipts: customer account; date received; name/user ID of person collecting monies; unique, sequential receipt document number; invoice reference fields; customer payment identification number (e.g., check number); payment amount, place of collection, payment type/method/credit card type, externally assigned control number (check receipt), comment text, user-defined fields.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185727	Restrict incoming payments from a customer to a pre-defined tender type or types due to NSF check status (e.g., no checks).			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185728	Reverse an unbilled cash receipts.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185729	Record dishonored revenue payments (e.g., NSF) by name, account number, deposit number, date, and amount.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185730	Record the initial receipt of an NSF Check in a manner that reduces cash in bank and establishes a receivable (using a different control account than normal customer receivables).			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185731	Calculate and record days past due.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185732	Record customers open receivables in dispute with a description field dedicated to the reason and details of the dispute.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185733	Process uncollectible accounts as follows: Allow user to identify, track, and age delinquent accounts, determining which receivables are 30, 60, 90, or over 120 days overdue.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185734	Calculate various types of interest/payment schedules including installment payments.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185735	Flag a customer as being in bankruptcy.			
FIN Accounts Receivable	Accounts Receivable Management	Common	1185736	Suspend collections activities for customers that are flagged as being in bankruptcy.			
FIN Accounts Receivable	Billing and Invoicing	Differentiating	1133050	Create inter/intra-Department billings from detailed cost information.			
FIN Accounts Receivable	Billing and Invoicing	Differentiating	1133051	Create an inter/intra-department encumbrance for agreements that create an obligation.			
FIN Accounts Receivable	Billing and Invoicing	Differentiating	1133052	Create an internal voucher that charges expenses to the user department and credits the service department.			
FIN Accounts Receivable	Billing and Invoicing	Differentiating	1133053	Transmit inter/intra-department billings with line-item detailed charges for review prior to posting.			
FIN Accounts Receivable	Billing and Invoicing	Differentiating	1133054	Provide automatic posting of inter/intra-department billings after a user specified period of time has elapsed with no response.			
FIN Accounts Receivable	Billing and Invoicing	Differentiating	1133055	Send a user-specified notification (e.g., email) back to the originator, if the interdepartmental/interfund entries are rejected or a specified period of time lapses, including communication of the correct account distribution			
FIN Accounts Receivable	Billing and Invoicing	Differentiating	1133056	Flag an interdepartmental entry in dispute and allow user-defined workflow rules to resolve dispute.			
FIN Accounts Receivable	Billing and Invoicing	Differentiating	1133057	Settle interdepartmental invoices to cash.			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
FIN Accounts Receivable	Billing and Invoicing	Differentiating	1133058	Capture the following on each customer invoice: dunning terms, external document reference (e.g., contract number), account receivable control account (defaults from <u>customer record, can be overridden with alternate from customer record</u>).			
FIN Accounts Receivable	Billing and Invoicing	Differentiating	1133059	Capture the following on each customer invoice for each line item: quantity, unit of measure, item number, item description, unit price, extended line amount, late fee, multiple <u>accounting distributions</u> .			
FIN Accounts Receivable	Billing and Invoicing	Differentiating	1133060	Provide a standard printed invoice that is customizable (e.g., department specific contact information, invoice header information, standard letterhead features, multi-page logic, <u>line item information</u>).			
FIN Accounts Receivable	Billing and Invoicing	Differentiating	1133065	Produce trial billings for users to review before producing the actual bill.			
FIN Accounts Receivable	Billing and Invoicing	Differentiating	1133066	Provide invoices that have the ability including location of work performed by date.			
FIN Accounts Receivable	Billing and Invoicing	Common	1185752	Provide a central record of items sold including item description, unit price, default <u>accounting information (e.g., revenue account)</u> .			
FIN Accounts Receivable	Billing and Invoicing	Common	1185753	Provide the following delivery options for customer invoices: print on demand.			
FIN Accounts Receivable	Billing and Invoicing	Common	1185754	Support recurring billings to selected customers. These recurring invoices can be set up to generate on a user defined schedule (quarterly on the first day, every two weeks, every <u>month on the 15th</u>).			
FIN Accounts Receivable	Billing and Invoicing	Common	1185755	Support a single invoice item to be distributed across multiple accounting distributions.			
FIN Accounts Receivable	Billing and Invoicing	Common	1185757	Provide standard invoice printing functionality including printing invoices based on multiple sorts (e.g., by department first, then customer number) as defined by the institution.			
FIN Accounts Receivable	Billing and Invoicing	Common	1185758	Provide standard invoice printing functionality including on demand printing on any local <u>and/or network printer</u> .			
FIN Accounts Receivable	Billing and Invoicing	Common	1185759	Preview, print, and re-print invoices/adjustments individually or by customer, by range of <u>invoice/adjustment numbers</u> .			
FIN Accounts Receivable	Billing and Invoicing	Common	1185760	Copy and modify existing invoices to create new invoices.			
FIN Accounts Receivable	Billing and Invoicing	Common	1185761	Suppress printing of invoices.			
FIN Accounts Receivable	Billing and Invoicing	Common	1185762	Override of delivery method during and after invoice entry with proper authority.			
FIN Accounts Receivable	Billing and Invoicing	Common	1185763	Capture the following on each customer invoice: header customer number, header customer address (selected from bill-to addresses on customer record), header customer email address, header payment terms, header text, header service address (not billing <u>address</u>), <u>line items line number</u> , <u>line items comment text</u> .			
FIN Accounts Receivable	Billing and Invoicing	Common	1185764	Automatically reprint an invoice on demand.			
FIN Accounts Receivable	Billing and Invoicing	Common	1185765	Create a refund transaction for an overpayment.			
FIN Accounts Receivable	Billing and Invoicing	Local	1201053	Automatically calculate sales tax and add to accounts receivable transactions by vendor, <u>Chart of Accounts element, city and customer</u> .			
FIN Accounts Receivable	Billing and Invoicing	Local	1201054	Define multiple sales tax rates by customer and within customer.			
FIN Accounts Receivable	Billing and Invoicing	Local	1201055	Define taxable or tax exempt status by customer.			
FIN Accounts Receivable	Billing and Invoicing	Local	1201056	Workflow communication to initiate a service unit request from departments to each <u>service unit (work order system/process)</u> .			
FIN Accounts Receivable	Clinical Services Contracts	Local	1201057	Integration with external AR systems. Specifically, to consolidate patient AR system <u>balances into core University AR</u> .			
FIN Accounts Receivable	Clinical Services Contracts	Local	1201058	Manage contractual services to external parties which can be billed by various metrics, such as: number of FTEs assigned, hours worked, and other units of measure.			
FIN Accounts Receivable	Clinical Services Contracts	Local	1201059	Manage contractual services to internal parties which can be billed by various metrics, such as: number of FTEs assigned, hours worked, and other units of measure.			
FIN Accounts Receivable	Collections Processing	Differentiating	1133086	Provide NSF processing capabilities, such as: a standard communication/letter to notify the customer of the NSF status, restricting a customer to a specific type of payment.			
FIN Accounts Receivable	Collections Processing	Differentiating	1133087	Create a repayment schedule for a customer including payment amount, interest rate, <u>payment due date, number of payments</u> .			

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FIN Accounts Receivable	Collections Processing	Differentiating	1133088	Calculate and record finance charges, late charges, and interest by customer and customer parameters			
FIN Accounts Receivable	Collections Processing	Differentiating	1133089	Process uncollectible accounts as follows: generate dunning letter to customer, which is customizable by the department and/or organizational sub-level; provide user-defined dates and/or default timeframes to produce each dunning letter; obtain proper approvals on a transaction to write-off ccount balance if not collected, based on criteria, such as: receivable type and dollar amount; export data to legal representatives or third-party collection departments and record as bad debt, with option to retain memo entries of the receivable balance in the accounts receivable system; define different dunning timing schedules, by department.			
FIN Accounts Receivable	Collections Processing	Differentiating	1133090	Flag accounts with a user-defined follow-up date for collection related activity.			
FIN Accounts Receivable	Customer Management	Differentiating	1133035	Record a customer as blocked from future services by a specific department.			
FIN Accounts Receivable	Customer Management	Differentiating	1133036	Copy a similar customer record when creating a new record.			
FIN Accounts Receivable	Customer Management	Differentiating	1133037	Provide Web-based customer portal that allows customers to view bills and set billing preferences (e.g., paper, electronic, digital billing).			
FIN Accounts Receivable	Customer Management	Differentiating	1133038	Merge two different customer records and maintain their associated history (e.g., able to review activity for both old customers under the current customer account).			
FIN Accounts Receivable	Customer Management	Differentiating	1133039	Provide customer accounts to be maintained on an open item basis and balance forward basis.			
FIN Accounts Receivable	Customer Management	Differentiating	1133041	Generate a refund of revenue to a non-invoiced customer (e.g., grant overpayments).			
FIN Accounts Receivable	Customer Management	Differentiating	1133042	Associate customer communications to specific transaction (e.g., invoice or credit memo), customer record.			
FIN Accounts Receivable	Customer Management	Common	1185738	Provide a central file for storing all customer-related information (e.g., name, address, contact).			
FIN Accounts Receivable	Customer Management	Common	1185739	Create rules-based customer types.			
FIN Accounts Receivable	Customer Management	Common	1185740	Bill, track and collect for customers whose customer information is provided at the time that either bills or payments are received.			
FIN Accounts Receivable	Customer Management	Common	1185741	Deactivate and reactivate customers with related reason codes and appropriate security and control.			
FIN Accounts Receivable	Customer Management	Common	1185743	Prevent duplicate customer records by using algorithms to identify potential matches at time of entering a new customer.			
FIN Accounts Receivable	Customer Management	Common	1185744	Record a customer as blocked from future services across the Institution, by college, or by department.			
FIN Accounts Receivable	Customer Management	Common	1185746	Enter new customer address records without having to rekey base customer information.			
FIN Accounts Receivable	Customer Management	Common	1185747	Support a unique alphanumeric customer number that is, at a minimum, 10 characters in length, excluding any characters required to track multiple addresses (allow entry of shorter customer numbers without having to enter leading zeroes).			
FIN Accounts Receivable	Customer Management	Common	1185748	Capture multiple addresses for the same customer number.			
FIN Accounts Receivable	Customer Management	Common	1185749	Automatically assign a customer number when adding customers.			
FIN Accounts Receivable	Customer Management	Common	1185750	Provide a central record of customer information, including customer name, alternate customer name (e.g., DBA and/or outsourced payable), customer address (multiple), default account receivable control account, customer address type (e.g., bill-to, ship-to, sold-to), multiple contact names and numbers per customer (phone and fax), customer email address, tax-ID number, alternate open-item managed balance sheet accounts (e.g., escrow), customer comments, corresponding vendor number (for entities that are both vendors and customers), customer type.			
FIN Accounts Receivable	Define Customers and Items	Differentiating	1133046	Provide a central record of customer information including user-defined fields.			
FIN Accounts Receivable	Payment Processing	Differentiating	1133071	Capture the following information when processing a receipt for billed items (e.g., invoice reference fields, customer payment identification number)			
FIN Accounts Receivable	Payment Processing	Differentiating	1133073	Capture information when processing a receipt for billed and unbilled items, such as: driver's license (encrypted), payment amount, place of collection, payment type/method/credit card type, accounting posting date, externally assigned control number (check receipt), comment text, user-defined fields.			

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FIN Accounts Receivable	Payment Processing	Differentiating	1133074	Support bar code or scan line printing on envelopes and remittance advices to aid in remittance processing.			
FIN Accounts Receivable	Payment Processing	Differentiating	1133075	Enter, track separately, and process simultaneously the following tendering situations (but not limited to): check including capture of ABA number, account number; check including capture of check number; credit/debit card via authorization code; money orders including capture of bank code; EFT/ACH; and wire transfers.			
FIN Accounts Receivable	Payment Processing	Differentiating	1133076	Apply payments on receivables by referencing the invoice number, which infers all invoice information to the receipt.			
FIN Accounts Receivable	Payment Processing	Differentiating	1133077	Capture and apply receipts via standard open interface technologies, such as: electronic funds transfers (EFT) or ACH inbound payments provided electronically by the bank, automated lock box, and credit card payments.			
FIN Accounts Receivable	Payment Processing	Differentiating	1133078	Automatically print a receipt for payments on account or unbilled payments and allow for cashier to reprint the receipt manually, if necessary.			
FIN Accounts Receivable	Payment Processing	Differentiating	1133079	Code a receipt as a refund of expenditure, trust account deposit, revenue transaction, etc.			
FIN Accounts Receivable	Payment Processing	Differentiating	1133080	Capture the following information for unbilled cash receipts: driver's license (encrypted), user-defined fields.			
FIN Accounts Receivable	Payment Processing	Differentiating	1133081	Capture the following information for customers when entering a credit: bank account info (for ACH Payments).			
FIN Accounts Receivable	Payment Processing	Differentiating	1133082	Capture the following line item information on each customer credit or adjustment: unit of measure, item number, item description.			
FIN Accounts Receivable	Payment Processing	Differentiating	1133083	Record a protested or unidentified payment as an unapplied receivable item (e.g., maintain clearing accounts) that can later be applied to receivable balances.			
FIN Accounts Receivable	Payment Processing	Common	1185767	Capture cash receipts and apply them to outstanding customer invoice(s).			
FIN Accounts Receivable	Payment Processing	Common	1185768	Process multiple invoice payments on the same receipt.			
FIN Accounts Receivable	Payment Processing	Common	1185769	Capture the following information when processing a receipt for billed items: customer account; date received; name/user ID of person collecting monies; unique, sequential receipt document number; payment amount, payment type/method/credit card type, accounting posting date, externally assigned control number (check receipt).			
FIN Accounts Receivable	Payment Processing	Common	1185770	Match payments received to an invoice for a customer.			
FIN Accounts Receivable	Payment Processing	Common	1185771	Record pre-payments for goods and services.			
FIN Accounts Receivable	Payment Processing	Common	1185772	Review receipts online before they are posted to the general ledger and/or matched to customer open items.			
FIN Accounts Receivable	Payment Processing	Common	1185773	Correct a receipt at any time before it is posted with proper authorization.			
FIN Accounts Receivable	Payment Processing	Common	1185774	Enter, track separately, and process simultaneously the following tendering situations (but not limited to): cash, including capture of Bank Code			
FIN Accounts Receivable	Payment Processing	Common	1185775	Record receipts into a clearing account and subsequently clear that receipt against an invoice.			
FIN Accounts Receivable	Payment Processing	Common	1185776	Enable a central revenue organization to process receipts on behalf of other departments.			
FIN Accounts Receivable	Payment Processing	Common	1185777	Inquire into all of a customer's outstanding invoices/fees when receiving payments for any type of invoice/fee.			
FIN Accounts Receivable	Payment Processing	Common	1185778	Provide a batch process to automatically match receipts to payments.			
FIN Accounts Receivable	Payment Processing	Common	1185779	Match customer open invoices to pre-payments in an on-line transaction.			
FIN Accounts Receivable	Payment Processing	Common	1185780	Match customer open invoices to pre-payments in a batch process.			
FIN Accounts Receivable	Payment Processing	Common	1185781	Reverse the application of a payment to an item and re-application of the payment to a different item.			
FIN Accounts Receivable	Payment Processing	Common	1185782	Reverse the application of a payment to an item and reverse the payment with proper authorization and/or approval.			
FIN Accounts Receivable	Payment Processing	Common	1185783	Record cash receipts for unbilled revenue.			
FIN Accounts Receivable	Payment Processing	Common	1185784	Consolidate individual daily receipt information into daily cash deposits (corresponding to actual bank deposits).			
FIN Accounts Receivable	Payment Processing	Common	1185785	Compile receipts into deposits at any frequency including more than once a day.			

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FIN Accounts Receivable	Payment Processing	Common	1185786	Query customer receipts to identify the original receipt transaction.			
FIN Accounts Receivable	Payment Processing	Common	1185787	Notify users that a customer has an NSF check outstanding when processing receipts.			
FIN Accounts Receivable	Payment Processing	Common	1185788	Perform the following actions when settling an NSF check: record reimbursement for the NSF Check (including recording revenue for penalties); reverse the original application of payment and reestablish the original customer receivable; write off the amount to bad debt expense.			
FIN Accounts Receivable	Payment Processing	Common	1185789	Capture the following information for customers when entering a credit: name, address information, tax-ID, phone number, note / long text, payment terms, payment methods, payment date, description / reason.			
FIN Accounts Receivable	Payment Processing	Common	1185790	Capture the following header information on each customer credit or adjustment: customer number, customer address (selected from bill-to addresses on customer record), internal invoice reference, payment terms, status (e.g., open, paid, in dispute), header text, account receivable control account (defaults from customer record, can be overridden with alternate from customer record)			
FIN Accounts Receivable	Payment Processing	Common	1185791	Capture the following line item information on each customer credit or adjustment: line number, invoice line item reference, quantity, unit price, extended line amount, comment text, price discounts.			
FIN Accounts Receivable	Payment Processing	Common	1185792	Default relevant header and item information from invoice when entering a customer credit memo.			
FIN Accounts Receivable	Payment Processing	Common	1185793	Process uncollectible accounts as follows: record receipt of cash and any collection fees associated with the collection, at any time against the original receivable and maintain proper accounting entries to reverse the bad debt.			
FIN Accounts Receivable	Payment Processing	Common	1185794	Process uncollectible accounts as follows: support four levels of dunning notices.			
FIN Accounts Receivable	Payment Processing	Common	1185795	Generate positive and negative adjustments which can be applied to a specific customer invoice, with proper controls and audit trail.			
FIN Accounts Receivable	Payment Processing	Common	1185796	Optionally generate an automatic refund transaction on a specified refund date to issue a payment to the customer.			
FIN Accounts Receivable	Payment Processing	Common	1185797	Reinstate a previously written off receivable when a payment for the written off receivable is received			
FIN Asset Management	Asset Acquisition	Differentiating	1132720	Assign an asset number based on asset classes manually, automatically.			
FIN Asset Management	Asset Acquisition	Differentiating	1132721	Support capital leases management, such as: perform lease/purchase comparative analyses, record the transfer of leases to between departments, record changes required due to lease amendments, maintain lease payment schedules, automatically generate a notification by email or digital methods that a lease is going to expire within a certain timeframe as specified by the user, create an asset shell record for all leases that meet the criteria as defined by capital lease requirements for CAFR stewardship reporting.			
FIN Asset Management	Asset Acquisition	Differentiating	1132722	Support the management of leased assets in accordance with the requirements of GASB : Accounting for Leases, as amended, such as: recording of the capital lease or operating lease and the corresponding leasehold improvements, tracking lease payments, periodic cost recognition, tracking lessee and lessor, tracking purchase options, tracking lease terms, tracking schedule of lease payments.			
FIN Asset Management	Asset Acquisition	Differentiating	1132723	Accommodate differing capital outlay thresholds for grant funded assets and assets acquired from other funding sources.			
FIN Asset Management	Asset Acquisition	Common	1185911	Have free-form narrative long description of each asset item.			
FIN Asset Management	Asset Acquisition	Common	1185913	Capture activity/costs resulting from several institution departments working concurrently on a project.			
FIN Asset Management	Asset Acquisition	Common	1185914	Split asset record entries for identical items and then assign separate property tag / inventory control numbers (e.g., purchase of 20 identical personal computers) during mass additions process.			
FIN Asset Management	Asset Acquisition	Common	1185915	Link component units (parent/child relationship) whereby each component maintains a financial life of its own.			
FIN Asset Management	Asset Acquisition	Common	1185916	Add and maintain assets obtained through non-expenditure transactions (e.g., donations, eminent domain) with simultaneous updates to both the fixed assets module and general ledger.			
FIN Asset Management	Asset Acquisition	Common	1185917	Capture and maintain construction work in progress information and provides the ability to recognize fixed/capital assets when they are placed in service, regardless of whether the project has been completed.			

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FIN Asset Management	Asset Acquisition	Common	1185918	Capture items, such as: lot number, serial number, asset tag number and expiration date at time of receipt.			
FIN Asset Management	Asset Acquisition	Common	1185919	Flag purchases as placed in service as fixed assets upon receipt of good.			
FIN Asset Management	Asset Acquisition	Common	1185920	Change the in-service date for assets that require assembly before placing in service.			
FIN Asset Management	Asset Acquisition	Common	1185921	Denote whether an asset contains hazardous materials.			
FIN Asset Management	Asset Acquisition	Common	1185922	Update the useful life for a specific asset that differs from the default useful life for the associated asset class.			
FIN Asset Management	Asset Acquisition	Common	1185923	Record a fixed asset Indicator for commodity line items (e.g., new, replacement, or enhancement; if replacement or enhancement, need existing tag number).			
FIN Asset Management	Asset Acquisition	Common	1185924	Define a fixed asset indicator (determine whether commodity is an asset based on dollar amount and expenditure object code).			
FIN Asset Management	Asset Acquisition	Common	1185925	Track the detailed cost for each item that makes up a whole asset.			
FIN Asset Management	Asset Budgeting	Differentiating	1132757	Provide asset replacement planning functionality to support asset budgeting decisions.			
FIN Asset Management	Asset Depreciation and Retirement	Differentiating	1132737	Provide depreciation schedules on individual fixed assets by asset for any element in the classification structure.			
FIN Asset Management	Asset Depreciation and Retirement	Differentiating	1132739	Simulate depreciation calculations for individual assets or a group of assets without being required to post the results.			
FIN Asset Management	Asset Depreciation and Retirement	Common	1185942	Generate either financial or memo transactions to the General Ledger for capital asset depreciation expense by specified funds.			
FIN Asset Management	Asset Depreciation and Retirement	Common	1185943	Define a depreciation effective date when calculating depreciation.			
FIN Asset Management	Asset Depreciation and Retirement	Common	1185944	Process depreciation on-line or in batch mode.			
FIN Asset Management	Asset Depreciation and Retirement	Common	1185945	Automatically calculate depreciation in accordance with the depreciation method and convention where designated for an asset.			
FIN Asset Management	Asset Depreciation and Retirement	Common	1185946	Change asset useful life, value basis, salvage value, and depreciation method, when necessary, and automatically recalculate depreciation expense in accordance with such changes and track the changes.			
FIN Asset Management	Asset Depreciation and Retirement	Common	1185947	Store an acquisition date and a depreciation start date, without the dates having to be the same.			
FIN Asset Management	Asset Depreciation and Retirement	Common	1185948	Define multiple depreciation methods including straight line.			
FIN Asset Management	Asset Depreciation and Retirement	Common	1185949	Prevent depreciation of an asset's value below zero.			
FIN Asset Management	Asset Depreciation and Retirement	Common	1185950	Calculate depreciation adjustments based on the remaining useful life.			
FIN Asset Management	Asset Disposal	Differentiating	1132753	Support asset disposal/retirement activities, e.g., split and distribute the proceeds of an asset sale as surplus property; transfer from surplus to retired status, electronic advertisement of items for sale (e.g., on the web) to designated customers, publishing of surplus properties to be sold on a web site, maintaining a file of customers that commonly bid on surplus properties; sale of items via sealed bid and perform bid tabulations to show highest bidder, grouping of items into lots for sale while retaining specific item owner information, recording of proceeds from sales of assets when item is sold; produce a bill of sale for property sales; capture an auction number for each asset; track lease type (e.g., capital, operating).			
FIN Asset Management	Asset Disposal	Differentiating	1132754	Provide approval workflows for asset transfers.			
FIN Asset Management	Asset Disposal	Common	1185957	Generate either financial or memo transactions to the General Ledger to reflect the financial impact of asset dispositions, and should automatically compute the gain/loss associated with a disposal.			
FIN Asset Management	Asset Disposal	Common	1185958	Recording information such as the following related to disposals, trade-ins, missing, lost, or stolen assets: property tag / inventory control number, reporting individual, date of occurrence or date first noticed missing, description (free form text to allow for entering date of occurrence, date first noticed missing, police report number), disposal date, disposal amount, disposal method, proceeds from sales of disposed property.			
FIN Asset Management	Asset Disposal	Local	1201060	Track and report when transferring asset to a separate State of Texas agency (including sister institutions)			

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FIN Asset Management	Asset Disposal	Local	1201061	Track/capture the Certificate of Asset Destruction/Sale and attach a scanned image to transaction. Note: computers that contain PHI must be destroyed by a certified party and a <u>Certificate of Asset Destruction issued and recorded.</u>			
FIN Asset Management	Asset Maintenance	Differentiating	1132727	Notify of warranty agreement expiration via email and digital methods.			
FIN Asset Management	Asset Maintenance	Differentiating	1132728	Capture explanation (standard text drop down list) of reason for asset transactions (e.g., disposal, transfer).			
FIN Asset Management	Asset Maintenance	Differentiating	1132729	Assign multiple expenditure line items to a single fixed asset record.			
FIN Asset Management	Asset Maintenance	Differentiating	1132730	Capture and identify Inspection and refurbish due dates and send alerts via email and digital devices.			
FIN Asset Management	Asset Maintenance	Differentiating	1132731	Support asset cannibalization (e.g., removing of parts from one asset to use in the creation or repair of another asset).			
FIN Asset Management	Asset Maintenance	Common	1185928	Capture and track outside locations in case an asset is sent out for repair.			
FIN Asset Management	Asset Maintenance	Common	1185930	Identify the vehicle number of the vehicle that an asset is assigned to.			
FIN Asset Management	Asset Maintenance	Common	1185931	Include as a status asset assigned but not yet issued.			
FIN Asset Management	Asset Maintenance	Common	1185932	Transfer fixed assets within or between departments at the individual asset level and to generate the appropriate accounting entries.			
FIN Asset Management	Asset Maintenance	Common	1185934	Support assignment of a single department as managing an asset, regardless of how many departments funded it.			
FIN Asset Management	Asset Maintenance	Common	1185935	Support the entry of user-defined fields as either free form text or selected from a configured drop-down list.			
FIN Asset Management	Asset Maintenance	Common	1185936	Correct discrepancies in asset records by overriding initially loaded information (received from General Ledger, Accounts Payable, and Purchasing modules) with proper authorization.			
FIN Asset Management	Asset Maintenance	Common	1185937	Decouple assembled asset components and reassemble them in a different configuration (e.g., moving thermal imager from one fire apparatus and assigning it to a different one).			
FIN Asset Management	Asset Maintenance	Common	1185939	Receive and allocate surplus sale proceeds received from the State.			
FIN Asset Management	Asset Maintenance	Common	1185940	Designate individual assets as non-depreciable (e.g., land).			
FIN Asset Management	Asset Management	Differentiating	1132710	Maintain detailed asset information required to identify, properly account for, and safeguard all assets, such as: trade-in credit, betterments, next scheduled inventory date, secondary serial numbers, license number, component relationships, depreciation parameters, legal description per survey, property's full address, acquisition information, number of acres, value per acre, fair market value, cost per acre, deed information, mask sensitive information (e.g., assets for police work), warranties, other user-defined fields.			
FIN Asset Management	Asset Management	Differentiating	1132711	Generate standard governmental fixed asset reports and user-defined fixed asset reports in compliance with GASB reporting on all fixed asset balances in the standard CAFR format (with supporting notes and schedules).			
FIN Asset Management	Asset Management	Differentiating	1132712	Link the Asset Record to the Personnel Admin record in HRMS to identify employees who have been assigned assets that should be returned when the employee leaves that position.			
FIN Asset Management	Asset Management	Differentiating	1132714	Establish and associate standard asset descriptive data for all assets (e.g., asset user, custodian).			
FIN Asset Management	Asset Management	Differentiating	1132715	Provide allocation tables that can be user-defined to allocate asset cost and depreciation expense.			
FIN Asset Management	Asset Management	Common	1185889	Enter and maintain fixed asset records online and properly account for assets in accordance with the institution's Chart of Accounts.			
FIN Asset Management	Asset Management	Common	1185890	Maintain pertinent data on both capitalized and non-capitalized assets, which can be either portable or non-portable as follows: capitalize assets based upon a user-specified criteria, including amount threshold by asset type.			
FIN Asset Management	Asset Management	Common	1185891	Maintain pertinent data on both capitalized and non-capitalized assets, which can be either portable or non-portable as follows: track assets (non-capitalized equipment) that are not to be capitalized per Institution policy (mobile phones, laptops).			
FIN Asset Management	Asset Management	Common	1185892	Modify asset capitalization and control rules per institution policy, as necessary (e.g., no hard coding of rules).			

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FIN Asset Management	Asset Management	Common	1185893	Enter additions/changes to asset information, impairments/disposals/theft, updates to accounting balances based on changed asset information (e.g., changing useful life posts catch-up or corrections to depreciation), transfers, inquiries, depreciation.			
FIN Asset Management	Asset Management	Common	1185894	Capture and track intangible assets.			
FIN Asset Management	Asset Management	Common	1185895	Allow the reversal of any asset related transaction, including depreciation, with complete audit trail.			
FIN Asset Management	Asset Management	Common	1185896	Support a physical location hierarchy (e.g., parent/child relationship) of at least four levels (e.g., a parcel of land can have multiple buildings on it, and each building can have multiple rooms).			
FIN Asset Management	Asset Management	Common	1185897	Support a hierarchical asset definition (e.g., a piece of equipment can be comprised of multiple component levels).			
FIN Asset Management	Asset Management	Common	1185899	Create and maintain infrastructure classes for reporting (CAFR) such as bridges, paving (e.g., priority and general), Construction In Process, piers and docks, lane miles, telecommunication systems (data, voice, wireless), road signs and markers, intelligent transportation systems (embedded sensors, cameras).			
FIN Asset Management	Asset Management	Common	1185901	Track categories of assets such as land, land improvements, buildings, building improvements, improvements other than buildings, leasehold improvements, equipment, communication equipment, furniture and fixtures, vehicles, trailers, equipment acquired through capital leases, work in progress, infrastructure, works of art, historical treasures, right of way easements, software development, software over a user-defined dollar threshold, Intangible assets, other rules-based categories.			
FIN Asset Management	Asset Management	Common	1185902	Automatically create and assign an alpha-numeric asset number to a single item or multiple items purchased.			
FIN Asset Management	Asset Management	Common	1185903	Store multiple different asset numbers/references for assembled assets.			
FIN Asset Management	Asset Management	Common	1185904	Maintain detailed property information required to identify, properly account for, and safeguard all assets, including: asset number, property tag number (inventory control number), user defined fields (at least 3), property officer, location segments (e.g., address, building, floor, section, room), multiple organizational ownership information including assets loaned to/from, multiple accounting distributions from original acquisition, requisition number, purchasing document numbers, asset acquisition date, in-service date, asset condition, asset type, delivery date, payment number (e.g., check number), asset status (e.g., active, inactive, surplus/salvage), unit cost/value, book value, fair market value, item classification code (rules-based) with multiple sub-class codes, vendor number, vendor name, asset descriptive information, manufacturer number, model year, model number, end user contact information, salvage value, serial number, warranty/maintenance information, lease asset information (if applicable), estimated useful life, estimated residual value (trade-in value), replacement cost, depreciation method, depreciation frequency and convention (e.g., annual, beginning of month, half, budget year (from which asset was purchased), last inventory date, last inventory performed by.			
FIN Asset Management	Asset Management	Common	1185905	Track assets purchased with various funding sources (e.g., grants) using a searchable reportable field.			
FIN Asset Management	Asset Management	Common	1185907	Differentiate between leased assets and purchased assets.			
FIN Asset Management	Asset Management	Common	1185908	Facilitate determination of FASB 13 lease type (e.g., capital, operating) based on terms and conditions of lease agreement.			
FIN Asset Management	Asset Management	Common	1185909	Separately identify assets on loan from Federal Government.			
FIN Asset Management	Asset Management	Local	1201062	Asset management needs to be able to see whether asset is tied to a project. Note: For Grants anything that is over 5000 is considered equipment and anything under 5000, but used to support the equipment, should also be considered equipment.			
FIN Asset Management	Asset Management	Local	1201063	Correct an asset record without retiring asset and reentering			
FIN Asset Management	Asset Management	Local	1201064	Identify purchases related to a grant when receiving			
FIN Asset Management	Asset Management	Local	1201065	Itemize the useful life of the different components because they have different useful life. (e.g., a building)			
FIN Asset Management	Asset Management	Local	1201066	Specify ownership of assets when grant ends. (e.g., Federal Asset)			

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FIN Asset Management	Asset Management	Local	1201067	Track assets under capitalization threshold that are checked out to employees to ensure that computer security policies are followed and all items are returned upon termination.			
FIN Asset Management	Physical Inventory	Differentiating	1132744	Create a scanned record file from bar-coding for comparison to fixed asset and portable equipment records.			
FIN Asset Management	Physical Inventory	Differentiating	1132745	Generate customized bar-coded labels for asset identification (inventory control and property number tags) including building, floor, and room information.			
FIN Asset Management	Physical Inventory	Differentiating	1132746	Enter data manually, in addition to using bar coding technology.			
FIN Asset Management	Physical Inventory	Differentiating	1132747	Update asset information real time from bar code scanners.			
FIN Asset Management	Physical Inventory	Differentiating	1132748	Support the use of bar-coding/Radio Frequency Identification (RFID) technology when performing physical inventories.			
FIN Asset Management	Physical Inventory	Differentiating	1132749	Perform physical count of consumable inventory and capital assets (e.g., an institution has some high cost consumable inventory items that are capitalized and tracked as both consumable inventory and capital assets) using mobile and RFID devices.			
FIN Asset Management	Physical Inventory	Common	1185952	Produce a physical inventory worksheet to be sorted, grouped, and aggregated based on user defined criteria to assist in conducting physical inventory.			
FIN Asset Management	Physical Inventory	Common	1185953	Record multiple updates to asset location information and last inventoried date for an asset.			
FIN Asset Management	Physical Inventory	Common	1185954	Report and adjust variances between system amounts and physical counts.			
FIN Asset Management	Physical Inventory	Common	1185955	Support cycle counting of assets.			
FIN Budget Development	Budget Administration	Differentiating	1132848	Provide a fully integrated personal services budget preparation and human resource system that incorporates user-defined payroll assumptions (such as COLA or other across the board adjustments), projections of vacancy rates based on historical information, salary ranges based on HR-defined business rules.			
FIN Budget Development	Budget Administration	Differentiating	1132849	Limit users from entering requests that exceed control totals.			
FIN Budget Development	Budget Administration	Differentiating	1132850	Provide a fully integrated personal services budget preparation and human resource system that incorporates benefits and compensation captured in state/institution-offered benefits and multiple position-based funding assignments for specified periods.			
FIN Budget Development	Budget Administration	Differentiating	1132851	Identify and notify requester if Budget Development forms/pages that have not been approved in the time allotted based on the Budget Calendar.			
FIN Budget Development	Budget Administration	Differentiating	1132853	Define budgets for future fiscal years.			
FIN Budget Development	Budget Administration	Differentiating	1132854	Configure multiple budget pages/forms by Legislative Budget Office/State Budget Office/Institution Budget Office/Department Budget office.			
FIN Budget Development	Budget Administration	Differentiating	1132855	Define budget forms including instructions, requested amounts for any combination of Chart of Accounts structure, narrative descriptions, and narrative justifications.			
FIN Budget Development	Budget Administration	Differentiating	1132856	Define business rules for each budget development page/form (e.g., totals within form or across forms must be within control totals).			
FIN Budget Development	Budget Administration	Differentiating	1132857	Have a Budget Development home page where communication (e.g., guidance) can be posted and dynamic by business unit.			
FIN Budget Development	Budget Administration	Differentiating	1132858	Report real-time status on the budget development process.			
FIN Budget Development	Budget Administration	Differentiating	1132859	Schedule budget development work and events and notify budget coordinators of the establishment of the schedule and trigger user-defined digital alerts to budget coordinators to monitor budget completion status.			
FIN Budget Development	Budget Administration	Differentiating	1132860	Establish limits on positions and/or FTEs at any level of the organization structure.			
FIN Budget Development	Budget Administration	Differentiating	1132861	Establish effective start and end dates for department budgets by element of the Chart of Accounts.			
FIN Budget Development	Budget Administration	Differentiating	1132862	Invoke the budget caps on a version by version basis.			
FIN Budget Development	Budget Administration	Differentiating	1132863	Control ceilings on planned, budgeted or authorized positions for each institution.			
FIN Budget Development	Budget Administration	Differentiating	1132864	Provide a roster and a view of filled positions, vacant positions, and planned/budgeted positions.			

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FIN Budget Development	Budget Administration	Differentiating	1132865	Calculate personnel cost factors (e.g., attrition rates for departments and programs, early retirement incentives and payoff costs, comp time payout for anticipated retirements, vacancy rates) for positions by any level of the organization structure, fringe and benefit factors.			
FIN Budget Development	Budget Administration	Differentiating	1132866	Allow departments to set absolute caps on the number of new proposals or expansions submitted by lower level organizational units and flag entries that do not match core levels or that exceed the cap but not restrict them from being saved.			
FIN Budget Development	Budget Administration	Differentiating	1132867	Set dollar limits at any level of transaction classification (e.g., Chart of Accounts) structure.			
FIN Budget Development	Budget Administration	Differentiating	1132868	Set targets for any level of organization units at absolute numbers for a new proposal or expansion.			
FIN Budget Development	Budget Administration	Differentiating	1132869	Flag funds or fund categories that have a projected negative fund balance at the end of the year.			
FIN Budget Development	Budget Administration	Differentiating	1132870	Establish multiple roll-ups of budget data across departments to present enterprise benchmarks, compare department-to-department, function-to-function, etc.			
FIN Budget Development	Budget Administration	Differentiating	1132871	Copy current year budget into next budget year to create a seed.			
FIN Budget Development	Budget Administration	Differentiating	1132872	Capture, display, and report descriptive information for base adjustments, forecast updates, and other adjustment types established by the institution.			
FIN Budget Development	Budget Administration	Differentiating	1132873	Create multiple, user-definable attributes that can be associated with various expenditures (e.g., logical grouping of expenditures outside the Chart of Accounts)			
FIN Budget Development	Budget Administration	Differentiating	1132875	Have an end-to-end budget development module that supports a process in which the process is controlled centrally but enables decentralized usage including budget input forms, new program proposals, personnel and non-personnel cost projections, multiple budget versions, multi-layered review and approval and integration with the General Ledger and Budget Control module			
FIN Budget Development	Budget Administration	Differentiating	1132876	Design and configure Budget Development forms/pages to be used during the Budget Development Process including columns for specific amounts, and fields for extended description and justification.			
FIN Budget Development	Budget Administration	Differentiating	1132877	Define and configure versions of the budget that will be used in the Budget Development process.			
FIN Budget Development	Budget Administration	Differentiating	1132878	Define and configure Approval Steps that are required for each Budget Version to complete the Budget Development process.			
FIN Budget Development	Budget Administration	Differentiating	1132879	Graphically represent the hierarchical organization structure with Budget Development to support analysis of proposed reorganizations.			
FIN Budget Development	Budget Administration	Local	1132880	Assign users to budget development approval steps.			
FIN Budget Development	Budget Administration	Local	1132882	Load the final approved budget into the finance system.			
FIN Budget Development	Budget Administration	Differentiating	1132972	Project position salaries based on criteria (e.g., positions flagged for inclusion, filled positions, flagged vacant positions, and planned positions based on planned filled dates, full-time equivalence, salary or hourly rate for any level of the Chart of Accounts structure).			
FIN Budget Development	Budget Administration	Differentiating	1132973	Reclassify positions and carry these reclassifications into the salary estimates.			
FIN Budget Development	Budget Administration	Differentiating	1132975	Project position budget changes at varying levels (e.g., globally, at the individual position level).			
FIN Budget Development	Budget Administration	Differentiating	1132976	Effective date changes to positions and provide cost projections and savings at different time periods to maintain position control.			
FIN Budget Development	Budget Administration	Differentiating	1132977	Calculate payroll projections based on events, such as: increases or decreases in positions, transfers by different time periods.			
FIN Budget Development	Budget Administration	Differentiating	1132978	Project fringe benefits within a payroll estimate based on position funding assignments or percentage			
FIN Budget Development	Budget Administration	Differentiating	1132979	Calculate early retirement projections specific to each department.			
FIN Budget Development	Budget Administration	Differentiating	1132982	Present historical and current budget data for analysis.			
FIN Budget Development	Budget Administration	Common	1185801	Export of budget results to other department systems.			
FIN Budget Development	Budget Administration	Common	1185802	Load initial salary projections into the Budget Development module.			
FIN Budget Development	Budget Administration	Common	1185803	Develop the budget at the object of expenditure, source of funding and position information level at any Chart of Accounts level.			

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FIN Budget Development	Budget Administration	Common	1185804	Definition of budget request controls to ensure that budget development assumptions are followed (e.g., totals by fund or any level of the fund structure, addition of new positions, <u>percentage increases to appropriations</u>).			
FIN Budget Development	Budget Administration	Common	1185805	Define Chart of Accounts element combinations at which budgets can be established with centrally established spending control levels. In addition, department-defined line items can be created using the combinations of the Chart of Accounts elements defined centrally with departmentally established spending controls as desired (e.g., central control may be established by appropriation and departments may define lower level budgets using additional Chart of Accounts elements and spending controls).			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132901	Provide re-organization capabilities, e.g., to present historical financial information after a reorganization in both the original structure and the revised structure, to transfer outstanding encumbrances along with the transferred budget to support institution and program re-organizations, allow reorganizations to be processed by dropping and dragging an organization from one location to another on a graphical depiction of the organization, allow the user to view the impact of organizational shifts on the budget.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132902	Allow the next user to make requested changes to a version that has been approved and submitted.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132903	Enter budget requests at a high level (e.g., appropriation) and optionally develop detailed budgets at a lower level with the budget summarized and approved at the higher level.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132904	Set targets at various levels of departmental structure.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132905	Record and maintain funding characteristics, such as: purpose of funding, acceptable uses, funding amount calculation elements (e.g., quantities to be purchased or events to be funded), legal authority for creation including multiple citations and linking to external data sources.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132906	Record and maintain funding type, funding title, funding end date that may span more than one fiscal year, year-end disposition type, such as: carryover or lapse, and spending authority.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132908	Organize budget requests and historical data by funding type across multiple departments.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132909	Enter budget requests in varying levels of detail.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132910	Add time dimensions to revenue estimates, such as: split estimates by month and report <u>against monthly estimates and seasonality</u> .			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132912	Allow positions (filled, budgeted or planned) to be funded by multiple combinations of Chart of Accounts, at varying percentages and each assignment to be effective dated.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132914	Manage variances, such as: flagging disbursement estimates with user-defined variances for review, narrative explanations of budget variances from one year to the next, Monitor disbursement estimates by providing previous estimates and variances.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132915	Develop standard rates to be entered and maintained that can be applied during the budget development process with ability to override as needed.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132916	Create department-level budgets using the following: zero balances in all accounts, last year's statistics, straight line projection, escalations, reductions, current year's funding, projection based on user-defined formula - including statistical information.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132917	Capture federal revenue estimates for comparison to grant-related department budget requests and variance analysis.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132919	Display variances between grant related institution budget requests and federal fund revenue estimates.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132920	Provide institution flexibility to build a budget from top-down or bottom-up.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132921	Allow departments to define their budget build-up by any element of the Chart of Accounts, with user defined required fields, and roll up the results to the funding level.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132922	Divide historical, current, and budgeted data (e.g., by percentage) for purposes of re-categorization and reporting.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132923	Add additional descriptive information (e.g., long names, purpose) to Chart of Accounts elements imported from the Institution's financial system to improve data available for reporting and decision-making purposes.			

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FIN Budget Development	Budget Analysis and Requests	Differentiating	1132924	Create adjustments at the budgeted account level with user-defined adjustment types and adjustment categories.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132926	Identify historical and requested transfers between departments and programs, capture descriptive text regarding the purpose of the transfer, include transfer line items in reports to enable reconciliation inter/intra-departmental and program transfers.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132927	Define budget controls, such as: by grant period versus fiscal year, establishment of reserve amounts that cannot be expended, budgetary control periods and corresponding amounts (e.g., monthly, quarterly, semi-annual and annual).			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132928	Create temporary budget and track the legal authority for various appropriation adjustments, to submit to Budget Office for approval and for Budget Office to approve, reject or defer request, to trigger additional justification to be captured based on Budget Office request.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132931	Capture and require certification/approval of the amount of local funds when capital funds are used.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132932	Capture capital project budgets with effective start and end dates, annual and inception-to-date budgets, and the track and view a list of earmarks within the line item and related status.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132934	Enter forecast adjustments at the budget account level and update attached spending detail.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132935	Reconcile the revised budget to the original budget by identifying changes between the two documents.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132937	Provide Central Budget Office and Department Users the ability to analyze, create and manage budget requests.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132938	Copy/Clone Budget Development forms/pages to enable departments to modify the forms/pages to their specific needs while maintaining the overall controls of the forms/pages established by the Budget Office (e.g., a department may want to protect certain field values from being changed).			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132939	Create a requested budget based on projected and user entered values.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132940	Allow departments to add approval steps within the centrally defined approval steps to facilitate internal approval processes.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132941	Budget for multi-year funding by funding type (e.g., grants and projects)			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132942	Prepare packages that include the cost (personnel and non-personnel) of new initiatives/programs that are treated as a separate Budget Version for approval purposes.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132943	Allow input to new initiative/program packages across departments and other levels of the organization structure.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132944	Prioritize individual new initiative/program packages to enable comparison within and across departments.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132945	Approve individual new initiative/program packages to enable inclusion in another specified budget version.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132946	Identify sources and uses of funds within the budget request by any combination of the Chart of Accounts structure.			
FIN Budget Development	Budget Analysis and Requests	Differentiating	1132948	Allow an approver to reject a form/page back to a previous Approval Step with description of the reason for the rejection.			
FIN Budget Development	Budget Analysis and Requests	Common	1185815	Change key fields and including a narrative description of the reason for the change.			
FIN Budget Development	Budget Analysis and Requests	Common	1185816	Support multiple sources of revenue for a budget line item within a single fund.			
FIN Budget Development	Budget Analysis and Requests	Common	1185817	Capture narrative explanation for budget requests and identify whether it is to be included in the published Budget Book.			
FIN Budget Development	Budget Analysis and Requests	Common	1185818	Generate ad hoc budget queries at any stage of development, including final budget signed into law.			
FIN Budget Development	Budget Analysis and Requests	Common	1185819	Generate Department budget request that displays base and change items including descriptions and justifications for changes.			
FIN Budget Development	Budget Analysis and Requests	Common	1185820	Generate sources and uses budget request summary reports by combinations of the Chart of Accounts structure.			
FIN Budget Development	Budget Analysis and Requests	Common	1185821	Generate detail revenue and expense budget information, including base and changes to base by any combination of the Chart of Accounts structure.			
FIN Budget Development	Budget Analysis and Requests	Common	1185823	Develop both summary budgets and detail budgets at any level of the Chart of Accounts.			
FIN Budget Development	Budget Analysis and Requests	Common	1185824	Relate each appropriation to one or multiple programs in the budget request.			

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FIN Budget Development	Budget Analysis and Requests	Common	1185825	Define new Chart of Accounts values during the budget development process without requiring addition to the Chart of Accounts (e.g., definition of prospective Funding Sources, Grants, or Projects).			
FIN Budget Development	Budget Analysis and Requests	Common	1185826	Relate budget line items to a Department-wide program.			
FIN Budget Development	Budget Analysis and Requests	Common	1185827	Identify and analyze fee-supported activities.			
FIN Budget Development	Budget Analysis and Requests	Common	1185828	Provide a spreadsheet presentation (format) for end-users to prepare or modify the budget request.			
FIN Budget Development	Budget Analysis and Requests	Common	1185829	Create an department level budget using current year's original budget, last year's budgeted total, last year's actuals, current year's budget or actual +/- a percentage, previous year's budget or actual +/- a percentage, projection based on percentage of last year's actual, projection based on user-defined formula - including statistical information, last year's adjusted budget divided by funding source, non-recurring items.			
FIN Budget Development	Budget Analysis and Requests	Common	1185830	Budget for overtime in user-defined increments, shift differentials, and compensatory relief time.			
FIN Budget Development	Budget Analysis and Requests	Common	1185831	Identify budgeted and unbudgeted planned, authorized and vacant requested positions.			
FIN Budget Development	Budget Analysis and Requests	Common	1185832	Limit aggregated budgeted positions to the attributed funding source appropriated and allotted to those positions.			
FIN Budget Development	Budget Analysis and Requests	Common	1185833	Make budget adjustments at any level of the Chart of Accounts structure.			
FIN Budget Development	Budget Analysis and Requests	Common	1185834	Present historical and current budget data for analysis using monthly and year-to-date actuals, current year budget and next year requested.			
FIN Budget Development	Budget Analysis and Requests	Common	1185835	Capture expenditures and revenues by line item and associating expenditures with specific revenues.			
FIN Budget Development	Budget Analysis and Requests	Common	1185836	Identify a planned distribution of revenue by source.			
FIN Budget Development	Budget Analysis and Requests	Common	1185837	Apply percentage increases/decrease to any combination of the Chart of Accounts in the budget and assess impact on budget as a whole.			
FIN Budget Development	Budget Analysis and Requests	Common	1185838	Perform multiple calculation methodologies for statistical, real, nominal (revenue and expenditure) account budget forecasting.			
FIN Budget Development	Budget Analysis and Requests	Common	1185839	Adjust the current year base for forecasted programs.			
FIN Budget Development	Budget Approval Processes	Differentiating	1132954	Provide a process for managing a multi-level approval process including multiple adjustments to Budget Versions based on Approver requests and direction.			
FIN Budget Development	Budget Guidance	Differentiating	1132893	Provide pre-filled budget request forms/pages with historical budget and actuals information, the base budget based on Budget Development assumptions, and projected budget requests based on system generated projections.			
FIN Budget Development	Budget Guidance	Differentiating	1132894	Identify fields on Budget Development forms/pages that are zero based or performance based budgets.			
FIN Budget Development	Budget Guidance	Differentiating	1132896	Provide a Budget Guidance development tool that provides word processing capabilities for process guidelines and instructions with the ability to import reports and graphical presentations of current and historical information from the Financial and Human Capital Management Systems, reports and graphical presentations of data from the projection process, and other statistical information.			
FIN Budget Development	Budget Guidance	Differentiating	1132897	Automatically send internal or external notifications by department with links to the document for download.			
FIN Budget Development	Budget Projections	Differentiating	1132958	Calculate budget projections using modeling tools and techniques including multi-variant analysis, what-if simulation, and integration with PC based analytical applications.			
FIN Budget Development	Budget Projections	Differentiating	1132960	Define formulas that will project revenues based on grant match rates, project revenues based on statistical information.			
FIN Budget Development	Budget Projections	Differentiating	1132961	Capture various levels of detail within the revenue estimates including, the fund, and revenue source code (at varying levels of the revenue code hierarchy), and other elements of the Chart of Accounts.			
FIN Budget Development	Budget Projections	Differentiating	1132962	View and access comparative data for revenue estimates, including prior, current and future year estimates, and prior and current year actual balances.			
FIN Budget Development	Budget Projections	Differentiating	1132964	Capture spending forecasts for comparison to revenue estimates across any element of the Chart of Accounts and allow values to be set to constants.			
FIN Budget Development	Budget Projections	Differentiating	1132965	Forecast expenditures based on grant match rates and statistical information.			

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FIN Budget Development	Budget Projections	Differentiating	1132967	Allow users to calculate payroll projections based on filled and/or vacant (budgeted or planned) positions based on anticipated filled dates and Capture narrative regarding payroll and fringe assumptions.			
FIN Budget Development	Budget Projections	Differentiating	1132968	Provide aggregated and detailed payroll projections across the Chart of Accounts hierarchies with the link positions to funding sources.			
FIN Budget Development	Budget Projections	Differentiating	1132984	Develop expenditure and revenue forecasts at the beginning of the fiscal year, based on prior year actuals.			
FIN Budget Development	Budget Projections	Common	1185841	Specify the level of rounding that occurs in the budget preparation process in rules definition for report presentation and projection processes.			
FIN Budget Development	Budget Projections	Common	1185842	View the impact of organizational shifts on the budget.			
FIN Budget Development	Budget Projections	Common	1185843	Adjust salary projections within the budget scenarios.			
FIN Budget Development	Budget Projections	Common	1185844	Produce historical, current, and projected data down to the lowest common level of detail available in the Chart of Accounts structure.			
FIN Budget Development	Budget Projections	Common	1185845	Calculate revenue estimates based on user-defined rules applied to actual revenue collected and deposited in the prior 5 years.			
FIN Budget Development	Budget Projections	Common	1185846	Forecast spending/expenditures and revenues using actual or budgeted amounts in prior or current years, multi-step calculations based on adjustment factors, such as: fixed rate, absolute dollar amount, prior-year expenditures, grant match rates and statistical values.			
FIN Budget Development	Budget Projections	Common	1185847	Provide a Personnel Cost Projection process that incorporates data from the Human Capital Management system and position cost factors, such as: number of positions assumptions, planned raises, scheduled pay increases, advancement, cost of living adjustments, healthcare and fringe benefit costs, other employee costs, personnel attrition rates for departments and programs, estimated vacancy period and refill costs at any level of the Chart of Accounts.			
FIN Budget Development	Budget Projections	Common	1185848	Calculate comp time payout for anticipated retirements.			
FIN Budget Development	Budget Projections	Common	1185849	Calculate vacancy rates for positions by any level of the organization structure.			
FIN Budget Development	Budget Projections	Common	1185850	Build salary projections for vacant positions using different assumptions about fill rates and pay increases.			
FIN Budget Development	Budget Projections	Common	1185851	Apply different forecasting calculations to different line items in the same organizational unit.			
FIN Budget Development	Budget Projections	Common	1185852	Project new position cost at multiple grades and pay increases by division and department.			
FIN Budget Development	Budget Projections	Common	1185853	Update Budget development forms/pages with projection results by selecting the version and type of budget to be updated (e.g., base budget, requested budget, recommended budget).			
FIN Budget Development	Budget Projections	Local	1201068	Project organizational budgets based on historical, current year actual and projected tuition revenue and number of students.			
FIN Budget Development	Budget Publication	Differentiating	1132994	Provide word processing capability for the textual write-up of the budget document using user-defined templates.			
FIN Budget Development	Budget Publication	Differentiating	1132995	Capture department inputted comments at any level of the Chart of Accounts.			
FIN Budget Development	Budget Publication	Differentiating	1132996	Structure the budget presentation for each department by user-defined combinations of the Chart of Accounts elements.			
FIN Budget Development	Budget Publication	Differentiating	1132998	Create varying page templates for presentation of budget information by department that incorporate both financial information and supporting information (e.g., text or graphics with the either include or suppress from the production document).			
FIN Budget Development	Budget Publication	Differentiating	1132999	Organize the budget document using multiple hierarchical structures into which various components of the document can be placed in production order with the either display (printed), suppress, or optionally delete from the structure.			

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FIN Budget Development	Budget Publication	Differentiating	1133000	Have a concurrent user budget publication module that supports hierarchical desktop publishing capabilities, such as: drag and drop functions and find/replace, automatically creates tables of content and indices for the budget documents and enables the user to create or enter footnotes and comments, produces budget publications in PDF ADA compliant, and camera-ready formats, includes data from a wide variety of source files, e.g., system output from the database and incorporates charts, graphs, spreadsheets; incorporates performance measures, and produces historical, current year projections and proposed budget data at any level of the hierarchical structure in a high quality printed form.			
FIN Budget Development	Budget Publication	Differentiating	1133001	Automatically update charts, graphs, spreadsheets, etc., when data stored in budget system is altered.			
FIN Budget Development	Budget Publication	Differentiating	1133002	Electronically review and approve documents during pre-publication review.			
FIN Budget Development	Budget Publication	Differentiating	1133003	Manage online publication processes to create bookmarks, maintain web links embedded in documents, and provide for proper pagination.			
FIN Budget Development	Budget Publication	Differentiating	1133004	Capture changes to the original recommendation and publish changes to the budget document.			
FIN Budget Development	Budget Publication	Common	1185855	Group appropriation sources and uses for program/activity level budget presentation.			
FIN Budget Development	Budget Versions and Version Control	Differentiating	1132886	Automatically alert the next user that: a version has been frozen, no changes were entered before a version was frozen, of an Approval that forwards a budget form/page or entire version for their attention.			
FIN Budget Development	Budget Versions and Version Control	Differentiating	1132887	Automatically trigger action once the next version is created.			
FIN Budget Development	Budget Versions and Version Control	Differentiating	1132888	Capture revenue estimates in a budget version for comparison reporting.			
FIN Budget Development	Budget Versions and Version Control	Differentiating	1132889	Accept entries for one-time revenues and costs and allow these to be excluded from budget copies.			
FIN Budget Development	Budget Versions and Version Control	Differentiating	1132890	Allow core budget levels to be created as a budget version based on either the spending forecasts or prior year actual expenditures by appropriation line item, fund, and expenditure object code (or any level of the expenditure object code hierarchy).			
FIN Budget Development	Budget Versions and Version Control	Common	1185807	Support multiple versions of the budget (expenditure and revenue estimates, multiple Department submission versions, Department budget office versions, executive recommendation versions, Administration Budget Office versions, appropriation versions, and Department operating budget versions).			
FIN Budget Development	Budget Versions and Version Control	Common	1185808	Provide version control (marking as complete, freezing, unfreezing, copying and modifying).			
FIN Budget Development	Budget Versions and Version Control	Common	1185809	Identify changes made by lower level in response to reviewer's change request.			
FIN Budget Development	Budget Versions and Version Control	Common	1185810	Exclude components of a budget request when copying one version to another.			
FIN Budget Development	Budget Versions and Version Control	Common	1185812	Maintain and track versions for reporting purposes.			
FIN Budget Development	Budget Versions and Version Control	Common	1185813	Provide an unlimited number of versions available centrally.			
FIN Budget Development	Miscellaneous	Differentiating	1133007	Cost Allocation Accounting: Account for and monitor performance measure budgets in order to track dollars spent versus service delivered.			
FIN Budget Development	Miscellaneous	Differentiating	1133008	Budget Approval Processes: Provide online visibility into budget requests.			
FIN Budget Development	Miscellaneous	Differentiating	1133010	Have a Performance Budget, as defined here: Perform Performance-based Budgeting by selectively using performance measures in the budget development process to calculate budget amounts based on performance measures and cost per unit, establishing relationships between performance statistics and financial data, interfacing with other systems to capture performance data and load it into the Budget Development module, and including in reporting for analysis purposes.			
FIN Budget Development	Position Control	Local	1201069	Define new proposed positions within budget development that can flow through the budget approval process and, if approved, alert HR/Personnel that a new authorized position needs to be created.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Bank Account Management	Differentiating	1132829	Reconcile payments by payee name and issue date.			

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FIN Cash Mgmt Forecast and Bank Reconciliation	Bank Account Management	Differentiating	1132830	Retain cleared checks for inquiry and/or reporting purposes including the ability to view the remittance advice.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Bank Account Management	Differentiating	1132831	Reconcile cash balances, such as: treasury cash balances with fund cash balances, general ledger fund cash balances with department fund cash balances.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Bank Account Management	Differentiating	1132832	Provide reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the institution's bank accounts through automated and/or manual means at the user's discretion, including the following functions/features: utilize BA12 input format for bank activity input, convert non-standard bank input formats to desired (e.g., BA12) format; identify potential matches; provide aggregate (one-to-many or many-to-many) items matching; provide tolerance (specify variance in amount or date) matching; provide aging reports of reconciling items, provide custom reporting of reconciling items, provide data export to generate external research correspondence.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Bank Account Management	Common	1185870	Reconcile by check number, issuance number and/or dollar amount.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Bank Account Management	Common	1185877	Provide reconciliation of bank activity per the system, cash/general ledgers and college/departmental accounts to bank transactions received from the institution's bank accounts through automated and/or manual means at the user's discretion, including the following functions/features: accommodate multiple bank accounts; identify duplicate matches; manual matching of items not matched via automated matching; exception reporting of outstanding items. Support corrections or changes during the reconciliation process with appropriate user authorization.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Bank Account Management	Common	1185879	Automatically reconcile payment file and bank payment file using a unique identifying number.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Bank Account Management	Common	1185880	Identify potential matches of bank activity per the cash management/general ledger module to bank transactions received from the institution's bank accounts through automated and/or manual means at the user's discretion on a daily basis.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Bank Account Management	Common	1185881	Accept and post cancellation status and cancellation date of posted expired checks.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Bank Account Management	Common	1185882	Post accounting entries to record cancellation information accepted by the system.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Cash Collections	Differentiating	1132819	Download lock box files, such as: retail lock box files from bank, wholesale lock box files from bank.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Cash Collections	Common	1185858	Provide manual online entry of revenue transaction from deposit forms.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Cash Collections	Common	1185859	Upload NACHA files to identify cash receipts.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Cash Collections	Common	1185860	Upload NACHA files to identify returned items by return type (e.g., charge back, deposit).			
FIN Cash Mgmt Forecast and Bank Reconciliation	Cash Collections	Common	1185861	Allow authorized users to issue a stop payment for checks that have already been distributed.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Cash Management	Differentiating	1132836	Compute the number and dollar amount of transactions per pay cycle (day, per month, or other user-defined time-period)			
FIN Cash Mgmt Forecast and Bank Reconciliation	Cash Management	Differentiating	1132837	Customize the Unclaimed Property timeframe by Unclaimed Property Type based on State Statute and provide automated report			
FIN Cash Mgmt Forecast and Bank Reconciliation	Cash Management	Differentiating	1132981	Provide cash forecasting tools for funds.			

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FIN Cash Mgmt Forecast and Bank Reconciliation	Cash Management	Common	1185884	Reconcile cash in the bank with treasury cash balances.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Cash Management	Local	1201070	Support pooled cash and create all related journal entries			
FIN Cash Mgmt Forecast and Bank Reconciliation	Cashiering	Local	1201071	Manage cashiering functions, such as: cash drawer functionality including the ability to close cash drawers independently, cash register/POS capabilities and interfacing with other systems that require related data.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Cross-Functional	Local	1201072	Manage and control segregation of duty conflicts (e.g., accounting, run a pay cycle, and banking credentials)			
FIN Cash Mgmt Forecast and Bank Reconciliation	Investment Management	Differentiating	1132823	Allocate income earned on funds across selected cash fund balances (user can include or omit fund from allocation) based upon the average daily balance method to any Chart of Account segment and automatically creates a corresponding journal entry.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Investment Management	Differentiating	1132825	Sweep of deposits from multiple deposit accounts into consolidation accounts and create the journal entries related to the daily activities.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Investment Management	Common	1185864	Record Institution wide investment activity of funds.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Investment Management	Common	1185865	View fund balances online.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Investment Management	Common	1185868	Adjust daily cash balances and create associated accounting entries.			
FIN Cash Mgmt Forecast and Bank Reconciliation	Investment Management	Local	1201073	Perform risk analysis and run "what if" scenarios against investments			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075650	Allow users to set an automatic renewal flag for recurring purchase orders and releases for contracts.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075651	Produces a list of contracts or releases that are eligible for renewal.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075652	Allow users to select contracts or releases for renewal and creates the subsequent document.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075653	Convert awarded solicitations to approved contracts, following approval of the award decision.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075654	Track the number of contract renewals (total, exercised, remaining).			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075655	Automatically schedule user-defined contract releases (based on dates, dollar amounts, and quantities).			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075656	Encumber contracts or contract releases at the line item level.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075657	Track multiple encumbrances, receipts, and payments against a single contract at the line item level.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075658	Track multiple releases against a single contract.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075659	Allow multiple contracts per vendor.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075660	Allow a contract to: support multiple commodities per contract.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075661	Allow a contract to: support multiple services per contract.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075662	Allow a contract to: support multiple delivery dates/locations.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075663	Allow a contract to: support multiple option periods.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075664	Drill-down on the contract/agreement to see the detail of the line items included in the contract/agreement and to view the specifics of each item.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075665	Have targeted value and quantity contracts with a user-defined trigger that notifies the purchasing agent when those targets are exceeded or close to being exceeded.			

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FIN Contracts	Contract/Agreement Administration	Differentiating	1075667	Allow users to review and print contract text and all attachments from within the application.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075668	Allow for contract tracking by many variables (e.g., Contract number, Contract type, Vendor legal name, date, quantity, dollars, contract status, commodity codes, commodity class, any level of the financial data classification, user defined fields)			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075691	Indicate that insurance and license certificates and performance and payment bonds are on file for each contract line item.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075692	Track and monitor contractor insurance and license certificates, for each contract line item, and automatically notify the appropriate purchasing agent.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075693	Flag insurance and license expiration dates for each contract line item, and automatically notify the appropriate purchasing agent.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075694	Block the release of all line items if all required items (e.g., insurance, license) are not in place.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075695	Track all purchase orders, receipts, adjustments, invoices, payments or other reference documents within a single contract.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075696	Provide prompts, based on commodities and vendors selected, to requestors and purchasing agents regarding purchases that may be covered by existing contracts.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075697	Support various contract periods, including multiple year contracts (e.g., those that span fiscal and/or calendar years).			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075699	Fax, email and/or print a Blanket Contract/Notice of Award document.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075700	Support detailed contract performance analysis and generate performance reports, based on criteria (e.g., Contract compliance, work completed to date, timelines/deadlines, sub-contractor performance, user-defined milestones, discounts)			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075708	Generate new requisition or solicitation detail from the contract detail, with ability to update/modify the information (e.g., copy contract information into requisition or solicitation document when the contract needs to be re-bid).			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075709	Convert awarded contract detail to the eProcurement catalog format (e.g., make awarded contracts available for purchasing from a catalog). Catalogs should also contain the general contract information.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075710	Support contracts and purchase orders which contain Shipping/Freight terms (e.g., Collect, Prepaid and Add, Prepaid and Allow, Special Instructions, Blank).			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075711	Enter and process net and discount payment terms for contracts and purchase orders.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075712	Allow users to enter/track contract amendments and revisions.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075714	Produce a list of contracts by contract expiration date.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075715	Accommodate Vendor Managed Inventory (VMI) contracts.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075718	Track all historical information within a single contract.			
FIN Contracts	Contract/Agreement Administration	Differentiating	1075720	Support GS1 global standards.			
FIN Contracts	Contract/Agreement Administration	Local	1201182	Allow for contract tracking by status of processing (e.g., drafted).			
FIN Contracts	Contract/Agreement Administration	Local	1201183	Maintain contract versions.			
FIN Contracts	Contract/Catalog Content and Management	Differentiating	1075723	Support internal catalogs (e.g., warehouse/inventory items, contracted items, round trip or punch out).			
FIN Contracts	Contract/Catalog Content and Management	Differentiating	1075726	Provide a catalog management tool for transforming and cleansing data, importing and exporting content in a variety of formats, translating various formats (e.g., XML, EDI).			
FIN Contracts	Contract/Catalog Content and Management	Differentiating	1075727	Enable contracts to contain the common information (e.g., Contract number, start date, end date, vendor part number, volume discount price, distributor name and number, item specifications, recycled content percentage, manufacturing information, unit of measure, quantity).			
FIN Contracts	Contract/Catalog Content and Management	Differentiating	1075759	Update catalog content, including: prices, descriptions, terms and conditions.			

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FIN Contracts	Contract/Catalog Content and Management	Differentiating	1075760	Calculate price discounts for catalog items.			
FIN Contracts	Contract/Catalog Content and Management	Differentiating	1075761	Accommodate tiered pricing for catalog and contract items.			
FIN Contracts	Contract/Catalog Content and Management	Differentiating	1075762	Attach and view vendor terms for catalog items (e.g., minimum order quantity).			
FIN Contracts	Contract/Catalog Content and Management	Differentiating	1075764	Attach files in industry standard formats to online catalog records (e.g., gif, jpg, xls, doc, URL link, pdf).			
FIN Contracts	Contract/Catalog Content and Management	Differentiating	1075765	Support an online interface for vendors to update and maintain catalog data/content.			
FIN Cost Allocation	Allocation Rate Calculations	Differentiating	1132789	Manage allocation rates, such as: calculate various user-defined rates, including: the ability to calculate different internal and external rates for the same task, cost center; allow overhead rates to be redistributed and amended at user-defined periods; allow negative overhead rates; allow fixed and variable rates; track historical fixed and variable costing rates for reporting and for the purpose of reversing and reapplying costs to new accounting distributions.			
FIN Cost Allocation	Allocation Rate Calculations	Differentiating	1132790	Apply usage rates to various types of activities, such as: labor and non-labor, each individual's actual rate per hour, average rate for a class of personnel or personnel in a user-defined category, fixed percentage, actual cost, moving average actual cost, average cost over a user-defined time period, user specified cost.			
FIN Cost Allocation	Cost Accounting Billing	Differentiating	1132811	Generate automated billings based on user-defined parameters from time and material and / or non-direct charges, such as: surcharges and sales tax, and rates and units of service data.			
FIN Cost Allocation	Cost Accounting Billing	Differentiating	1132812	Determine the lower of actual cost or department allowable charges for billing purposes.			
FIN Cost Allocation	Cost Accounting Billing	Differentiating	1132813	Support the following external customer billing capabilities using the accounts receivable module: combination of actual cost and/or hourly rate and/or fixed rate billings, federal and state reimbursed projects' billings, time payments (annual, monthly, semiannual, quarterly), unit based, prorated (e.g., utility charges by square footage allocated).			
FIN Cost Allocation	Cost Allocation Accounting	Differentiating	1132786	Perform allocations for reporting purposes only and calculate and post memo costing entries to jobs.			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132761	Support full costing of programs and provide allocation processing to distribute overhead or indirect costs that cannot be directly assigned to a direct cost object at the time incurred.			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132762	Maintain cost account information that is consistent and reconcilable with related general ledger and budget accounts.			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132763	Allocate costs to all Chart of Account elements and related hierarchies, as defined in the General Ledger requirements, on a detailed or summary basis.			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132764	Maintains the following cost assignment rules: direct tracking of costs, cost allocation, assigns both productive and non-productive costs, accommodates both fixed and variable costs.			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132765	Supports multiple costing methodologies, such as: actual fixed percentage, actual calculated percentage, standard rate, standard cost per unit, standard amount, activity-based, process, job order, and user-defined methodologies (e.g., multi-step, step down, reciprocal).			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132766	Accumulate resource costs at any level of the Chart of Accounts and across time periods (e.g., months or fiscal years), such as: rent, facilities operations, equipment, materials, labor (salary and wages, benefits, overtime), classification of labor, overhead, mileage, information technology, other indirect costs, chargebacks, other expenditures.			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132767	Define Chart of Accounts elements as cost centers to which costs will be accumulated (pools) or distributed to (bases) with specific cost characteristics, such as: description, location, GIS information, begin and end dates, elements of the Chart of Accounts, billing information, maximum job cost, user-defined fields.			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132768	Capture costs as direct, intra-entity, or inter-entity.			

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FIN Cost Allocation	Cost Allocation Management	Differentiating	1132769	Allows for the creation of multiple user-defined work input categories.			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132770	Provides statistical tracking capabilities for the purpose of distributing costs to outputs.			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132771	Classify work activities as value-added or non-value-added.			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132772	Provide cost classifications, such as: direct expense, asset related, indirect expense, reimbursable or non-reimbursable.			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132773	Provide a mechanism to make mass correction/updates to labor distribution transactions selected by key fields while maintaining an audit trail.			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132774	Determine how non-working hours are managed during cost allocation such as distribution of employer-paid benefits and costs of paid leave taken (release time) and the hours associated with each cost. This distribution should be consistent with the accounting distribution of the employee earnings, include non-work hours in the bases to allocate, or not include the non-work hours in the base to allocate (e.g., holiday pay could be allocated to home base or the holiday hours could be allocated based on time worked the remainder of pay period).			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132775	Allow departments to manage cost allocations, such as: determining frequency of allocation processing, determining which indirect costs are to be allocated including the time period in which those costs occurred (e.g., effective start and end dates).			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132776	Provide source and disposition information on the results of allocation processing.			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132777	Allow for the processing of a preliminary allocation process for what if analysis purposes before the results of the allocation are officially recorded as final.			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132778	Track operational statistics by time period (e.g., month, quarter, fiscal year, calendar year) by organizational unit.			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132779	Bill for costs allocated/accumulated, such as: cost center groups or series for billing purposes, transfer cost information to accounts receivable for billing by cost center series; setup terms for lease or monthly rental costs and automatically generate billing.			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132780	Extract statistical data captured as data elements or acquired through integration/interface with other systems, such: as kilowatt hours, vehicle mileage, number of employees who worked on a cost center, number of documents processed.			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132781	Create a new allocation/distribution by copying an existing allocation/distribution making the appropriate changes			
FIN Cost Allocation	Cost Allocation Management	Differentiating	1132782	For the user organizations receiving charges to establish parameters that determine where items are charged.			
FIN Cost Allocation	Cost Allocation Models	Differentiating	1132793	View source costs, such as: the source of costs, drilldown to source of costs.			
FIN Cost Allocation	Cost Allocation Models	Differentiating	1132794	Manage cost distributions, such as: a) the systematic distribution of payroll expense to the any level of the Chart of Accounts based on information reported on the timesheet; b) accommodation for offsetting entries for the redistribution of salary expenses recorded to clearing accounts; c) distribution of payroll expenses from and within the Internal Service Fund by application of rates to hours worked (straight time hourly rate, paid and unpaid employee benefit rates, and overhead rates); d) recording offsetting entries to a clearing account for the corresponding cost pool; e) distribution of indirect costs to multiple indirect cost centers or split funded costs to multiple split funded direct cost centers; f) allocation of indirect financial balances based on pre-determined rates, ratios, or statistics.			
FIN Cost Allocation	Cost Allocation Models	Differentiating	1132795	Provide labor costing of time sheet factors, such as: type of cost center, employee classification, rate per hour, Chart of Accounts elements charged, contractual services (multiple items and rates), other Services, organization to which employee reports, rates applied for employee benefits, rates applied for department, division and section overhead, type of work such as regular time, overtime, bonus time, time off.			
FIN Cost Allocation	Cost Allocation Models	Differentiating	1132796	Provide equipment usage costing based equipment number and units (e.g., hours and miles), manual entry of equipment usage, equipment classes and associate rates with each class in order to perform costing, equipment usage rates by individual item, class or groups of classes			

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FIN Cost Allocation	Cost Allocation Models	Differentiating	1132797	Capture costs from multiple sources, such as: transaction data that resides in the system, production and performance units tracked to the individual and system reporting the units, extract statistical data captured as data elements, from spreadsheets or other desktop tools as a starting point for allocations.			
FIN Cost Allocation	Cost Allocation Models	Differentiating	1132798	Define standard rate characteristics, such as: a) effective dates for rate per unit value; b) value per unit of each resource (labor hour, mile); c) how the rate is to be applied (hour, unit); d) chargeback/equipment rates to bill by chargeback item/equipment classes.			
FIN Cost Allocation	Cost Allocation Models	Differentiating	1132799	Allow estimated actual costs to be used for costing when actual costs are unknown but resource has been utilized.			
FIN Cost Allocation	Cost Allocation Models	Differentiating	1132800	Manage labor and non-labor cost allocations, such as: a) allocation to and across all Chart of Accounts elements; b) user-define payroll-related costs to be allocated; c) allocations based on random moment time study results or historical data.			
FIN Cost Allocation	Cost Allocation Models	Differentiating	1132802	Capture budgeted and actual non-financial statistical information at indicated levels of the Chart of Accounts structure, for various units of service.			
FIN Cost Allocation	Cost Allocation Models	Differentiating	1132803	Capture cost allocation factor information and statistics which will control the accounting and allocation of indirect and direct costs to activities through the use of cost pools.			
FIN Cost Allocation	Cost Allocation Models	Differentiating	1132804	Reverse posted allocations and re-allocate based on overall rates for a specified period.			
FIN Cost Allocation	Cost Allocation Models	Differentiating	1132805	Allocate costs and variances based on actual costs for a defined period.			
FIN Cost Allocation	Cost Allocation Models	Differentiating	1132806	Track a per transaction cost and calculate cost as a number of multiplied by per transaction cost to allocate cost of service from the source organization unit to the target organization unit.			
FIN Cost Allocation	Cost Allocation Models	Differentiating	1132807	Calculate the dollar amount as number of items multiplied by per item cost to allocate from the source organization unit to the target organization unit.			
FIN Debt Management	Debt Accounting	Differentiating	1132703	Account for bond issues in accordance with GASB and FASB requirements, such as: applying expenditures and proceeds on the same basis that the rebate calculation rules are applied 6 months, 12 months, and 18 months, etc.; make retro-active adjustments to distributions for up to 18 months; amortization of discounts and premiums over the life of the bond; record bond premiums as an offset to interest expense; recording arbitrage investment account for each bond fund; update arbitrage rebate and discount rules to accommodate changes to these rules made by the Federal Government.			
FIN Debt Management	Debt Accounting	Differentiating	1132704	Track capital leases including principal and interest.			
FIN Debt Management	Debt Management	Differentiating	1132696	Record bond characteristics and activities, such as: bond by issue date and original amount, funding authority, issue amount, bond fund purpose and description, issuing authority, proceeds invested, revenue earned, expenditure amount, repayment amount, remaining balance, 9-character CUSIP number, bond spending business rules (e.g., 75% of bond proceeds must be spent on construction projects), arbitrage investment account for each bond fund, bond issuance costs, trustee fees by bond issue.			
FIN Debt Management	Debt Management	Differentiating	1132697	Manage invested bond proceeds using the investment/cash management module of the system, such as: allocation of investment income to participating funds, allocation of bond unrealized gain to participating funds based on average daily cash balance, associate the proceeds from the sale of fixed assets with original bond issue.			
FIN Debt Management	Debt Management	Differentiating	1132698	Identify and track projects funded by bonds.			
FIN Debt Management	Debt Management	Differentiating	1132700	Identify bonds that have been defeased along with the Trustee's name, address, contact name, phone number, and email address, and date defeased.			
FIN Debt Management	Debt Management	Local	1201074	Calculate arbitrage on tax-exempt debt proceeds and generate necessary reporting for IRS compliance			
FIN GL and Budgetary Control	Budgetary Funds Availability Control	Differentiating	1133137	Control budgets by user-defined combinations of the Chart of Accounts elements and/or element hierarchies.			
FIN GL and Budgetary Control	Budgetary Funds Availability Control	Differentiating	1133145	Increase the expenditure budget as revenues are collected, based on definable combinations of Chart of Accounts (per business unit) elements up to an authorized ceiling (for example, as lab fees are collected, the department's budget automatically increases).			

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FIN GL and Budgetary Control	Budgetary Funds Availability Control	Common	1185625	Provide budgetary control options for the adopted budget to be established as absolute control (e.g., prevents transaction from processing, may not be overridden), override control (e.g., prevents transaction from processing with the ability to override error with appropriate security), warning (e.g., allows transaction to process with warning message), no control (e.g., allows transaction to process without warning).			
FIN GL and Budgetary Control	Budgetary Funds Availability Control	Common	1185626	Flag that sets the default budget control option (e.g., absolute, override, warning, no control) by fund, organization, account and/or other elements of the Chart of Accounts.			
FIN GL and Budgetary Control	Budgetary Funds Availability Control	Common	1185627	Provide budgetary control options for departmental budgets as absolute control (e.g., prevents transaction from processing, may not be overridden), override control (e.g., prevents transaction from processing with the ability to override error with appropriate security), warning (e.g., allows transaction to process with warning message), no control (e.g., allows transaction to process without warning).			
FIN GL and Budgetary Control	Budgetary Funds Availability Control	Common	1185628	Provide a flag that sets the default departmental budgetary control option (e.g., absolute, override, warning, no control) by fund, organization, account and/or other elements of the <u>Chart of Accounts</u> .			
FIN GL and Budgetary Control	Budgetary Funds Availability Control	Common	1185629	Provide multiple levels of departmental budgetary control (e.g., absolute, override, warning, no control) at varying levels of the Chart of Accounts hierarchies (e.g., warning at section level, <u>but absolute at the department level</u>).			
FIN GL and Budgetary Control	Budgetary Funds Availability Control	Common	1185630	Provide an indicator that determines whether budgetary control for payroll transactions is applied to the appropriation, departmental, grant, and/or project budgets or not at all.			
FIN GL and Budgetary Control	Budgetary Funds Availability Control	Common	1185631	Calculate available budget to be calculated based on multiple user-definable formulas including original budget + carryforward in - carryforward out + transfers in - transfers out + supplements - rescissions - pre-encumbrances - encumbrances - expenditures.			
FIN GL and Budgetary Control	Budgetary Funds Availability Control	Common	1185632	Configured the system to either include or exclude pre-encumbrances and/or encumbrances <u>while checking appropriation or department budgets</u> .			
FIN GL and Budgetary Control	Budgetary Funds Availability Control	Common	1185633	Perform an appropriated budget available edit and commits the transaction if it passes the <u>edit or produces an error message if the transaction fails the edit</u> .			
FIN GL and Budgetary Control	Budgetary Funds Availability Control	Common	1185634	Control appropriation budgets by user-defined combinations of the Chart of Accounts elements and/or element hierarchies, such as: fund, sub-fund, department, organization, contract, program, project number, general ledger account (expenditure object, revenue source, or balance sheet account), grant, grant phase or activity, function, fiscal year.			
FIN GL and Budgetary Control	Budgetary Funds Availability Control	Common	1185635	Provide department budgetary controls for each department by user-defined combinations of the Chart of Accounts elements and/or element hierarchies fund, sub-fund, department, organization, contract, program, project number, general ledger account (expenditure object, revenue source, or balance sheet account), grant, grant phase or activity, function, <u>fiscal year</u> .			
FIN GL and Budgetary Control	Budgetary Funds Availability Control	Common	1185636	Provide department budgetary control at varying levels and combinations of the Chart of Accounts elements to be specified by authorized users (e.g., fourth level of fund; fourth level of organization, <u>second level of object of expenditure</u>).			
FIN GL and Budgetary Control	Budgetary Funds Availability Control	Common	1185637	Provide inception-to-date appropriation budgetary control for capital projects, grants, and <u>other project funds</u> .			
FIN GL and Budgetary Control	Budgetary Funds Availability Control	Common	1185638	Prevent transactions not meeting available appropriation edits from being transmitted to <u>the next approval stage</u> .			
FIN GL and Budgetary Control	Budgetary Funds Availability Control	Common	1185639	Prevent transactions not meeting available department budgets that are absolutely <u>controlled from being transmitted to the next approval stage</u> .			
FIN GL and Budgetary Control	Budgetary Funds Availability Control	Common	1185640	Provide appropriation budgetary control at varying levels and combinations of the Chart of Accounts elements to be specified by authorized users (e.g., third level of fund; first level of <u>department</u>).			
FIN GL and Budgetary Control	Budgetary Funds Availability Control	Common	1185641	Record a transaction that affects budgetary balances as a revenue or expense, yet updates the general ledger balance sheet balances (e.g., loans given and received). The transaction should be posted uniformly against all sub ledgers including, but not limited to, grant <u>accounting and project accounting</u> .			

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FIN GL and Budgetary Control	Budgetary Funds Availability Control	Common	1185642	Record a transaction type that uses an expenditure object but does not edit or update the appropriation or department budget balance (e.g., the transaction posts an expenditure and related offsets to the general ledger, but does not reduce budget authority). For example, depreciation expense may be posted to a reporting ledger without affecting an operating budget. The transaction should be posted uniformly against all sub ledgers including, but not limited to grant accounting and project accounting.			
FIN GL and Budgetary Control	Chart of Accounts	Differentiating	1133095	Allow financial transaction classification (e.g., Chart of Account) field lengths to be configured.			
FIN GL and Budgetary Control	Chart of Accounts	Differentiating	1133096	Process mass changes/deletions on Chart of Accounts elements.			
FIN GL and Budgetary Control	Chart of Accounts	Differentiating	1133097	Record and maintain the following non-financial data for each unique grant phase including: grantor's activity number, date created, program form (attached file), and a narrative program document (attached file).			
FIN GL and Budgetary Control	Chart of Accounts	Differentiating	1133098	Provide current year reorganization functionality by moving and merging all actual and budget when the organization is changed.			
FIN GL and Budgetary Control	Chart of Accounts	Differentiating	1133100	Define each level of the organization structure as a transaction classification (e.g., Chart of Accounts) element in its own right capable of being entered individually or through inference from a lower level of the structure.			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185542	Define a hierarchical organization reporting structure that supports a school/department orientation with multiple levels of organization below the department level. Each level of the organization structure must each be a transaction classification (e.g., Chart of Accounts) element in its own right.			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185543	Meet NACUBO/CAFR financial reporting needs through transaction classification (e.g., Chart of Accounts) elements and transaction classification hierarchies.			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185545	Capture and maintain user-defined contract, program, location, project, work phase or work breakdown structure (WBS) and job cost accounting structure to enable project accounting.			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185546	Capture and maintain balance sheet, expenditure and revenue accounts, and corresponding account types (e.g., asset, liability, equity, revenues, labor expenditures, non-labor expenditures, transfers).			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185547	Capture and maintain a grant, grant phase, and activity cost accounting structure to enable grant accounting.			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185548	Capture and maintain a multi-level, user-defined time period hierarchy that enables fiscal periods to be defined including individual days, fiscal month, fiscal quarter, fiscal year, accounting period that can be entered on all system financial and budgetary transactions.			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185549	Capture and maintain effective-dated, multi-level, user-defined transaction classification (e.g., Chart of Accounts) structure, each element of which contains a multi-level hierarchy to support detailed and successive levels of aggregated reporting.			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185550	Support both (1) selection of Chart of Accounts elements from drop down lists and (2) entry of Chart of Accounts elements directly without requiring selection from a drop down list to support users processing large transaction volumes.			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185551	Change and maintain records of the historical transaction classification (e.g., Chart of Accounts) structure based on effective-dated tables.			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185552	Define a long and short description of alphanumeric characters for the Chart of Accounts.			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185554	Support project and grant accounting both individually and in combination (e.g., the grant and project structures are distinct).			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185555	Support various project/grant years in the COA, including projects/grants that cross fiscal years.			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185556	Track contract and project numbers in the general ledger for reporting purposes.			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185557	Validate across user-specified combinations of Chart of Accounts elements (e.g., fund and department; fund and account).			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185558	Change the transaction classification (e.g., Chart of Accounts) structure at fiscal year boundaries based on effective-dated tables.			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185559	Support a treasury fund which is used to support multiple bank accounts.			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185561	Record and maintain the following non-financial data for each unique fund: fund source(s), purpose of fund (e.g., in a long text field).			

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FIN GL and Budgetary Control	Chart of Accounts	Common	1185562	Capture and maintain the following non-financial data for each unique fund: purpose of fund, fund source(s), acceptable uses, date closed, fund type for CAFR, fund type for budget (e.g., operating, proprietary, project, grant, bond), fund group (for other than CAFR), interest bearing and not interest bearing indicator, date created and user who created.			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185563	Capture and maintain the following non-financial data for each unique general ledger account: purpose of account (e.g., in a long text field), CAFR title, account type (e.g., asset, liability, fund balance, revenue, expense), other financing source (e.g., use), acceptable uses, <u>user who created and date created</u> .			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185564	Capture and maintain the following non-financial data for each unique organization unit: user who created, date created, managing department, primary sponsoring department, <u>location and GIS code</u> .			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185565	Capture and maintain the following non-financial data for each unique capital project: user defined field #1, user defined field #2, user defined field #3, work phase, user who created, <u>and date created</u> .			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185566	Capture and maintain the following non-financial data for each unique grant number: managing department, grantor, grantor's ID number (e.g., IDIS or CJS Number), start date, end date, status (e.g., open, closed), CFDA number, grant accountant, contract and source level (e.g., federal, state, local, other, pass through).			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185567	Capture the fund balance and general ledger account that will be updated by individual revenue and expense accounts as new funds become available or at the onset of a new <u>program</u> .			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185568	Validate financial data structures for validity within the effective dates when posting.			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185569	Allow for multiple open and closed dates for a project, grant, and cost center (e.g., <u>preliminary close, final close</u>).			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185570	Generate the offsetting GL Account on a financial transaction (e.g., entering an expense <u>transaction automatically creates a posting to Accounts Payable</u>).			
FIN GL and Budgetary Control	Chart of Accounts	Common	1185571	Override the GL posting assigned by the system.			
FIN GL and Budgetary Control	Chart of Accounts	Local	1201075	View historical actual and budget in a reorganization in which the organization is changed <u>using two views: historical and new organization</u> .			
FIN GL and Budgetary Control	Cost Transfers	Local	1201076	Transfer the posted amounts that do not originate as a service unit request to another department, (e.g., expense to expense, revenue to expense and expense to revenue, revenue to revenue (IDT) with approval routing (workflow) and supporting attachments).			
FIN GL and Budgetary Control	Encumbrance Accounting	Differentiating	1133123	Establish encumbrances for planned expenditures without the need to process through the <u>procurement system</u> .			
FIN GL and Budgetary Control	Encumbrance Accounting	Differentiating	1133124	Provide a planned expenditures process to capture expiration date and approval fields.			
FIN GL and Budgetary Control	Encumbrance Accounting	Differentiating	1133125	Set a system-wide threshold between pre-encumbered and encumbered amounts when converting a requisition to a purchase order, if amount of PO is less than requisition.			
FIN GL and Budgetary Control	Encumbrance Accounting	Differentiating	1133126	Allow creation of variance tolerances between transactions when a transaction is created based on a reference to a preceding transaction to enable dollar amounts or quantities to vary within the defined tolerance (e.g., allow a purchase order for an amount or percentage over the amount pre-encumbered, if within department and institution-wide variance levels, without having to increase the pre-encumbrance).			
FIN GL and Budgetary Control	Encumbrance Accounting	Differentiating	1133127	Encumber a single procurement document across multiple fiscal years.			
FIN GL and Budgetary Control	Encumbrance Accounting	Differentiating	1133128	Provide encumbered releases against contracts to update a general ledger encumbrance and the contract balance to ensure that encumbered amounts are in balance with the overall <u>contract amount and fiscal year payment estimates</u> .			
FIN GL and Budgetary Control	Encumbrance Accounting	Differentiating	1133129	Release all associated encumbrances when a contract is terminated.			
FIN GL and Budgetary Control	Encumbrance Accounting	Differentiating	1133130	Accommodate separate tolerance thresholds for budgetary control when processing <u>encumbrances and pre-encumbrances</u> .			
FIN GL and Budgetary Control	Encumbrance Accounting	Differentiating	1133131	Establish encumbrances for multiple fiscal years on a per purchase order line basis.			
FIN GL and Budgetary Control	Encumbrance Accounting	Common	1185607	Adjust or cancel a requisition and generate appropriate pre-encumbrance accounting <u>entries</u> .			

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FIN GL and Budgetary Control	Encumbrance Accounting	Common	1185608	Automatically liquidate all unused pre-encumbered budget authority once the requisition's related solicitation and purchase order/contract have been final awarded and encumbered.			
FIN GL and Budgetary Control	Encumbrance Accounting	Common	1185609	Change transaction classification (e.g., Chart of Accounts) elements after initial set up with <u>automated update of pre-encumbrances.</u>			
FIN GL and Budgetary Control	Encumbrance Accounting	Common	1185610	Increase, decrease, liquidate, or add new Chart of Accounts elements to requisitions after <u>the initial funds have been pre-encumbered.</u>			
FIN GL and Budgetary Control	Encumbrance Accounting	Common	1185611	Create an encumbrance for estimated costs for inter-department/inter-fund work to be <u>provided.</u>			
FIN GL and Budgetary Control	Encumbrance Accounting	Common	1185612	Adjust, change, supplement, or reduce existing encumbrances and pre-encumbrances, <u>maintaining an audit trail of all adjustments.</u>			
FIN GL and Budgetary Control	Encumbrance Accounting	Common	1185613	Plan expenditures and capture type of encumbrance, date established, status (e.g., open, closed), transaction classification (e.g., Chart of Accounts) elements (multiple sets), originating center and contact info, encumbrance number (auto-generated by type of encumbrance), fiscal year(s), description, original amount, amended amount, current <u>balance and text fields.</u>			
FIN GL and Budgetary Control	Encumbrance Accounting	Common	1185614	Automatically create the appropriate encumbrance, and allow authorized users to edit the purchase order and automatically adjust the encumbrance created by the system.			
FIN GL and Budgetary Control	Encumbrance Accounting	Common	1185615	Release any remaining funds on a requisition related to a partially awarded solicitation.			
FIN GL and Budgetary Control	Encumbrance Accounting	Common	1185617	Define encumbered amounts on a fiscal year basis for purchase orders and releases against <u>contracts that cross fiscal years.</u>			
FIN GL and Budgetary Control	Encumbrance Accounting	Common	1185618	Encumber to multiple accounting distributions per line item.			
FIN GL and Budgetary Control	Encumbrance Accounting	Common	1185619	Automatically generate the appropriate updates to encumbered amounts and accounting <u>distributions based on changes to the purchase order.</u>			
FIN GL and Budgetary Control	Encumbrance Accounting	Common	1185620	Optionally liquidate remaining/outstanding encumbrance when a purchase order is closed.			
FIN GL and Budgetary Control	Encumbrance Accounting	Common	1185621	Charge a purchase order to an accounting distribution other than that of the associated <u>requisition.</u>			
FIN GL and Budgetary Control	Encumbrance Accounting	Common	1185622	Adjust or cancel a purchase order and generate appropriate adjustments to encumbered <u>balances.</u>			
FIN GL and Budgetary Control	Encumbrance Accounting	Common	1185623	Initiate requisitions and purchase order documents prior to year-end which cannot be pre- <u>encumbered until the new budget is loaded.</u>			
FIN GL and Budgetary Control	Encumbrance Accounting	Local	1201077	Identify the encumbrances by Chart of Account string.			
FIN GL and Budgetary Control	Encumbrance Accounting	Local	1201078	Integrate with the USAS for state binding encumbrances.			
FIN GL and Budgetary Control	Encumbrance Accounting	Local	1201079	Prevent the creation of tolerances for specified expenditure codes or apply business rules <u>(e.g., required documentation).</u>			
FIN GL and Budgetary Control	Financial Controls	Differentiating	1133105	Provide transaction edits that permit, warn, or reject transactions based on user-defined allowable transaction classification (e.g., Chart of Accounts) combinations.			
FIN GL and Budgetary Control	Financial Controls	Differentiating	1133106	Handle when a departmental user enters a transaction requiring centralized approval, allow departmental users to view updated account balances prior to central approval and posting <u>of the transaction (e.g., pending transactions).</u>			
FIN GL and Budgetary Control	Financial Controls	Common	1185574	Edit transactions to ensure that each entry to a fund is balanced and complete, and each <u>fund is maintained as a self-balancing entity during all processing.</u>			
FIN GL and Budgetary Control	Financial Controls	Common	1185575	Balance at a lower level than fund, by additional transaction classification (e.g., Chart of <u>Accounts) elements, if configured accordingly.</u>			
FIN GL and Budgetary Control	Financial Controls	Common	1185576	Perform all procedural functions of a fund accounting system in conformity with GAAP, <u>GASB, and regulatory standards and guidelines.</u>			
FIN GL and Budgetary Control	Financial Controls	Common	1185577	Properly account for inter-fund transactions in accordance with GAAP and maintains the associated audit trail. Such transactions include loans, advances, intra/interfund transfers, intra/interfund services provided and used transactions and transactions, and <u>reimbursement transactions.</u>			
FIN GL and Budgetary Control	Financial Controls	Common	1185578	Balance interfund receivable, payable and operating transfer accounts within funds.			
FIN GL and Budgetary Control	Financial Controls	Common	1185579	Record and maintain the following financial balances across all elements of the Chart of Accounts: adopted annual budget, adjusted annual budget, department annual budget, total expenditures, total revenue, pre-encumbrances, encumbrances, interfund transactions, fund balance, breakdown of fund balance into restricted, committed, assigned and <u>unassigned.</u>			

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FIN GL and Budgetary Control	Financial Controls	Common	1185580	Validate that certain revenue types are appropriate for the funds to which they are deposited.			
FIN GL and Budgetary Control	Financial Controls	Common	1185581	Provide subsidiary ledgers for balance sheet accounts as needed. These subsidiaries must generate reports of open transactions that accumulate to the balance sheet account totals.			
FIN GL and Budgetary Control	Financial Controls	Common	1185582	Trace summarized transactions online in the general ledger back to detail source documents in other system modules or subsystems within the enterprise system if the information must be retrieved from these modules or subsystems.			
FIN GL and Budgetary Control	Financial Controls	Common	1185583	Simultaneously support modified and full accrual bases of accounting.			
FIN GL and Budgetary Control	Journal Entries	Differentiating	1133113	Allow users to designate whether a batch of imported journals can partially post or must post all journals together.			
FIN GL and Budgetary Control	Journal Entries	Differentiating	1133114	Provide end users with the ability to customize their view of the journal entry screen.			
FIN GL and Budgetary Control	Journal Entries	Differentiating	1133115	Allow for fields on the journal entry to be configured as either required or optional.			
FIN GL and Budgetary Control	Journal Entries	Differentiating	1133116	Create and process transactions against statistical accounts in addition to financial accounts.			
FIN GL and Budgetary Control	Journal Entries	Differentiating	1133118	Allow for the use of templates for transactions that use a common coding block but differing transaction amounts (e.g., distribute a dollar amount by percentage).			
FIN GL and Budgetary Control	Journal Entries	Common	1185585	View all entries within the journal transaction simultaneously.			
FIN GL and Budgetary Control	Journal Entries	Common	1185586	Default data within journal fields (e.g., fiscal year, current date defaults the posting date) with override ability.			
FIN GL and Budgetary Control	Journal Entries	Common	1185587	Define default accounting distributions with the ability to override these defaults.			
FIN GL and Budgetary Control	Journal Entries	Common	1185588	Provide visibility into the descriptions for alpha-numeric codes that are input on a journal entry.			
FIN GL and Budgetary Control	Journal Entries	Common	1185589	Input journal entries as a correction or adjustment to any open accounting periods.			
FIN GL and Budgetary Control	Journal Entries	Common	1185590	Correct imported transactions on-line if they have errors.			
FIN GL and Budgetary Control	Journal Entries	Common	1185591	Automatically generate and assign document control numbers for all system generated documents and transactions.			
FIN GL and Budgetary Control	Journal Entries	Common	1185592	Cancel or back-out transactions (before posting), with audit trail.			
FIN GL and Budgetary Control	Journal Entries	Common	1185593	Default offsetting entries from sub-ledger transactions (e.g., Accounts Payable for vouchers, reserve for encumbrances for purchase orders).			
FIN GL and Budgetary Control	Journal Entries	Common	1185594	Perform validation and edits for error identification and correction before actual posting occurs such that as errors are encountered in individual lines, the user is notified of all errors and such that as errors are encountered when posting an entire document, the user is notified of all errors.			
FIN GL and Budgetary Control	Journal Entries	Common	1185595	Perform validation and edits for batch transactions for error identification and correction before actual posting occurs such that if errors are encountered in individual lines, the user is notified of all errors, and such that if errors are encountered when posting an entire document, the user is notified of all errors.			
FIN GL and Budgetary Control	Journal Entries	Common	1185597	Create a journal entry with reference to a previously entered journal.			
FIN GL and Budgetary Control	Journal Entries	Common	1185598	Reverse a journal entry by referencing the original document and indicating that it should be reversed.			
FIN GL and Budgetary Control	Journal Entries	Common	1185599	Flag accrual journals to reverse on a user-specified date.			
FIN GL and Budgetary Control	Journal Entries	Common	1185601	Save journal entries that have not yet been posted or cleared of all online validation errors.			
FIN GL and Budgetary Control	Journal Entries	Common	1185602	Process journals from multiple sources (e.g., online, batch, interface).			
FIN GL and Budgetary Control	Journal Entries	Common	1185603	Enter journal entries for multiple departments and funds under one journal.			
FIN GL and Budgetary Control	Journal Entries	Common	1185604	Establish rules for each journal type, which determine the appropriate processing including support for coding reduction and transaction level coding requirement.			
FIN GL and Budgetary Control	Journal Entries	Common	1185605	Enter journal entries to into the system, to be posted on a user-specified future date.			
FIN GL and Budgetary Control	Lease Management	Local	1201080	Provide a lease management module that can capture lease information with UNT as lessee or lessor.			

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FIN GL and Budgetary Control	Lessor Contracts	Local	1201081	Automatically establish recurring accounts receivable billing based on the lease agreement and lessee customer characteristics.			
FIN GL and Budgetary Control	Lessor Contracts	Local	1201082	Automatically establish recurring payments in accounts payable based on the lease agreement and lessee customer characteristics.			
FIN GL and Budgetary Control	Lessor Contracts	Local	1201083	Establish a lease agreement in which UNT is the lessor containing contract characteristics, such as: start and end date, lease payment amounts, lease payment schedule, textual property description, legal property description, lessor property insurance information, lessee insurance information, renewal options and other lease information relevant to the management of the lease			
FIN GL and Budgetary Control	Month End Close	Differentiating	1133152	Record investment activity of funds held in external financial institutions electronically.			
FIN GL and Budgetary Control	Month End Close	Differentiating	1133153	Allocate investment earnings back to participating funds and projects based on average cash balance for a period.			
FIN GL and Budgetary Control	Month End Close	Differentiating	1133154	Allocate to one fund based on another funds cash balance (e.g., route interest allocated from Capital Project Funds to Debt Service Fund).			
FIN GL and Budgetary Control	Month End Close	Common	1185644	Create accrual journals, which can (optionally) automatically reverse themselves on a user-specified date in the following period.			
FIN GL and Budgetary Control	Month End Close	Common	1185645	Create automatic recurring journals vouchers each month.			
FIN GL and Budgetary Control	Month End Close	Common	1185646	Define rules-based recurring transactions based upon periodic (e.g., monthly, quarterly, annually) fixed amounts each period, different amounts each period; based on fixed percent.			
FIN GL and Budgetary Control	Month End Close	Common	1185647	Capture tasks required for month end close.			
FIN GL and Budgetary Control	Month End Close	Common	1185648	Track status of completion for month end close tasks.			
FIN GL and Budgetary Control	Month End Close	Common	1185649	Have multiple open periods.			
FIN GL and Budgetary Control	Month End Close	Common	1185650	Prevent transactions from posting to a closed period.			
FIN GL and Budgetary Control	Month End Close	Common	1185651	Define closing periods and the period closing dates.			
FIN GL and Budgetary Control	Month End Close	Common	1185653	Reopen a closed period for transaction processing.			
FIN GL and Budgetary Control	Petty Cash	Differentiating	1133175	Reimburse the petty cash accounts, via online user-requests.			
FIN GL and Budgetary Control	Position Control	Local	1201084	Integrate with HCM position control to generate encumbrance data.			
FIN GL and Budgetary Control	Position Control	Local	1201085	Integrate with HCM position control to validate Chart of Account rules for any position-related transaction in the HCM system.			
FIN GL and Budgetary Control	Service Unit Accounting	Local	1201086	Define the accounting models to be used for various types of Service Unit Requests, charges and billing based on the Service Unit from which the work/service is requested and the work/service being requested.			
FIN GL and Budgetary Control	Service Unit Billing	Local	1201087	Enable Service Units to record work/service performed resulting in automatic generation of an internal charge through accounts receivable against the Service Unit Request that is routed to the requestor for approval before posting occurs (Workflow).			
FIN GL and Budgetary Control	Service Unit Billing	Local	1201088	Have separate accounting rules depending upon external and internal vendor (interdepartmental).			
FIN GL and Budgetary Control	Service Unit Requests	Local	1201089	Enable departments to enter service unit requests into the system to initiate work/service to be provided by a service unit including the requestors accounts to be charged for the work/service, requested delivery date and description or work/service requested.			
FIN GL and Budgetary Control	Service Unit Requests	Local	1201090	Support Service Unit requests which can have different data and edit requirements based on the service unit from which the work/service is requested.			
FIN GL and Budgetary Control	Year End Close	Differentiating	1133162	Create accruals for goods received but not yet invoiced (e.g., AP liability and construction accrual).			
FIN GL and Budgetary Control	Year End Close	Differentiating	1133164	Close encumbrances by type of encumbrance.			
FIN GL and Budgetary Control	Year End Close	Differentiating	1133165	Soft close separate ledgers at different times.			
FIN GL and Budgetary Control	Year End Close	Differentiating	1133166	Provide an automated process to convert credit accounts receivable balances to a user-defined liability account on a periodic basis (e.g., year-end close).			
FIN GL and Budgetary Control	Year End Close	Common	1185657	Optionally carry forward appropriation balances to the next period, based on rules-based criteria.			

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FIN GL and Budgetary Control	Year End Close	Common	1185658	Optionally carry forward department budget to the next period based on user defined criteria if the appropriation is permitted to carry forward.			
FIN GL and Budgetary Control	Year End Close	Common	1185659	Define standard and rules-based year-end close encumbrance rules and functionality, including: carry-forward user-selected encumbrances, carry-forward encumbrances based on rules-based criteria using any element of the Chart of Accounts or fields associated with the encumbrance and non-selected encumbrances are not carried forward, carry all encumbrances forward.			
FIN GL and Budgetary Control	Year End Close	Common	1185660	Maintain the same encumbrance document number on encumbrances that have been partially liquidated in one fiscal year and carried forward into the next fiscal year.			
FIN GL and Budgetary Control	Year End Close	Common	1185661	Track rolled-over encumbrances as prior year with encumbrances reported by fund balance reserves and rolled forward to the current year, keeping prior year funding and tracking fund balance reserve by original budget year separately from the new current year fund balance reserve.			
FIN GL and Budgetary Control	Year End Close	Common	1185662	Track rolled-over encumbrances as prior year with prior year encumbrances liquidated and pre-encumbrances from prior year budget carried forward when encumbrances are either cancelled or paid in current year.			
FIN GL and Budgetary Control	Year End Close	Common	1185663	Track and control separately the residual amount of rolled-over encumbrances from current year available funds.			
FIN GL and Budgetary Control	Year End Close	Common	1185664	Automate year-end close processes (e.g., close nominal accounts to fund balance or fund equity, roll real accounts forward) for all modules as needed.			
FIN GL and Budgetary Control	Year End Close	Common	1185665	Initiate year-end processing at any point in time after the end of the fiscal year (e.g., does not have to occur on last day or on any particular day).			
FIN GL and Budgetary Control	Year End Close	Common	1185666	Close activity to fund balance by fund or by fund group.			
FIN GL and Budgetary Control	Year End Close	Common	1185667	Record any activity after the year end close balance carry forward as equity in the following year.			
FIN GL and Budgetary Control	Year End Close	Common	1185668	Maintain multiple open fiscal years and periods concurrently, enabling users to post transactions for a new fiscal year prior to closing the previous year.			
FIN GL and Budgetary Control	Year End Close	Common	1185669	Enter new year data prior to the current year fiscal year end.			
FIN GL and Budgetary Control	Year End Close	Common	1185670	Default the current accounting period, with override capability.			
FIN GL and Budgetary Control	Year End Close	Common	1185671	Define rules-based types of transactions to post into a future period as long as the period is open and the user has appropriate security authority.			
FIN GL and Budgetary Control	Year End Close	Common	1185672	Support pre-close (e.g., trial closes) and generate pro forma financial statements.			
FIN GL and Budgetary Control	Year End Close	Common	1185673	Set up standard encumbrance cancellation parameters, based on dollar amount remaining and last activity.			
FIN GL and Budgetary Control	Year End Close	Local	1201091	Create entry for services purchased not yet consumed (e.g., Prepaid expenses)			
FIN GL and Budgetary Control	Year End Close	Local	1201092	Sweep a carried forward budget from a prior year if the encumbrance is not expended.			
FIN Grant Management	Grant Budgeting and Accounting	Differentiating	1132650	Record institution match and/or 3rd party match amounts by grant/activity using any elements of the financial data classification structure.			
FIN Grant Management	Grant Budgeting and Accounting	Differentiating	1132651	Define grant budget thresholds and generate notifications when expenditures are within a user specified percentage of the grant budget.			
FIN Grant Management	Grant Budgeting and Accounting	Differentiating	1132652	Calculate on a user-defined basis matching fund requirements associated with any grant and to provide system generated entries for the match.			
FIN Grant Management	Grant Budgeting and Accounting	Differentiating	1132653	Track program income by source as either: a) recycled funds - program income is to be returned to the department, reduction of future federal draws; b) increase estimated revenue for program income and decrease the estimated revenue for the federal portion, furtherance of the program goals; or c) increase estimated revenue for program income and increase the total appropriations so the program income could be spent.			
FIN Grant Management	Grant Budgeting and Accounting	Differentiating	1132654	Recognize revenue based on invoiced milestones or deliverable schedule.			
FIN Grant Management	Grant Budgeting and Accounting	Differentiating	1132655	Change grant/activity status to allow or prevent specified types of transactions from posting (e.g., allow billing for a design phase, but prevent any further expenditures or commitments).			
FIN Grant Management	Grant Budgeting and Accounting	Differentiating	1132656	Establish grant budgets at varying levels of the grant hierarchy, apply multiple or split funding sources.			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
FIN Grant Management	Grant Budgeting and Accounting	Differentiating	1132657	Uniquely identify each sub-recipient for grants and all grant financial activity related to sub-recipients including ability to enter as memo or statistical entries sub-recipient actual expenditures by categories while processing invoices to pay sub-recipients, and ability to warn user if draw-down or reimbursement request exceeds a threshold for the grant award to a sub-recipient.			
FIN Grant Management	Grant Budgeting and Accounting	Differentiating	1132658	Link a grant to multiple projects and link multiple grants to a single project.			
FIN Grant Management	Grant Budgeting and Accounting	Common	1185962	Track grant activity over multiple years while maintaining inception-to-date balances.			
FIN Grant Management	Grant Budgeting and Accounting	Common	1185963	Track and report grant operations over several different periods, including Institution fiscal year, State fiscal year, Federal fiscal year, Program fiscal year (e.g., for privately funded grants), Calendar year, Multi-year grant period, Any specified period within a grant period.			
FIN Grant Management	Grant Budgeting and Accounting	Common	1185965	Calculate outstanding grant award balance.			
FIN Grant Management	Grant Budgeting and Accounting	Common	1185966	Track how grant investment allocations are spent.			
FIN Grant Management	Grant Budgeting and Accounting	Common	1185967	Supports inception-to-date and annual budgeting/budgetary control for grant budgets.			
FIN Grant Management	Grant Budgeting and Accounting	Common	1185968	Control grant expenditure budgets for the total award amount and at lower levels of the Chart of Accounts.			
FIN Grant Management	Grant Budgeting and Accounting	Common	1185970	Track sub-recipient information in addition to other vendor related fields, with the ability to require or make optional the following fields: sub-recipient number, sub-recipient name (different than vendor name), organization type (rules-based), FEIN, vendor ID (linked to vendor file), sub-recipient description, sub-recipient contact name(s), sub-recipient's mailing address and email, sub-recipient phone number (office, fax), FFATA information.			
FIN Grant Management	Grant Budgeting and Accounting	Common	1185971	Uniquely identify each sub-recipient for grants and all grant financial activity related to sub-recipients, including, but not limited to, the following: ability to record planned payments to sub-recipients, ability to record funds received from federal government (or other source), ability to record funds disbursed from the institution as expenditures, ability to group sub-recipient budget and actual amounts by categories, ability to capture the effective beginning and end date of the sub recipient.			
FIN Grant Management	Grant Budgeting and Accounting	Common	1185972	Allow for in-kind revenue to be defined as the off-set for in-kind expenses.			
FIN Grant Management	Grant Budgeting and Accounting	Common	1185973	Recognize revenue only after expenditures have been incurred for grants that are on a reimbursement basis.			
FIN Grant Management	Grant Budgeting and Accounting	Common	1185974	Generate revenue accruals for grant expenditures that are incurred but not billed.			
FIN Grant Management	Grant Budgeting and Accounting	Common	1185975	Group accounting structures into grantor expense categories.			
FIN Grant Management	Grant Budgeting and Accounting	Common	1185976	Allow grantor report groups to be defined independently of the institution's fiscal year.			
FIN Grant Management	Grant Budgeting and Accounting	Common	1185977	Account for advance payments as unearned revenue and recognize revenue periodically based on expended amounts.			
FIN Grant Management	Grant Budgeting and Accounting	Common	1185978	Manage budgets for a grant and its activities, such as: establish grant budgets at varying rules-based levels and combinations of the financial data classification structure for both anticipated receipts and expenditures, defining the grant budget to be separate and independent of all other budgets (e.g., appropriation, organization, project, and contract), defining phased budgeting for multi-year awards when funding is received in installments, funding positions from multiple grants, a billable budget (revenue budget) for grants.			
FIN Grant Management	Grant Budgeting and Accounting	Common	1185979	Allow users to manually encumber grant funds outside of the procurement process (e.g., a grant requires a reserve of 5 percent of the grant award).			
FIN Grant Management	Grant Budgeting and Accounting	Common	1185980	Allow grant budgetary control options as follows: absolute control (e.g., prevents transaction from processing, may not be overridden); override control (e.g., prevents transaction from processing with the ability to override error with appropriate security); warning (e.g., provides warning message but allows transaction to process); no control (e.g., allows transaction to process without warning).			
FIN Grant Management	Grant Budgeting and Accounting	Local	1201093	Create Grant sub-accounts within a primary grant account that enables one to roll up or drill down as needed. Many of our transdisciplinary grants require this level of reporting.			

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FIN Grant Management	Grant Budgeting and Accounting	Local	1201094	Customize budget check level by project and/or set fixed rules by sponsor.			
FIN Grant Management	Grant Budgeting and Accounting	Local	1201095	Include or exclude certain types of costs from F&A calculation.			
FIN Grant Management	Grant Budgeting and Accounting	Local	1201096	Set Chart of Account mapping based on sponsor for financial reporting purposes.			
FIN Grant Management	Grant Budgeting and Accounting	Local	1201097	Set up at risk account on subsequent year funding.			
FIN Grant Management	Grant Budgeting and Accounting	Local	1201098	Set up the grant account flagged as at-risk (tagged to guarantee account(s)) and allow at-risk spending within user defined threshold before documentation is finalized.			
FIN Grant Management	Grant Budgeting and Accounting	Local	1201099	Track cumulative budget changes and changes by sponsor-defined budget categories (e.g., Travel, supplies).			
FIN Grant Management	Grant Budgeting and Accounting	Local	1201100	Track expenditure patterns and percent invoiced for each sub-recipient contract.			
FIN Grant Management	Grant Budgeting and Accounting	Local	1201101	Track if F&A is waived voluntarily.			
FIN Grant Management	Grant Budgeting and Accounting	Local	1201102	Track MTDC and TDC F&A rate.			
FIN Grant Management	Grant Budgeting and Accounting	Local	1201103	Track overhead (indirect cost) recovery distributions.			
FIN Grant Management	Grant Budgeting and Accounting	Local	1201104	Track projects with sponsor required audits using reportable field and flexibility to include additional user defined data fields (e.g., for grant specific terms).			
FIN Grant Management	Grant Budgeting and Accounting	Local	1201105	Track reasons for reduced F&A rate. (e.g., voluntary waiver, sponsor mandated).			
FIN Grant Management	Grant Budgeting and Accounting	Local	1201106	Track the type of F&A rate (e.g., off campus rate, public service rate).			
FIN Grant Management	Grant Budgeting and Accounting	Local	1201107	View supporting documentation for interdepartmental billing on a grant. (e.g., telecommunications).			
FIN Grant Management	Grant Closeout	Common	1185982	Process expenditures and billing to a grant for a rules-based period beyond the grant end-date.			
FIN Grant Management	Grant Closeout	Common	1185983	Close grants / activities independently of the fiscal or grant year.			
FIN Grant Management	Grant Closeout	Common	1185984	Support any cut-off date for a grant.			
FIN Grant Management	Grant Closeout	Local	1201108	Prevent new requisitions on a project that has ended.			
FIN Grant Management	Grant Opportunities	Differentiating	1132661	Enforce an edit that ensures the CFDA number is valid for the grantor assigned to the grant.			
FIN Grant Management	Grant Opportunities	Differentiating	1132662	Duplicate pre-existing grant data to establish templates for new grants.			
FIN Grant Management	Grant Opportunities	Differentiating	1132663	Create and manage grant applications, such as: linking to federal grants website and notifies grant administrator of new grants of interest based on selected criteria, upload grant applications and proposals to potential funders, track and report application status, attach files to the grant application transaction.			
FIN Grant Management	Grant Opportunities	Differentiating	1132664	Record grant application characteristics, such as: solicitation name and number, application number, application submission date, application status, grant approved/denied date, CFDA numbers, grantor fiscal year, grant budget end date, release of funds date, amounts of Federal funds, amounts of in-kind matching funds, amounts of 3rd party matching funds, amounts of Maintenance of Effort (MOE), descriptions for each of the matching funds and MOE amounts, matching entity contact information, multiple matching funds rates by phase, sub-recipients and related carryovers and fiscal period, grant activities by grant classification structure, multiple user-defined fields.			
FIN Grant Management	Grant Opportunities	Local	1201109	Indicate proposal has human or animal subjects.			
FIN Grant Management	Grant Opportunities	Local	1201110	Perform Research Conflict of Interest process in system.			
FIN Grant Management	Grant Opportunities	Local	1201111	Report proposed or pending cost share commitments.			
FIN Grant Management	Grant Opportunities	Local	1201112	Track F&A waiver commitments by type (voluntary vs. mandatory).			
FIN Grant Management	Grant Opportunities	Local	1201113	Track just in time changes (e.g., budget and effort change).			

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FIN Grant Management	Grant Opportunities	Local	1201114	Track pending effort commitments.			
FIN Grant Management	Grant Opportunities	Local	1201115	Track potential Conflict of Interest (COI) for proposal team.			
FIN Grant Management	Grant Opportunities	Local	1201116	Track upcoming proposal submissions.			
FIN Grant Management	Grants Management	Differentiating	1132675	Record grant characteristics, such as: grantor's activity number, date created, memo and statistical transactions to grants, grant milestones, grant funding sources.			
FIN Grant Management	Grants Management	Differentiating	1132676	Record grant characteristics, such as: grant number, grant start/end dates, grantor fiscal year, grant Budget, release of funds date (to prevent expenditures before this date), amounts of Federal matching funds (multiple), amounts of in-kind matching funds (multiple), amounts of 3rd Party matching funds (multiple), amounts of maintenance of effort (MOE) (multiple), description for each of the matching funds and maintenance of effort amounts, contact information for each of the matching entities, matching funds rates (multiple by phase), grant activities (hierarchical organization of grant phases/tasks), reimbursement schedule, FICR information, CFDA information, user-defined fields.			
FIN Grant Management	Grants Management	Differentiating	1132677	Record grant sub-recipient characteristics, such as: original sub-recipient approval amount, current sub-recipient budget, sub-recipient amendments, sub-recipient carryovers, sub-recipient fiscal period, sub-recipient grant manager contact and phone number (multiple), DUNS number, sub-recipient contact role, sub-recipient's conflict of interest policy, results of risk assessment as required by 2 CFR 2003 331(b).			
FIN Grant Management	Grants Management	Differentiating	1132678	Capture the following grant matching information within the budget: amounts of institution matching funds (multiple), amounts of institution non-matching funds (multiple), amounts of in-kind matching Funds (multiple), amounts of 3rd Party matching funds (multiple), amounts of Maintenance of Effort (MOE) (multiple), amounts of other resources non-match, description for each of the matching and non-matching funds and MOE.			
FIN Grant Management	Grants Management	Differentiating	1132679	Monitor effort certification activity online real time by position by grant.			
FIN Grant Management	Grants Management	Differentiating	1132680	Establish grant activity hierarchies at lower levels of detail than grant number and track financial activity associated with each lower level.			
FIN Grant Management	Grants Management	Differentiating	1132681	Define posting requirements for grant match and in-kind transactions that are unique to each grant award including memo entries related to in-kind and third party matches.			
FIN Grant Management	Grants Management	Differentiating	1132682	Perform mass updates to grant reference data.			
FIN Grant Management	Grants Management	Differentiating	1132683	Manage invested grant funding using the Investment/Cash Management module of the system, such as: allocation of investment income to participating grants, allocation of grant unrealized gain to participating funds based on average daily cash balance.			
FIN Grant Management	Grants Management	Common	1185987	Distinguish between grants, loans and contracts. Grants: monies / financial assistance which are not a loan, and do not need to be paid back, Contracts: are agreements to provide a tangible service or product for the government's exclusive use in return for compensation.			
FIN Grant Management	Grants Management	Common	1185989	Check actual expenditures and encumbrances against a list of eligible expenditure types for the grant.			
FIN Grant Management	Grants Management	Local	1201117	Allocate all payroll costs (salary and hourly pay, benefits and fringes) to the grants to which each employee charges their time on a relative-percentage-of-hours-charged basis as each payroll is posted in the general ledger.			
FIN Grant Management	Grants Management	Local	1201118	Allocate indirect costs associated with a grant/activity using standard indirect cost rates applied to direct costs charged to the grant/activity (e.g., allocate fringe costs based on an approved indirect cost rate applied to direct salary costs charged to a grant/activity).			
FIN Grant Management	Grants Management	Local	1201119	Allow Principal Investigator (PI) to access all information related to non-grant related funding sources.			
FIN Grant Management	Grants Management	Local	1201120	Create a parent project and child projects that can be assigned to different Principal Investigators (PI) to track financial activities associated with the parent.			
FIN Grant Management	Grants Management	Local	1201121	Enable Principal Investigator (PI) to access all information associated with their grant(s) in one central location (e.g., PI portal).			
FIN Grant Management	Grants Management	Local	1201122	Identify faculty over the salary cap established for individual grants and assist with correction to ensure federal awards are not over charged.			

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FIN Grant Management	Grants Management	Local	1201123	Include total costs, direct costs and indirect costs by each grant budget year. This is critical to enable accurate annual funding reporting.			
FIN Grant Management	Grants Management	Local	1201124	Interface with Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC) systems to ensure that certifications are not expired.			
FIN Grant Management	Grants Management	Local	1201125	Route dynamic form (e.g., Cost transfer requests) for review and approvals.			
FIN Grant Management	Indirect Cost Management	Differentiating	1132687	Record indirect costs associated with a grant / activity using the Cost Allocation module of the system as either memo or actual entries, standard rates extended to statistical balances (e.g., 5% of head count).			
FIN Grant Management	Indirect Cost Management	Common	1185992	Record indirect costs associated with a grant / activity as either memo or actual entries, as: Fixed Dollar Amounts, Standard Rates extended to actual expenditures for pre-defined categories of expense (e.g., 5 percent of salaries).			
FIN Grant Management	Indirect Cost Management	Common	1185993	Automatically generate the indirect costs entries for grants.			
FIN Grant Management	Indirect Cost Management	Common	1185994	Allow for indirect revenue to be defined as the off-set for indirect expenses.			
FIN Grant Management	Indirect Cost Management	Common	1185995	Store different indirect cost rates for different departments along with the effective time period for each grant / activity.			
FIN Grant Management	Reimbursement Management	Differentiating	1132691	Manage grant reimbursement billing using the Accounts Receivable module, such as: accumulating total costs without regard to the funding source and then bill each funding source according to the user-defined percentage and limits, excluding individual transactions from the automated split of expenditures to different funding sources; billing grant phases in total or individually; bill multiple sponsors of a grant (grantor and local match); notify users of outstanding receivables according to a user-specified aging schedule; generate invoices/payments based on defined milestones, produce an invoice that can differ for each funding source.			
FIN Grant Management	Reimbursement Management	Common	1185999	Manage grant reimbursement billing, aging, and tracking capabilities using the Accounts Receivable module, such as: identify and bill grants on a reimbursement basis to predefined combinations of the financial data classification structure (e.g., fund, grant, activity, account, program); generate grant billing transactions from grants expenditure balances; allow uncollected receivables to be carried forward at year-end; apply payments received to more than one grant receivable transaction; calculate amount to be billed taking into consideration amounts previously billed, accumulated costs incurred prior to federal authorization, and/or limits of matching funds, based on rules-based rules.			
FIN Grant Management	Reimbursement Management	Common	1186000	Allow an edit to ensure that grant billings do not exceed the grant's reimbursable budget (does not apply to fee-for-service contracts).			
FIN Inventory	Inventory Management	Differentiating	1132452	Support the use of bar-coding/Radio Frequency Identification (RFID) technology, such as: provide a pre-defined interface to accept and record bar-coded/RFID data from receiving documents and shipments; recognition of SKU and commodity codes via bar-code technology; capture product information when performing physical inventories, capture work order information, issue and return processing.			
FIN Inventory	Inventory Management	Differentiating	1132453	Accommodate a multi-level location structure, such as: warehouse (e.g., central supply), storage area (e.g., 2nd floor NW quadrant), aisle, rack, shelf, bin, truck (for temporarily assigned inventory items).			
FIN Inventory	Inventory Management	Differentiating	1132454	Record status of items (e.g., spoiled, cancelled, quarantined, damaged).			
FIN Inventory	Inventory Management	Differentiating	1132455	Indicate items approved for use as substitutes for the original item.			
FIN Inventory	Inventory Management	Differentiating	1132456	Track usage statistics including location on inventory items for user defined periods.			
FIN Inventory	Inventory Management	Differentiating	1132457	Perform forecasting for analyzing item usage and projecting future usage, such as: Seasonal forecasting by item usage (e.g., seasonal/peak usage, reorder quantities, delivery schedules).			
FIN Inventory	Inventory Management	Differentiating	1132458	Track inventory item characteristics, such as: serial number, manufacturer's part number, manufacturer name, internal part number, model number, user-defined fields, stock rotation requirements, item and lot expiration/spoil date for stocked, item maintenance steps, any Chart of Accounts elements and combinations thereof.			
FIN Inventory	Inventory Management	Differentiating	1132459	Accommodate a free-form character field for describing special handling requirements, such as: hazardous material classification, storage requirements, special clothing requirements, spill response, notification requirements.			

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FIN Inventory	Inventory Management	Differentiating	1132460	Assign a reason code for stock adjustments, such as: defective, expired, stolen, spoiled, damaged, give-always / promotions, physical inventory adjustment, other.			
FIN Inventory	Inventory Management	Differentiating	1132461	Attach hyperlinks on the inventory item records (e.g., Items with hazardous material indicators linked to the MSDS).			
FIN Inventory	Inventory Management	Differentiating	1132462	Attach thumbnail photos to each inventory item.			
FIN Inventory	Inventory Management	Differentiating	1132464	Separately track item related costs that are part of total item cost, such as: freight/shipping.			
FIN Inventory	Inventory Management	Differentiating	1132465	Track inventory funded by grants separately from inventory funded by operating funds in the same location.			
FIN Inventory	Inventory Management	Differentiating	1132466	Bundle and unbundle items into groups or kits (a group or kit consists of items which are always issued together).			
FIN Inventory	Inventory Management	Differentiating	1132467	Place a cap on the quantity and dollar amount of an item that can be issued to a requestor during a specified time period and to override the cap.			
FIN Inventory	Inventory Management	Differentiating	1132469	Differentiate between supply items and logistic items. The cost of logistic items issued to organizational units are not charged to units. Logistics costs remain centralized but must be tracked to the units to which they are issued. (e.g., street barricades in which the barricades are lent out and their issue location is tracked, but their costs remain centralized).			
FIN Inventory	Inventory Management	Differentiating	1132472	Accumulates cost (cost plus repairs) to develop basis to sell inventory items for profit.			
FIN Inventory	Inventory Management	Differentiating	1132473	Charge and record transfer fees for seized property.			
FIN Inventory	Inventory Management	Differentiating	1132475	Identify VMI (Vendor Maintained Inventory) inventory items.			
FIN Inventory	Inventory Management	Differentiating	1132476	Support the physical inventory process, such as: perform cycle counts and/or spot checks of items by: weight, volume or other units of measure, group, or class; generate random item lists for performing random physical inventories; calculate deviation between frozen and counted quantities; automatically calculate the next cycle count date for each commodity based on user defined cycles.			
FIN Inventory	Inventory Management	Differentiating	1132477	Generate and print cycle count, spot check and physical inventory worksheets (on-line or hard copy) including item number, alternate item codes (SKU, UPC), manufacturer's part number, distributor's number, description, primary location, secondary location(s), unit of measure.			
FIN Inventory	Inventory Management	Differentiating	1132478	Identify obsolete and slow moving items based on user definition.			
FIN Inventory	Inventory Management	Differentiating	1132479	Support General Ledger accounting for inventory, such as: by purchase method (expensed when purchased and operating budget reduced when paid) as assigned by individual inventory location, by consumption method (unit cost expensed and operating budget reduced at the time of issue) as assigned by individual inventory location; different expense methods by specific inventory item; differing accounting methods by fund type (governmental vs. proprietary).			
FIN Inventory	Inventory Management	Differentiating	1132480	Transfer stock items between Chart of Accounts elements, such as: from project to project, from grant to grant, between cost centers, among divisions, and among warehouses with corresponding addition and depletion figures.			
FIN Inventory	Inventory Management	Differentiating	1132481	Maintain an unlimited number of separate storerooms for each individual department.			
FIN Inventory	Inventory Management	Differentiating	1132482	Restrict which warehouses a user can process an inventory transaction against.			
FIN Inventory	Inventory Management	Differentiating	1132483	Support the following inventory costing methods, by departments and/or inventory warehouse: actual cost, LIFO, FIFO, average cost, weighted average, standard cost.			
FIN Inventory	Inventory Management	Differentiating	1132484	Support maintenance of inventories for liquids, such as: gas managed in support of fleet: receiving into a special location like a tank, issuing out to a vehicle, default accounting assignment for the vehicle, recording revenue from the issuance for the internal service fund that maintains the gas inventories, calculating the cost of the goods issued based on the weighted average cost of the fuel in the tank.			
FIN Inventory	Inventory Management	Common	1186126	Establish, maintain, adjust and delete inventory stock item records in real-time.			
FIN Inventory	Inventory Management	Common	1186127	Update stock item data, including, but not limited to: returns, adjustments, transfers, receipts, requisitions, issuance of inventory, recalls, disposals, balance on hand.			

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FIN Inventory	Inventory Management	Common	1186128	Manage inventory items, such as: maintain a central inventory listing, classifying inventory items by commodity number (NIGP, UPC, SKU, NAICS, UNSPSC), maintain an item master, <u>master descriptions and item history</u> .			
FIN Inventory	Inventory Management	Common	1186129	Track inventory item characteristics, such as: purchase unit of measure, stock issue unit of <u>measure, item description</u> .			
FIN Inventory	Inventory Management	Common	1186130	Accommodate items with zero dollar value.			
FIN Inventory	Inventory Management	Common	1186131	Support electronic approval for goods receipts, issues, and other related inventory <u>functions</u> .			
FIN Inventory	Inventory Management	Common	1186132	Perform multiple quantity unit of measure conversions (e.g., 4 boxes = 48 units, conversion of pounds of 12 gauge insulated copper wire into feet of wire), and track and differentiate between warehouse order quantities (e.g., case) and inventory issue quantities (e.g., box, <u>when there are 12 boxes in a case</u>).			
FIN Inventory	Inventory Management	Common	1186134	Assign user-defined default expenditure accounts for transactions based on commodity code, account code, and transaction type (with override capability only with appropriate <u>security</u>).			
FIN Inventory	Inventory Management	Common	1186135	Maintain inventory control accounts (or central stock accounts) as defined by users, <u>department, warehouse (e.g., central supply)</u> .			
FIN Inventory	Inventory Management	Common	1186136	Record primary and multiple secondary locations of stocked items.			
FIN Inventory	Inventory Management	Common	1186137	Indicate stock on hand by: each location, multiple locations.			
FIN Inventory	Inventory Management	Common	1186138	Flag inventory items to prevent future purchases.			
FIN Inventory	Inventory Management	Common	1186139	Specify a mark-up or overhead cost for each individual inventory item or commodity code <u>grouping</u> .			
FIN Inventory	Inventory Management	Common	1186140	Perform the following for any inventory transaction: reverse, credit, reject.			
FIN Inventory	Inventory Management	Common	1186141	Automatically update inventory balances and order status at the time of transaction entry.			
FIN Inventory	Inventory Management	Common	1186142	Adjust the following balances online for all types of inventory transactions with appropriate <u>accounting entries: number of units, unit cost, inventory value</u> .			
FIN Inventory	Inventory Management	Common	1186144	Automatically reverse accounting and inventory transactions when an order is returned to <u>warehouse after being issued</u> .			
FIN Inventory	Inventory Replenishment Backordering	Differentiating	1132488	Support the stock receiving process, such as: receive items and not have them available for consumption (e.g., received into inspection); capture the manufacturer's stock item description or distributor's number for each detail line on the receiver documents, load receipts form vendor files, especially serialized receipts.			
FIN Inventory	Inventory Replenishment Backordering	Differentiating	1132489	Manage the stock backorder process, such as: record a comment regarding back-order information; record anticipated delivery date for back-ordered items and notify users when delivery date is imminent; perform back-order processing with: manual release, automatic release, cancellations and electronic notification sent to requestor.			
FIN Inventory	Inventory Replenishment Backordering	Differentiating	1132490	Manage the stock reorder process, such as: perform reorder-point calculation; automatically recommend reorder of stock items, including electronic request and approval; generate reorders automatically based on item usage and/or defined ordering schedules; generate a reorder either to procurement or the central warehouse on item-by-item basis; automatically update inventory on-order information at the time a purchase order is <u>released</u> .			
FIN Inventory	Inventory Replenishment Backordering	Differentiating	1132491	Update stock item data, including, but not limited to: back-orders, reservations.			
FIN Inventory	Inventory Replenishment Backordering	Differentiating	1132492	Allocate purchases and stock to various departments, divisions, warehouses, section of warehouse, cost center (e.g., drop shipping).			
FIN Inventory	Inventory Replenishment Backordering	Differentiating	1132493	Automatically adjust item costs in the inventory system based upon adjustments made in accounts payable system.			

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FIN Inventory	Inventory Replenishment Backordering	Common	1186146	Receipt into inventory: completely or partially; by entire purchase order; by individual purchase order line; have multiple receipts against each line item; close out an item not completely received; receive over-shipments with the over-shipment amount subject to a user-defined tolerance setting (e.g., a percentage and/or dollar amount); reverse a receipt entry; populate the receiving information with appropriate data (to reduce data entry) after the receiver references the purchase order; automatically update open purchase order status and balances at time of receipt into inventory; automatically update inventory on-hand and on-order when items are received for inventory items; perform an edit check for receipt transactions against purchase order, location and unit of measure; allow receipts of goods into inventory from donations, with appropriate accounting entries; compare stock items received to open requests for stock items to determine which requests (e.g., backorders, aged backorders) may be filled.			
FIN Inventory	Inventory Replenishment Backordering	Common	1186147	Automatically generate returns to vendors for items that do not pass inspection.			
FIN Inventory	Inventory Replenishment Backordering	Common	1186148	Support the stock reordering process, such as: define, by item, the variables used in determining reorder points and reorder quantities; take into account on-hand and on-order quantities along with receipts during the reordering process; generate an online list of commodities to reorder and be able to select items from this list to reorder; allow manual overrides of reorder points and reorder quantities.			
FIN Inventory	Inventory Request Fulfillment	Differentiating	1132497	Manage inventory requests, such as: sort and select inventory requests in any order; satisfy a requisition from the quantity on hand; cancel a requisition and automatically notify the requester; automatically create a purchase order for approval when a requested item is not in inventory; track lead times on stock delivery.			
FIN Inventory	Inventory Request Fulfillment	Differentiating	1132498	Support the stock request fulfillment process, such as: create pick tickets based on requisitions from inventory; generate pick tickets at prescheduled times, produce a combined issue/put (must return old item to get new item) ticket which will contain a sequential reference number; automatically update allocated inventory when stock request is received.			
FIN Inventory	Inventory Request Fulfillment	Differentiating	1132499	Support the stock return process, such as: matching items returned to the original issue (can't return what you weren't issued); charge restocking fee to the requesting department for all or some of the items returned to inventory.			
FIN Inventory	Inventory Request Fulfillment	Common	1186150	Create pick tickets based on requisitions from inventory: real-time, print a deliver-to address on pick tickets from requisition information.			
FIN Inventory	Inventory Request Fulfillment	Common	1186151	Issue items at a certain cost and credit the item back (if returned) at the issue cost from the original transaction. This feature should be the default regardless of inventory costing method used (e.g., average cost), allocate the cost of inventory, based on markup if applicable, back to the requesting entity.			
FIN Inventory	Inventory Request Fulfillment	Common	1186152	Transfer items to locations internal to the warehouse, such as: a module or floor location.			
FIN Inventory	Inventory Request Fulfillment	Common	1186153	Retain requisition information as to what is ordered from warehouses.			
FIN Inventory	Inventory Request Fulfillment	Common	1186154	Process emergency issues (e.g., deduct anything shipped from on-hand stock immediately and print a receipt for shipment to the requestor).			
FIN Inventory	Inventory Request Fulfillment	Common	1186155	Produce a put (return-to-stock) ticket which will contain a sequential reference number.			
FIN Inventory	Inventory Request Fulfillment	Common	1186156	Capture reason code for issue.			
FIN Inventory	Inventory Request Fulfillment	Common	1186157	Issue an item and identify it to a specific grant, program, project, contract, and/or other elements in the financial data classification structure.			
FIN Long Range Planning	Long Range Planning	Differentiating	1132963	Capture users defined years of revenue projections.			
FIN Long Range Planning	Long Range Planning	Differentiating	1132966	Project expenditure at specified level of the Chart of Accounts.			
FIN Long Range Planning	Long Range Planning	Differentiating	1132969	Perform and save what if scenarios (including parameters) at the institution and department levels, such as: a 5-year forecast for expenditures and revenues, rolling forecasts based on user-defined forecasting methodology, enter forecast adjustments at the appropriation account level and update attached spending detail, and payroll projections.			
FIN Long Range Planning	Long Range Planning	Differentiating	1132970	Produce rolling forecasts based on user-defined forecasting methodology.			

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FIN Long Range Planning	Long Range Planning	Differentiating	1132971	Project impact of specified initiatives through what if scenarios.			
FIN Long Range Planning	Long Range Planning	Differentiating	1132980	Select projection factors to project future costs and revenue.			
FIN Long Range Planning	Long Range Planning	Differentiating	1132986	Apply different forecasting calculations to the same line item in the same or different organizational units.			
FIN Long Range Planning	Long Range Planning	Differentiating	1132987	Display multiple forecasts for the same line item using different forecasting techniques and permit selection of the most appropriate calculation.			
FIN Long Range Planning	Long Range Planning	Differentiating	1132988	Obtain and store data components for financials forecasting.			
FIN Long Range Planning	Long Range Planning	Local	1201126	Compare long range plan to actuals.			
FIN Long Range Planning	Long Range Planning	Local	1201127	Define and configure Approval Steps that are required for each financials version to complete the Long Range Planning process.			
FIN Long Range Planning	Long Range Planning	Local	1201128	Define and configure versions of the financials that will be used in the Long Range Planning.			
FIN Long Range Planning	Long Range Planning	Local	1201129	Produce pro forma financial statements to a specified number of years.			
FIN Long Range Planning	Long Range Planning	Local	1201130	Project growth of accounts (e.g., Fringe benefits, salaries, M&O) at the specified department grouping.			
FIN Long Range Planning	Long Range Planning	Local	1201131	Project operating expenses by intersections of Chart of Accounts (e.g., functional and natural).			
FIN Project Accounting	Project Billing and Reimbursement	Differentiating	1132623	Manage project billing using the Accounts Receivable module, such as: billing other departments or internal organizational units for services or commodities rendered; service hours can be billed at an established rate per hour, actual cost times an inflation factor, actual cost plus a markup amount, actual dollar amount.			
FIN Project Accounting	Project Budgeting and Accounting	Differentiating	1132618	Perform inception-to-date and annual budgeting/budgetary control for capital and operating projects, such as: forecasting project budgets for multi-year periods, establish budgets for each level of the project hierarchy in combination with any other elements of the financial data classification structure.			
FIN Project Accounting	Project Budgeting and Accounting	Differentiating	1132619	Record allocations of funding to project phases on a periodic basis using the following methodologies: fixed percent per funding source, fixed amount per funding source, fixed amount per funding source (up to a fixed amount), based on planned amounts.			
FIN Project Accounting	Project Budgeting and Accounting	Common	1186003	Establish project accounts to record project budgets, pre-encumbrances/encumbrances, expenditures, anticipated revenues, receivables, and receipts.			
FIN Project Accounting	Project Budgeting and Accounting	Common	1186004	Provide inception to date accounting and budgeting that does not require a carry forward each fiscal year of available appropriations.			
FIN Project Accounting	Project Budgeting and Accounting	Common	1186005	Record and maintain data at the lowest level of the Chart of Accounts structure and summarize data through roll-ups to higher levels of the project's hierarchy.			
FIN Project Accounting	Project Budgeting and Accounting	Common	1186006	Create project budgets with multiple funding sources (e.g., general fund, capital projects funds, grant funds, bond funds).			
FIN Project Accounting	Project Budgeting and Accounting	Common	1186007	Capture the following: original budget and adjustments to the budget.			
FIN Project Accounting	Project Budgeting and Accounting	Common	1186008	Lock the original budget, once finalized.			
FIN Project Accounting	Project Budgeting and Accounting	Common	1186009	Distinguish between total project budget and appropriated budget.			
FIN Project Accounting	Project Budgeting and Accounting	Common	1186010	Track variances between appropriated budget and total (revised) budget; appropriated budget and expenditures; expenditures and total (revised) budget.			
FIN Project Accounting	Project Budgeting and Accounting	Common	1186011	Maintain project budgets through project budget transactions, including description of the transaction.			
FIN Project Accounting	Project Budgeting and Accounting	Common	1186012	Post all project budget transactions to a project budget ledger that maintains project budget balances.			
FIN Project Accounting	Project Budgeting and Accounting	Common	1186013	Establish project budgets and track/control revenues and expenditures against the project budget.			
FIN Project Accounting	Project Budgeting and Accounting	Common	1186014	Summarize or roll up expenditures to a higher level for budget checking so that budgets are not required at the lowest level of detail.			
FIN Project Accounting	Project Budgeting and Accounting	Common	1186015	Post WIP entries to a different fund than the original expense.			
FIN Project Accounting	Project Budgeting and Accounting	Common	1186016	Record developer contributions of fixed assets to a capital project with the following dual accounting requirements: at the fund level, a credit to contribution revenue and a debit to capital outlay; at the institution level, a debit to fixed assets and a credit to equity.			

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FIN Project Accounting	Project Budgeting and Accounting	Local	1201132	Enter negative numbers to reduce the value of a contract and unencumber the funds. (e.g., release funds when contract is reduced).			
FIN Project Accounting	Project Budgeting and Accounting	Local	1201133	Prevent the ability to back date changes once month is closed.			
FIN Project Accounting	Project Budgeting and Accounting	Local	1201134	Track construction retainage currently held.			
FIN Project Accounting	Project Closeout	Differentiating	1132645	Support project closeout, such as: identify projects lacking financial activity for a user-defined period for possible closeout, closing multiple projects at once; partial project closing (allow revenues but no expenditures) or completely (block all transactions), preventing final close for a project if revenues and expenses are not equal, if estimated revenues do not equal actual revenues and the expenditure budget does not equal actual expenditures, if any balance sheet account has a balance, if any encumbrances are outstanding.			
FIN Project Accounting	Project Closeout	Common	1186039	Define and control the project closing process through use of user tables.			
FIN Project Accounting	Project Closeout	Common	1186040	Re-open a closed project with proper security.			
FIN Project Accounting	Project Closeout	Common	1186041	Close projects independent of the fiscal year.			
FIN Project Accounting	Project Funding Source Management	Differentiating	1132627	Associate multiple funding sources with any level of project hierarchy.			
FIN Project Accounting	Project Funding Source Management	Common	1186018	Accumulate and bill for all reimbursable portions of projects.			
FIN Project Accounting	Project Funding Source Management	Common	1186019	Edit transactions to ensure that project billings do not exceed the reimbursable budget.			
FIN Project Accounting	Project Funding Source Management	Common	1186020	Provide other means of recognizing revenue that funds projects (bond funds, grant funds, operating transfers)			
FIN Project Accounting	Project Funding Source Management	Common	1186021	Move funding from one project to another.			
FIN Project Accounting	Project Funding Source Management	Common	1186022	Increase or decrease project funding after project is set up without having to set up the project again.			
FIN Project Accounting	Project Management	Differentiating	1132634	Define a multi-level program/project hierarchy, such as: program, project, sub-project, phase and job with each level having level-specific hierarchies.			
FIN Project Accounting	Project Management	Differentiating	1132635	Associate a fixed asset with any level of the project hierarchy.			
FIN Project Accounting	Project Management	Differentiating	1132636	Generate Construction in Progress (WIP) entries during month-end close for expenditures incurred during the period.			
FIN Project Accounting	Project Management	Differentiating	1132637	Capture project characteristics at each level of the project hierarchy, such as: estimated start date, estimated end date, actual start date, actual end date, descriptive information/comments, status (e.g., open for planning, open for GL entry, close).			
FIN Project Accounting	Project Management	Differentiating	1132638	Record Project characteristics, such as: HUB subcontractor goals when a user sets up a contract for a project, sponsoring department, GIS information, linear start and end points, user-defined fields. (HUB goals are tracked at contract).			
FIN Project Accounting	Project Management	Differentiating	1132639	Capture project team member contributions as revenue receipts tied to a project.			
FIN Project Accounting	Project Management	Differentiating	1132640	Link multiple projects to a grant.			
FIN Project Accounting	Project Management	Differentiating	1132641	Post non-financial transactions to project ledgers without corresponding posting to general ledger accounts.			
FIN Project Accounting	Project Management	Common	1186024	Access all transaction history for a project (e.g., cannot purge project data for active projects).			
FIN Project Accounting	Project Management	Common	1186025	Prevent contractors from receiving payment prior to certain rules-based criteria being met (e.g., prior to the official start date of the project or until other requirements are met).			
FIN Project Accounting	Project Management	Common	1186026	Accept project-related revenue transactions outside of the project service dates.			
FIN Project Accounting	Project Management	Common	1186027	Track financial activity associated with each phase or job within a phase.			
FIN Project Accounting	Project Management	Common	1186028	Track projects over multiple years, by institution fiscal year(s), by State fiscal year(s), by calendar year(s).			

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FIN Project Accounting	Project Management	Common	1186029	Support project budgetary control options by project budget line as follows: Absolute control (e.g., prevents transaction from processing, may not be overridden), Override Control (e.g., prevents transaction from processing with the ability to override error with appropriate security), Warning (e.g., provides warning message but allows transaction to process), No control (e.g., allows transaction to process without warning).			
FIN Project Accounting	Project Management	Common	1186030	Optionally alert users with a flag or warning when appropriated project budget is overcharged at the following level(s) and allows the overcharge only with proper security: <u>program, project.</u>			
FIN Project Accounting	Project Management	Common	1186031	Establish and track capital appropriation budgets at rules-based levels of the financial data classification structure.			
FIN Project Accounting	Project Management	Common	1186032	Optionally generate on-line, rules-based warnings when project and phase expenditures approach or exceed the adjusted project budget.			
FIN Project Accounting	Project Management	Common	1186033	Capitalize WIP to the asset defined for the project once the asset has been placed in service.			
FIN Project Accounting	Project Management	Common	1186034	Maintain historical data for all projects independent of general ledger data (across multiple fiscal years).			
FIN Project Accounting	Project Management	Common	1186035	Block postings to a project when: Entire project is closed, user has insufficient authority.			
FIN Project Accounting	Project Management	Common	1186036	Block postings to a specific sub-project or phase that is not active.			
FIN Project Accounting	Project Management	Common	1186037	Capture the following attributes for each project: project number, project type, program / comprehensive project, project begin date, project end date, project title, project approval status (e.g., planned, submitted, approved for funding), project approval action date, descriptive information/comments, project roles (e.g., project manager, supervisor), project role employee name, managing department, managing department contact, sponsoring department contact, group code (e.g., value used to group like or associated projects together), asset descriptive information for construction projects, project status (e.g., open for planning, open for GL entry, closed).			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Differentiating	1132545	Maintain a commodity file that includes data such as commodity code, cross-references to previous commodity codes, key words, long and short description, comments, source indicator (e.g., contract, specific inventory), commodity status, hazardous material information, vendors registered for commodity, base unit of measure, inventory information, manufacturer's name, manufacturer's part number, contract number, recycled goods indicator, recycled goods percentage, hazardous material indicator, internal part number, <u>user defined fields</u> .			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Differentiating	1132548	Identify commodity codes that are 1099 reportable.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Differentiating	1132549	Associate commodity codes with account (object of expense).			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Differentiating	1132550	Create and manually enter commodity codes.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Differentiating	1132551	Provide buyer performance statistics including worklist aging report and outstanding workload by buyer.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Differentiating	1132552	Support periodic updates of commodity codes based on externally provided files.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Differentiating	1132553	Calculate and maintain usage statistics on all commodities ordered and purchased.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Differentiating	1132554	Calculate and maintain purchasing statistics, such as: lead time, price, returns, and shipment rejections.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Differentiating	1132555	Provide an automated reminder to vendor who has past due shipment.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Differentiating	1132556	Maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the purchase order is optional): maximum release amount (for blanket purchase orders), confirming purchase order (e.g., yes/no), confirming order date, type of procurement transaction, frequency of service delivery, retainage terms, multiple Approved By fields, along with approver ID and date, fiscal period (e.g., year and month), user defined fields.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Differentiating	1132557	Maintain delivery addresses: central and departmental.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Differentiating	1132558	Require, capture, and report response from vendor that the vendor received change order.			

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FIN Reqs Purchase Orders Receipts	Procurement Administration	Common	1186044	Support the following methods of procurement: emergency procurements, proprietary and sole source procurements, informal competitive bids, requests for proposals (RFP), requests for information (RFI), request for qualifications (RFQ), pre-qualifications, multiple award procurements, preferred special vendors (e.g., Minority Business Enterprise (MBE)), other contract procurements, blanket purchase order.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Common	1186045	Create and maintain information relating to requisitions, purchase orders / contract requisition to solicitation to purchase order/contract, purchase order / contract requisition to contract or purchase order, purchase order / contract solicitation to contract or purchase order (e.g., no requisition or requisition optional, subject to proper authorizations), purchase order / contract purchase order to contract (e.g., release against contract), purchase order / contract without requisition or solicitation, goods receipt, shipment notification, returns, shipment cancellations.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Common	1186046	Create a new purchasing document (e.g., requisition, purchase order) from a previously created purchasing document.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Common	1186047	Save and flag (or hold) incomplete and/or complete purchasing documents so that it can prevent the flagged document from being inadvertently released for approval at any stage (e.g., solicitation, award, tabulation, contract).			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Common	1186048	Provide a buyer view of a worklist, including the details of a procurement.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Common	1186049	Show contract and spend data for buyers by commodity, contract, vendor.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Common	1186050	Change commodity codes online.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Common	1186051	Specify which department(s) each central staff user can enter purchasing transactions on the department's behalf.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Common	1186053	Maintain a detailed history of all purchasing activity including: requisition, solicitation, response, purchase order, purchase order change notice, notes screen, contracts, receiver information, vendor, commodity, procurement method (e.g., RFQ, RFP), procurement status, department, any element of the financial data classification structure.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Common	1186054	Default vendor data from the vendor master file based on vendor number when a vendor is selected for any purchasing transaction.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Common	1186055	Configure different freight terms (e.g., FOB destination freight prepaid, FOB destination freight collect, FOB origin freight prepaid, FOB origin freight prepaid and charged back) and indicate which freight terms allow freight.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Common	1186056	Suppress a purchase order from being sent to the vendor when the requestor is creating the requisition or when the buyer is reviewing the requisition.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Common	1186057	Support sales/use tax processing, such as: enter a sales tax amount associated with an invoice on the requisition; identify the reason a requisition line may be tax exempt, based on a pre-defined list of codes; paying the entire invoice as 'tax exempt' with information noted on requisition to purchase order; override both a tax-exempt amount and a taxable amount calculated by the system on a requisition that carries over to the purchase order for payment.			
FIN Reqs Purchase Orders Receipts	Procurement Administration	Common	1186058	Maintain line item data elements (accessible from the line item, but whether to print on the purchase order is optional) such as: line number (sequential and accommodates up to 999 lines items per purchase order), quantity ordered, text field (to record reason for any difference between quantity requested and quantity ordered), unit of measure, unit price, total line amount, item description, commodity code validated against commodity master, conversion factor (e.g., cases to boxes), freight terms, freight/shipping charges, accounting data elements at a sub line-item level (e.g., allow more than one account), invoice/billing address (if entered at header level, value defaults to what is entered on a line), shipping address (if entered at header level, value defaults to what is entered on a line), delivery instructions (if entered at header level, value defaults to what is entered on a line), comment fields (multiple).			

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FIN Reqs Purchase Orders Receipts	Procurement Administration	Common	1186059	Maintain header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the purchase order is optional) such as: purchase order number, purchase order change notice revision number, purchase order award date, start date (for blanket purchase orders), buyer, buyer contact information (e.g., telephone number, fax number, email address), requested by, origin of procurement request (e.g., department and contact info), date encumbered, requestor contact information (e.g., telephone number, email address), default requested/scheduled delivery dates (e.g., default shipping address that will default to lines, default delivery instructions that will default to lines, default invoice/billing address that will default to lines, default payment terms, solicitation or bid number (if applicable), vendor name and address, vendor number, comment fields (multiple).			
FIN Reqs Purchase Orders Receipts	Purchase Order	Differentiating	1132578	Generate a purchase order (on an exception basis) without first processing a purchase requisition based on department business rules for authorized users.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Differentiating	1132579	Carry forward any data maintained in the purchase requisition and solicitation to the purchase order, such as: frequency, manufacturer and part number.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Differentiating	1132580	Enter payment terms other than the vendor standard on the purchase order.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Differentiating	1132584	Identify a purchase order that is for goods/services for resale.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Differentiating	1132586	Assign a unique purchase order number through system-generated means, with a prefix , fiscal year, and sequential number.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Differentiating	1132587	Create multiple purchase orders by vendor when multiple vendors are associated with a requisition.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Differentiating	1132589	Capture receiving instructions and to carry instructions forward to the receipt (e.g., inspection required, quarantine).			
FIN Reqs Purchase Orders Receipts	Purchase Order	Differentiating	1132591	Initiate a purchase order process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a purchase order/contract) where elements from the solicitation and vendor response that carry over to the purchase order/contract include payment terms, bill to information, manufacturer and part number, department-specific reference number, maximum purchase order amount.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Differentiating	1132592	Maintain, allow buyer to select and apply purchase order/contract clauses to purchase orders.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Differentiating	1132593	Reopen a purchase order if the purchase order was closed in error.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Differentiating	1132594	Create and process individual purchase orders under an existing manual encumbrance.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Differentiating	1132597	View and print a draft purchase order (with a watermark or other method of identifying that it is draft).			
FIN Reqs Purchase Orders Receipts	Purchase Order	Differentiating	1132598	Define auto-distribution rules and apply to the purchase order, using standard, user-defined distribution code by accounting line item.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186075	Support purchase order processing, such as: Have multiple line items per purchase order with capability for one / multiple delivery schedules per line printed on purchase order; create purchase orders from requisitions, solicitations, and contracts and information from these documents carries forward to the purchase order; provide point and click selection of requisition lines to carry forward to the purchase order being generated; create a single purchase order with line items from a single purchase requisition/solicitation; create a single purchase order with line items from multiple purchase requisitions/solicitation; create multiple purchase orders with line items from a single purchase requisition/solicitation; carry forward any data maintained in the purchase requisition and solicitation to the purchase order.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186076	Edit and validate order level information, such as: valid account coding distribution, valid commodity code, proper level of approval, invalid or incomplete required fields, budget availability check.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186077	Determine volume discounts from a contract or agreement at the line item and/or total level.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186078	Change the following data elements when creating a purchase order: commodity, description, class, quantity, unit of measure, dollars, vendor, account, purchaser.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186080	Default method of payment from vendor master to carry forward to the invoice if not entered on the purchase order.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186081	Change method of payment from vendor default.			

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FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186082	Cancel a purchase order and liquidate the encumbrance and enter comments concerning the reason that a PO is cancelled.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186083	Retrieve default vendor information when creating new purchase orders.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186084	Capture and maintain purchasing agent User ID and display purchasing agent purchase order activity with dates.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186085	Provide an audit trail of purchase orders to the corresponding purchase requisitions, solicitation, contracts, receipts, invoices, and payments with forward and backward tracking accessible via online queries.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186086	Provide zero unit price values (e.g., for kits or assembly items).			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186087	Enter discounts on purchase orders (e.g., trade-in amounts separate from payment term discounts).			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186088	Support the change order process, such as: Issue purchase order change orders online and transmit (on demand) the new/changed purchase order to the vendor using the same delivery mechanism as the original purchase order, Maintain an audit trail of all purchase order changes, including the User ID, date-time stamp, old value, and new value,			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186089	Initiate a purchase order process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a purchase order/contract). Elements from the solicitation and vendor response that carry over to the purchase order/contract, include data elements such as: the commodity code item number with system-generated description and additional descriptions, or the description from the solicitation, unit price quoted by the vendor or updated calculation per the purchaser, line item extension/total, accounting line information from the solicitation (or requisition, if originating from a requisition), delivery date, delivery location, freight terms, purchaser point of contact, vendor name, vendor number, vendor point-of-contact information, pulled from the vendor response.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186090	Revise purchase order data, such as: insert vendor quoted delivery date or start and end of service dates by line item; insert negotiated price, if different from offered price; refine text from solicitation that does not apply to the purchase order/contract; add/select purchase order terms and conditions and carry forward terms and conditions from the requisition or solicitation.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186091	Mix allocations to accounting distributions on the same purchase order (e.g., some commodity lines are allocated by percentage, some by dollar amount and some by prescribing a specific accounting string to one or lines).			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186092	Generate the appropriate accounting entries based on the PO change notice, including, but not limited to: increasing or decreasing the encumbrance.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186093	Automatically close a purchase order when all commodities/services are received and the final invoice is paid.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186094	Liquidate remaining/outstanding encumbrance, if applicable, when a purchase order is finally closed.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186095	Carryover open purchase orders to the following fiscal year for operating funds that use annual budgetary control.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186096	Allow a purchase order to be charged to an accounting distribution other than that of the associated requisition, while pre-encumbrance liquidations are based on the original requisition.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186097	Configure optional tolerances by order type (e.g., a percentage or a specified dollar amount) whereby a purchase order amount may exceed or be below the purchase requisition and still be processed, provided sufficient spend.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186098	Have many accounting distributions for a single purchase order line item.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186099	Issue/re-issue purchase orders and change orders in: Hard-copy			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186100	Change purchase orders even if already issued to the vendor: add an additional line item, (e.g., pricing threshold changes, addition of special material workflow); delete an existing line item; change an existing line item (price, quantity, or commodity); route through workflow based on business rules (e.g., pricing threshold changes); change an existing line item (accounting information); route through workflow based on business rules; change internal and external text; change delivery locations.			
FIN Reqs Purchase Orders Receipts	Purchase Order	Common	1186101	Track the dollar amount of the original purchase order and each purchase order change.			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
FIN Reqs Purchase Orders Receipts	Receipts	Differentiating	1132603	Establish liability when goods are received and relieves the liability when paid, even if a discount is taken.			
FIN Reqs Purchase Orders Receipts	Receipts	Differentiating	1132604	Capture receipt information such as: receiver phone number, receiver email address, requisition number, quantity rejected, quantity backordered, condition, stock number and location, lot number, serial number, asset tag number, expiration date.			
FIN Reqs Purchase Orders Receipts	Receipts	Differentiating	1132605	Receive advanced information from the vendors, such as: shipment notices, packing slip and trigger receipt processing.			
FIN Reqs Purchase Orders Receipts	Receipts	Differentiating	1132606	Reverse a receipt transaction and all associated transactions.			
FIN Reqs Purchase Orders Receipts	Receipts	Differentiating	1132607	Trigger Accounts Payable process based upon receipt of receiving report information.			
FIN Reqs Purchase Orders Receipts	Receipts	Differentiating	1132608	Flag purchases as a fixed asset upon receipt of good.			
FIN Reqs Purchase Orders Receipts	Receipts	Differentiating	1132609	View receiving instructions on receipt (e.g., inspections required, quarantine).			
FIN Reqs Purchase Orders Receipts	Receipts	Differentiating	1132610	Audit receiving data (e.g., by user ID, date, time) including compliance with delivery requirements; condition of goods; rejection of goods; over and under shipments; commodity substitutions.			
FIN Reqs Purchase Orders Receipts	Receipts	Differentiating	1132611	Support bar-code or RFID technology to be used to capture receipt information.			
FIN Reqs Purchase Orders Receipts	Receipts	Differentiating	1132612	Set price and quantity tolerances for automated matching of goods received.			
FIN Reqs Purchase Orders Receipts	Receipts	Differentiating	1132613	Process a return goods authorization (electronic or hard copy) for materials to be returned and provide.			
FIN Reqs Purchase Orders Receipts	Receipts	Common	1186103	Record the receipt of goods and services with an update to the purchase order status.			
FIN Reqs Purchase Orders Receipts	Receipts	Common	1186104	Accept, process, and report/inquire on over and under receipts.			
FIN Reqs Purchase Orders Receipts	Receipts	Common	1186105	Capture receipt information such as: receiving report number (system-generated), receiving report date, date item was received, receiver user-ID, receiver name, purchase order number, vendor ID, vendor name, address and telephone, fulfillment vendor ID, fulfillment vendor name, address and telephone, small/minority-owned status (ethnicity and gender)/other targeted businesses, purchase order line number, purchase order line quantity, purchase order unit of measure, commodity code of item or service, line description, accounting/funding information (no update capabilities), quantity received / remaining balance, reason for rejection, quantity accepted, receiver comments, partial delivery, comments.			
FIN Reqs Purchase Orders Receipts	Receipts	Common	1186106	Support the goods and services receipt process, including: carry forward data from the purchase requisition and order to the receiving report, and require receivers to enter data items (e.g., physical count); record multiple receipts against one PO or PO line; perform unit of measure conversion from purchased unit of measure to stocked / delivered unit of measure: select outstanding purchase orders by vendor.			
FIN Reqs Purchase Orders Receipts	Receipts	Local	1201184	Limit receipt creation/receiver by specified user defined criteria.			
FIN Reqs Purchase Orders Receipts	Receipts	Local	1201185	Notify vendor of return goods authorization (electronic or hard copy) for materials to be returned.			
FIN Reqs Purchase Orders Receipts	Requisitions	Differentiating	1132563	Require that every requisition line contain a commodity code.			
FIN Reqs Purchase Orders Receipts	Requisitions	Differentiating	1132564	Establish requisition templates for frequently requested items.			
FIN Reqs Purchase Orders Receipts	Requisitions	Differentiating	1132565	Automatically generate a requisition to renew a contract based on a user-specified number of days before the contract expires.			
FIN Reqs Purchase Orders Receipts	Requisitions	Differentiating	1132566	Maintain a schedule that can cause an electronic notification to be sent to a purchasing agent's supervisor if the purchasing activity is not within the processing time assigned to the requisition.			
FIN Reqs Purchase Orders Receipts	Requisitions	Differentiating	1132567	Capture the following requisition header data elements buyer (optional), buyer telephone number (optional), department contact name.			
FIN Reqs Purchase Orders Receipts	Requisitions	Differentiating	1132569	Allow for requisition commodity line items to contain (including, but not limited to) data elements such as buyer (optional), buyer telephone number (optional), delivery contact name, recycled goods indicator, recycled goods percentage, user-defined fields.			

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FIN Reqs Purchase Orders Receipts	Requisitions	Differentiating	1132570	Support multiple line items that are sequentially numbered and that can accommodate up to 999 lines items per requisition.			
FIN Reqs Purchase Orders Receipts	Requisitions	Differentiating	1132571	Support sales/use tax processing, such as: override the tax calculated by the system by a percent or a dollar amount, by line or by entire requisition; calculate excess sales tax on a requisition where the vendor sales tax amount exceeds the local tax amounts for invoices; identify and accumulate the local municipality use tax on a requisition by accounting period; add and maintain local tax codes.			
FIN Reqs Purchase Orders Receipts	Requisitions	Differentiating	1132572	Override payment default at the requisitions level.			
FIN Reqs Purchase Orders Receipts	Requisitions	Differentiating	1132573	Define auto-distribution rules and apply to the requisition using standard, user-defined distribution code (e.g., apply a predefined split for grant and matching funds using a standard code).			
FIN Reqs Purchase Orders Receipts	Requisitions	Differentiating	1132574	Reopen a requisition if the requisition was closed in error.			
FIN Reqs Purchase Orders Receipts	Requisitions	Common	1186061	Choose either quantity or dollar receiving (e.g., receipt of goods) by line item when the requestor is creating the requisition or when the buyer is reviewing the requisition. This data should carry over to the purchase order and flow to the invoice.			
FIN Reqs Purchase Orders Receipts	Requisitions	Common	1186062	Provide Purchase requisition processing, such as: define requestors by department; assign a unique system generated purchase requisition number; selection of a commodities through a variety of means, including key words on commodity title, item descriptions or commodity numbers; create a requisition by copying an existing (including canceled) requisition, editing and saving with a new requisition number; cancellation of a requisition or individual requisition line; automatic assignment of requisitions to buyers based on user-defined criteria (e.g., commodity, department, or a combination thereof) and captures routing date and time; manual assignment or reassignment of requisitions to buyers; assign more than one purchasing agent to a requisition (at line item level).			
FIN Reqs Purchase Orders Receipts	Requisitions	Common	1186063	Cross-reference purchase requisitions to the corresponding invitation for bid, purchase order, contract, receiving report, order number, invoice, and payment.			
FIN Reqs Purchase Orders Receipts	Requisitions	Common	1186064	Capture requisition header data elements such as: requisition number, requisition type, requisition date, requestor (e.g., potentially a non-user of the system that initiated a request prior to initial data entry into the system), requestor telephone number, department contact telephone number, default suggested vendor number(s) (optional), suggested vendor FEIN number, default suggested vendor address, vendor contact name, vendor contact telephone number (multiple), vendor contact email address, vendor contact mailing address, need by date or start and end of service date, priority code (emergency or normal handling), emergency justifications, justification / comments, internal comment fields (multiple), total requisition cost, department, fiscal year, default account distribution (optional).			
FIN Reqs Purchase Orders Receipts	Requisitions	Common	1186065	Allow requisition commodity line items to contain (including, but not limited to) data elements such as: sequential line item number, quantity, unit of measure, commodity number, short description, long description, custom description - used to provide additional information beyond what is available in the commodity code table, special instructions, shipping instructions, estimated unit cost (allow zero dollar values), discount amount (e.g., for trade ins), coding block elements for the financial data classification structure (multiple), end user (user needing good or service), end user phone number, delivery address, requested delivery date, freight, comments, emergency justifications, sole source/proprietary justification, inventory indicator, fixed asset indicator (e.g., new, replacement, or enhancement; if replacement or enhancement, need existing tag number), suggested vendor number(s), suggested vendor name(s), suggested vendor email(s), suggested vendor address(es).			
FIN Reqs Purchase Orders Receipts	Requisitions	Common	1186066	Optionally ship products to multiple locations by line item in addition to the header ship to address.			
FIN Reqs Purchase Orders Receipts	Requisitions	Common	1186067	Initiate requisitions prior to year-end which cannot be pre-encumbered until budget is available.			
FIN Reqs Purchase Orders Receipts	Requisitions	Common	1186068	Allocate requisition cost estimates, such as: enter multiple account codes for allocation of expenditure on requisitions, by percent of total purchase requisition, by dollar amount, by purchase requisition line item.			

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FIN Reqs Purchase Orders Receipts	Requisitions	Common	1186069	Provide purchase order to requisition referencing, such as: automatically close a requisition line when all commodities/services for that line are issued on a PO, liquidate remaining/outstanding pre-encumbrances when creating a purchase order from a requisition for less than the full amount requested.			
FIN Reqs Purchase Orders Receipts	Requisitions	Common	1186070	Optionally carry over open purchase requisitions to the following fiscal year.			
FIN Reqs Purchase Orders Receipts	Requisitions	Common	1186071	Navigate from the requisition to its associated purchase orders regardless of the status of the requisition.			
FIN Reqs Purchase Orders Receipts	Requisitions	Common	1186072	Adjust or cancel a requisition and generate appropriate accounting entries.			
FIN Reqs Purchase Orders Receipts	Requisitions	Common	1186073	Retain the pre-encumbrance from the original requisition through the solicitation process.			
FIN Solicitation and Bidding	Award and Notification	Differentiating	1076905	Facilitate award of purchase orders/contracts (e.g., Single vendor award, Multiple Vendors).			
FIN Solicitation and Bidding	Award and Notification	Differentiating	1076907	Allow a purchasing agent to designate bid award vendor(s) in the bid tabulation file based on total bid, by line item, or a combination of line items.			
FIN Solicitation and Bidding	Award and Notification	Differentiating	1076908	Award all line items to a vendor without having to click on each line item individually (e.g., award all button on the screen and an undo button).			
FIN Solicitation and Bidding	Award and Notification	Differentiating	1076909	Generate an email or fax notification to the party receiving an award.			
FIN Solicitation and Bidding	Award and Notification	Differentiating	1076910	Generate an email or fax notification to vendors that did not receive an award.			
FIN Solicitation and Bidding	Award and Notification	Differentiating	1076911	Generate an email or fax notification to vendors that were rejected and not evaluated.			
FIN Solicitation and Bidding	Award and Notification	Differentiating	1076912	Cancel an award and/or re-award line items or entire award from the original solicitation.			
FIN Solicitation and Bidding	Award and Notification	Differentiating	1076913	Track vendor protests from inception to conclusion and to suspend the procurement until the protest is resolved.			
FIN Solicitation and Bidding	Award and Notification	Differentiating	1076914	Charge the awarded vendor a contract fee by reducing the amount of the award to cover the fee.			
FIN Solicitation and Bidding	Negotiation Support	Differentiating	1076916	Support requests for revised proposal (e.g., a request for Best and Final Offer).			
FIN Solicitation and Bidding	Negotiation Support	Differentiating	1076917	Accept multiple revised offers (e.g., a Best and Final Offer).			
FIN Solicitation and Bidding	Negotiation Support	Differentiating	1076918	Track communication related to negotiations for specific bid responses.			
FIN Solicitation and Bidding	Negotiation Support	Differentiating	1076919	Track responses related to communication requests for specific bid responses.			
FIN Solicitation and Bidding	Online Bid	Differentiating	1076811	Support automatic e-mail notification to registered vendors that matches a posted bid NIGP/UNSPSC code. Vendor e-mail message must include a link to the bid on the public procurement web site.			
FIN Solicitation and Bidding	Online Bid	Differentiating	1076812	Allow a buyer to manually customize and send a message to registered vendors that match a NIGP/UNSPSC code(s), including attachments.			
FIN Solicitation and Bidding	Online Bid	Differentiating	1076813	Allow a buyer to manually customize and send a message to registered vendors based on vendor attributes.			
FIN Solicitation and Bidding	Online Bid	Differentiating	1076814	Exclude message to vendors who have been suspended, inactive or debarred.			
FIN Solicitation and Bidding	Online Bid	Differentiating	1076815	Ensure that only approved bid opportunities are posted.			
FIN Solicitation and Bidding	Online Bid	Differentiating	1076816	Retract a bid opportunity.			
FIN Solicitation and Bidding	Online Bid	Differentiating	1076817	Include identifying information when a bid opportunity is posted (e.g., bid number, bid addendum number, contact name).			
FIN Solicitation and Bidding	Online Bid	Differentiating	1076838	Support easy customization/personalization of screen layouts for departments including logo and titles.			
FIN Solicitation and Bidding	Online Bid	Differentiating	1076840	Support mapping of bids with purchasing agent/buyer.			
FIN Solicitation and Bidding	Online Bid	Differentiating	1076859	Allow users to select a document from a search list and open it in a viewer.			
FIN Solicitation and Bidding	Online Bid	Differentiating	1076860	Provide a bid audit log of all new and modifications to a posted bid with information (e.g., date, company name, contact and email address of all vendors notified via email when the bid was posted, correspondence), with the ability to search, display and print audit logs for a specific bid.			

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<u>Category</u>	<u>Sub-Category</u>	<u>Req Type</u>	<u>UNTS Req. ID</u>	<u>Requirement</u>	<u>SUPPORT</u>	<u>SOURCE</u>	<u>COMMENTS/EXPLANATION</u>
FIN Solicitation and Bidding	Online Bid	Differentiating	1076867	Support common reports (e.g., listing of vendors notified for a bid and/or matching NIGP/UNSPSC code(s), listing of registered vendors matching specific NIGP/UNSPSC code(s), listing of registered vendors. User must have the ability to select a vendor name and view a vendor's detail profile, listing of registered vendors by attributes, listing of bids by Fiscal Year. <u>Listing of Bids by Department, listing of Bids by Type</u>)			
FIN Solicitation and Bidding	Online Bid	Differentiating	1076876	Enable a registered vendor to post questions regarding a bid or related to the procurement registry and to download a bid.			
FIN Solicitation and Bidding	Online Bid	Differentiating	1076878	Enable vendors to upload electronic documents in response to a bid.			
FIN Solicitation and Bidding	Online Bid	Differentiating	1076879	Secure all vendor responses in an electronic lock box from Institution user access until the bid due date and time has expired.			
FIN Solicitation and Bidding	Online Bid	Differentiating	1076880	Require vendor acknowledgement acceptance of bid attachments before allowing the vendor to submit a bid response.			
FIN Solicitation and Bidding	Online Bid	Local	1201186	Accommodate common browsers and toolsets to support diverse vendor requirements.			
FIN Solicitation and Bidding	Solicitation Amendment	Differentiating	1076749	Amend solicitations (e.g., add or delete line items, generate notification to vendors, post to the Institution's Website, <u>ability to produce hard copy</u>).			
FIN Solicitation and Bidding	Solicitation Amendment	Differentiating	1076753	Post answers to vendors' questions to the institution's website as well as distribute responses to the bid list.			
FIN Solicitation and Bidding	Solicitation Amendment	Differentiating	1076754	Create multiple amendments to a solicitation with version control.			
FIN Solicitation and Bidding	Solicitation Amendment	Differentiating	1076755	Include a revision history on the document with a summary of revisions.			
FIN Solicitation and Bidding	Solicitation Amendment	Differentiating	1076757	Automatically send (generate fax, email or print letter if no email address is present) addendums to solicitations to those on a solicitation's bid list.			
FIN Solicitation and Bidding	Solicitation Creation	Differentiating	1076699	Develop models/templates to be used in the development of solicitations.			
FIN Solicitation and Bidding	Solicitation Creation	Differentiating	1076700	Allow authorized users to modify a solicitation template.			
FIN Solicitation and Bidding	Solicitation Creation	Differentiating	1076701	Require a separate level of authority to be able to modify the terms and conditions language used by solicitation templates. (e.g., buyers can build different templates using a combination of available terms and conditions, but a separate level of authority is required to change the terms and conditions that the buyer can select from).			
FIN Solicitation and Bidding	Solicitation Creation	Differentiating	1076702	Enable all elements of the requisition to be carried over to the solicitation; but be editable by an approved user without affecting the original requisition.			
FIN Solicitation and Bidding	Solicitation Creation	Differentiating	1076703	Separate individual line items from requisitions into separate solicitations.			
FIN Solicitation and Bidding	Solicitation Creation	Differentiating	1076704	Combine like items from multiple requisitions into one solicitation, even if the requisitions are from multiple departments.			
FIN Solicitation and Bidding	Solicitation Creation	Differentiating	1076705	Produce print-ready documents to be sent to potential vendors/bidders (e.g., bid documents, addenda).			
FIN Solicitation and Bidding	Solicitation Creation	Differentiating	1076706	Enable the re-defining of need or start and end of service dates without affecting those entered on the original requisition.			
FIN Solicitation and Bidding	Solicitation Creation	Differentiating	1076707	Override commodity information in the solicitation that is carried forward from purchase requisition.			
FIN Solicitation and Bidding	Solicitation Creation	Differentiating	1076709	Require vendors to acknowledge key specifications			
FIN Solicitation and Bidding	Solicitation Creation	Differentiating	1076710	Allow purchasing agents to select standard terms and conditions from a repository within the system for inclusion in the solicitation.			
FIN Solicitation and Bidding	Solicitation Creation	Differentiating	1076711	Allow authorized users to modify the standard terms and conditions.			
FIN Solicitation and Bidding	Solicitation Creation	Differentiating	1076712	Build the solicitation document based on the purchasing agent selecting items or terms to be included in the solicitation.			
FIN Solicitation and Bidding	Solicitation Creation	Differentiating	1076713	Define mandatory and optional fields for solicitation documents.			
FIN Solicitation and Bidding	Solicitation Creation	Differentiating	1076714	Allow users to identify line items on a solicitation as mandatory or optional for vendor responses.			
FIN Solicitation and Bidding	Solicitation Creation	Differentiating	1076715	Create a solicitation directly from expiring contract documents.			
FIN Solicitation and Bidding	Solicitation Creation	Differentiating	1076716	Allow purchasing agents to define bid response criteria (e.g., Certifications, License, Delivery, HUB Goals, and other user defined criteria).			
FIN Solicitation and Bidding	Solicitation Creation	Differentiating	1076729	Warn the vendor when all required fields are not entered in the bid response.			

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FIN Solicitation and Bidding	Solicitation Creation	Differentiating	1076730	Allow some departments, with delegated authority, to create their own solicitations while restricting other departments from creating solicitations.			
FIN Solicitation and Bidding	Tabulation / Evaluation	Differentiating	1076883	Tabulate and award (e.g., entire bid package, selected line items, pre-grouped line items).			
FIN Solicitation and Bidding	Tabulation / Evaluation	Differentiating	1076888	Display comparison and summary of multiple vendors on a single screen and to automatically identify the lowest bid (overall, group, and/or line item) once all bids have been entered in the bid tabulation file.			
FIN Solicitation and Bidding	Tabulation / Evaluation	Differentiating	1076889	Enter the justification for not selecting the lowest-price bid (e.g., best value criteria).			
FIN Solicitation and Bidding	Tabulation / Evaluation	Differentiating	1076890	Allow for creation and maintenance of user-defined evaluation criteria and weighting factors for application by bid across all vendors.			
FIN Solicitation and Bidding	Tabulation / Evaluation	Differentiating	1076891	Provide access to electronic bid response files by the evaluation team (through workflow or other mechanism) as well as the buyer.			
FIN Solicitation and Bidding	Tabulation / Evaluation	Differentiating	1076892	Enable authorized evaluation team members to enter evaluations.			
FIN Solicitation and Bidding	Tabulation / Evaluation	Differentiating	1076893	Consolidate evaluation team members responses into a single display across vendors.			
FIN Solicitation and Bidding	Tabulation / Evaluation	Differentiating	1076894	Carry forward pertinent solicitation response information to the bid tabulation file to reduce data entry. (e.g., bid number, bid description, buyer name, commodity information, quantities and units bid, price, criteria and weighting, user defined fields).			
FIN Solicitation and Bidding	Tabulation / Evaluation	Differentiating	1076902	Create formatted tabulation results comparing results across vendors.			
FIN Solicitation and Bidding	Tabulation / Evaluation	Differentiating	1076903	Publish formatted tabulation results to the institution's website at a user configured point in the solicitation and award process (e.g., there is a delay between awarding and publishing tabulation results).			
FIN Solicitation and Bidding	Vendor Notification	Differentiating	1076732	Select active, registered vendors to receive the solicitation using considerations (e.g., Vendor commodity registration information, Specific vendors, Geographic Region, HUB and other user defined criteria).			
FIN Solicitation and Bidding	Vendor Notification	Differentiating	1076739	Enable buyers to supplement the list of vendors notified of bid opportunities.			
FIN Solicitation and Bidding	Vendor Notification	Differentiating	1076740	Display during the vendor/bidder selection process (e.g., vendor name, vendor address, and other user defined fields)			
FIN Solicitation and Bidding	Vendor Notification	Local	1201187	Communicate/announce to user-specified list of vendors (e.g., extension deadline).			
FIN Solicitation and Bidding	Vendor Response	Differentiating	1076760	Select how responses will be accepted (e.g., all line items or none, by line item).			
FIN Solicitation and Bidding	Vendor Response	Differentiating	1076761	Record solicitation responses for each solicitation with descriptive data. (e.g., solicitation number, vendor name, vendor address(es), HUB status).			
FIN Solicitation and Bidding	Vendor Response	Differentiating	1076797	Allow vendors to attach files (e.g., license certificates, design diagrams) to their response.			
FIN Solicitation and Bidding	Vendor Response	Differentiating	1076798	Allow vendors to include manufacturer and part number being bid.			
FIN Solicitation and Bidding	Vendor Response	Differentiating	1076799	Allow vendors to indicate the percent and type of recycled material content by line item.			
FIN Solicitation and Bidding	Vendor Response	Differentiating	1076800	Allow vendors to propose substitute items.			
FIN Solicitation and Bidding	Vendor Response	Differentiating	1076801	Support receipt of solicitation responses through electronic means.			
FIN Solicitation and Bidding	Vendor Response	Differentiating	1076802	Prohibit the acceptance of a solicitation through electronic means, if solicitation opening date and time has expired. In such cases, an electronic message should be sent to the vendor indicating solicitation time has closed.			
FIN Solicitation and Bidding	Vendor Response	Differentiating	1076803	Allow vendors to receive an automatically generated confirmation upon submittal of the solicitation response.			
FIN Solicitation and Bidding	Vendor Response	Differentiating	1076804	Allow a vendor to withdraw and resubmit a bid up to the bid opening time, with an audit trail.			
FIN Solicitation and Bidding	Vendor Response	Differentiating	1076805	Restrict vendors that have not been qualified from submitting a bid when the bid request was preceded by a qualification process (e.g., pre-qualification or RFQ).			
FIN Solicitation and Bidding	Vendor Response	Differentiating	1076806	Permit authorized users to optionally restrict vendors not on the vendor bid list from submitting a bid.			
FIN Solicitation and Bidding	Vendor Response	Differentiating	1076807	Allow authorized users to optionally limit which vendors can submit bids for specific commodity codes. For example, some goods / services can only be purchased from HUB vendors.			

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FIN Vendor Management	Vendor Eligibility	Differentiating	1132533	Block purchasing transactions to vendors (e.g., ineligible, inactivity) for: all commodities or specified commodities, all departments or specified departments, all geographies or specified geographies, a specified period of time - an electronic notification can be sent <u>when the period has ended, by contract.</u>			
FIN Vendor Management	Vendor Eligibility	Differentiating	1132534	Automatically check the Federal and State vendor debarment list prior to registering a new vendor or issuing a purchase order.			
FIN Vendor Management	Vendor Eligibility	Common	1186123	Suggest a vendor on a requisition even if the vendor is not on the Vendor Master.			
FIN Vendor Management	Vendor Eligibility	Local	1201188	Automatically check external sources (e.g., Flat files, websites) prior to registering a new vendor or issuing a purchase order.			
FIN Vendor Management	Vendor Eligibility	Local	1201189	Automatically inactivate vendors that have not been used for a user defined timeframe.			
FIN Vendor Management	Vendor Registration Self Service	Differentiating	1132517	Support a vendor master record, including: prior doing business as (DBA) name, confidentiality indicator (yes/no), eligibility information, registration valid date, type of number (EIN, SS#, ITIN), DUNS number, contact information and designation (accounting, sales), alternate contact information, permanently staffed office in State (yes/no), insurance information, CCR number, active/inactive flag, restricted party indicator, export classification indicator, VISA type history, employee ID number, employee status.			
FIN Vendor Management	Vendor Registration Self Service	Differentiating	1132518	Assist vendors in avoiding duplicate registration.			
FIN Vendor Management	Vendor Registration Self Service	Differentiating	1132519	Provide a vendor database with two views of the data: (1) the Purchasing view, and (2) the <u>Accounts Payable view.</u>			
FIN Vendor Management	Vendor Registration Self Service	Differentiating	1132520	Identify a vendor as confidential so that no one can view or report on that vendor's <u>information except individuals with proper security.</u>			
FIN Vendor Management	Vendor Registration Self Service	Differentiating	1132521	Track invalid registrations and vendor re-registrations.			
FIN Vendor Management	Vendor Registration Self Service	Differentiating	1132522	Support vendor registration, including: self-service vendor registration, registration fee payment by a credit card or check, additional information about the commodities for which they are registering; vendor confirmation of compliance with business requirements (e.g., W9, minority vendor, pay mode or exemption); vendors access to registration instructions; registered profile review, notification to a vendor by email, fax, or letter that they have registered and to request an update to their data with current information, online submission of requested documents; review of registration information prior to acceptance into the vendor master record; automatic inactivation of a vendor based on pre-defined criteria.			
FIN Vendor Management	Vendor Registration Self Service	Differentiating	1132523	Merge vendor records into one vendor record or separate a single vendor record into multiple vendor records and maintain their associated history (e.g., able to review activity for <u>both old vendors and the current vendor record.</u>			
FIN Vendor Management	Vendor Registration Self Service	Differentiating	1132524	Perform a verification of the vendors TIN with the IRS and record results.			
FIN Vendor Management	Vendor Registration Self Service	Differentiating	1132525	Search HCM records to determine if an employee meets the State requirements to be valid vendor (currently a former employee must wait 12 months before becoming a vendor).			
FIN Vendor Management	Vendor Registration Self Service	Differentiating	1132526	Record foreign backup withholding percentage by country and perform backup withholding to <u>foreign governments for Non Resident Aliens.</u>			

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<u>Category</u>	<u>Sub-Category</u>	<u>Req Type</u>	<u>UNTS Req. ID</u>	<u>Requirement</u>	<u>SUPPORT</u>	<u>SOURCE</u>	<u>COMMENTS/EXPLANATION</u>
FIN Vendor Management	Vendor Registration Self Service	Common	1186109	Support a vendor master record, including: vendor number, prior vendor name(s) and number(s), vendor name, vendor status (active, inactive, on hold, ineligible), doing business as (DBA) name, date ineligible, commodities for which vendor is ineligible (multiple), Federal tax ID number/social security number/ITIN, contact name, contact title, contact email address, multiple contact phone numbers (office, cell, fax), comment, address type(s) (ordering, remittance, 1099 etc.), multiple physical addresses, multiple mailing addresses (handles PO and foreign addresses), address (5 lines), city, county, state, country, ZIP + 4, state where vendor's headquarter is located, e-mail address, website address, bank name, direct deposit status/EFT status, credit card acceptance flag (yes/no), hold reason and hold source (department level), business description, ownership type/business structure/governmental organization (e.g., S-corp., C-corp., federal institution), small and minority-owned/other targeted businesses indicator status, 1099 reporting vendor name, international corporation information and numbers, small/minority/other status and certification types (MBE, WBE, DBE, veteran, work center), municipality code, user-defined vendor type fields - for future reporting needs, payment terms -- default to institution standard with the ability to override with the proper authority, vendor 1099 indicator (yes/no), vendor backup withholding status, vendor backup withholding status, source of record/file (if provided by other public entity), W9 received (yes/no), date W9 received, manufacturer using recycled products, user-defined fields (multiple), citizenship, bill to and ship to addresses.			
FIN Vendor Management	Vendor Registration Self Service	Common	1186110	Detect duplicate principle names.			
FIN Vendor Management	Vendor Registration Self Service	Common	1186111	Permit multiple addresses to be assigned to a specific address type for a specific vendor (e.g., multiple ordering addresses, invoice addresses).			
FIN Vendor Management	Vendor Registration Self Service	Common	1186113	Default vendor information from the vendor master file when choosing a vendor on a purchasing document.			
FIN Vendor Management	Vendor Registration Self Service	Common	1186114	Generate or manually assign vendor numbers (numeric and alphanumeric).			
FIN Vendor Management	Vendor Registration Self Service	Common	1186115	Add a new vendor or maintain an existing vendor without leaving a related process.			
FIN Vendor Management	Vendor Registration Self Service	Common	1186116	Enforce established standards for entering vendor information.			
FIN Vendor Management	Vendor Registration Self Service	Common	1186117	Determine if the vendor's TIN already exists in the Vendor Master table during vendor registration.			
FIN Vendor Management	Vendor Registration Self Service	Common	1186118	Identify a vendor as: 1099 reportable (Independent Contractor, Medical Service Provider, Attorney), as an internal vendor (print shop, book store).			
FIN Vendor Management	Vendor Registration Self Service	Common	1186119	Identify separate Bill to and Ship to addresses for each university department.			
FIN Vendor Management	Vendor Registration Self Service	Common	1186120	Identify the vendor's ACH file type preference (CCD, CCD+, CTX)			
FIN Vendor Management	Vendor Registration Self Service	Common	1186121	Identify vendors who will or won't accept purchase orders			
FIN Vendor Management	Vendor Relationship Management	Differentiating	1132538	Provide a vendor relationship management process, such as: vendor contract tracking, online, complaint-tracking history (including content) of all related correspondence; system-generated email message or form letter to be sent to vendor and copy to the department that submitted the complaint; record vendor responses, record resolution with electronic notification of vendor and department, actual delivery date compared to contractual delivery date, track late bid responses.			
FIN Vendor Management	Vendor Relationship Management	Differentiating	1132539	Support vendor performance tracking, such as: statistics on delivery, quality, returns, fill rate/quantity received, milestone dates, invoicing errors, service agreements, price adjustments, payment history, resolutions, Manual entry of vendor performance data, computation and application of scores to all orders issued through system.			
FIN Vendor Management	Vendor Relationship Management	Differentiating	1132540	Identify vendors that have a potential conflict of interest.			
FIN Vendor Management	Vendor Relationship Management	Local	1201190	Communicate to vendors when they need to update information.			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
HCM Applicant Services	Applicant List Mgmt	Differentiating	1131076	Enable applicants to input information (e.g., part time/full time, contact information, and job classification), for future/potential job postings.			
HCM Applicant Services	Applicant List Mgmt	Common	1185357	Design, manage, and maintain rated applicant lists for information requests, responsiveness, approvals, status, moving or removing applicants, certification, reporting, correcting errors and reporting			
HCM Applicant Services	Applicant List Mgmt	Common	1185360	Rate applicants and produce and maintain a list based on user defined criteria (e.g., hired, not available, failed to reply).			
HCM Applicant Services	Applicant Tracking	Differentiating	1131042	Identify, score, and rank veterans for claiming points for service records.			
HCM Applicant Services	Applicant Tracking	Differentiating	1131043	Allow applicants to be assigned to or apply for multiple job openings with one application or multiple applications.			
HCM Applicant Services	Applicant Tracking	Local	1131047	Support notes during interviews and evaluations.			
HCM Applicant Services	Applicant Tracking	Local	1131048	Track referrals from existing staff for potential candidates that need to be recruited to multiple departments.			
HCM Applicant Services	Applicant Tracking	Local	1131049	Import data from search firms when a position closes and to identify postings that are filled through a search firm.			
HCM Applicant Services	Applicant Tracking	Common	1185350	Capture common application information (e.g., education and experience, testing scores, references, and personal information).			
HCM Applicant Services	Applicant Tracking	Common	1185351	Allow applicants to submit questions to a mailbox regarding the hiring process or a specific job opening, which can be responded to at a later time.			
HCM Applicant Services	Applicant Tracking	Common	1185352	Define steps in the hiring process (e.g., non-testing steps with ability to track the event dates, status, and results of these steps).			
HCM Applicant Services	Applicant Tracking	Common	1185358	Keep a job posting open until filled or expired, then automatically close upon a date.			
HCM Applicant Services	Applicant Tracking	Common	1185359	Create, maintain, and use interview templates and evaluation worksheets/annotations.			
HCM Applicant Services	Applicant Tracking	Local	1201135	Create and save applicant searches with date, time and user stamp with search parameters (as required by OFCCP).			
HCM Applicant Services	Applicant Tracking	Local	1201136	Create offer letters and route for approval(s) with visibility to view status in the process.			
HCM Applicant Services	Applicant Tracking	Local	1201137	Have multiple disposition codes that are updatable based on a status of applicants (e.g., new, reviewed, interviewed, reason for non-selection).			
HCM Applicant Services	Applicant Tracking	Local	1201138	Integrate to calendars (e.g., Outlook) with Interview with capabilities to schedule interviews (e.g., video, phone).			
HCM Applicant Services	Applicant Tracking	Local	1201139	Integrate with third-party vendor(s) (e.g., job posting advertising, background check screening).			
HCM Applicant Services	Applicant Tracking	Local	1201140	Maintain inventory of offer letters with selectable components and auto-population capabilities.			
HCM Applicant Services	Applicant Tracking	Local	1201141	Request and upload reference letter from external source through a secured portal			
HCM Applicant Services	Applicant Tracking	Local	1201142	Send Individual/mass communication to applicants.			
HCM Applicant Services	Applicant Tracking	Local	1201143	Track all updates and changes to a job posting and applicant statuses (e.g. date, time, user).			
HCM Applicant Services	Application Management	Differentiating	1131053	Upload large media files (>50 mb).			
HCM Applicant Services	Application Management	Differentiating	1131054	Allow interested applicants to create profile(s) online for job announcement notifications via email based on job class, job category, job title, department, and other pertinent data.			
HCM Applicant Services	Application Management	Differentiating	1131055	Evaluate application data against institution defined criteria for job openings (e.g., application is scored using knowledge, skill, and experience codes).			
HCM Applicant Services	Application Management	Differentiating	1131056	Prohibit reapplication for a user-defined period of time set for a posted job with user discretion to the type of position.			
HCM Applicant Services	Application Management	Differentiating	1131058	Create and maintain a rating panel resource directory to identify potential members of balanced interview and rating panels.			
HCM Applicant Services	Application Management	Differentiating	1131059	Track affirmative action hiring goals and produce statistical performance measures for specified positions by organizational unit.			
HCM Applicant Services	Application Management	Differentiating	1131060	Track openings/postings within the institution (e.g., inventory report for vacant positions, tracking of posting status [pending, filled, complete, on-hold], applicant status).			
HCM Applicant Services	Application Management	Local	1131062	Display a single view of the applications and attachments to the application.			
HCM Applicant Services	Application Management	Common	1185354	Define application forms (web-based) based on job specifications.			

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HCM Applicant Services	Application Management	Common	1185355	Upload applications from other systems (e.g., LinkedIn, Indeed, Vitae).			
HCM Applicant Services	Application Management	Local	1201144	Enable applicants to see selective statuses on their application.			
HCM Applicant Services	Application Management	Local	1201145	Provide a one-page application.			
HCM Applicant Services	Application Management	Local	1201146	Support fully integrated onboarding with I-9 integration and ability to distribute notifications (information pre-populated from application).			
HCM Applicant Services	General	Local	1131045	Support applications based on user defined criteria (e.g., type of position, medical-related criteria such as immunizations, health records, annual TB shots, medical credentials, and mandatory licenses).			
HCM Applicant Services	General	Local	1201147	Add state and university required fields for compliance and business transactions related to job classification land/or personal level.			
HCM Applicant Services	General	Local	1201148	Support branding for various business entities (e.g., website, correspondences, workflows).			
HCM Applicant Services	Job Requests and Tracking	Differentiating	1131066	Retain and track information for expired or filled job posting.			
HCM Applicant Services	Job Requests and Tracking	Local	1201149	Post and unpost automatically based on a date.			
HCM Applicant Services	Job Requests and Tracking	Local	1201150	Route job requisition for approval with ability to view requisition status at anytime in the process.			
HCM Applicant Services	Pre-Screening Questions	Differentiating	1131057	Establish user defined qualifying questions to be appended to the application.			
HCM Applicant Services	Pre-Screening Questions	Differentiating	1131091	Calculate a final results once all questions are completed.			
HCM Applicant Services	Pre-Screening Questions	Differentiating	1131092	Manage the administration of computer-based, written, oral, training and work experience, skills-based questions and track question results that can be routed through approval levels and posted in real-time.			
HCM Applicant Services	Pre-Screening Questions	Differentiating	1131097	Support multilingual options.			
HCM Applicant Services	Pre-Screening Questions	Differentiating	1131100	Provide a searchable question pool by categories, grouped by skill level.			
HCM Applicant Services	Pre-Screening Questions	Differentiating	1131101	Create types of online questions (e.g., computer adaptive testing (CAT), multiple choice, true or false, essay [with automated rating], audio, photographs, flash modules, and software simulations).			
HCM Applicant Services	Prospect Management	Differentiating	1131069	Track recruiting prospect identifying information (e.g., name, classifications of interest, source of prospect contact, history of contacts, veterans status, disability status).			
HCM Applicant Services	Prospect Management	Differentiating	1131070	Track and process prospective employee referrals.			
HCM Applicant Services	Prospect Management	Differentiating	1131071	Track and process external applicants (e.g., competitive), current employees (e.g., internal mobility), and former employees with reemployment rights applying for open positions.			
HCM Applicant Services	Self Service	Differentiating	1131085	Enable applicants online to review opportunities, complete and/or update one or multiple job application(s)/profile(s) manually or populate fields based on an uploaded resume, link documents, review application status, update applicant demographics, check reference status and update of applicant user information.			
HCM Applicant Services	Self Service	Differentiating	1131086	Allow for supplemental questions to be responded to by the applicant depending on the job applied for.			
HCM Benefits Administration	Benefits Management	Differentiating	1133962	Track employee/dependent current and historical benefit status (premiums, coverage dates, payments), coverage, transactions, payments, dependent and beneficiary information (multiple beneficiaries per insurance products and dates of coverage).			
HCM Benefits Administration	Benefits Management	Differentiating	1133963	Meet requirements of COBRA.			
HCM Benefits Administration	Benefits Management	Differentiating	1133965	Manage the benefits administration financial processes (e.g., institution FICA savings on Section 125 participation, produce billing for insurance for a group [while maintaining individual eligibility status], electronic transmission of eligibility information and payments to benefit vendors, refund of insurance premiums to employees and institutions, split premium cost between employee and employer, accounting entries for individual employees and integration of financial entries to the financial system).			
HCM Benefits Administration	General	Differentiating	1133968	Deliver automatic notifications to employees when they are eligible for employer, retiree, or termination benefits or programs (e.g., COBRA eligibility, Optional Retirement Program [ORP]).			
HCM Benefits Administration	General	Differentiating	1133969	Maintain employee and employer insurance premium cost, by plan year, for various type of insurance plans offered to institution employees, institution employees on leave without pay, and institution retirees.			

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HCM Benefits Administration	General	Differentiating	1133970	Enter all elected benefits at one time or separate times if within the enrollment time frame.			
HCM Benefits Administration	General	Differentiating	1133972	Exclude transactions so they do not appear in selected reports (e.g., corrections [they will still be on the database for audit purposes]) based on user defined criteria.			
HCM Benefits Administration	Plan Administration	Differentiating	1133976	Support institution sponsored benefit plans (e.g., 457 deferred comp, 403b retirement savings, state teachers retirement system defined benefit retirement plan, unemployment, medical/health, life, AD&D, dental, flexible spending accounts, optional life/accident, Long-term/short-term disability, day care, long term care, wellness, employee assistance program, variable annuities, vision care, future new benefit plans)			
HCM Benefits Administration	Plan Administration	Differentiating	1133977	Support various types of non-institution sponsor benefit plans for supplemental insurance vendors.			
HCM Benefits Administration	Plan Administration	Differentiating	1133978	Send enrollment/change notifications to employees via email or letter.			
HCM Benefits Administration	Plan Administration	Differentiating	1133980	Display potential tax savings on FSA accounts.			
HCM Benefits Administration	Plan Administration	Differentiating	1133981	Handle missed insurance premiums by creating an arrears for missing premium or with one time payments with ability to adjust the arrears.			
HCM Benefits Administration	Plan Administration	Differentiating	1133986	Terminate or change groups of employees from one program to another.			
HCM Benefits Administration	Plan Administration	Differentiating	1133987	Identify and report all employees that were previously associated with a particular institution.			
HCM Benefits Administration	Plan Administration	Differentiating	1133989	Notify employees of dependents ineligibility.			
HCM Benefits Administration	Plan Administration	Differentiating	1133992	Allow multiple methods of calculating employee/institution premium costs or contribution amounts based on various criteria (e.g., percentage [base salary], flat amount, wage type[s], wage "as of" date, pre/post taxable income, age, date of birth, amount of coverage, frequency, premium level, administrative fee, 9/12 (e.g., nine month appointment paid over twelve premium reserve process) 10/12, 11/12, quarterly limits, retiree's retirement date [interfaced from the retirement system], income [to receive premium assistance]).			
HCM Benefits Administration	Plan Administration	Differentiating	1133993	Allow for specific premium amounts for any coverage for any period (override system calculated amount).			
HCM Benefits Administration	Plan Administration	Differentiating	1133994	Defer premium costs if pay or premium paid is insufficient based on institution defined option and duration.			
HCM Benefits Administration	Plan Administration	Differentiating	1133995	Cancel employees insurance after specified period of unpaid premiums.			
HCM Benefits Administration	Plan Administration	Differentiating	1133997	Accumulate benefit costs by one or a combination of accounting distribution and transfers.			
HCM Benefits Administration	Plan Administration	Differentiating	1133999	Automate refunds through payroll to maintain integrity of W-2 information.			
HCM Benefits Administration	Plan Administration	Common	1185375	Calculate costs based on effective date with more than one cost effective during a particular period.			
HCM Benefits Administration	Plan Administration	Common	1185376	Collect employer portion of unpaid premium when employee portion is paid.			
HCM Benefits Administration	Plan Administration	Common	1185377	Apply retroactive changes to verify eligibility if eligibility rules change.			
HCM Benefits Administration	Plan Administration	Local	1201151	Track employment date, look-back period, hours worked, minimum essential coverage risk, full-time/part-time status (for ACA reporting).			
HCM Benefits Administration	Plan Administration	Local	1201152	Track IRS limits for retirement/savings plans (e.g., TRS, ORP, 403b, 457).			
HCM Benefits Administration	Plan Costs	Differentiating	1134002	Calculate employee/institution premium costs or contribution amounts (e.g., individual, two-party, family, cross-reference eligibility or individual and children, monthly limit, annual limits, and institution).			
HCM Benefits Administration	Plan Costs	Differentiating	1134003	Apply retroactive changes to adjust a single employee or groups of employees when rates change.			
HCM Benefits Administration	Plan Costs	Differentiating	1134005	Accumulate benefit costs by one or a combination of department (organization at user specified level), benefit type, plan year, plan, plan type, vendor, employee/participant, and other transaction classification (Chart of Accounts) elements.			
HCM Benefits Administration	Plan Costs	Differentiating	1134006	Maintain employee premium or contribution history and employer cost history (e.g., by plan type, vendor, accounting distribution, benefit type, plan year, employer, and other transaction classification (e.g., Chart of Accounts) element.			
HCM Benefits Administration	Plan Costs	Local	1201153	Support flat-rate or percentage on 403b and 457 plans.			
HCM Benefits Administration	Plan Eligibility	Differentiating	1134010	Determine employee's eligibility/ineligibility, enrollment effective/end dates as well as premium amounts due from employee and/or employer.			

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HCM Benefits Administration	Plan Eligibility	Differentiating	1134012	Support and maintain various types of enrollments with eligibility rules (different rule for the plan and the employee) and dates for different benefit plans (e.g., enrollment of new hires and rehires within a specified period of hire date, annual open enrollment period, enrollment and late enrollment of employee for qualifying event, late enrollment with medical underwriting, HIPAA-qualifying event)			
HCM Benefits Administration	Plan Eligibility	Differentiating	1134013	Track enrollment, waiver, and termination of benefit plans (e.g., retirement, insurance) by effective date with a history of all changes.			
HCM Benefits Administration	Plan Eligibility	Differentiating	1134014	Process cross-reference eligibility (e.g., both spouses work for the institution) for certain types of benefit (e.g., FMLA).			
HCM Benefits Administration	Plan Eligibility	Differentiating	1134015	Track an employee in a dual employment or concurrent situation (e.g., an employee is working at two institutions and the impact to retirement).			
HCM Benefits Administration	Plan Eligibility	Differentiating	1134016	Prevent employees from being enrolled in a plan for which they are not eligible, with secure override capability for exceptions.			
HCM Benefits Administration	Plan Eligibility	Differentiating	1134017	Process benefits eligibility events (e.g., enrollment, termination of coverage for employee and maintenance of employee information).			
HCM Benefits Administration	Plan Eligibility	Differentiating	1134019	Produce an employee benefits enrollment election verification notification (email or letter) indicating choices and associated information (e.g., levels of coverage, dependent enrollment and deduction amounts).			
HCM Benefits Administration	Plan Eligibility	Differentiating	1134024	Detect expiration of insurance eligibility (e.g., on leave without pay, layoff) and subsequent termination of enrollment based on pre-defined criteria. Automatically provide notifications advising of pending cancellation.			
HCM Benefits Administration	Retiree Processing	Differentiating	1134029	Require employees to terminate coverages as an active employee when separating from institution service for retirement and support re-enrollment and eligibility rules for plans offered to retirees.			
HCM Benefits Administration	Self Service	Differentiating	1134044	Employee/participant ability to enroll, update and view status of benefits elections via self-service and other benefits events (e.g. seminars or special events).			
HCM Benefits Administration	Vendor Contract Administration	Differentiating	1134050	Support payments (through financial system) to vendors for administrative fees and premiums (employee and employer).			
HCM Benefits Administration	Vendor Contract Administration	Differentiating	1134051	Track vendors compliance with contract performance guarantees.			
HCM Benefits Administration	Vendor Contract Administration	Differentiating	1134052	Terminate coverage for all employees/participants of an institution when the institution terminates coverage with a vendor.			
HCM Benefits Administration	Vendor Contract Administration	Common	1185381	Link to third party administrators or benefit providers as appropriate to provide detailed information as available.			
HCM Benefits Administration	Vendor Contract Administration	Common	1185382	Retain program information when vendors are replaced, terminate all coverage associated with a vendor that is being replaced, and transfer whole groups to new vendor coverage.			
HCM Classification and Compensation	Classification Reviews and Audits	Differentiating	1133895	Track current and historical classification specifications (e.g., working/job titles, classification titles/sub-titles) and usage of class specifications for both incumbents and vacancies. (e.g., classes not used or vacant for a period of time).			
HCM Classification and Compensation	Classification Reviews and Audits	Differentiating	1133896	Track personnel action (e.g., reclass, reallocation) by statutory changes, division, and changed date.			
HCM Classification and Compensation	Classification Reviews and Audits	Differentiating	1133897	Track personnel action request events, dates, and parties involved.			
HCM Classification and Compensation	Classification Reviews and Audits	Differentiating	1133899	Track when a classification is under review (e.g., vacancy, review request) and the results of classification action reviews (e.g., approved as submitted, pending or denied by reclassification or reallocation).			
HCM Classification and Compensation	Classification Reviews and Audits	Differentiating	1133900	Support analysis of classification for both filled and vacant positions.			
HCM Classification and Compensation	Classification Reviews and Audits	Differentiating	1133901	Track job classification audits and notify the institution representatives and position incumbents (optional) that are potentially impacted by changes associated to the job, job descriptions or job classifications under revision, with ability to perform searches (e.g. by requestor, position classification, new classes, new positions, institution, random search of any/all existing job descriptions)			
HCM Classification and Compensation	Classification Reviews and Audits	Differentiating	1133903	Facilitate audit of position descriptions (e.g., FLSA status, pay schedule, job location, EEO status, education required, position number, minimum job requirements, essential functions, licenses and certificates required, hazardous occupation status) based on classification and employee time in class.			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
HCM Classification and Compensation	Classification Reviews and Audits	Differentiating	1133904	Track information associated with a classification audit based on user defined criteria (e.g., type of audit, audits of similar positions, organizational information [cost center], source of classification audit request, person or group conducting the audit, who was audited [e.g., employee, supervisor, administrator, comparable, other], and results or outcomes of the audit [e.g., reclassification review/audits]).			
HCM Classification and Compensation	Classification Reviews and Audits	Differentiating	1133908	Generate classification disposition letters for approvals and denials to requestor and optionally those directly impacted by the classification review.			
HCM Classification and Compensation	Classification Reviews and Audits	Differentiating	1133909	Track the employee appeals process, events, and outcomes of classification changes for institutions.			
HCM Classification and Compensation	Compensation Management	Differentiating	1133913	Project costs for future fiscal years or specific time periods, assuming variable, user-specified effective dates for increases in salary and benefits.			
HCM Classification and Compensation	Compensation Management	Differentiating	1133914	Change or model any cost factor so comprehensive forecasts can be generated.			
HCM Classification and Compensation	Compensation Management	Differentiating	1133915	Track actual costs and benefits of each employee (e.g., regular salary and wages [all institution paid costs] by various groups [organizational unit, fund, budget unit field], or other transaction classification [Chart of Accounts] elements).			
HCM Classification and Compensation	Compensation Management	Differentiating	1133916	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (e.g., total, organization unit) and show individual benefit costs and totals by benefit type (e.g., workers' compensation, unemployment, non-cash fringe benefits, emergency).			
HCM Classification and Compensation	Compensation Management	Differentiating	1133917	Restrict establishment/reclass of a position into a specific institution defined class specification.			
HCM Classification and Compensation	Compensation Management	Differentiating	1133928	Project annual gross salary and benefit costs by person, organization unit (multi-level), and/or hire/employment date for the year based on user defined criteria (e.g., EEO subcategory).			
HCM Classification and Compensation	General	Differentiating	1133921	Support user defined approval and routing for all classification changes (e.g., reclass, reallocation, request to fill).			
HCM Classification and Compensation	General	Differentiating	1133922	Track components of employee compensation by salary, institution and employee contributions to benefits, institution and employee contributions to retirement, and non-cash fringe benefits.			
HCM Classification and Compensation	General	Differentiating	1133925	Calculate adverse impact analysis on compensation plans (e.g., salary and discretionary pay) by ethnicity, gender, and persons with disabilities.			
HCM Classification and Compensation	Inquiry and Reporting	Differentiating	1133933	Create standard class and comp reports based on cost projections, cost centers, funding source, grants, classifications, statutory changes, and salary change history.			
HCM Classification and Compensation	Inquiry and Reporting	Differentiating	1133935	Prepare a Classification Compensation Plan based on job classification, monthly/annual salaries, plan types, a rank class codes, class titles, occupational groups, annual salaries, market rates, pay grade and step, hourly rate and min/mid/max salaries.			
HCM Classification and Compensation	Inquiry and Reporting	Differentiating	1133936	Calculate aggregated classification statistics for a user defined period of time (e.g., number of positions by class, terminations, hires, reclassifications, reallocations, promotions, establishments, grade changes, geographic location, , EEO category, transfers, in-range appointments, demotions, abolishment, terminations by termination reasons by class).			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
HCM Classification and Compensation	Pay Rate Maintenance	Differentiating	1133940	Track update of salary changes by job classification and other user defined criteria (e.g., statutory changes, organization).			
HCM Classification and Compensation	Pay Rate Maintenance	Differentiating	1133941	Determine eligibility for salary increases by effective date, anniversary date, statutory changes, and status of any other variable as of a particular date (e.g., organizational unit for a specified time, classification, experience, certificates, licenses, languages, tenure, employment date, organization unit, education, work location, probationary period and time in classification).			
HCM Classification and Compensation	Pay Rate Maintenance	Differentiating	1133943	Produce notification for employees impacted by a salary, compensation, or class change.			
HCM Classification and Compensation	Pay Rate Maintenance	Differentiating	1133944	Move employees within the pay progression schedule by pay range based on effective date or calculated years of service.			
HCM Classification and Compensation	Salary Administration	Differentiating	1133949	Retain previous salary, hours data and effective dates for use when calculating retroactive pay adjustments.			
HCM Classification and Compensation	Salary Administration	Differentiating	1133950	Track and maintain salary data for institution defined employee groups based on user defined criteria (e.g., job title, supervisory, organization [multi-level, cost center], step and grade, hire/employment date, personnel action [e.g., promotion, demotion], EEO categories/subcategories, salary schedule, pay range, FLSA classification).			
HCM Classification and Compensation	Salary Administration	Differentiating	1133951	Maintain salary tables (e.g., hourly, biweekly, bi-monthly, monthly, and/or manually) for salary range structure (minimum, mid points, maximum (optional)), grade defined by classification, 35, 37.5, 40-hour work weeks, and other institution defined salary table parameters.			
HCM Classification and Compensation	Salary Administration	Differentiating	1133952	Record base pay rate.			
HCM Classification and Compensation	Salary Administration	Differentiating	1133953	Automatically recalculate salary, with override option, due to personnel actions (e.g., promotions, demotions).			
HCM Classification and Compensation	Salary Administration	Differentiating	1133954	Track and maintain history of data within each salary schedule by employee, range, schedule type (fixed, range), minimum, maximum, midpoint, appointment maximum pay rates, additional pay points within the pay range, market rate, pay progression schedule by pay range, tenure, rank, overtime eligibility, hazardous occupation status, FLSA status, classified, non-classified and non-appointed, classified and classified exempt status, and institution defined subsets of classifications.			
HCM Classification and Compensation	Salary Administration	Differentiating	1133956	Track data within each salary schedule by comp ratio and quartile position.			
HCM Classification and Compensation	Salary Administration	Differentiating	1133957	Modify a salary schedule in effect without needing to replace the entire schedule.			
HCM Classification and Compensation	Salary Administration	Common	1185390	Generate additional pay based on various criteria (e.g., pay type, organization [multi-level, cost center], work location, position, institution classification, tenure base, start and end dates, duties performed, shift worked, experience, certificates, licenses, languages, education, current base pay grade, performance test, pay differentials, statute).			
HCM Classification and Compensation	Salary Administration	Common	1185391	Maintain data for additional pay items by pay code, calculation method (e.g., percentage, flat rate), amount (e.g., fixed amount, percentage), calculation frequency (e.g., every pay period, monthly, annual increment), taxable (e.g., Federal, State, FICA), longevity, non cash fringe benefit, and emulations.			
HCM Employee Relations	Appeals and Hearings	Differentiating	1133855	Track each step in the appeals process for appeals filed by employees (e.g., dismissal, discipline, performance evaluation, applicant rejection, register removal, demotion, involuntary transfer, reallocation, records inspection, suitability determination, suspension, layoff, reclassification, or discrimination).			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
HCM Employee Relations	Appeals and Hearings	Differentiating	1133857	Track grievance hearings and appeals by employee and status.			
HCM Employee Relations	Disciplinary Actions	Differentiating	1133861	Track multiple employee incidents with description of reason(s) for proposed disciplinary action, statute, rule paragraph and section violated with automated routing to HR, supervisors, Appointing Authority, or authorized official.			
HCM Employee Relations	Disciplinary Actions	Differentiating	1133862	Enter and track information in an employee's file based on incident date, rule or policy violation, proposed disciplinary/corrective action, incident (that gave rise to discipline), step narratives and responses, actual discipline, effective dates, end dates, resolutions, appeal information (internal to organization), meeting dates, mediation/arbitration and grievances steps (internal to organization), individual authorizing the discipline action and how resolution has been implemented.			
HCM Employee Relations	Disciplinary Actions	Differentiating	1133863	Create and track action codes with multiple dates (e.g., date completed, effective date, end date) of all disciplinary actions (e.g., counseling, plan of improvement, verbal/written reprimand or warning, pre-disciplinary notice, demotion for cause, suspensions, investigatory notices, dismissal, intent to dismiss, and intent to discipline), with parameters to modify, archive, and purge with the proper security.			
HCM Employee Relations	Disciplinary Actions	Differentiating	1133866	Link FLSA status with approved disciplinary actions based on regulations.			
HCM Employee Relations	Disciplinary Actions	Differentiating	1133868	Track number of written warnings for employees.			
HCM Employee Relations	Disciplinary Actions	Differentiating	1133869	Flag based upon disciplinary action results.			
HCM Employee Relations	Disciplinary Actions	Differentiating	1133870	Limit pay increases or promotions based upon disciplinary action results.			
HCM Employee Relations	Disciplinary Actions	Common	1185396	Initiate, track and manage the steps, events, actions and outcomes of disciplinary actions linked to employees by institution, department, job classification, disability, age, national origin, military status, count, supervisor, race, gender, and time period.			
HCM Employee Relations	Employee Complaints	Differentiating	1133874	Create incident codes types (e.g., violation of employee conduct rule), discipline codes (e.g., counseling, suspension, and dismissal) and allow for narrative input for employee complaint incidents.			
HCM Employee Relations	Employee Complaints	Differentiating	1133875	Measure in numbers of hours, days, weeks, and months for the length of suspensions.			
HCM Employee Relations	Employee Complaints	Differentiating	1133876	Create narrative text for disciplinary descriptions.			
HCM Employee Relations	Employee Complaints	Differentiating	1133877	Capture the date of the incident versus the date the complaint was received.			
HCM Employee Relations	Employee Complaints	Differentiating	1133878	Track data for a complaint (e.g., who the complaint was filed against, complaint number, type of complaint, employee personal information, supervisor).			
HCM Employee Relations	Employee Complaints	Differentiating	1133879	Create narrative text for mediation, arbitration and institution personnel board/department results.			
HCM Employee Relations	Employee Complaints	Differentiating	1133881	Develop complaint process schedule which identifies key dates, events, and required participants.			
HCM Employee Relations	Employee Complaints	Differentiating	1133882	Track complaint outcomes and the step in which the outcome was reached for settled, denied, denied in part, granted, granted in part, dismissed, withdrawn (e.g., with or without prejudice), and others defined by venue (e.g., EEOC adjudicator).			
HCM Employee Relations	Employee Complaints	Differentiating	1133885	Track events in the appeal process (by step) for: identification coding for related matters.			
HCM Employee Relations	Employee Complaints	Differentiating	1133886	Maintain historical information for all complaints for a user specified period of time.			
HCM Employee Relations	Employee Complaints	Differentiating	1133887	Track EEO and human rights related complaints (e.g., discrimination, sexual harassment, reasonable accommodations).			
HCM Employee Relations	Employee Complaints	Differentiating	1133888	Track settlement type by employee for: reduction in discipline, sunset of discipline, withdrawal of discipline, back pay/retroactive pay/benefits, cash settlement and conditions to meet.			
HCM Employee Relations	Employee Complaints	Differentiating	1133889	Extend due dates for responses (e.g., employer, employee requests and agrees upon an extension).			
HCM Employee Relations	Employee Complaints	Differentiating	1133890	Enable multiple dates for responses and deadlines by employer, employee or other party.			
HCM Employee Relations	Employee Complaints	Common	1185398	Track categories and sub-categories of complaints by categories (e.g., performance evaluations, disciplinary actions, rule or policy violation, classification and compensation, working conditions, non-selection, organization unit, division, institution/department, time period, disposition/resolution, complainant, respondents).			
HCM HR Management	Employee Maintenance	Differentiating	1133849	Develop, manage and track the tenure process and maintain history.			
HCM HR Management	General	Local	1201154	Create organizational charts by/at various levels within the institution.			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
HCM Learning Management	ADA	Differentiating	1133726	Track ADA features associated with training facilities and accommodations.			
HCM Learning Management	ADA	Differentiating	1133727	Calculate the full cost (equivalent value), hours, and FTEs of non-employee time (e.g., volunteers) and other non-payroll costs based on business rules that may vary by institution, organization, cost type, appropriation.			
HCM Learning Management	Certification Continuing Education	Differentiating	1133730	Set up and track requirements for an employee's specific earned, progress, experience, or tests toward designation/certification or level.			
HCM Learning Management	Certification Continuing Education	Differentiating	1133732	Track whether the designation is a state, federal or specific organization.			
HCM Learning Management	Certification Continuing Education	Differentiating	1133733	Calibrate cycle from beginning of certification year through a variable year cycle dependent upon certification.			
HCM Learning Management	Certification Continuing Education	Differentiating	1133734	Flag for recertification needed in current year with an indicator that the training counts toward recertification.			
HCM Learning Management	Certification Continuing Education	Differentiating	1133736	Change the thresholds (hours to certify, duration of certification) per certification requirements with effective dates.			
HCM Learning Management	Data Capture	Differentiating	1133739	Track employee participation in non-formal training events (e.g., conferences, web casts).			
HCM Learning Management	Data Capture	Differentiating	1133740	Track information on contract/outside instructors (e.g., instruction certification by which sessions, courses, or programs instructed, evaluations [material and delivery]).			
HCM Learning Management	Employee Evaluations	Differentiating	1133743	Record class and instructor evaluation metrics and scores collected at the session or received after the session via email or web-enabled entry.			
HCM Learning Management	Employee Maintenance	Differentiating	1133746	Set-up and track mentors as part of onboarding and/or career development.			
HCM Learning Management	Inquiry and Reporting	Differentiating	1133749	Analyze training participation for designated institution defined groups (e.g., amount spent to train groups, number of courses offered, enrollment, participation, number of hours of training successfully completed).			
HCM Learning Management	Inquiry and Reporting	Differentiating	1133752	Produce a modifiable certificate of training completion for those completing the training.			
HCM Learning Management	Inquiry and Reporting	Differentiating	1133753	Produce wait lists for courses driven by registration time and date.			
HCM Learning Management	Inquiry and Reporting	Differentiating	1133755	Track prerequisites by employee when enrollment in classes takes place and prohibit (with override capability) enrollment if prerequisites are not satisfied.			
HCM Learning Management	Self Service	Differentiating	1133758	Allow instructors to access information regarding classes they taught or are scheduled to teach.			
HCM Learning Management	Self Service	Differentiating	1133759	Allow employees/non-employees to view and print their own training record with all related information (e.g., completed classes, test scores, dates, classes enrolled in, teaching [for a specific skill, certification, needed for career job level of certification progression [classes and courses to address a skills certification plan]).			
HCM Learning Management	Self Service	Differentiating	1133760	Allow employees and non-employees to view and search the course catalog and schedule of training sessions, register for available courses, and request training from their manager.			
HCM Learning Management	Self Service	Differentiating	1133762	Allow employees and non-employees to query online all classes, courses, programs, and outside training - for training in which they have enrolled; for training completed, with test scores, hours/credits and dates; that teach and impart a specific skill, competency or certification; and which are needed for career job level of certification progression (classes and courses to address a skills certification plan).			
HCM Learning Management	Training Administration	Differentiating	1133769	Retain terminated employee's training history for a user defined period of time.			
HCM Learning Management	Training Administration	Differentiating	1133770	Track the host contact at the facility where the training will be held (e.g., name, phone, email, and street address).			
HCM Learning Management	Training Administration	Differentiating	1133771	Plan future training (for the next full fiscal year) for classes/sessions to be given and location, number of employees to be trained, track actual against plan and scheduling of require future training.			
HCM Learning Management	Training Administration	Differentiating	1133772	Create a training plan by division and employee each fiscal year.			
HCM Learning Management	Training Administration	Differentiating	1133773	Create, track, and group courses/classes into a program or curriculum to include all pre-requisites (e.g., leadership development programs).			
HCM Learning Management	Training Administration	Differentiating	1133774	Track outside training provided by other institutions, vendors, and organizations.			

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HCM Learning Management	Training Administration	Differentiating	1133775	Track and report enrollment and attendance of attendee/employee at a training (current and historical) in sessions, (e.g., classes, courses, programs, outside training) for skills, certifications, licenses, continuing professional education (CPE), continuing education units (CEU) and continuing legal education, by hours and record completion on the employee's personnel record.			
HCM Learning Management	Training Administration	Differentiating	1133777	Book conference rooms directly or through online links to facilities management programs.			
HCM Learning Management	Training Administration	Differentiating	1133778	Generate notification regarding conference room conflicts and conference room overrides.			
HCM Learning Management	Training Administration	Differentiating	1133779	Create assessments/evaluation for class participants in multiple formats (e.g., web-based, pre/post test), and generate (email or letter) and send to attendees by class upon completion.			
HCM Learning Management	Training Administration	Differentiating	1133780	Track type of utilization for training taken (e.g., web based, classroom, lecture, self-study).			
HCM Learning Management	Training Administration	Differentiating	1133782	Support identification of employees and contractors via 'swiping' of badges (e.g., recording attendance at a training session).			
HCM Learning Management	Training Administration	Differentiating	1133783	Track classes and courses needed for career job progression planning and required prerequisites for employees.			
HCM Learning Management	Training Administration	Differentiating	1133784	Monitor enrollment in classes (e.g., employees prevented from enrolling due to failure to meet prerequisite requirements, with an override capability to relax restriction of enrollment prerequisites).			
HCM Learning Management	Training Administration	Differentiating	1133786	Create a training session outline that lists all the lessons, classes, courses and programs associated with the training session.			
HCM Learning Management	Training Administration	Differentiating	1133788	Designate multiple instructor(s) to specific training sessions			
HCM Learning Management	Training Administration	Differentiating	1133789	Open registration to a filled session if maximum enrollment changes and notify employees on the wait list.			
HCM Learning Management	Training Administration	Differentiating	1133790	Allow the training coordinator or employee supervisor to enroll their employees in a specific training session.			
HCM Learning Management	Training Administration	Differentiating	1133792	Create and maintain a wait list when training session maximum enrollment is reached based on the position of the employee in the wait list queue with automatic notification to the next employee waiting to enroll.			
HCM Learning Management	Training Administration	Differentiating	1133793	Create a roster for a training session with a modifiable format.			
HCM Learning Management	Training Administration	Differentiating	1133794	Update training session roster based on actual attendance at the completion of the training.			
HCM Learning Management	Training Administration	Differentiating	1133795	Update skills of attendees who have met the course completion (time) and grade requirements.			
HCM Learning Management	Training Administration	Differentiating	1133796	Identify and report on registered attendees for no show (without proper cancellation).			
HCM Learning Management	Training Administration	Differentiating	1133797	Calculate the number of training sessions required to train various populations according to flexible criteria and provide results to training coordinators to utilize for flexible scheduling and enrollment.			
HCM Learning Management	Training Administration	Differentiating	1133798	Reserve a block of seats in a training session by organization unit.			
HCM Learning Management	Training Administration	Differentiating	1133800	Administer training for non-institution attendees with ability to track enrollment, attendance (by person), outside attendee's training coordinator (name and contact information), e-mail notifications, billing (flexible rules according to class, course, offering department, attending department/organization), limitation training session seats available to outside organizations, and prioritization of training session seats by outside organization.			
HCM Learning Management	Training Costs	Local	1201155	Associate value of a training session and display to employees.			
HCM Learning Management	Training Needs Assessment	Differentiating	1133807	Define career development plan (e.g., standard and alternative career paths).			
HCM Learning Management	Training Needs Assessment	Differentiating	1133808	Capture and route training (e.g., basis for request [job/career relate], type of training [affirmative action, technology, supervisory], and funding source) or consulting requests (request should include requestor name, organization unit, basis for request [job/career related, estimated costs] and other user defined requirements).			
HCM Learning Management	Training Needs Assessment	Differentiating	1133810	Request non-instructional performance improvement consulting such as ongoing team building, executive coaching, and performance analysis.			
HCM Learning Management	Training Needs Assessment	Differentiating	1133814	Assign training requirements to a job class, position, organization unit or other institution defined criteria and then assess training needs of individuals within those parameters.			
HCM Learning Management	Training Needs Assessment	Differentiating	1133816	Roll-up individual training needs to an aggregated level by organization unit to provide input into training program and course development.			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
HCM Learning Management	Training Needs Assessment	Differentiating	1133817	Relate individual training plans as goals in the annual performance plan.			
HCM Learning Management	Training Needs Assessment	Differentiating	1133819	Offer specific interest/courses based on expressed interest of employees and/or supervisors (e.g., wish list of desired training) with ability to enter and route for review and approval.			
HCM Learning Management	Training Needs Assessment	Local	1201156	Assign training to an employee or a specific employment instances (e.g., multiple jobs).			
HCM Learning Management	Training Program Course Development	Differentiating	1133824	Establish and track training session attributes (e.g., prerequisites, course hours/credits, location [and attached PDF map file], minimum participation required to receive credit or to run session, maximum session capacity, evaluation [class and instructor], session cost [facility, materials, instructors, other], tuition cost [employee, non-employee], reimbursable cost [to employee, course and instructor], course eligibility [who can attend by organization unit, institution-wide, job class], and mandatory or elective designation.			
HCM Learning Management	Training Program Course Development	Differentiating	1133825	Track resources needed to deliver a training course (e.g., type of room, room configuration, technology needs [computers, network for web cast, printers], teaching aids, checklist of equipment [audio visual, easels, extension cords], checklist of supplies [sign-in sheet, index cards, envelopes, manuals], videos, posters, games, special equipment, pre-workshop feedback, special instructions, special accommodations based on participant needs [ADA]), and instructor needs.			
HCM Learning Management	Training Program Course Development	Differentiating	1133828	Track mandatory training (e.g., lessons, classes, courses, program and outside training) information based on user defined criteria (e.g., reason for mandated course, mandating organization, frequency).			
HCM Learning Management	Training Program Course Development	Differentiating	1133829	Send notification when a training is created/updated, the ability to flag it as mandatory and auto-enroll user defined groups.			
HCM Learning Management	Training Program Course Development	Differentiating	1133831	Designate a logistical and/or subject matter training coordinator to be associated with specific training sessions.			
HCM Learning Management	Training Program Course Development	Differentiating	1133832	Define a standard education and career development curriculum based on position, skill category, and other criteria. This capability allows supervisors to work with their subordinates to establish a <u>career development plan</u> .			
HCM Learning Management	Training Program Course Development	Differentiating	1133834	Track the grade or score achieved (e.g., pass/fail, percentage score, grade, complete/incomplete) by an attendee for a lesson, class, course, or outside training based upon grade achieved at a training session inclusive of that lesson, class, and course.			
HCM Learning Management	Training Program Course Development	Differentiating	1133835	Request a travel advance linked to an approved training request and travel authorization.			
HCM Learning Management	Training Program Course Development	Differentiating	1133836	Track training for specific job classification for registrants.			
HCM Learning Management	Training Program Course Development	Differentiating	1133837	Track instructor information (e.g., instruction certification by lessons, classes, courses, or programs; which classes, courses and training sessions they instruct [even if the institution does not offer that training], location, contact information).			
HCM Learning Management	Training Program Course Development	Differentiating	1133839	Copy-forward training course data for future iterations.			
HCM Leave Management	Absence Management	Differentiating	1133620	Track, assign, and manage current leave accrual types and rates, leave balances and leave taken by type of eligible leave and reason for each employee while time is being entered or reviewed. This <u>would include the ability to modify leave if needed</u> .			
HCM Leave Management	Absence Management	Differentiating	1133621	Have a variety of institution defined leave classifications (e.g., annual leave, administrative leave, sick leave, emergency leave, descriptions, business rules, approval requirements).			
HCM Leave Management	Absence Management	Differentiating	1133622	Maintain history of all leave accounting actions (e.g., accrual calculations, frozen balances, leave taken by date, leave claimed, leave paid, leave adjustments, leave balances, modifications to leave definitions, donated leave transactions, donated leave balances [donor, receiving department]).			
HCM Leave Management	Absence Management	Differentiating	1133623	Establish and maintain multiple holiday schedules and ability to automatically assign.			
HCM Leave Management	General	Differentiating	1133626	Configure and schedule automatic notices to employees and administrators of leave that will be lost.			
HCM Leave Management	General	Differentiating	1133627	Automate review and approval processes for leave based on business rules (e.g., variations by leave type [allow designation of special review and approval requirements for certain leave types]).			

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HCM Leave Management	General	Differentiating	1133629	Liquidate unused leave balances for a specific plan on a scheduled date.			
HCM Leave Management	General	Differentiating	1133630	Notify employer when employee changes departments and has a comp time balance.			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133636	Define and manage leave accrual calculation and usage rules based on combinations of variables (e.g. leave type [with an override capability] based on job class, effective dates, expiration dates, adjusted continuous service date, months of service [qualified regular hours], accrual amount, date of accrual, minimum hours worked in a month, maximum hours accrued, actual hours, leave accrual plan, sick leave used for bereavement, FTE, taken in period accrued earned [y/n], FMLA [y/n], carryover amount, scheduled hours, FLSA status, employee status, position status, organizational unit, maximum dollars paid, payout option available, hazardous duty disability leave, termination date).			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133637	Override individual leave balances by entering specific leave adjustment transactions, which provide an audit trail to the system calculated leave balance.			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133638	Select payments for leave based on department, job class, leave type, accrual rate, and leave balance.			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133639	Update projected leave amounts available to reflect changes in employee accrual rates, rollovers, or leave without pay.			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133640	Adjust existing leave balances for all applicable employees when accrual rules change (e.g., retroactive changes), upon submission of a leave request.			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133641	Designate leave taken in lieu of employees awaiting workers' compensation benefits.			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133643	Allow leave payments for leave earned but not taken (e.g., active military duty, other than an employee termination) based on leave type, cutoff date hours maximum for payoff, subject to available balance for that leave type and hours earned in excess of maximum.			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133644	Process leave payments directly without requiring employee time entry to complete the transaction (e.g., terminations VSL, FLSA status changes).			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133645	End leave accruals by leave type, type of separation (e.g., terminate, death, retire) with option to make payment or missing payment for remaining balances.			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133646	Allow termination of leave processing by leave type, by type of separation (e.g., terminate, death, retire), lump sum, frozen balances, carryover for reinstatement on rehire and lose leave balance upon termination.			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133647	Allow for the rollover of leave balances (e.g., transferring balances from one leave type to another based on user defined criteria).			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133648	Validate against leave accrued prior to usage and payment to ensure appropriate balance is available (or projected to be available at time of use).			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133651	Capture employees working a designated institution holiday to earn comp time based on institution/department defined business rules.			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133652	Mandate accrual of comp time based on institution/department defined business rules and employee groups with ability to define maximum accrual by comp time leave type.			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133654	Trigger payment requests for specified employees who have accumulated a user specified number of hours of comp time.			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133657	Reinstate unused sick leave according to State period parameters for appointments, reinstatement, or re-employment of former employees who did not receive benefits at time of separation.			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133658	Produce notices to user defined persons who have been on unpaid leave approaching a specified time frame.			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133659	Maintain and track effective date leave calculations for accrual, payment, and use of all leave plans on a daily basis.			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133660	Initiate leave (any type) payouts (e.g., comp time 1.5 over max, accumulated comp time upon separation on the current regular rate of pay for exempt/non-exempt employees) based on user-defined business rules that may vary by institution, organization unit or job class.			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133661	Project leave run out for any specified employees (e.g., additional accruals that may occur).			
HCM Leave Management	Leave Calculations and Payments	Differentiating	1133663	Accrue leave for 9-month employee when they have a summer assignment (e.g., 9-month employees only earn leave during academic term unless they teach summer school or are paid for summer research).			
HCM Leave Management	Leave Calculations and Payments	Local	1201157	Remove leave balances at termination according to user defined criteria and to store the date, time, user and the balance.			
HCM Leave Management	Leave Requests Authorizations	Differentiating	1133666	Allow/restrict pending leave requests for re-processing when projection of future balances are not adequate to cover request.			
HCM Leave Management	Leave Requests Authorizations	Differentiating	1133667	Allow authorize leave without pay based on business rules.			

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HCM Leave Management	Leave Requests Authorizations	Differentiating	1133668	Create and update leave requests for others based on institution defined business rules that may vary by department.			
HCM Leave Management	Leave Requests Authorizations	Differentiating	1133669	Track leave requests by expected start of leave, expected end of leave, actual start of leave, actual end of leave, date leave requested, data approved or rejected, review/approver, reason why leave rejected, cancellations and comments/attachments.			
HCM Leave Management	Leave Requests Authorizations	Differentiating	1133670	Prohibit leave requests that are in excess of leave balance in the case of paid leave, or policy maximums in the case of unpaid leave. Leave thresholds are user-definable by type of leave (e.g., sick leave, FMLA maximums).			
HCM Leave Management	Leave Requests Authorizations	Differentiating	1133671	Grant/cancel leave and adjust accrual amounts for various leave types.			
HCM Leave Management	Leave Requests Authorizations	Differentiating	1133672	Present attendance pattern information to leave request reviewers based on business rules by department, job class, employee, or supervisor.			
HCM Leave Management	Leave Sharing	Differentiating	1133675	Support authorized donation, return, and acceptance of accrued leave (shared leave) balances to a leave pool or another employee in the same or different department based on institution defined business rules.			
HCM Leave Management	Leave Sharing	Differentiating	1133676	Support shared leave, leave banks, sick leave, and military leave pool institution-wide programs based on institution defined business rules.			
HCM Leave Management	Leave Sharing	Differentiating	1133677	Validate leave reported on timesheet against shared and pooled leave available once accrued balances are exhausted based on business rules that may vary by department.			
HCM Leave Management	Leave Sharing	Differentiating	1133679	Transfer and use of donated leave according to institution rules (e.g., medical requirements for donated leave, leave exhausted before utilization of donated leave).			
HCM Leave Management	Leave Tracking	Differentiating	1133685	Track leave accrued, taken, frozen, lost, donated, received from donors and payout (on termination) by type of eligible leave.			
HCM Leave Management	Leave Tracking	Differentiating	1133686	Track impact to service dates and service hours based on leave type and user defined criteria (e.g., 6-months).			
HCM Leave Management	Leave Tracking	Differentiating	1133687	Define and track whether leave is accumulated while on leave by leave type (e.g., continue to accrue vacation while on sick leave).			
HCM Leave Management	Leave Tracking	Differentiating	1133688	Track FMLA (State and Federal) hours and eligibility by employee.			
HCM Leave Management	Leave Tracking	Differentiating	1133689	Retain leave accounting balances for a specified time period from the date the employee separates from institution employment.			
HCM Leave Management	Leave Tracking	Differentiating	1133690	Restore sick leave and vacation balances if a previous employee returns within a specified time period.			
HCM Leave Management	Leave Tracking	Differentiating	1133692	Maintain and track military leave accrual and usage based on institution defined business rules.			
HCM Leave Management	Leave Tracking	Differentiating	1133693	Track doctor's release requirement and date received within HIPAA guidelines.			
HCM Leave Management	Leave Tracking	Differentiating	1133694	Maintain and track employee status that reflects that they are on leave of absence by leave of absence type.			
HCM Leave Management	Leave Tracking	Differentiating	1133695	Provide option to classify leave as counting toward FMLA limits by a specified period by leave type (e.g., using 1.5 during the FMLA period not counting against FMLA).			
HCM Leave Management	Leave Tracking	Differentiating	1133696	Check FMLA and Military Leave eligibility when entering leave time (federal and institution).			
HCM Leave Management	Leave Tracking	Differentiating	1133697	Automatically project leave available balance based on an "as of" date, of the initial leave requested date.			
HCM Leave Management	Leave Tracking	Differentiating	1133698	Prepopulate employee time capture templates with default values from employee work schedule, job class, shift, project, position, and approved leave requests.			
HCM Leave Management	Leave Tracking	Differentiating	1133699	Restrict leave entered in timesheets, to approved leave requests based on user defined business rules that may vary by leave type or department.			
HCM Leave Management	Leave Tracking	Differentiating	1133700	Enter data and save timesheet (e.g., leave to be taken in the reporting period) without finalizing or submitting for approval (save as a work in progress).			
HCM Leave Management	Leave Tracking	Differentiating	1133703	Edit time reported against pre-established work schedules and approved leave requests, and highlight exceptions for employee and supervisor review based on business rules that may vary by department.			
HCM Leave Management	Leave Tracking	Differentiating	1133704	Configure business rules to infer and process docked time as a reconciling item when leave balances are inadequate to support leave submitted for processing.			
HCM Leave Management	Leave Tracking	Differentiating	1133705	Display current leave balances on employee timesheet.			
HCM Leave Management	Leave Tracking	Differentiating	1133707	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Leave types may include vacation, sick, comp time. Reason types should be user-specified and only available for specified leave types. Leave/reason types may include but not be limited to bereavement, family and medical leave (FMLA) military leave. Reason types should be user-specified and only available for specified leave types.			

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HCM Leave Management	Leave Tracking	Differentiating	1133708	Track leave accrual balance and accrual rate information as near real-time as available (e.g., leave balance reductions [for situations where maximum balance has been exceeded]), rollovers, and other user defined dates.			
HCM Leave Management	Leave Tracking	Differentiating	1133709	Maintain and track computation of leave earned and the usage of leave (whether paid or unpaid).			
HCM Leave Management	Leave Tracking	Differentiating	1133711	Track sick leave balances, requests and other information (deductions from leave balance, medical verification [within HIPAA guidelines], sick leave taken) for user-specified time period.			
HCM Leave Management	Leave Tracking	Differentiating	1133713	Capture, maintain and track comp time based on exempt earn comp time for hours exceeding normal work week on a 1-hour worked for 1-hour of comp time earned basis, non-exempt earned comp time, and FLSA.			
HCM Leave Management	Leave Tracking	Differentiating	1133717	Track additional types of FMLA leave (e.g., parental leave, intermittent, continuous, reduced work schedule).			
HCM Leave Management	Self Service	Differentiating	1133720	Employees and manager to view their leave balances (e.g., by leave type, carryover balances, leave accruals, leave usage, request time off, frozen hours, request status, annual leave balances).			
HCM Leave Management	Self Service	Differentiating	1133721	Support an online calendar of pending requested and authorized scheduled leave information by employee, department, organization unit, program, and project, based on department defined business rules.			
HCM Leave Management	Self Service	Differentiating	1133722	Enable employees to donate leave based on institution-defined criteria.			
HCM Payroll	Annual Processing	Differentiating	1133180	Tax and issue a final check and year-end 1099 for deceased employees.			
HCM Payroll	Annual Processing	Common	1185449	Produce W-2 forms (e.g., multiple W-2s for multiple state reporting or when corrections have been made), with the ability to generate the forms using blank or pre-printed forms, in the correct format with the ability to select from varying formats (e.g., mailer, side by side).			
HCM Payroll	Annual Processing	Common	1185454	Produce W-2 file to send to fed and state.			
HCM Payroll	Audit and Controls	Differentiating	1133185	Obtain information on previous payroll to compare to current payroll.			
HCM Payroll	Audit and Controls	Differentiating	1133187	Certify the release of the payroll based on valid fund availability.			
HCM Payroll	Audit and Controls	Differentiating	1133188	Generate a payroll register of all payroll calculations, gross-to-net, before checks are produced based on user defined criteria (e.g., taxable gross, hours by type, earnings by type, employee tax liabilities, employee deduction amount, employer portion of all taxes, totals by employee, retroactive pay, payment type [check, ACH]) with ability for on demand.			
HCM Payroll	Audit and Controls	Common	1185456	Generate adjustments to and reconciliation of YTD information by government mandated reporting for each employee, employee pay, deductions, and taxes and organizational unit.			
HCM Payroll	Audit and Controls	Common	1185457	Process garnishments/wage assignments based on percentage of disposable income to percentage of disposable up to a fixed amount (based on current federal guideline).			
HCM Payroll	Deductions and Withholdings	Differentiating	1133192	Confirm current student status based on Student Information System (SIS) enrollment status prior to calculations (Student FICA Exception).			
HCM Payroll	Deductions and Withholdings	Differentiating	1133193	Defer comp (457) for vacation payouts.			
HCM Payroll	Deductions and Withholdings	Common	1185463	Calculate employee deductions and institution contributions based on user defined business rules (e.g., fixed amount, percentage amount [e.g., base pay, all pay], department, limit amounts [institution or employee defined], using start/stop dates, one time overrides to amounts within one pay cycle or across multiple pay cycles [institution defined], age [term optional life], and user/employee defined distribution of section 125 benefits.			
HCM Payroll	Deductions and Withholdings	Common	1185464	Process garnishments/wage assignments based on user defined criteria (e.g., fixed amount, fixed amount up to a percentage of pay, fixed amount plus percentage up to a maximum, percentage of disposable income less other defined wage actions, percentage of disposable income to a maximum percentage of gross, multiple payees using percentage and/or fixed amounts for each payee, greater of a flat dollar amount or percentage of disposable income, total amount limits and/or declining balances), with ability to process multiple garnishments per employee and assign institution defined priorities (consistent with legal requirements).			
HCM Payroll	Deductions and Withholdings	Common	1185465	Establish garnishments that continue (carry forward) over multiple calendar years.			
HCM Payroll	Deductions and Withholdings	Common	1185466	Establish health insurance premium employee deductions and employer contributions based on annual salary at the beginning of the plan year (July 1). Employee/employer premiums would change based on coverage changes.			

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HCM Payroll	Deductions and Withholdings	Common	1185467	Calculate tax amounts in accordance with legal requirements (e.g., federal, state and local tax schedules, wages paid after death), employee elections/exemptions, withholding of additional amounts as specified by employee, pre-tax salary reductions for certain deferred comp plans (457), non-resident alien status, student work studies, and effective date of tax.			
HCM Payroll	Deductions and Withholdings	Common	1185468	Support the deduction, processing, and tracking of 457 and 403b contributions (monitoring limits and providing information and payments to plan administrators) with deductions from employee payroll, to calculate appropriate tax where pre-tax or post-tax contribution, to provide investment election information and designated beneficiary, and to address taxable and non-taxable 403b.			
HCM Payroll	Deductions and Withholdings	Common	1185471	Establish plan year contributions for pre-tax deductions for FSA/HSA for both medical and family care contributions and recalculate remaining annual deductions based on contributions to-date and <u>the remaining scheduled pay period</u> .			
HCM Payroll	Employee Self Service	Differentiating	1133181	Allow former employees to access W-2 via self service.			
HCM Payroll	Employee Self Service	Differentiating	1133197	Create a self-service wizard for assisting employees in determining their proper W-4 and other tax withholding amounts.			
HCM Payroll	Employee Self Service	Differentiating	1133198	Allow employees to model what-if net pay scenarios (e.g., 457/403b, benefit changes, withholding changes, FTE change).			
HCM Payroll	Employee Self Service	Differentiating	1133199	Allow employee the option to receive remittance advice via email to home or work email.			
HCM Payroll	Employee Self Service	Differentiating	1133200	Specify whether employee information that is normally inserted with check stub will be posted online or routed via email (to reduce requirement for sending additional paper with the pay stub).			
HCM Payroll	Employee Self Service	Differentiating	1133201	Block self-service W-4 functions for nonresident alien employees. Only payroll administrators should <u>have ability to change the W-4 on nonresident aliens</u> .			
HCM Payroll	Employee Self Service	Common	1185474	Allow employees to view payroll details (e.g., calculated amounts, balances) of all deductions (e.g., garnishments, flexible spending accounts).			
HCM Payroll	Employee Self Service	Common	1185475	Allow employees to view and/or print a original/duplicate check advise/remittance advise with gross pay, all deductions taken and the deposit amounts to each bank account.			
HCM Payroll	Employee Self Service	Common	1185476	Allow employees to add, change, delete bank account information for direct deposits (multiple accounts).			
HCM Payroll	Employee Self Service	Common	1185478	Change address before reissue duplicate W-2.			
HCM Payroll	Employee Self Service	Common	1185480	Identify the order of direct deposit banks so that a short check will be deposited in order until funds are exhausted via self-service.			
HCM Payroll	Employee Self Service	Common	1185483	Retain W-2 output for access via employee self-service with ability to print duplicate W-2's via <u>employee self-service for current or multiple years</u> .			
HCM Payroll	Employee Self Service	Common	1185484	Accommodate foreign address and foreign phone numbers with the appropriate format for the <u>individual country on the Form W-2</u> .			
HCM Payroll	Employee Self Service	Common	1185485	View year-to-date earnings statement for multiple years.			
HCM Payroll	General	Differentiating	1133205	Initiate/restart payroll processing at various points in the production process (e.g., gross calculations, gross to net calculations, amidst departments, during check assignment, check/deposit production).			
HCM Payroll	General	Differentiating	1133206	Reorder distribution of payroll checks directly to employee, department or institution.			
HCM Payroll	General	Differentiating	1133207	Input direct deposit selections (e.g., primary accounts, secondary accounts, multiple accounts) with a hard edit against the institution's ABA table for valid financial institutions and error message <u>directing employee to contact via self-service</u> .			
HCM Payroll	General	Differentiating	1133208	Input change of gender via self-service.			
HCM Payroll	General	Differentiating	1133209	Display date last paid on W-4 and direct deposit screen via self-service.			
HCM Payroll	General	Differentiating	1133210	Prevent input of new deductions and changes to existing deductions when a levy is in effect without <u>override approval</u> .			
HCM Payroll	General	Differentiating	1133211	Upload child support data and transmittal of funds via ACH to authorized institutions.			
HCM Payroll	General	Common	1185451	Configure a payroll calendar that controls the automatic tracking of periods (e.g., pay period, month, quarter, annual) with business rules to reset the system and balances for a new period.			
HCM Payroll	General	Common	1185487	Maintain data files for month-to-date, quarter-to-date and year-to-date totals (taxable wages and tax withheld for state, federal and local fiscal and calendar year) by individual employee and source of funds.			
HCM Payroll	General	Common	1185488	Retain payment information of federal, state, and local taxes withheld, to comply with federal, state, and local payroll tax reporting requirements.			
HCM Payroll	General	Common	1185490	Calculate and track multiple local taxes to account for each local jurisdiction based on FICA taxable wages, gross taxable wages, tiered tax table based on taxable gross, federal income tax, state income tax, local income tax (e.g., city, county).			

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HCM Payroll	General	Common	1185491	Maintain accumulators for pay-period, month-to-date, quarter-to-date and year-to-date totals (all deductions and employer provided benefits) by individual employee and source of funds.			
HCM Payroll	General	Common	1185492	Change contact information (e.g., address, telephone, email address) and renew previously active <u>direct deposit information for returning employees.</u>			
HCM Payroll	General	Common	1185493	Maintain effective-dated tables with IRS limits on benefits calculations, based on IRS/federal restrictions, to control payroll processing.			
HCM Payroll	General	Common	1185494	Allow an unlimited number of earnings codes.			
HCM Payroll	General	Common	1185495	Deduct deductions from certain pay types and not from other pay types.			
HCM Payroll	General	Common	1185496	Input imputed income values (non-cash income).			
HCM Payroll	General	Common	1185497	Calculate and apply tax rules to imputed income values (non-cash income).			
HCM Payroll	General	Common	1185498	Capture and process payment for non-taxable reimbursements (e.g., foundation reimbursements for non-taxable items and moving expenses).			
HCM Payroll	General	Common	1185499	Calculate and display gross-up preliminary payroll results.			
HCM Payroll	General	Local	1201158	Enter and take general deductions (e.g., parking).			
HCM Payroll	Inquiry and Reporting	Differentiating	1133186	Obtain reports for various payroll components based on user defined criteria.			
HCM Payroll	Inquiry and Reporting	Differentiating	1133215	Drilldown on payroll register subtotals by organization unit to the employee level based on user defined criteria (e.g., employee ID and name, hours by type, employee tax withholdings, employee deduction amount, employer contribution amount).			
HCM Payroll	Inquiry and Reporting	Differentiating	1133216	Report on unemployment insurance work history requests (e.g., amounts paid, dates paid, hours paid, termination reason, disciplinary events).			
HCM Payroll	Inquiry and Reporting	Common	1185504	Track additional compensation based on institution defined requirements.			
HCM Payroll	Inquiry and Reporting	Common	1185505	Capture, track and maintain information associated to foreign nationals (e.g., Visa type, date work authorization ends, citizenship country, alien code with ability to exempt them from FICA withholding) based on qualifying codes.			
HCM Payroll	Pay Calculations	Differentiating	1133220	Track and maintain hourly, salaried, or other pay types.			
HCM Payroll	Pay Calculations	Differentiating	1133221	Process entitlements based on user defined criteria (e.g., base pay, special duty pay).			
HCM Payroll	Pay Calculations	Differentiating	1133222	Relate tax types to pay types for entitlements (e.g., emergency base pay [federal income tax, state income tax only, no local tax], non-emergency hazard pay [federal income tax, state income tax, FICA, state, no local tax]).			
HCM Payroll	Pay Calculations	Differentiating	1133223	Calculate step, grade, increment, percentage increase amounts for employees at varying time intervals based on institution defined caps and other criteria, with prior institution approval.			
HCM Payroll	Pay Calculations	Differentiating	1133224	Allow one employee to be paid in more than one job during a pay period.			
HCM Payroll	Pay Calculations	Differentiating	1133225	Calculate leave payments in accordance with rules and methods specified (e.g., separate checks, tax method).			
HCM Payroll	Pay Calculations	Differentiating	1133226	Change overtime types for certain time reporting codes or individuals based on payroll defined straight rate equivalent amounts or total overtime amounts.			
HCM Payroll	Pay Calculations	Differentiating	1133227	Track overtime comp earned by different time reporting codes with ability to cash-out based on institution defined comp rules.			
HCM Payroll	Pay Calculations	Differentiating	1133228	Accrue comp time in a period and select to be paid overtime for other hours within the same period (e.g., police earn comp for hours worked at regular duty and may be paid comp time for special work such as graduation, sport events, fraternity parties).			
HCM Payroll	Pay Calculations	Differentiating	1133229	Designate as primary, or by percentage of each job assignment, for determining benefit, leave, overtime, and other calculation or allocations, when more than one job is used for a pay period.			
HCM Payroll	Pay Calculations	Differentiating	1133230	Cash-out of accumulated sick time, vacation, and comp time when maximums are reached based on an institution specified formula.			
HCM Payroll	Pay Calculations	Differentiating	1133233	Withhold FICA but still withhold federal income tax at the higher nonresident rate.			
HCM Payroll	Pay Calculations	Differentiating	1133234	Indicate an employee's payroll calculations are exempt from federal withholding due to treaty.			
HCM Payroll	Pay Calculations	Differentiating	1133235	Record tax treaties and configure limits on amounts and dates/periods.			
HCM Payroll	Pay Calculations	Common	1185508	Generate base rate calculations using salary schedules, hourly rates, per unit, per diem.			
HCM Payroll	Pay Calculations	Common	1185509	Calculate additional pay (e.g., flat rate [shift premium, weekend premium], flat amount [maintenance], percentage of base salary, percentage of the midpoint of the salary grade, percentage of hourly rate [overtime], skills, certifications).			
HCM Payroll	Pay Calculations	Common	1185511	Calculate pay for employees that transfer during a pay period.			
HCM Payroll	Pay Calculations	Common	1185512	Calculate/verify overtime consistent with FLSA rules and contracts, with override capabilities.			
HCM Payroll	Pay Calculations	Common	1185513	Track straight rate equivalent overtime totals per employee by fiscal or calendar year.			
HCM Payroll	Pay Calculations	Common	1185514	Process garnishments/wage assignments remainder after specified amount is reserved for the net (e.g., IRS garnishments) and as a percentage of net pay.			
HCM Payroll	Pay Calculations	Common	1185515	Enable 12-month payees to have deductions processed for only 9 months.			

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HCM Payroll	Pay Calculations	Common	1185516	Maintain regular rate of pay for multiple wage types which are federally mandated as required for overtime calculations.			
HCM Payroll	Pay Calculations	Common	1185517	Exclude/include certain salary/rate adjustments from calculations when processing retroactive payments.			
HCM Payroll	Pay Calculations	Common	1185518	Input a negative deduction to be used to calculate a refund to the employee.			
HCM Payroll	Pay Calculations	Common	1185519	Calculate and process payroll for expatriate employees.			
HCM Payroll	Pay Calculations	Common	1185520	Process payroll based on factors other than time reported/hours as units (e.g., flat rates, credit-hours, FTE factored with annual salary).			
HCM Payroll	Payroll Accounting	Differentiating	1133240	Calculate liabilities based on user defined criteria (e.g., frozen time, vacation).			
HCM Payroll	Payroll Accounting	Common	1185522	Maintain a check register file for each payroll run for reconciliation of cleared check with check number and ACH direct deposits.			
HCM Payroll	Payroll Accounting	Local	1201159	Calculate and maintain reserve pay (e.g., employees that are 9-months but are paid 12-months).			
HCM Payroll	Payroll Accounting	Local	1201160	Support specific premium amounts for any coverage for any period (override system calculated amount).			
HCM Payroll	Payroll Processing	Differentiating	1133244	Prevent regular payroll from processing when an employee is flagged as on leave without pay (LWOP).			
HCM Payroll	Payroll Processing	Differentiating	1133245	Perform calculations and processing required for employee terminations (e.g., salary and additional pay, payoff of applicable leave time, generation of a separate check for termination pay, confirmation of institution property return, combination of last regular check, longevity/severance, change to payee name when employee is deceased, payoff check).			
HCM Payroll	Payroll Processing	Differentiating	1133248	Generate 1099 Miscellaneous for processing of wages paid after death (e.g., combine with other 1099 processing for end of year 1099 reporting).			
HCM Payroll	Payroll Processing	Differentiating	1133249	Generate various paystub and check templates (if requested) with an ability to design custom formats using blank check stock.			
HCM Payroll	Payroll Processing	Differentiating	1133250	Generate reversal requests online by department/manager.			
HCM Payroll	Payroll Processing	Differentiating	1133251	Record that an employee's tax withholdings are to be calculated using the nonresident alien tables.			
HCM Payroll	Payroll Processing	Differentiating	1133252	Report wages via Form 1042-S rather than Form W-2.			
HCM Payroll	Payroll Processing	Differentiating	1133253	Automatically calculate payroll as FICA exempt for an employee when SIS has employee enrolled based on user defined criteria.			
HCM Payroll	Payroll Processing	Differentiating	1133254	Tax non-wage payments (e.g., prizes, awards) at federal tax rate.			
HCM Payroll	Payroll Processing	Differentiating	1133255	Annotate garnishment records with data to be printed on the payment advice to vendor/garnisher (e.g., case number, payee).			
HCM Payroll	Payroll Processing	Differentiating	1133256	Mark a garnishment payment to disburse immediately or hold until released by institution.			
HCM Payroll	Payroll Processing	Differentiating	1133257	Alert the payroll user of nonresident status when changing the W-4 for a nonresident alien.			
HCM Payroll	Payroll Processing	Local	1133259	Process non-base salary payments (e.g., incentives, supplemental, annual increment, auto usage).			
HCM Payroll	Payroll Processing	Common	1185525	Support retroactive processing for payroll adjustments to a single or group of employees associated with hours, additional pay, rates (e.g., compensation plan changes), deductions (e.g., benefit rate changes), leave not submitted, contributions (e.g., retirement plans, section 125 plans) for both employee and institution contributions, and personnel transactions (e.g., re-classification, re-allocation).			
HCM Payroll	Payroll Processing	Common	1185526	Run various pay cycle frequencies (e.g., bi-weekly, semi-monthly, monthly, supplemental [on demand]) with delivery via ACH.			
HCM Payroll	Payroll Processing	Common	1185527	Process dual status employees (e.g., multiple classes, positions, funding sources, pay rates) in the same pay cycle.			
HCM Payroll	Payroll Processing	Common	1185528	Process arrearages for deductions and taxes withheld.			
HCM Payroll	Payroll Processing	Common	1185529	Run pay calculations as a proof run for review prior to the final pay run and to flag exception conditions (e.g., zero hours, over a user-designated number of hours, incomplete benefit data, check exceeding threshold, negative check), and allow adjustments to data prior to the final run, only what is required based on changes.			
HCM Payroll	Payroll Processing	Common	1185531	Calculate one or more off-cycle/supplemental payroll checks/advices (e.g., deductions and tax withholdings, pay event reconciliation which may result in \$0 or refund) with validation (e.g., against employee's master file for deductions, job classification, tax and update of all employee and employer accumulators) and produce one or more checks on-demand or in batch with other manual checks including deductions and taxes.			
HCM Payroll	Payroll Processing	Common	1185533	Benefits to be prorated between an employee's payroll fund sources.			
HCM Payroll	Payroll Processing	Common	1185536	Track unreported leave for an employee to ensure overtime is calculated correctly, to avoid overpayment.			
HCM Payroll	Payroll Processing	Common	1185537	Unlimited number of deduction codes.			
HCM Payroll	Payroll Processing	Common	1185538	Adjust OASDI and Medicare tax calculations and adjustments based on current federal factors, limits, and thresholds.			

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HCM Payroll	Payroll Processing	Common	1185539	Multiple types of hold payment indicators that will apply after a payment is produced to prevent disbursement.			
HCM Payroll	Payroll Processing	Local	1201161	Adjust pay lines (e.g., override deductions, adjust salary).			
HCM Payroll	Payroll Processing	Local	1201162	Control updates to payroll tables when payroll is processing.			
HCM Payroll	Payroll Processing	Local	1201163	Establish a default/suspense for funding in payroll processing.			
HCM Payroll	Payroll Processing	Local	1201164	Generate an advice (direct deposit) and check register.			
HCM Payroll	Payroll Processing	Local	1201165	Generate and edit an EFT file for payroll checks.			
HCM Payroll	Payroll Processing	Local	1201166	Restrict an employee from making changes to W-4 when a Lock-In letter has been received from the IRS.			
HCM Payroll	Payroll Processing	Local	1201167	Reverse or adjust a confirmed check .			
HCM Payroll	Post Confirm	Local	1201168	Apply funding to the payroll checks.			
HCM Payroll	Post Confirm	Local	1201169	Extract taxes and deductions and transmit to Finance via integration.			
HCM Payroll	Post Confirm	Local	1201170	Integrate with Financials for HR accounting lines and other user defined-criteria (e.g. USAS data).			
HCM Payroll	Self Service	Differentiating	1133232	Allow former employees to view and print earnings statements, historical W-2's, employment history and other institution approved information.			
HCM Performance Management	Performance Evaluation	Differentiating	1133593	Track and manage a performance evaluation process (e.g., employee and supervisor input, meetings, performance plans, interim reviews, final meetings at the conclusion of the evaluation period).			
HCM Performance Management	Performance Evaluation	Differentiating	1133594	Manage performance incident reporting and notification to institution designee of such incident and recording for performance appraisal.			
HCM Performance Management	Performance Evaluation	Differentiating	1133595	Identify employees eligible to receive annual performance reviews based on predefined criteria (e.g., merit status, no break in service for the year, position type, not on initial probation) with ability for off-cycle performance reviews as needed.			
HCM Performance Management	Performance Evaluation	Differentiating	1133596	Track periodic performance evaluations (e.g., self-assessment, peer assessment, management assessment of employee performance).			
HCM Performance Management	Performance Evaluation	Differentiating	1133597	Accommodate different appraisal formats such as: 360 degree, checklist and skill/competency based reviews.			
HCM Performance Management	Performance Evaluation	Differentiating	1133598	Incorporate customer related factors in the performance evaluation (e.g., cost per customer, response to customers, and customer service).			
HCM Performance Management	Performance Evaluation	Differentiating	1133599	Track and manage employee development and/or performance improvement plans (e.g., anticipated goals, and trigger follow-up, assessment at specified intervals).			
HCM Performance Management	Performance Evaluation	Local	1201171	Establish a dashboard for monitoring/tracking performance evaluation events/metrics.			
HCM Performance Management	Performance Evaluation	Local	1201172	Link performance evaluation to compensation planning/eligibility.			
HCM Performance Management	Performance Goals	Differentiating	1133603	Send notifications when an employee's overall performance evaluation score is unsatisfactory.			
HCM Performance Management	Performance Goals	Differentiating	1133605	Configure performance evaluation based on specified criteria (e.g., position type).			
HCM Performance Management	Performance Goals	Differentiating	1133606	Track succession plans for positions within the organization.			
HCM Performance Management	Performance Goals	Differentiating	1133607	Identify and track positions with critical roles and employees with critical talent.			
HCM Performance Management	Performance Goals	Differentiating	1133608	Track employee job related information (e.g., core competencies, skills, language proficiency, education degrees, experience, professional associations, licenses and certifications, rank, tenure status).			
HCM Performance Management	Performance Goals	Local	1133614	Integrate or replace Activity Insight System for self-reported faculty information used in performance evaluations and tenure decisions and is the basis for producing curriculum vitae (CV).			
HCM Performance Management	Performance Goals	Common	1185401	Track multiple types of probation associated with a position, an employee, or invoked through specified personnel actions (e.g., initial probation [user specified duration], extended probation, provisional appointment, promotional probation, demotion).			
HCM Performance Management	Performance Goals	Common	1185402	Maintain notes on performance reviews.			
HCM Performance Management	Performance Goals	Local	1201173	Establish core competencies for institutions and system-wide and maintain an inventory of competencies that can be assigned to positions, individuals.			
HCM Performance Management	Performance Measurement	Differentiating	1133611	Define the format and content of the annual employee performance plan (e.g., specifying performance criteria, performance measurement standards).			
HCM Personnel Administration	Affirmative Action	Differentiating	1133476	Create formulas to conduct underutilization analysis of job groups by organization unit and institution wide. This analysis would compute the ratio of protected group new hires and promotions into job groups using applicant data.			
HCM Personnel Administration	Affirmative Action	Differentiating	1133477	Support area of competition (AOC) analysis to view how feeder groups are used to fill underutilized positions.			

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HCM Personnel Administration	Affirmative Action	Differentiating	1133478	Perform workforce analysis based on a institution defined formula by organization unit and institution-wide for each affirmative action group and HR events for hiring (original appointment, promotions), classification (reclass, reallocation), terminations, layoffs (planned or actual), training, <u>compensation, and performance evaluations.</u>			
HCM Personnel Administration	Affirmative Action	Differentiating	1133479	Track a census identifier code (CIC geographic identifier) for each job class.			
HCM Personnel Administration	Affirmative Action	Differentiating	1133480	Track/maintain/retrieve historical information associated with actions and approvers with date and <u>time of action for affirmative action statistical analyses.</u>			
HCM Personnel Administration	Affirmative Action	Differentiating	1133481	Analyze employment event history and trends for affirmative action groups (e.g., hiring, retention, and <u>upward mobility (to support AAP reporting).</u>			
HCM Personnel Administration	Affirmative Action	Differentiating	1133482	Track an institution job classification change occurs for validation of census identification code and <u>EEO category.</u>			
HCM Personnel Administration	Affirmative Action	Differentiating	1133483	Track affirmative action analysis, employee movements, and other employee events precipitated by <u>employee performance.</u>			
HCM Personnel Administration	Affirmative Action	Local	1133485	Conduct employee satisfaction surveys to aid retention.			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133489	Track employment actions and historical information for an employee (e.g., employee ID and SSN, demographic, appointment, position status [full time, permanent, temporary, part-time, seasonal, interns], organizational information, benefit participation, salary [hourly, salary, statutory]), funding source/type, ; P-CARD, appointment, reinstatement, transfer, special duty detail, workers' <u>compensation status, other related information)</u>			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133490	Track and calculate multiple hire dates and multiple periods of institution service (e.g., short and <u>long term employee leave).</u>			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133491	Perform retroactive adjustments while updating subsequent records.			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133492	Define the order in which multiple effective dated employee changes will be made.			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133493	Develop criteria (e.g., random testing) and track the job classes or positions requiring drug and alcohol testing and the type of test, who performed the test (e.g., third party), the test results, the location of test, the date of test, invoice number date, the Employee ID, and when the next periodic <u>test should be given.</u>			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133496	Calculate critical dates based on the employee status and the effective date of the transaction (e.g., <u>end of probationary period, Visa) based on user defined criteria.</u>			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133498	Link spouses/family members when both work for the institution.			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133499	Link key fields to be updated associated with a specific type of personnel action (e.g., change from part-time employee to full-time employee, contract employee to institution employee, requires <u>other data to be updated).</u>			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133501	Track employment/personnel actions impacting an employee (e.g., reasonable accommodations, <u>flexible work schedule, telecommuting).</u>			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133502	Extend probation (e.g., "stop the clock") dates when the employee is on leave, based on institution <u>defined parameters.</u>			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133503	Track leave of absence actions for a single employee (e.g., medical leave, maternity and/or paternity leave, parental leave, educational leave without pay, Workers' Comp, military leave without pay, <u>FMLA (Federal and State).</u>			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133505	Track flexible or alternative work schedule.			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133507	Establish institution defined edits for employee initiated change transactions and provide <u>appropriate notification to HR department.</u>			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133508	Create institution-defined employee checklists for various processing activities such as new hire and <u>separation.</u>			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133509	Update employee status for those affected by layoffs or reorganizations (e.g., reversion or reverting <u>to the previous status).</u>			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133511	Track and maintain salary adjustment action for an employee or a group of employees associated with various actions (e.g., percentage increase or flat rate), reclassifications, reallocation, step increases, promotions, retentions, demotions, probationary increase, premium pay [shift, weekend], pay type [hourly, salary], salary changes, temporary assignment).			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133512	Control how far in advance personnel transactions may be entered.			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133513	Maintain and support all the basic employee data through the life of the employee's employment with the institution as well as access to data after separation (e.g., beginning with the individual's <u>application for employment consideration).</u>			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133514	Track non-employee groups (e.g., contract workers, volunteer workers, work study, interns, visiting scholars, emeritus and affiliates).			

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HCM Personnel Administration	Employee Maintenance	Differentiating	1133515	Create employee directory for use within the institution containing business address, business phone, function, location, supervisor, backup personnel and e-mail.			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133516	Use annotate by memo or comment field the Employment Eligibility Verification (I-9s) and Visa.			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133519	Aggregate institution service across multiple employment periods and accommodate transfer user defined data from other institutions.			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133520	Track, calculate and maintain a comprehensive longevity for institution service credits based on employing department, type of employment (per-diem, elected), classification of employment (permanent, classified, classified exempt, faculty), and eligible service from other government entities (allowing for breaks in service).			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133521	Track the issuance of longevity and hazardous pay and integrate within the payroll system.			
HCM Personnel Administration	Employee Maintenance	Differentiating	1133523	Attach notes to personnel transactions and/or fields.			
HCM Personnel Administration	Employee Maintenance	Local	1133525	Maintain and track Visa data on international employees.			
HCM Personnel Administration	Employee Maintenance	Common	1185405	Transfer employees within their institution and between universities on any day of the month and provide accurate pay calculations.			
HCM Personnel Administration	Employee Maintenance	Common	1185406	Perform multiple salary adjustments for the same pay period with different effective dates and provide accurate pay calculations.			
HCM Personnel Administration	Employee Maintenance	Common	1185407	Calculate salary changes based on salary policy established for individual transactions.			
HCM Personnel Administration	Employee Maintenance	Common	1185410	Process adjusting transactions for an employee that has separated from institution service.			
HCM Personnel Administration	Employee Maintenance	Common	1185411	Reverse/back-out adjusting transactions.			
HCM Personnel Administration	Employee Maintenance	Common	1185412	Process mass changes (adjustment, current, and future) of salary and non-salary related data.			
HCM Personnel Administration	Employee Maintenance	Common	1185413	Track FMLA eligibility and usage.			
HCM Personnel Administration	Employee Maintenance	Common	1185415	Track appointment actions for a single employee for a regular appointment to existing position, no service break, same institution and department, no service break, different institution and/or department, previous service, different institution; previous service, same institution and department; new appointment to new position, returning retiree, and other institution defined appointment actions.			
HCM Personnel Administration	Employee Maintenance	Common	1185416	Track reason codes for an employee taking a break in service for leave without pay military duty, leave without pay education, leave without pay government service, leave without pay special assignment, leave without pay sick, leave without pay best interest of the institution, leave without pay other (e.g., FMLA), and leave without pay investigation). Also for an employee returning from a break in service (e.g., reinstatement after a break [more/less than 12-months], board or court order, re-employment after layoff, return without pay [military duty, education, government service, special assignment, sick, other]).			
HCM Personnel Administration	Employee Maintenance	Common	1185418	Track personnel actions and status changes by institution and/or employee (e.g., suspension/dismissal [time and attendance, work performance, job abandonment, license revocation, policy violation, insubordination, alcohol/drug use, misconduct], transfer out, termination [at will, fail to report, refused job], layoffs, resignation [lack of opportunity, personal conflict, marriage, job incompatibility, return to school, health], reappointed to same/different department, retirement [disability, early, mandatory, normal, from leave], death).			
HCM Personnel Administration	Employee Maintenance	Common	1185421	Track employee-related information (e.g., employee demographics, chronological history of employment).			
HCM Personnel Administration	Employee Maintenance	Common	1185422	Cancel future-dated personnel transactions.			
HCM Personnel Administration	General	Differentiating	1133528	Flag employees that require scheduled personnel actions (e.g., performance evaluations, service recognition, semi-automatic pay adjustments, annual pay increments) and generate notification to appropriate personnel (e.g., employee, supervisor, HR).			
HCM Personnel Administration	General	Differentiating	1133529	Configure and apply data entry defaults in compliance with rulings, state law, Federal requirements, and institutional policies and procedures.			
HCM Personnel Administration	General	Differentiating	1133530	Purge personnel transactions or transaction history based on court orders, records retention or other administrative directive.			
HCM Personnel Administration	General	Differentiating	1133531	Use an eVerify case number to track Employment Eligibility Verification (I-9s) and Visa.			
HCM Personnel Administration	General	Differentiating	1133532	Assign and track institution-issued property to an employee and the return of institution issued property items (e.g., id/security badge, purchase card, other institution equipment).			

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HCM Personnel Administration	General	Differentiating	1133533	Allow exit interviews and exit surveys after voluntary and non-voluntary separation of service via self-service.			
HCM Personnel Administration	General	Differentiating	1133534	Track length of user defined service (e.g., State service, service awards) by days, months, and years of service, time in classification, and position.			
HCM Personnel Administration	General	Differentiating	1133535	Track an employee's receipt of length of service recognition.			
HCM Personnel Administration	General	Local	1133538	Execute an enhanced off-boarding process (e.g., retrieval and verification of all assigned property based on user defined criteria).			
HCM Personnel Administration	General	Local	1201174	Compile and extract employee/payroll data and all supporting documents from the system.			
HCM Personnel Administration	General	Local	1201175	Track modified service appointments (e.g., 3-year appointment at 50% salary [employee retires and returns to work]).			
HCM Personnel Administration	Inquiry and Reporting	Local	1201176	Seamlessly generate AAP standard reports and queries based on user-defined criteria.			
HCM Personnel Administration	Safety and Workers Comp	Common	1185425	Track transitional duty assignments.			
HCM Personnel Administration	Self Service	Differentiating	1133554	Track employee receipt and acknowledgement of institution or department policies and procedures which carry a mandatory requirement for employee review.			
HCM Personnel Administration	Self Service	Differentiating	1133555	Enable employees to request verification of employment (e.g., production of letters to send to third parties).			
HCM Personnel Administration	Self Service	Differentiating	1133556	Allow employees to inquire into their own personnel records for current (e.g., job class, title, salary, rate, performance appraisals, training/certificates, education/degrees) and historical personnel action history.			
HCM Personnel Administration	Self Service	Differentiating	1133557	Allow former employees to update their information online within a specified timeframe. Organization units specify which former employees and what data can be updated.			
HCM Personnel Administration	Self Service	Differentiating	1133558	Create option of employees submitting their portion of performance evaluations via online with ability to attach documents.			
HCM Personnel Administration	Self Service	Differentiating	1133559	Create employer surveys to be completed through self service.			
HCM Personnel Administration	Training and Credentials	Differentiating	1133563	Establish license requirements (e.g., hours required per user specified period).			
HCM Personnel Administration	Training and Credentials	Differentiating	1133565	Track skill requirements and qualifications stored for a job class or position.			
HCM Personnel Administration	Training and Credentials	Differentiating	1133566	Track skill attributes for employees (e.g., skill code, skill description, experience level, proficiency level, effective date).			
HCM Personnel Administration	Training and Credentials	Differentiating	1133567	Identify different groups of individuals to assess gaps in current skills versus skills for new hires, project employees, interns, interims, contract employees, transfers and Federal Funded Time Limited (FFTL).			
HCM Personnel Administration	Training and Credentials	Differentiating	1133568	Link training investments to skill development needs and individual training and employee development plans.			
HCM Personnel Administration	Training and Credentials	Differentiating	1133569	Enable employees to self-identify interest levels for specified skills.			
HCM Personnel Administration	Training and Credentials	Differentiating	1133570	Track employee's assessed skills and proficiency levels.			
HCM Personnel Administration	Training and Credentials	Differentiating	1133572	Track employees whose position require a license or certification and are required to maintain continuing education (CE) to retain that licensure, and notify HR of the pending expiration.			
HCM Personnel Administration	Training and Credentials	Local	1133574	Track the status of passing of board exams for a related medical appointment.			
HCM Personnel Administration	Training and Credentials	Local	1133575	Support the NCI (National Cancer Institute) accreditation process for the R43 (e.g., a 10-year process of certain care conditions and faculty expertise).			
HCM Personnel Administration	Workforce Planning	Differentiating	1133578	Create multiple, future organizational models based on program changes, anticipated work volumes, organization position changes, historical trends, planned retirements, workforce skill mix and workforce demands.			
HCM Personnel Administration	Workforce Planning	Differentiating	1133579	Capture strategic plan goals and objectives that will impact each department's workforce.			
HCM Personnel Administration	Workforce Planning	Differentiating	1133580	Roll-up workforce planning by organization unit to the institution-wide level.			
HCM Personnel Administration	Workforce Planning	Differentiating	1133581	Conduct future workforce demand analysis to model workforce changes, workforce skill requirements, and workforce size demands.			
HCM Personnel Administration	Workforce Planning	Differentiating	1133582	Conduct workforce supply analysis to help assess whether the institution has the workforce skills to meet the future demands (e.g., analysis based on gender, age, ethnicity, disability, seniority).			
HCM Personnel Administration	Workforce Planning	Differentiating	1133583	Analyze workforce supply factors such as retirement eligibility, recruitment and retention trends, turnover trends and workforce skill requirements.			

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HCM Personnel Administration	Workforce Planning	Differentiating	1133584	Analyze exit interview trends and the impact of workforce changes.			
HCM Personnel Administration	Workforce Planning	Differentiating	1133585	Analyze workforce gaps comparing projected workforce skill mix (from historical trends and progression history) with future anticipated workforce needs.			
HCM Personnel Administration	Workforce Planning	Differentiating	1133586	Model specific workforce transition actions, such as: organization structure changes, retention programs, succession plans, recruitment plans, career and leadership development plans, training and employee performance measures.			
HCM Personnel Administration	Workforce Planning	Differentiating	1133587	Define institution core business functions (e.g., descriptions).			
HCM Personnel Administration	Workforce Planning	Differentiating	1133589	Produce at risk listings based upon layoff scenario planning and accounting for potential transfers.			
HCM Position Control	Costing and Budget Projections	Differentiating	1133264	Spread position allocations across multiple funding sources.			
HCM Position Control	Costing and Budget Projections	Differentiating	1133265	Calculate salary requirements on budget and actual payroll for positions by each transaction classification element (e.g., Chart of Accounts) for filled positions, vacant positions, new positions budgeted, and positions to be abolished.			
HCM Position Control	Costing and Budget Projections	Differentiating	1133266	Change transaction classification (e.g., Chart of Accounts) distributions (funding sources) associated with positions and the individuals within those positions.			
HCM Position Control	Costing and Budget Projections	Differentiating	1133267	Track fringe benefits associated with a new position.			
HCM Position Control	Costing and Budget Projections	Differentiating	1133268	Calculate projected cost for remaining fiscal year.			
HCM Position Control	Costing and Budget Projections	Differentiating	1133269	Model reorganizations at various levels of the organization hierarchy(e.g., moving divisions/departments and combining institutions).			
HCM Position Control	Costing and Budget Projections	Differentiating	1133270	Perform what-if cost analysis of and impacts on classification, compensation and benefit costs (e.g., by benefit type, base pay, overtime, on call, sick, leave, shift differential, premium, education allowance) for budgeting and staffing control functions (e.g., incremental costs, proposed salary increases, reclassifications, salary adjustments, layoffs, reorganization) with the effects on employees and affirmative action goals.			
HCM Position Control	Costing and Budget Projections	Differentiating	1133272	Use a salary projection tool to facilitate building the labor budget from the ground up, based on institution defined start and end dates that distinguishes current year projection from budget year projection, and shows actual cost, projected cost and salary savings.			
HCM Position Control	Costing and Budget Projections	Differentiating	1133273	Create a salary pre-encumbrance/encumbrance/dis-encumbrance on salary based on position, job data, funding and payroll expenditures.			
HCM Position Control	Costing and Budget Projections	Differentiating	1133275	Allow for the creation of new (to be requested) positions in the budget system.			
HCM Position Control	Costing and Budget Projections	Differentiating	1133276	Store FTE count to minimum of two decimal positions with ability to adjust up/down.			
HCM Position Control	Costing and Budget Projections	Differentiating	1133278	Maintain budgeted salary information.			
HCM Position Control	Costing and Budget Projections	Differentiating	1133280	Establish limits on positions and/or FTEs at institutional levels based on user defined criteria (e.g., by hour, month) for deriving FTE-equivalent.			
HCM Position Control	Costing and Budget Projections	Differentiating	1133281	Access multiple fringe benefit rates and match the appropriate premium rate to an employee position number for calculating wage, salary and fringe benefits.			
HCM Position Control	Costing and Budget Projections	Common	1185441	Control minimum and maximum salary levels for selected positions and/or institutions.			
HCM Position Control	General	Differentiating	1133285	Generate unique position numbers institution-wide with capability for using alpha-numeric characters.			
HCM Position Control	General	Differentiating	1133287	Designate fields that control institution-wide access and update capabilities based on data element values (e.g., position number).			
HCM Position Control	General	Differentiating	1133288	Maintain a history of position structures (e.g., all reorganizations with the ability to see multiple events that occurred on the same day).			
HCM Position Control	Position Maintenance	Differentiating	1133293	Capture and manage positions by business unit based on position number, position status (e.g., active, pending), position type (e.g., classified/non-classified), authorization date, department, job title, salary ranges, FLSA status, FTE, work schedule, funding source, the budget appropriation in which the position is authorized, position end date, RIF indicator, performance appraisal indicator, paid months (e.g., 9 or 12 for faculty), exempt/non-exempt, pay frequency, non-pay/volunteer/affiliate, visiting faculty/visiting scholar, additional/special compensation, or other institution defined indicator.			
HCM Position Control	Position Maintenance	Differentiating	1133294	Track a position based on authorization for creating the position.			
HCM Position Control	Position Maintenance	Differentiating	1133296	Assign and track multiple requirements for positions (e.g., physical requirements/restrictions, licenses, fingerprinting, drug program, criminal history, certifications, language requirements).			

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HCM Position Control	Position Maintenance	Differentiating	1133297	Flag a position that is under a recruitment status.			
HCM Position Control	Position Maintenance	Differentiating	1133299	Designate a primary position when an employee occupies more than one position.			
HCM Position Control	Position Maintenance	Differentiating	1133300	Set line item maximum(LIM) salary amount on a position with ability to override.			
HCM Position Control	Position Maintenance	Differentiating	1133301	Capture and manage positions based on EEO-6 indicator and IPEDS reporting criteria.			
HCM Position Control	Position Maintenance	Differentiating	1133302	Set academic rank for positions/jobs.			
HCM Position Control	Position Maintenance	Differentiating	1133303	Perform position actions (e.g., additions, reinstating abolished positions, transfers, and reclassifications/reallocations).			
HCM Position Control	Position Maintenance	Differentiating	1133304	Perform position actions (e.g., abolishments, modifications, purges).			
HCM Position Control	Position Maintenance	Differentiating	1133305	Copy selected fields for like positions to a new unique position number with ability to make changes.			
HCM Position Control	Position Maintenance	Differentiating	1133306	Provide a comment field for all position changes.			
HCM Position Control	Position Maintenance	Differentiating	1133308	Have a chronological history (e.g., reverse chronological order) of employees by position.			
HCM Position Control	Position Maintenance	Differentiating	1133309	Update personnel, payroll, budget and funding source information as appropriate once reorganizations are approved and accepted.			
HCM Position Control	Position Maintenance	Differentiating	1133311	Flag personnel actions conflicting with position constraints.			
HCM Position Control	Position Maintenance	Differentiating	1133312	Transfer positions between institutions (e.g., tracking the original institution, program and new receiving institution, program).			
HCM Position Control	Position Maintenance	Differentiating	1133313	Freeze (suspend authorization to hire) and unfreeze position(s) at different levels based on institution defined parameters.			
HCM Position Control	Position Maintenance	Differentiating	1133314	Link personnel transactions to Position Control, such that the position and payroll data is verified/updated at the completion of each transaction (e.g., new hire, termination, transfer).			
HCM Position Control	Position Maintenance	Differentiating	1133315	Archive and retrieve positions.			
HCM Position Control	Position Maintenance	Differentiating	1133316	Change account coding distributions (funding sources) associated with positions and the individuals within those positions.			
HCM Position Control	Position Maintenance	Differentiating	1133317	Override the limit set on the number of hours associated with a position.			
HCM Position Control	Position Maintenance	Common	1185443	Link one position to another for the purpose of identifying superior/subordinate relationships.			
HCM Position Control	Position Maintenance	Common	1185444	Establish a one-to-one or many-to-one relationship between supervisor(s) positions and subordinate position.			
HCM Position Control	Position Maintenance	Common	1185445	Assign multiple employees to a single position based on institution defined parameters (e.g., overlap).			
HCM Position Control	Position Maintenance	Common	1185446	Maintain and track all proposed, authorized, budgeted, filled, vacant, escalated, and abolished position whether filled or vacant.			
HCM Position Control	Position Maintenance	Local	1201177	Track non-employees (e.g., volunteers, trainers, AFROTC, TCU).			
HCM Talent Acquisition	Job Descriptions	Local	1131019	Manage a repository of job descriptions.			
HCM Talent Acquisition	Job Descriptions	Local	1131020	Differentiate between position and/or job types (e.g., faculty, staff, adjunct, hourly).			
HCM Talent Acquisition	Job Posting	Differentiating	1131024	Produce external or internal job announcements (e.g., position/job description, work schedule and hours, opening and closing date, preferred skills, physical demands, salary range and pay grade).			
HCM Talent Acquisition	Job Posting	Differentiating	1131025	Administer job openings (e.g., classified, non-classified, temporary, institution-wide, employee transfer, graduate assistants, non-appointed faculty, per diem board members, internship program, promotional, and limited-time federally funded).			
HCM Talent Acquisition	Job Posting	Differentiating	1131026	Produce external or internal job announcements (e.g., organization unit and name, contact name, number and address, announcement type, position status [full time, part time, interim], FTE indicator, job class, job announcement code, working title, location, work shifts, special qualifications, online application indicator, resume required indicator, and minimum requirements, notes, knowledge, skills and attributes).			
HCM Talent Acquisition	Job Posting	Local	1131028	Support "evergreen" positions that are always in demand.			
HCM Talent Acquisition	Job Posting	Common	1185332	Control access to job openings to existing employees.			

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HCM Talent Acquisition	Job Posting	Common	1185333	Define and produce a job posting requirements based on institution policy and procedure manuals and state administrative regulations and statutes.			
HCM Talent Acquisition	Job Posting	Common	1185334	Produce external or internal job announcements (e.g., requirements based on institutional requirements [to be able to communicate when any of the following are required: drug test, sex offender registry, financial history, criminal background]) with instruction on how to apply and the hiring process associated with the job announcement for classified, non-classified, faculty and hourly positions.			
HCM Talent Acquisition	Job Posting	Common	1185336	Produce external or internal job announcements with preloaded text from stored class specifications.			
HCM Talent Acquisition	Job Posting	Common	1185340	Create job posting from position descriptions, job type, position type, or copy other job postings.			
HCM Talent Acquisition	Job Posting	Common	1185341	Create and post for a position based on a future date and have the position and for multiple job openings based on the same job specification.			
HCM Talent Acquisition	Recruitment	Differentiating	1131032	Track pre-approved commitments related to recruitment on a posting by posting basis (e.g., start-up, advertising, recruitment agency).			
HCM Talent Acquisition	Recruitment	Differentiating	1131033	Capture recruitment activity information by department to include underutilized job groups, affirmative action goals, and recruiting sources used.			
HCM Talent Acquisition	Recruitment	Common	1185343	Define geographic recruiting regions.			
HCM Talent Acquisition	Recruitment	Common	1185345	Track recruiting sources and events by job and their effectiveness (e.g., identifying number of recruits, applicants, hires, retained recruits, candidates interviewed, offers made and positions accepted).			
HCM Talent Acquisition	Vacancies and New Positions	Differentiating	1131037	Administer job openings as a result of labor market tests e.g., when a non-us worker has to be verified under federal criteria that he/she is the only qualified candidate), due to variance (e.g., when special circumstances create a job outside of current HR structure).			
HCM Talent Acquisition	Vacancies and New Positions	Common	1185347	Hiring authority to approve a request to fill.			
HCM Time and Labor	Labor Distribution	Differentiating	1133322	Allocate labor expense and other payroll liabilities to the COA elements and other data fields (e.g., appropriation, task order, sub reporting code, program period and phase).			
HCM Time and Labor	Labor Distribution	Differentiating	1133323	Make mass corrections/updates to groups of labor distribution transactions selected by key fields while maintaining an audit trail.			
HCM Time and Labor	Labor Distribution	Differentiating	1133324	Use year-to-date information by employee to project remaining fiscal year costs (e.g., encumbrance processing).			
HCM Time and Labor	Labor Distribution	Differentiating	1133325	Apply and distribute the full cost of total staff full time equivalents (FTEs), hours, pay, associated benefits, other funding activities based on employee compensation and overhead based on labor distribution rules and associated effective dates that may vary by institution, organization, and appropriation and maintain associated history.			
HCM Time and Labor	Labor Distribution	Differentiating	1133326	Create and maintain multi-tiered and multiple labor distribution rules and calculation algorithms for human capital costs, hours, and FTEs with effective begin and end dates associated with the institution as a whole or particular programs.			
HCM Time and Labor	Labor Distribution	Differentiating	1133327	Apply user defined rules for various pay and leave types that may vary by institution, organization, appropriation, fund and activity.			
HCM Time and Labor	Labor Distribution	Differentiating	1133330	Distribute employee annual leave costs based on business rules that may vary by institution (e.g., liability for AFR).			
HCM Time and Labor	Labor Distribution	Differentiating	1133331	Assign earnings, hours, and FTE information to accounting periods based on business rules that may vary by schedule, institution, organization and appropriation/fund.			
HCM Time and Labor	Labor Distribution	Differentiating	1133333	Capture online correction of funding distribution.			
HCM Time and Labor	Labor Distribution	Differentiating	1133334	Transmit institution hours and other required information according to established schedules and on an ad hoc basis (e.g., new time for current payroll period and adjustments for one or more prior payroll periods).			
HCM Time and Labor	Labor Distribution	Differentiating	1133335	Generate online notification of scheduled hours exceeded (e.g., 19-hours/week), based on institution defined rules.			
HCM Time and Labor	Labor Distribution	Differentiating	1133423	Designate default funding information from time entries on positions and appointments.			
HCM Time and Labor	Labor Distribution	Local	1201178	Process a reallocation payroll for retro-funding changes.			
HCM Time and Labor	Resource Schedule	Differentiating	1133339	Generate holiday schedules, on an as needed basis, institution defined basis, and automatically update eligible employee time and attendance records where applicable.			
HCM Time and Labor	Resource Schedule	Differentiating	1133340	Track institution, organization unit, program based and other work schedules with effective beginning and end dates and requirements for coverage of particular job functions and staffing levels.			
HCM Time and Labor	Resource Schedule	Differentiating	1133341	Generate work schedule/shift change notices to employees based on templates that may vary by institution.			
HCM Time and Labor	Resource Schedule	Differentiating	1133342	Notify employees and designated supervisors of new and changes to work times via email and other alerts.			

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HCM Time and Labor	Resource Schedule	Differentiating	1133343	Generate unlimited default schedules and work hours for exception based employees based on institution defined profiles.			
HCM Time and Labor	Resource Schedule	Differentiating	1133344	Capture adjustments to default schedule and work hours for individual employees.			
HCM Time and Labor	Resource Schedule	Differentiating	1133346	Capture change in scheduled beginning time and scheduled ending time on a daily basis based on actual time periods worked.			
HCM Time and Labor	Resource Schedule	Differentiating	1133347	Capture and maintain work shifts and work schedules of variable duration (e.g., 12-hour shift, 21-day rotation, Mon-Fri, Tue-Sun, by institution).			
HCM Time and Labor	Resource Schedule	Differentiating	1133348	Have access to and use current position and labor schedule information as primary data source for editing schedules and worked hours based on business rules that may vary by institution, organization unit and job class.			
HCM Time and Labor	Resource Schedule	Differentiating	1133349	Support creation of and changes to schedules, work hours, seasonal schedules, overtime rates, holidays, pay differentials and other time reporting and pay requirements based on institution, job class and other selection criteria.			
HCM Time and Labor	Resource Schedule	Differentiating	1133350	Capture and maintain standard and rotating schedules that may vary by institution, organization unit, and job class.			
HCM Time and Labor	Resource Schedule	Differentiating	1133352	Support various types of institution specific work schedules (e.g., weeks on/weeks off, split shift).			
HCM Time and Labor	Resource Schedule	Differentiating	1133353	Assign individuals or employee groups to work times and job functions on established work schedule for the applicable institution, organization unit, program, and project based on user specified organization unit.			
HCM Time and Labor	Resource Schedule	Differentiating	1133354	Capture and maintain effective beginning and end dates (include future date capabilities) for work schedules on a daily basis.			
HCM Time and Labor	Resource Schedule	Differentiating	1133355	Support scheduling of job share positions.			
HCM Time and Labor	Resource Schedule	Differentiating	1133356	Capture and maintain work shifts with varying rules by institution or organization unit.			
HCM Time and Labor	Resource Schedule	Differentiating	1133357	Define work and seasonal schedules by institution, organization unit, and job class to pre-existing schedules. A work schedule is defined as the typical set of work days (e.g., Monday through Friday, Tuesday through Saturday).			
HCM Time and Labor	Resource Schedule	Differentiating	1133358	Capture, maintain and monitor schedule change thresholds for deviations based on business rules that may vary by institution and organization unit.			
HCM Time and Labor	Resource Schedule	Differentiating	1133359	Support scheduling of periodic shifts or schedules on an institution defined basis or annual basis.			
HCM Time and Labor	Time Administration	Differentiating	1133362	Allow employees and employee groups to be processed based on positive or exception time entry.			
HCM Time and Labor	Time Administration	Differentiating	1133363	Define maximum number of hours by day or pay period using various methods (e.g., institution, division, job classification, status (e.g., permanent, part-time, temporary), workgroup, and 12 month period based on status (temporary)).			
HCM Time and Labor	Time Administration	Differentiating	1133364	Allow for the processing of time from two different years at the same time.			
HCM Time and Labor	Time Administration	Differentiating	1133366	Generate pay adjustment transactions when necessary based on retroactive data entered (e.g., hours entered causes overtime in a prior pay period).			
HCM Time and Labor	Time Administration	Differentiating	1133367	Adjust leave accruals for state service transfers, retroactive entry of hours.			
HCM Time and Labor	Time Administration	Differentiating	1133368	Process time worked changes to prior pay periods retroactively to correct pay and/or hours worked.			
HCM Time and Labor	Time Administration	Differentiating	1133369	Generate controls that specify expected minimum and maximum hours by department, section or unit, institutionally defined status (e.g., Visa type), status (e.g., permanent, part-time, temporary).			
HCM Time and Labor	Time Administration	Local	1201179	Identify, maintain and store user defined information for dual employment (e.g., when an employee works at more than one agency that impacts payroll and benefits).			
HCM Time and Labor	Time Approval	Differentiating	1133373	Require supervisor's approval on all timesheets before sending information to payroll based on user defined business rules.			
HCM Time and Labor	Time Approval	Differentiating	1133374	For supervisory delegates to be assigned for approval of time sheets.			
HCM Time and Labor	Time Approval	Differentiating	1133375	Process exception time reporting and (email) alerts by individual, time period or organization unit (e.g., leave).			
HCM Time and Labor	Time Approval	Differentiating	1133376	Track time reporter and reviewers comments and flag timesheets with comments for subsequent review.			
HCM Time and Labor	Time Approval	Differentiating	1133377	Tracking and notify supervisor of employees who are in early/late, out early/late based on thresholds by institution, organization unit, program, and project.			
HCM Time and Labor	Time Approval	Differentiating	1133378	Establish, maintain and support review, update, and approval steps for time review and approval by institution, organization, program, project, position, employee type, individual employee, schedule and other categories.			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
HCM Time and Labor	Time Approval	Differentiating	1133379	Update to time and other data reported by time reviewers with automatic notification provided to employee and require employee or other designated party to review and accept changes.			
HCM Time and Labor	Time Approval	Differentiating	1133380	Preclude employee input and update, and approval of time and leave for scheduled or ad hoc periods of time by institution, organization, program, project, and supervisors.			
HCM Time and Labor	Time Approval	Differentiating	1133381	Generate notifications based upon accrual balances or activity or particular attendance patterns by institution.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133386	Allow entry of total hours per pay period by pay type on a daily basis.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133388	Determine holiday eligibility based on employee status (e.g., regular, emergency, interim, temporary), unpaid leave type (e.g., maternity, workers' comp, education), pay status (e.g., positive pay, qualified leave type), hour type after holiday for separating employees.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133391	Capture comments regarding a specific work activity and record date and time of entry.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133392	Automatically determine holiday hours for employees based on user defined criteria (e.g., pro-rate holiday hours based on FTE).			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133394	Allow employee to access/use particular time capture templates and input devices based on user business rules by institution, organization unit, program, project, position type and employee.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133395	Allow non-employees to use time reporting functionality for time worked based on business rules set by institution.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133397	Assign time templates to job classes, organization units, and individual employees.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133398	Maintain multiple time capture template formats to support individual, organization unit and other groups for time entry (e.g., data entry, PDA, badge, card scan).			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133399	Create timesheet templates and establish time codes to aid in preparation/submission of regular timesheets using various tools (e.g., Adobe forms, Word).			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133400	Notify supervisors, dispatchers, and other designated staff via email or other type of alert of required release time for staff based on time worked to date and current work schedules and institution defined rules (e.g., 19-hours a week limit).			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133402	Track history of time and who entered time by calendar year, fiscal year, month, week, day and pay period.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133403	Check employee status (e.g., suspension, termination) prior to allowing time entry.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133404	Accommodate time entry for pay schedules based on payroll period: weekly, biweekly, semi-monthly, monthly.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133405	Generate default hours for exception based employees, based on institution defined profiles (e.g., work schedules, employment status).			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133406	Capture time through online (desk punch time capture) entry by the employee, entry by timekeepers, time entry time capture systems, and interactive voice response.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133407	Define timesheet fields and edits by home department, project authorization levels, activity, locations code, grant and cost center; by job classification; by time and leave reporting codes.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133408	Define timesheet fields and edits by: project authorization levels, activity, location code, grant, funding source.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133410	Restrict earning codes by institution, job classification, workgroup.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133411	Allow an unlimited number of time/leave reporting codes in a day or pay period for an employee.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133414	Restrict input of time reporting codes by workgroup based on institution defined criteria.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133415	Restrict hour types (e.g., by classification, workgroup).			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133416	Restrict time reporting codes by job classification, status, on certain days (e.g., holidays).			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133418	Generate a differential pay amount, based on institution defined parameters.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133419	Define maximum number of hours by pay code by institution, job classification, employment status (full time, part time), workgroup.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133420	Generate additional rows for pay codes not defaulted (e.g., specialty pay).			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133421	Allow employees to enter time and to identify the attributes to a specific job(s).			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133422	Default projects and activities available for a particular employee.			

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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
HCM Time and Labor	Time Capture and Entry	Differentiating	1133425	Calculate/verify overtime hour eligibility based on institution defined rules(e.g., 1.0 & 1.5) to include overtime for all types of schedules, combined rates of overtime for employees reporting time for more than one position which may be in more than one department/institution; for overtime spread among account distributions worked; to recognize distinctions between regular and premium overtime and other similar institution pay policies; for work weeks that include paid time off; in recognition of other institutional pay policies.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133426	Recognize an alternate day off (e.g., comp time), if employee works a scheduled paid holiday or <u>scheduled off on a scheduled paid holiday.</u>			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133427	Allow various supplemental pay to be tied to job classification, employee, type of work, shift or other <u>defined criteria.</u>			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133428	Capture multiple time records for a 24-hour period (e.g., varying periods of time worked, projects and <u>account distributions worked within a given shift).</u>			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133431	Track comp time and overtime earned by resource.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133432	Track hours for a project or program basis.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133433	Adjust for seasonal time changes (e.g., daylight savings time).			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133434	Prevent entry of work time in advance of actually working (by day), with the ability to override.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133435	Capture device (e.g., web clock), location for time entry.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133437	Capture and maintain rules related to minimum time paid and minimum release time.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133438	Determine pay type (e.g., overtime, assignment pay) based on job worked, time spent, and other <u>business rules.</u>			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133439	Capture and track hours (user defined decimals), by pay type (e.g., overtime, assignment pay), days and/or weeks, for hours worked or leave taken based on business rules that may vary by institution or <u>organization code.</u>			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133440	Categorize time worked based on job class, schedule, and other business rules, such as: shift <u>premium, duty performed, overtime and call back.</u>			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133441	Use assignment based pay type information with effective start and end date in editing employee schedules and time capture based on business rules that may vary by institution or <u>organization unit.</u>			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133443	Access and use travel time and mileage rule information for editing time worked (not travel voucher processing).			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133444	Require entry of actual start and end times, and calculate hours worked based on attributes that <u>may vary by institution, organization unit and job class.</u>			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133445	Capture and enforce increments of time tracked (e.g., one minute, ten minutes, hour), grace periods, and rounding for clock times based on business rules that may be established by institution, <u>organization unit and job class.</u>			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133447	Track and retain time information on input device used to capture employee time by transaction.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133448	Maintain schedule for retrieval of time capture information from various input devices and execute consistent with this schedule; provide for immediate transmission of time capture information; and provide for ad hoc transmission of time capture information by institution and organization unit.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133449	Capture supplemental, retroactive, or corrected time reporting for individuals, employee groups, organizations, and other categories through established templates based on business rules that may <u>vary by institution, organization unit and job.</u>			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133450	Allow inclusion of time scheduled (planned/authorized), time worked (actual), travel time, job scheduled, job worked, job paid as available, fields in time capture template formats, supporting <u>different business rules for different types of fields.</u>			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133451	Support time capture using positive (overtime eligible) or exception only reporting by individual, crew, organization unit or other group based on business rules that may vary by institution.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133453	Process partial period time capture (e.g., for new and exiting employees).			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133454	Designate the level of pre-population (positive entry requirement) by employee, project, and <u>business rules.</u>			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133456	Create a proxy user for an employee to prepare/submit a timesheet on the employee's behalf.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133457	Track when an employee does not complete a timesheet with ability to send notification reminder to <u>user defined recipients.</u>			

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HCM Time and Labor	Time Capture and Entry	Differentiating	1133458	Automatically total hours worked to be paid (or unpaid) by job class, time reporting code (earning code) at time capture, and make available in real-time to employee, reviewer and other staff.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133459	Designate time limits on changes to prior period time capture based on business rules by institution, organization unit and job class.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133460	Automatically create adjustments to prior period time captured and paid in a previous payroll cycle based on corrected timesheets and route for approval by institution, organization units, and job class.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133461	Use ad hoc time capture template creation and input for new employees.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133463	Capture manual categorization of time worked (e.g., to support administrative assignment pay).			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133465	Capture the entry, approval and maintain (e.g., retain, archive, purge) time capture information for an employee as established by business rules.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133466	Enforce requirement to provide justification (e.g., comments, attachments, pre-approval) for certain types of time worked based on business rules that may vary by institution or organization unit.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133467	Identify employees who worked in job classes different than the job class assigned to the employee's position; on call employees who were not fully scheduled but paid guaranteed time based on business rules that may vary by institution.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133468	Reverse the original entry and reprocess the updated entry for user input changes and corrections to time and time reporting and other time capture information.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133469	Capture changes and corrections to time and hours types and other time capture information both during and after payroll reporting periods (retroactive corrections) based on time based business rules and editing.			
HCM Time and Labor	Time Capture and Entry	Differentiating	1133470	Identify as retroactive, changes after scheduled and ad hoc payroll processing submission and include changes in next payroll submission based on business rules that may vary by institution and organization unit.			
HCM Time and Labor	Time Capture and Entry	Local	1133472	Integrate or replace Time and Effort database for time tracking and to link to compensation.			
HCM Time and Labor	Time Capture and Entry	Common	1185437	Specify default information used during the timekeeping function (e.g., department, division, section/unit, name, employee number, pay period and dates, FLSA, employee type, position number, job class code and title, daily schedule information for hours worked, leave; holiday status, leave accrual basis, leave balances [annual, sick, holiday], accounting distribution, project, shift, location)			
HCM Time and Labor	Time Capture and Entry	Local	1201180	Load time for an employee who have terminated after their last payroll.			
HCM Time and Labor	Time Capture and Entry	Local	1201181	Support automatic posting to correct job based on device location (e.g., web clock).			

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SIS Academic Advising	Advisor Advisee Management	Differentiating	1010001	Add notations to student advising records (e.g., approved course substitutions).			
SIS Academic Advising	Advisor Advisee Management	Differentiating	1010002	Allow advisors to schedule (and change) appointments online, tracking any <u>changes, and sending notifications.</u>			
SIS Academic Advising	Advisor Advisee Management	Differentiating	1010003	Allow students to view and schedule appointments with their assigned advisor <u>online.</u>			
SIS Academic Advising	Advisor Advisee Management	Differentiating	1010004	Create and manage early alert system for students potentially facing academic or other (e.g., financial, health) issues. Assign early alerts to relevant advisors and provide mechanism to follow-up and track engagement, case notes, and other <u>interventions.</u>			
SIS Academic Advising	Advisor Advisee Management	Differentiating	1010005	Define rules for assigning academic advisors to students using a wide variety of <u>academic and student-specific data.</u>			
SIS Academic Advising	Advisor Advisee Management	Differentiating	1010006	Monitor and respond to Academic Alerts (e.g. Retention Alert).			
SIS Academic Advising	Advisor Advisee Management	Differentiating	1010007	Track Graduate student milestones (e.g., after one year needs a committee).			
SIS Academic Advising	Advisor Advisee Management	Differentiating	1010008	View a list of advisees and their associated class schedules, registration <u>appointments, to-do items, grades, and other relevant information.</u>			
SIS Academic Advising	Advisor Advisee Management	Differentiating	1010009	View advising groups and advisee assignments.			
SIS Academic Advising	Degree Audit	Differentiating	1010010	Allow academic departments/programs to define a composite set of course, non-course, department, school, major, and degree requirements and indicate when a student meets them. Items may include GPAs (e.g., undergraduate, graduate, major, minor), residency, repeated courses, advanced hours, and other attributes.			
SIS Academic Advising	Degree Audit	Differentiating	1010011	Allow students and advisors to perform "What If" scenarios, e.g., run audit for <u>another major.</u>			
SIS Academic Advising	Degree Audit	Differentiating	1010012	Allow students to see their courses needed to complete their degree by classes <u>and semesters offered.</u>			
SIS Academic Advising	Degree Audit	Differentiating	1010013	Allow the advisor to either grant or request exceptions to designated registration <u>rules and policies.</u>			
SIS Academic Advising	Degree Audit	Differentiating	1010014	Automatically adjust course assignments so as to produce or approximate a best fit, i.e. determining which courses to use to fulfill either a major or minor or using <u>courses in a different track as well.</u>			
SIS Academic Advising	Degree Audit	Differentiating	1010015	Easily apply classes taken in one career to degree requirements in another career <u>(e.g., without going through an internal transfer process).</u>			
SIS Academic Advising	Degree Audit	Differentiating	1010016	Integrate with College Source U.Achieve degree audit system.			
SIS Academic Advising	Degree Audit	Differentiating	1010017	Limit the number of courses (and/or credits) which have selected characteristics from applying to a requirement or group of requirements, i.e. 6 hours of courses used in the major applying also to general studies or 30 hours of courses			
SIS Academic Advising	Degree Audit	Differentiating	1010018	Limit total course credit available for specified combinations of courses - <u>regardless of where courses are assigned.</u>			
SIS Academic Advising	Degree Audit	Differentiating	1010019	Manage how courses (and non-course requirements) are met when not enrolled (e.g., waive course and non-course requirements with description of why it's necessary and who applied the change, overrides and exceptions, course <u>substitutions.</u>			
SIS Academic Advising	Degree Audit	Differentiating	1010020	Restrict a course or group of courses from applying to requirements if not taken in <u>a prescribed time or course sequence .</u>			
SIS Academic Advising	Degree Audit	Differentiating	1010021	Set up automated notifications to students (e.g. student has reached their time <u>limit for pursuing their current degree).</u>			
SIS Academic Advising	Degree Audit	Differentiating	1010022	Update each term of the expected graduation date based on the progression <u>determined in the degree audit.</u>			
SIS Admissions	Applicant Self Service	Differentiating	1010023	Allow admitted applicants to view decision (based on statuses defined by the institution) and <u>accept or decline admission offer online.</u>			

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SIS Admissions	Applicant Self Service	Differentiating	1010024	Allow admitted students to view online any required tasks or additional documentation requirements and complete or submit additional materials online if appropriate.			
SIS Admissions	Applicant Self Service	Differentiating	1010025	Allow admitted students to view online orientation schedule and register and pay for an available orientation session online.			
SIS Admissions	Applicant Self Service	Differentiating	1010026	Control which application statuses are available for applicants to view via self-service (e.g., view 'admit' 'in process' or 'returned for more information,' but not 'deny').			
SIS Admissions	Applicant Self Service	Differentiating	1010027	Save an incomplete application and return to it at a later date/time.			
SIS Admissions	Application Processing	Differentiating	1010028	Admit student into multiple degree programs and subplans/concentrations and matriculate student into Student Records with the multiple programs and subplans/concentrations.			
SIS Admissions	Application Processing	Differentiating	1010029	Allow applicants to apply for more than one degree program from a single application with the option to collect the priority of each program.			
SIS Admissions	Application Processing	Differentiating	1010030	Allow applicants to begin the online application and then save it without completing. Provide automatic notifications and reminders to the student to return and complete the application. Provide metrics and visibility to the saved but not submitted applications for authorized administrators.			
SIS Admissions	Application Processing	Differentiating	1010031	Allow applicants to upload documents electronically as part of their application in a variety of electronic formats (e.g., pdf, doc, wav, jpg).			
SIS Admissions	Application Processing	Differentiating	1010032	Allow students to apply for one or multiple degree programs via a single application based on rules and configuration by the institution.			
SIS Admissions	Application Processing	Differentiating	1010033	Assign student applications to one or more reader and capture scores from each.			
SIS Admissions	Application Processing	Differentiating	1010034	Assign various application statuses and stages (e.g., early decision, regular), based on program criteria, to track students during the application cycle.			
SIS Admissions	Application Processing	Differentiating	1010035	Automate reminders to applicants for outstanding/incomplete application requirements via a variety of channels (e.g., email, sms, online notifications) on a defined schedule that may be either date-based, defined number of days, or event-triggered.			
SIS Admissions	Application Processing	Differentiating	1010036	Automate requests for additional application materials and supporting information based on the specific degree programs or type of application submitted (e.g., undergraduate liberal arts, graduate law, international student, transfer).			
SIS Admissions	Application Processing	Differentiating	1010037	Automatically determine when an application is ready to be evaluated.			
SIS Admissions	Application Processing	Differentiating	1010038	Calculate admission/seat deposit based upon degree program and student characteristics (e.g., residency, citizenship, admit type). Deposit may be non-refundable or refundable.			
SIS Admissions	Application Processing	Differentiating	1010040	Configure rules for which pieces of admission application data (e.g., test scores, transcripts) can be shared across different organizational entities (e.g., degree programs, colleges, institutions).			
SIS Admissions	Application Processing	Differentiating	1010041	Create admissions decision notifications in a variety of media. Must include printed, hard-copy communications as well as electronically.			
SIS Admissions	Application Processing	Differentiating	1010042	Create and maintain highly configurable online admission applications, including the creation of questions, branding, layout, and other content. Application form should dynamically build and display questions as student completes individual questions or sections. Application form should prepopulate data from the database if it already exists (e.g., from prospect record).			
SIS Admissions	Application Processing	Differentiating	1010043	Create checklist of additional documentation or tasks required for admitted students.			

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SIS Admissions	Application Processing	Differentiating	1010044	Define Conditional Admit status with specific criteria requirements for the applicant to complete to achieve full Admit status. Once conditions have been met, requires ability to update the admission status and notify the student they <u>are now fully-admitted</u> .			
SIS Admissions	Application Processing	Differentiating	1010045	Define rules and criteria to auto-admit applicants for specific populations. If application does not meet auto-admit rules route to an admission counselor for <u>review and decision</u> .			
SIS Admissions	Application Processing	Differentiating	1010046	Define rules for assessing application fees, varying by application type (e.g., undergraduate, international, transfer) with the ability to override or waive the fee <u>for individual students</u> .			
SIS Admissions	Application Processing	Differentiating	1010047	Define rules to automatically rank applicants (e.g., top 5% of applicants for JD program).			
SIS Admissions	Application Processing	Differentiating	1010048	Define rules to convert GPA from another institution (high school or college/university) into a standard 4.0 scale (or any other scale needed by the institution).			
SIS Admissions	Application Processing	Differentiating	1010049	Define rules to track commissions and payments to third-party recruiting agents.			
SIS Admissions	Application Processing	Differentiating	1010050	Define various admission formulas for evaluation of an applicant.			
SIS Admissions	Application Processing	Differentiating	1010051	Enter admission decision information (e.g., admit, deny, pending) in batch mode (single window).			
SIS Admissions	Application Processing	Differentiating	1010052	Establish an Applicant record once student submits an application, while managing potential duplicates or preventing application with incomplete data. Provide configurable options to carry-forward and prospect data if missing on application.			
SIS Admissions	Application Processing	Differentiating	1010053	Evaluate electronic transcripts (for keywords) for Smart Core and other school <u>course requirements automatically</u> .			
SIS Admissions	Application Processing	Differentiating	1010054	Generate automated communications to applicants based upon changes in their application status (as defined by the institution). Structure and coordinate <u>communications across the entire application lifecycle</u> .			
SIS Admissions	Application Processing	Differentiating	1010055	Load applications (and track other data) based on SPEEDE or other defined standards, (e.g. <u>Common App, Apply Texas</u>).			
SIS Admissions	Application Processing	Differentiating	1010056	Load electronic high school and college transcripts via EDI, XML, SPEEDE, or PDF.			
SIS Admissions	Application Processing	Differentiating	1010057	Manage the extensive interview (and outcomes of interviews) process.			
SIS Admissions	Application Processing	Differentiating	1010058	Matriculate admitted applicants based on institutionally-defined rules, without <u>requiring a student acceptance or deposit</u> .			
SIS Admissions	Application Processing	Differentiating	1010059	Produce flexible, easy to create communications for collecting all needed <u>admissions documents and artifacts</u> .			
SIS Admissions	Application Processing	Differentiating	1010060	Provide a simple dashboard or worklist for evaluators to manage their reviews and enter decisions, notes, and referrals to other individuals, with a simplified view of all relevant data or documents on a single screen without having to navigate to multiple places to view necessary information.			
SIS Admissions	Application Processing	Differentiating	1010061	Provide refunds or credits or waivers for application and evaluation fees.			
SIS Admissions	Application Processing	Differentiating	1010062	Route completed applications to assigned evaluators based on admissions status.			
SIS Admissions	Application Processing	Differentiating	1010063	Support admissions recommendations at the department level that is separate <u>from the official decision at the Graduate School</u> .			
SIS Admissions	Application Processing	Differentiating	1010064	Support evaluations by individual counselors/evaluators or my committees or teams of evaluators. Support ability for individual evaluators to enter their individual decisions on multiple components of the application (as defined by the institution) and then calculate an overall rating and decision from those individual <u>scores</u> .			

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SIS Admissions	Application Processing	Differentiating	1010065	Track and rate letters of recommendation, written essays, portfolio information, audition information, statements of good standing, financial statements, letters of support, and bank verification information.			
SIS Admissions	Application Processing	Differentiating	1010066	Track and rate student extracurricular, community service, honors, awards, employment, and summer activities.			
SIS Admissions	Application Processing	Differentiating	1010067	Track desired number of seats taken and open for degree programs (e.g., majors, minors, concentrations).			
SIS Admissions	Application Processing	Differentiating	1010068	Track history of evaluation calculations.			
SIS Admissions	Application Processing	Differentiating	1010069	Track percentage rank on any standardized test score.			
SIS Admissions	Application Processing	Differentiating	1010070	Calculate specialized test component scores based on highest scores of each component and store new calculated totals			
SIS Admissions	Application Processing	Differentiating	1010071	Track the source and type of application submitted (e.g., Common App, state application, institutional online application).			
SIS Admissions	Application Processing	Differentiating	1010072	Update Application Status in batch based on no activity to the applicant record.			
SIS Admissions	Application Processing	Differentiating	1010073	View the status of applications by reader.			
SIS Admissions	Application Processing	Local	1201191	Needs to be configurable and flexible enough to allow for custom fields to be loaded in from applications (e.g., Texas specific required data).			
SIS Admissions	Application Processing	Local	1201192	Track prospects and applicants coming through third-party recruiting agents (e.g., international agents) along with performance metrics on those students once they are enrolled.			
SIS Admissions	Event Management	Differentiating	1010074	Allow individuals (e.g., prospective students, alumni) invited to institutional events to register and RSVP for the event and to select individual sessions within the event.			
SIS Admissions	Event Management	Differentiating	1010075	Create a "master" event with multiple sessions within in (e.g., conference, day-long workshop), and track facilities, resources, min/max number of participants for each session. Sessions can be overlapping or scheduled concurrently with others.			
SIS Admissions	Event Management	Differentiating	1010076	Create and manage events at a variety of venues (e.g., online, in-person, or group events), on- or off-site, with budgets, resources, targeted invitations and track the outcomes/results of these events (e.g., actual attendance, number of prospects or applicants created, costs).			
SIS Admissions	Event Management	Differentiating	1010077	Enable event invitees to identify the names, relationship, and contact information for guests (e.g., parents, spouses, siblings).			
SIS Admissions	Prospect Management	Differentiating	1010078	Allow prospects to request information (e.g. application, programs, course, scholarship info) online; create prospect record from submitted contact and interest information as part of the request. The information collected and which information is required or optional must be configurable by each institution within the System and for individual academic programs.			
SIS Admissions	Prospect Management	Differentiating	1010079	Create detailed communication plans for targeted groups of prospects with date and event-based triggers. Communications must support multiple communication channels and must adhere to the prospect's preferred communication channel if specified.			
SIS Admissions	Prospect Management	Differentiating	1010080	Create new attributes and cohorts, on the fly if necessary, to track and initiate contacts with prospective students (e.g., fields to track items such as career center interest, allow contact by text message).			
SIS Admissions	Prospect Management	Differentiating	1010081	Create prospect record from application load if one does not already exist, using institutionally-defined parameters and criteria. Evaluate existing records using robust search/match duplicate prevention solution.			

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SIS Admissions	Prospect Management	Differentiating	1010082	Create prospect record from FAFSA load if one does not already exist, using institutionally-defined parameters and criteria. Evaluate existing records using <u>robust search/match duplicate prevention solution</u> .			
SIS Admissions	Prospect Management	Differentiating	1010083	Create prospect record from test score loads if one does not already exist, using institutionally-defined parameters and criteria. Evaluate existing records using robust search/match duplicate prevention solution.			
SIS Admissions	Prospect Management	Differentiating	1010084	Evaluate and rank prospects by institutionally-defined criteria (e.g., geographic location, test scores, high school GPA, athletic ability).			
SIS Admissions	Prospect Management	Differentiating	1010085	Provide functionality to manage prospects (students who have not yet applied) by creating updatable records, receiving and tracking various documents and electronic data (e.g., test scores, FAFSAs) prior to receiving an application.			
SIS Admissions	Prospect Management	Differentiating	1010086	Purge prospect records based upon specific criteria (e.g., no longer communicating, no application submitted, specified time period).			
SIS Admissions	Prospect Management	Differentiating	1010087	Specify match criteria for data loads to see if individual exists to avoid duplicates; build prospects based on needed parameters (e.g., name, address, phone).			
SIS Admissions	Prospect Management	Differentiating	1010088	Track a prospect's initial point of contact (e.g. web, high school visit, open house) and all subsequent interactions and contacts.			
SIS Admissions	Prospect Management	Differentiating	1010089	Track data about a prospect (e.g., previous school(s) attended, activities, grades/GPA, test scores, academic and extracurricular interests, career interests, parent information).			
SIS Admissions	Prospect Management	Differentiating	1010090	Update prospect or applicant record for a variety of test loads (e.g., ACT, SAT, TOEFL, Accuplacer, MAT, PRAXIS, LSAT, MCAT).			
SIS Admissions	Recruiting Management	Differentiating	1010091	Automate assignment of prospects to a recruiter and the batch reassignment of recruiters if the institution changes assignments or needs to replace one recruiter with another.			
SIS Admissions	Recruiting Management	Differentiating	1010092	Automate assignment of students to recruiting territories and the batch reassignment if the institution changes territories.			
SIS Admissions	Recruiting Management	Differentiating	1010093	Create trip plans for recruiters including high schools, corporations or other entities to be visited, identify individuals with whom to meet (e.g., prospects, applicants, school counselors), schedule meetings and interviews, track projected and actual costs, analytics to track results and effectiveness of visits by location and recruiter.			
SIS Admissions	Recruiting Management	Differentiating	1010094	Define rules for assigning prospect to a recruiting territory using a variety of criteria (e.g., zip code, county, state, country, academic interests, extracurricular activities).			
SIS Admissions	Recruiting Management	Differentiating	1010095	Define rules for assigning prospects to one or more recruiters using a variety of criteria (e.g., recruiting territory, special interests, academic interests, geography) and support manual assignments and overrides. These same rules can be used to assign an application reviewer/admission counselor to the applicant, which may be the same or different from the recruiter.			
SIS Admissions	Recruiting Management	Differentiating	1010096	Display map showing where all prospects are located with configurable rules for which address (e.g., home, school) is used and filters to display only prospects meeting specific criteria.			
SIS Admissions	Recruiting Management	Differentiating	1010097	Maintain appointments, calendar of visits, trip notes, and evaluations.			
SIS Admissions	Recruiting Management	Differentiating	1010098	Manage student contacts, contact info, summary of contact.			
SIS Admissions	Recruiting Management	Differentiating	1010099	Provide CTI capabilities to manage telephone campaigns to recruit prospective students, including interactive call scripts, automated queuing and phone dialing, caller notes.			
SIS Admissions	Recruiting Management	Differentiating	1010100	Record and track notes about interactions with prospects with appropriate security.			

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SIS Admissions	Recruiting Management	Differentiating	1010101	Track and manage external entities with which the institution interacts as sources of prospects and applicants, e.g., high schools, community colleges, corporations, <u>military, and contacts at those entities.</u>			
SIS Admissions	Recruiting Management	Differentiating	1010102	Track engagement with external entities, e.g., calls, visits, and analytical data about those entities, e.g., number of prospects, numbers of applicants, yield rates, <u>retention and graduation rates.</u>			
SIS Admissions	Test Scores	Differentiating	1010103	Automatically update test score checklist items based on receipt of test scores.			
SIS Admissions	Test Scores	Differentiating	1010104	Calculate highest combined test score by test type (e.g. ACT, SAT, ACCUPLACER) within a specified time frame (e.g. five years); calculate highest combined SAT M+V, regardless of test dates of each sub score as well as highest score from each section of the PCAT, GMAT, GRE, AP, MCAT, DAT, and IB.			
SIS Admissions	Test Scores	Differentiating	1010105	Define test types (e.g. CLEP, COMPASS, SAT (redesigned), ACT, assessment/placement), maintain multiple tests, track scores, and proficiency with various test attributes (e.g., form (version), date, raw score, result).			
SIS Admissions	Test Scores	Differentiating	1010106	Define various admission indices for evaluation of an applicant.			
SIS Admissions	Test Scores	Differentiating	1010107	Import and track standard test score files (e.g., TOEFL, PCAT, GMAT, GRE, SAT, ACT, AP, MCAT, DAT, IB).			
SIS Admissions	Test Scores	Differentiating	1010108	Provide security structure so that test scores can be shared across academic institutions within the system, or across schools/colleges (or other business entity) within the institution, or restricted to a specific business entity.			
SIS Admissions	Test Scores	Differentiating	1010109	Track official and unofficial (self-reported) test scores.			
SIS Core Student Data	Extracurricular Activities	Differentiating	1010110	Track qualitative and quantitative measures of participation (e.g., learning outcomes) in student organizations.			
SIS Core Student Data	FERPA	Differentiating	1010111	Indicate that FERPA restrictions exist when inquiring on various student information without looking up FERPA data.			
SIS Core Student Data	FERPA	Differentiating	1010112	Permit a student to either restrict all information or select from a list, to request their record, address, and other confidential information be restricted from publication or released by the institution.			
SIS Core Student Data	Health	Differentiating	1010113	Track required health insurance information.			
SIS Core Student Data	Health	Local	1201193	Track required vaccination information or waivers.			
SIS Core Student Data	International Students	Differentiating	1010114	Allow admitted international applicants to view I-20 details (issuance date, mailed date) and any tasks to be completed for an I-20 to be issued.			
SIS Core Student Data	International Students	Differentiating	1010115	Identify international students who are on approved medical leave in accordance with Department of Homeland Security regulations			
SIS Core Student Data	International Students	Differentiating	1010116	Store and track data for international students such as original international school GPA and the internal institutional equivalent, non-immigrant status (e.g., granted, renewed) and expiration date, supporting documents for a visa, mandated health insurance coverage, 'issue date' of Form DS-2019 and Form I-20, and Non-Resident Alien status separate from Ethnicity (as defined in federal IPEDS reporting requirements)			
SIS Core Student Data	International Students	Differentiating	1010117	Track and evaluate English language proficiency using International or Institutional measures and track any waivers to this requirement.			
SIS Core Student Data	International Students	Differentiating	1010118	Track foreign transcripts associated with an outside agency which offers evaluation services (e.g., WES and ECS).			
SIS Core Student Data	International Students	Differentiating	1010119	Track the status of course/program requirements for International students such as passport number, travel itineraries, fees, missing signatures for correspondence and extension.			
SIS Core Student Data	International Students	Differentiating	1010120	Track/maintain all data required for SEVIS compliance.			

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SIS Core Student Data	International Students	Differentiating	1010121	Transmit electronically the writing of DS-2019 and I-20 Forms and track the mail dates.			
SIS Core Student Data	Residency	Differentiating	1010122	Provide reciprocity based on neighboring states per institution agreements.			
SIS Core Student Data	Residency	Differentiating	1010123	Track multiple residency statuses (e.g., in-state, out-of-state) for different purposes (e.g., tuition, financial aid) and track any exceptions or overrides made to those statuses.			
SIS Core Student Data	Student Data	Differentiating	1010125	Maintain a student or applicant record with a blank Social Security Number.			
SIS Core Student Data	Student Data	Differentiating	1010126	Automatically assign GPS coordinates for addresses to be able to generate heat maps and other analytics on student/applicant locations.			
SIS Core Student Data	Student Data	Differentiating	1010127	Store and track first generation students, parent/sibling information, alumni affiliation.			
SIS Core Student Data	Student Data	Differentiating	1010128	Track applicant/student citizenship status in the US and in native country; track birth country.			
SIS Core Student Data	Student Data	Differentiating	1010129	Track co-curricular information (e.g., intramural sports, student clubs, community involvement).			
SIS Core Student Data	Student Data	Differentiating	1010130	Track electronic and social media accounts for all constituents (e.g., email address(es), Twitter, LinkedIn, Facebook, Instagram).			
SIS Core Student Data	Student Data	Differentiating	1010131	Track information on student departures (e.g., where they transfer and why, other reasons for leaving).			
SIS Core Student Data	Student Data	Differentiating	1010132	Track various attributes about students regarding: If they are from a low-income area or from underserved areas to include in institutional reporting or for eligibility for certain campus services or awards.			
SIS Core Student Data	Student Self-Service	Differentiating	1010133	Allow the student (according to FERPA guidelines) to grant access to parents/guardians, spouses, other proxies to view and/or update selected data that belongs to that student (e.g., grades, student account, financial aid award, make a payment).			
SIS Core Student Data	Student Self-Service	Differentiating	1010134	Track self-reported volunteer activities and hours used in the student assessment process and community service award recognition.			
SIS Financial Aid	Budgeting	Differentiating	1010135	Allow an automatic online transaction log of changes in Budgeting which records dates, times, user IDs and from-and-to values of changes.			
SIS Financial Aid	Budgeting	Differentiating	1010136	Allow applicants to be assigned into one of an unlimited number of rules-based budget groups.			
SIS Financial Aid	Budgeting	Differentiating	1010137	Allow automatic group assignment to each applicant based on budget categories in effect at the institution on a term by term (unlimited) basis.			
SIS Financial Aid	Budgeting	Differentiating	1010138	Allow automatic system recalculation of cost due to part-year attendance.			
SIS Financial Aid	Budgeting	Differentiating	1010139	Allow for budget assignments to be made on a batch or online basis.			
SIS Financial Aid	Budgeting	Differentiating	1010140	Allow for the assignment of students to budget groups with user selected data from the Student System and Financial Aid System in batch or online.			
SIS Financial Aid	Budgeting	Differentiating	1010141	Allow global update of charges if fee schedule changes.			
SIS Financial Aid	Budgeting	Differentiating	1010142	Allow on-demand budgeting.			
SIS Financial Aid	Budgeting	Differentiating	1010143	Automate system recalculation of cost for students taking courses offered in modules due to part-term attendance.			
SIS Financial Aid	Budgeting	Differentiating	1010144	Automatically add loan fees to the budget and automatically remove loan fees from the budget.			
SIS Financial Aid	Budgeting	Differentiating	1010145	Automatically flag manually changed or overridden budgets to identify non-standard budgets online.			
SIS Financial Aid	Budgeting	Differentiating	1010146	Collect anticipated enrollment from financial aid applicants via online form. Use this anticipated enrollment for calculating cost of attendance and packaging.			

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SIS Financial Aid	Budgeting	Differentiating	1010147	Create an unlimited number of rule-based budget groups and budget components.			
SIS Financial Aid	Budgeting	Differentiating	1010148	Create and transmit Student Aid Reports corrections electronically to the Central Processor System for any campuses.			
SIS Financial Aid	Budgeting	Differentiating	1010149	Create budget types for use in awarding federal, state, and institutional funds.			
SIS Financial Aid	Budgeting	Differentiating	1010150	Determine available funding levels by rules-based award periods.			
SIS Financial Aid	Budgeting	Differentiating	1010151	Replicate or reuse the student financials tuition and fee calculation logic for use in the tuition component of the budget.			
SIS Financial Aid	Budgeting	Differentiating	1010152	Simulate grouping assignments online viewing applicants assigned to various rules-based groups.			
SIS Financial Aid	Disbursement	Differentiating	1010176	Allow actual funding level (real dollars) as well as to offer greater or less than actual funding.			
SIS Financial Aid	Disbursement	Differentiating	1010177	Allow all financial aid disbursements and adjustment to disbursements that occur on the students' accounts to be reflected on the financial aid award.			
SIS Financial Aid	Disbursement	Differentiating	1010178	Allow compliance with Federal cash management regulations concerning both the application of aid against charges and the disbursement of credit balances to students.			
SIS Financial Aid	Disbursement	Differentiating	1010179	Allow deferrable funds to be passed to the student-billing module as memo transactions.			
SIS Financial Aid	Disbursement	Differentiating	1010180	Allow disburseable and deferrable funds to be passed to the billing module online and applied directly to a student's account.			
SIS Financial Aid	Disbursement	Differentiating	1010181	Allow disburseable funds to be passed to the billing module in batch and applied directly to a student's account.			
SIS Financial Aid	Disbursement	Differentiating	1010182	Allow for available aid to be displayed in the student billing module for use by the accounts receivable office.			
SIS Financial Aid	Disbursement	Differentiating	1010183	Allow for on-demand online and batch disbursement.			
SIS Financial Aid	Disbursement	Differentiating	1010184	Allow for the difference between what has been disbursed and the amount remaining to be disbursed in a particular disbursement period to be defined in authorized aid.			
SIS Financial Aid	Disbursement	Differentiating	1010185	Allow gross offers, rejections and cancellations, and net offers.			
SIS Financial Aid	Disbursement	Differentiating	1010186	Allow the automatic recalculation of Federal Pell Grant Awards and disbursement transactions based on nine-month Expected Family Contribution.			
SIS Financial Aid	Disbursement	Differentiating	1010187	Allow the creation of a fund based data (global) for each fund with over-commitment and awarding.			
SIS Financial Aid	Disbursement	Differentiating	1010188	Authorize disbursements based upon continued student eligibility.			
SIS Financial Aid	Disbursement	Differentiating	1010189	Automate interface with HCM/Payroll system to provide work-study authorizations to HCM and to update FA paid/disbursed amounts with actual earnings.			
SIS Financial Aid	Disbursement	Differentiating	1010190	Automatically calculate the net amount to be returned when processing disbursement adjustments.			
SIS Financial Aid	Disbursement	Differentiating	1010191	Automatically check to ensure that all defined tracking requirements necessary for disbursement have been satisfied.			
SIS Financial Aid	Disbursement	Differentiating	1010192	Automatically disburse funds or schedule disbursement based on flexible schedule (e.g., calculate first class day, last class day, midpoint, 60% date, disbursement dates) or system events (e.g., award acceptance, enrollment).			
SIS Financial Aid	Disbursement	Differentiating	1010193	Control disbursement so that only funds whose rules-based rules (e.g., SAP, hours) allow automatic system disbursement online and batch are considered.			

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SIS Financial Aid	Disbursement	Differentiating	1010194	Control what types of aid are disbursed in a given disbursement run and rules for managing those disbursement (e.g., if a problem is discovered with a loan award then still disburse other types of aid).			
SIS Financial Aid	Disbursement	Differentiating	1010195	Create electronically-transferable authorizations to charge up to certain rules-based limits at college bookstore or on campus declining-balance cards, if authorization is granted by the student.			
SIS Financial Aid	Disbursement	Differentiating	1010196	Determine Pell Grant and Stafford Loan eligibility for students enrolled for less than the full academic year, and for students enrolled in standard, non-standard, non-term, clock hour, and competency-based education programs.			
SIS Financial Aid	Disbursement	Differentiating	1010197	Disburse funds according to multiple enrollment periods for study abroad.			
SIS Financial Aid	Disbursement	Differentiating	1010198	Establish and monitor an unlimited number of funds, fund types, and fund associated eligibility rules for purposes of awarding and disbursing financial aid as defined by the user.			
SIS Financial Aid	Disbursement	Differentiating	1010199	Have an interface with the NSLDS program to include display of reported history and requesting and receiving updates to that history.			
SIS Financial Aid	Disbursement	Differentiating	1010200	Hold disbursements for students selected for verification after being awarded.			
SIS Financial Aid	Disbursement	Differentiating	1010201	Import external grants award data for disbursement.			
SIS Financial Aid	Disbursement	Differentiating	1010202	Incorporate CIP code in the definition of year-specific system rules for a fund.			
SIS Financial Aid	Disbursement	Differentiating	1010203	Maintain fund attributes for each fund (e.g., source, Title IV, aid type, limit, and other characteristics of interest for reporting and administrative purposes).			
SIS Financial Aid	Disbursement	Differentiating	1010204	Prevent loan disbursements until system is coded that promissory notes and entrance counseling have been signed by student.			
SIS Financial Aid	Disbursement	Differentiating	1010205	Prevent overage checks for tuition-sensitive scholarships and grants.			
SIS Financial Aid	Disbursement	Differentiating	1010206	Provide controls in the crediting of student accounts and disbursement of resulting credit balances, unless standard Federal criteria and user-define standards are met (although auditable overrides are available).			
SIS Financial Aid	Disbursement	Differentiating	1010207	Provide disbursement transactions based on actual enrollment, Budget, and Pell Expected Family Contribution.			
SIS Financial Aid	Disbursement	Differentiating	1010208	Provide the definition of special disbursement patterns, i.e., awards are not equally divided between terms.			
SIS Financial Aid	Disbursement	Differentiating	1010209	Reconcile financial aid disbursements to the student accounts.			
SIS Financial Aid	Disbursement	Differentiating	1010210	Review an account balance report showing amounts currently awarded, accepted, declined, canceled, authorized, paid, and remaining available by fund.			
SIS Financial Aid	Disbursement	Differentiating	1010211	Review fund description reports showing the names of each fund, fund code, fund description, fund source, fund type, federal identifier, fund characteristics, and fund assignment rules.			
SIS Financial Aid	Disbursement	Differentiating	1010212	Review total dollars and number offered, accepted, declined, authorized, memo, and paid per fund per term per year.			
SIS Financial Aid	Disbursement	Differentiating	1010213	Schedule payments automatically based upon a student's enrollment level and on courses currently enrolled and operating.			
SIS Financial Aid	Disbursement	Differentiating	1010214	Support an online tuition deferment payment process.			
SIS Financial Aid	Disbursement	Differentiating	1010215	Systematically upload amounts for tuition-sensitive scholarships and grants.			
SIS Financial Aid	Disbursement	Differentiating	1010391	Import the weekly Pell LEU file sent from COD with the option to not override the same aid year disbursements.			

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SIS Financial Aid	Disbursement	Differentiating	1201194	Determine Stafford Loan eligibility for students enrolled in both Standard Academic Years (SAY) and Borrower-Based Academic Years (BBAY).			
SIS Financial Aid	FA Application	Differentiating	1010153	Accept all central processor applications and corrections electronically.			
SIS Financial Aid	FA Application	Differentiating	1010154	Add or update address and other personal information, from the ISIR, based upon rules-based criteria when the ISIR is loaded.			
SIS Financial Aid	FA Application	Differentiating	1010155	Allow simultaneous need analysis and EDE corrections.			
SIS Financial Aid	FA Application	Differentiating	1010156	Allow updating the appropriate application status.			
SIS Financial Aid	FA Application	Differentiating	1010157	Compare data loaded into certain fields in a student's record against the corresponding field in the current need analysis record.			
SIS Financial Aid	FA Application	Differentiating	1010158	Compare multiple ISIRs and only view the field(s) that changed from previous transactions.			
SIS Financial Aid	FA Application	Differentiating	1010159	Create and transmit ESAR corrections electronically to the central processor, eliminating the student from the paper correction process.			
SIS Financial Aid	FA Application	Differentiating	1010160	Create database records from electronically downloaded files.			
SIS Financial Aid	FA Application	Differentiating	1010161	Create financial aid application data when electronic application data is loaded.			
SIS Financial Aid	FA Application	Differentiating	1010162	Create student financial aid files.			
SIS Financial Aid	FA Application	Differentiating	1010163	Define conditions or rules for when a ISIR is loaded based upon admissions status and any other rules-based criteria.			
SIS Financial Aid	FA Application	Differentiating	1010164	Define rules for how an ISIR record data (e.g., name, DOB, SSN) are matched with system data for loading.			
SIS Financial Aid	FA Application	Differentiating	1010165	Download and retain all ISIR files.			
SIS Financial Aid	FA Application	Differentiating	1010166	Identify the campus that the student is enrolled and eligible to receive financial aid.			
SIS Financial Aid	FA Application	Differentiating	1010167	Import financial aid application data from sources other than the ISIR (e.g., state form for undocumented students, scholarship application) and continue to calculate need and package any eligible funds.			
SIS Financial Aid	FA Application	Differentiating	1010168	Load financial aid application data before a student is in Admissions or Student Records.			
SIS Financial Aid	FA Application	Differentiating	1010169	Lock existing records from future updates.			
SIS Financial Aid	FA Application	Differentiating	1010170	Maintain multiple financial aid application records by student and by type and year (or source (e.g. Admissions Application, CPS, scholarship)).			
SIS Financial Aid	FA Application	Differentiating	1010171	Manage suspense file codes and corrections.			
SIS Financial Aid	FA Application	Differentiating	1010172	Prohibit duplicate records when data for same person is incorrectly entered under a different ID and/or social security number.			
SIS Financial Aid	FA Application	Differentiating	1010173	Review ISIR downloads in a suspense file.			
SIS Financial Aid	FA Application	Differentiating	1010174	Update student financial aid files from subsequent ISIR loads, if desired.			
SIS Financial Aid	FA Application	Differentiating	1010175	View student authorization to discuss financial aid status with parent or spouse whose data is required on the Federal Application.			
SIS Financial Aid	FA Application	Differentiating	1010392	Include certain items in missing information letters as of some future date or after a certain delay, (e.g., return copies of award letters or promissory notes).			
SIS Financial Aid	FA Application	Differentiating	1010398	Support an interactive online platform for FAFSA reject/missing information resolution.			

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SIS Financial Aid	Loan Processing	Differentiating	1010216	Accommodate the 30-day delay requirement for first-time first-year borrowers.			
SIS Financial Aid	Loan Processing	Differentiating	1010217	Allow flexibility in certifying loans with loan periods that do not conform to the <u>conventional term-based calendar</u> .			
SIS Financial Aid	Loan Processing	Differentiating	1010218	Allow tracking of multiple loan applications.			
SIS Financial Aid	Loan Processing	Differentiating	1010219	Automate process to import and export COD transactions with the CPS.			
SIS Financial Aid	Loan Processing	Differentiating	1010220	Automatic uploads to student information system regarding status of loan <u>counseling</u> .			
SIS Financial Aid	Loan Processing	Differentiating	1010221	Automatically calculate loan period table based on academic calendar.			
SIS Financial Aid	Loan Processing	Differentiating	1010222	Automatically schedule expected disbursements across terms with the option of <u>reducing the paid amount based on estimated origination fees</u> .			
SIS Financial Aid	Loan Processing	Differentiating	1010223	Automatically schedule loans across terms for use in the awarding process.			
SIS Financial Aid	Loan Processing	Differentiating	1010224	Calculate net loan.			
SIS Financial Aid	Loan Processing	Differentiating	1010225	Compare DLSAS year to date file against FA records to identify discrepancies.			
SIS Financial Aid	Loan Processing	Differentiating	1010226	Create and maintain direct loan origination records online, including corrections <u>acknowledgements</u> .			
SIS Financial Aid	Loan Processing	Differentiating	1010227	Define when loans are disburseable, disburse net loan.			
SIS Financial Aid	Loan Processing	Differentiating	1010228	Disburse parent loan funds via ACH direct deposit (account determined by parent).			
SIS Financial Aid	Loan Processing	Differentiating	1010229	Do loan limit checking (includes life time limits) based on estimated loan awards so that the student does not get awarded when they are not eligible.			
SIS Financial Aid	Loan Processing	Differentiating	1010230	Effectively handle aggregate loan limit calculations for students who have received additional unsubsidized loans as a result of parent loan denials.			
SIS Financial Aid	Loan Processing	Differentiating	1010231	Effectively handle aggregate loan limit calculations for students who have received graduate and undergraduate loans as well as additional unsubsidized loans as a <u>result of parent loan denials</u> .			
SIS Financial Aid	Loan Processing	Differentiating	1010232	Generate online a short-term emergency (institutional) loan with rules-based <u>terms while not affecting the student's award eligibility status</u> .			
SIS Financial Aid	Loan Processing	Differentiating	1010233	Automatically set up loan disbursements for all sessions with proper dates (e.g., <u>1st and 2nd disb for all loan periods</u>).			
SIS Financial Aid	Loan Processing	Differentiating	1010234	Import and export from COD and other direct lending information from the files (e.g., credit overrides, payment to servicer, booking notifications, promissory note <u>acknowledgements</u>) as required.			
SIS Financial Aid	Loan Processing	Differentiating	1010235	Interface with Department of Education for verification of electronic signatures of <u>promissory notes</u> .			
SIS Financial Aid	Loan Processing	Differentiating	1010236	Model what if scenarios regarding loan indebtedness.			
SIS Financial Aid	Loan Processing	Differentiating	1010237	Notify Department of Education regarding borrowers who withdraw, fail to re-enroll, <u>graduate, or drop below half-time</u> .			
SIS Financial Aid	Loan Processing	Differentiating	1010238	Package any federal loans online or through the automatic packaging process.			
SIS Financial Aid	Loan Processing	Differentiating	1010239	Package private loans online or through the automatic packaging process.			
SIS Financial Aid	Loan Processing	Differentiating	1010240	Produce debt management reports for individual students on cumulative debt levels ad projected payments relative to expected incomes typical of starting salaries for the career field a student is preparing with some indication of the debt <u>burden</u> .			

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SIS Financial Aid	Loan Processing	Differentiating	1010241	Prohibit loan funds being disbursed to students enrolled less than half-time.			
SIS Financial Aid	Loan Processing	Differentiating	1010242	Provide online loan check tracking for entry of received checks.			
SIS Financial Aid	Loan Processing	Differentiating	1010243	Provide online loan summary that displays the student loan history.			
SIS Financial Aid	Loan Processing	Differentiating	1010244	Retain a place for loan fees.			
SIS Financial Aid	Loan Processing	Differentiating	1010245	Run an automated process to assess action required due to loan rejects, to include <u>reject code and corresponding field</u> .			
SIS Financial Aid	Loan Processing	Differentiating	1010246	Send reminder notice to students who have not returned signed promissory notes.			
SIS Financial Aid	Loan Processing	Differentiating	1010247	Set up the initial loan fees and then make any mandated changes to loan fees <u>within the aid year</u> .			
SIS Financial Aid	Loan Processing	Differentiating	1010248	Support Commonline 4 functionality including change transactions.			
SIS Financial Aid	Loan Processing	Differentiating	1010249	Support Commonline 4 functionality for private alternative loan processing.			
SIS Financial Aid	Loan Processing	Differentiating	1010250	Support integration to ELM (ELMNET) for private loan processing.			
SIS Financial Aid	Loan Processing	Differentiating	1010251	View potential monthly payments counseling information.			
SIS Financial Aid	Needs Analysis	Differentiating	1010252	Allow an automatic online transaction log of changes in Need Analysis which <u>records dates, times, IDs, and from-and-to values of changes</u> .			
SIS Financial Aid	Needs Analysis	Differentiating	1010253	Allow batch and online calculation of need when the electronic media files are loaded into the database, at a date after the initial application load prior to awarding, at a date after the initial application load after awarding.			
SIS Financial Aid	Needs Analysis	Differentiating	1010254	Allow need analysis data to be entered into the system via electronic media from <u>CPS application source</u> .			
SIS Financial Aid	Needs Analysis	Differentiating	1010255	Allow the calculation or recalculation of applicant financial need based on <u>available family contribution data</u> .			
SIS Financial Aid	Needs Analysis	Differentiating	1010256	Allow the locking of individual bottom line results.			
SIS Financial Aid	Needs Analysis	Differentiating	1010257	Allow users to select the use of the primary or secondary FM calculations, globally <u>or on an individual student basis</u> .			
SIS Financial Aid	Needs Analysis	Differentiating	1010258	Calculate EFC based on rules-based months of attendance (5 months, 4 months, 3 months).			
SIS Financial Aid	Needs Analysis	Differentiating	1010259	Calculate Estimated Family Contribution (EFC) according to the Federal methodology, to include the ability to include parent in college, when this is <u>deemed acceptable by professional judgment</u> .			
SIS Financial Aid	Needs Analysis	Differentiating	1010260	Collect and calculate the Parent Contribution for independent students for specific <u>types of Title VII loans</u> .			
SIS Financial Aid	Needs Analysis	Differentiating	1010261	Conduct a federally certified needs analysis.			
SIS Financial Aid	Needs Analysis	Differentiating	1010262	Display application-specific supplemental data.			
SIS Financial Aid	Needs Analysis	Differentiating	1010263	Estimate taxes and earned income credits based on projected data and base or <u>specified tax year</u> .			
SIS Financial Aid	Needs Analysis	Differentiating	1010264	Identify the expected parent contribution as a specific data element.			
SIS Financial Aid	Needs Analysis	Differentiating	1010265	Process by terms to calculate single term contribution.			
SIS Financial Aid	Needs Analysis	Differentiating	1010266	Provide online and batch needs analysis calculations for more than just the current aid year with configuration to prevent unauthorized recalculation for prior years.			

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SIS Financial Aid	Needs Analysis	Differentiating	1010267	Provide online calculation at a date after the initial application load after awarding.			
SIS Financial Aid	Needs Analysis	Differentiating	1010268	Report intermediate values to review calculations and effects on Expected Family Contributions.			
SIS Financial Aid	Needs Analysis	Differentiating	1010269	Review or print intermediate values in simulation cases.			
SIS Financial Aid	Needs Analysis	Differentiating	1010270	Simulate needs analysis results for FM data element modifications.			
SIS Financial Aid	Needs Analysis	Differentiating	1010271	Simulate the recalculation of Expected Family Contribution to reflect certain tentative changes for which no audit trail is required.			
SIS Financial Aid	Needs Analysis	Differentiating	1010272	Simultaneously record need analysis changes to the EDE correction log file for use in EDE.			
SIS Financial Aid	Needs Analysis	Differentiating	1010273	Support the utilization of professional judgment adjustments, including rules-based documentation/rationale together with the corresponding transmission of adjustment data to the Central Processor when required for Pell.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010274	Include private loans in financial aid packages.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010275	Adjust awards automatically based on enrollment level.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010276	Allow a packaging capability to duplicate, change or refine existing packaging policy.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010277	Allow an automatic online transaction log of changes in Awarding which records dates, times, IDs, from-and-to values of changes.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010278	Allow automatic scheduling of awarded funds into award periods at the time of award acceptance.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010279	Allow awards to be processed on a term or annual basis.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010280	Allow for an unlimited set of identifiers attached to each fund created (e.g., merit based, need based, federal, state, institutional) to allow for accurate awarding and reporting.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010281	Allow for different enrollment statuses for different terms in the packaging module.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010282	Allow fund eligibility by student, but not awarded, with reasons reports.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010283	Allow student to self-report external resources (e.g., tuition benefits, VA benefits, scholarships).			
SIS Financial Aid	Package and Award Aid	Differentiating	1010284	Allow mass or individual change of assignment of applicants to packaging groups using rules-based selection criteria.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010285	Allow repackaging of a student award.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010286	Allow the identification of applicants requiring communication regarding requirements in question before processing can continue.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010287	Automatically accommodate the mandated NSLDS transfer monitoring alert process.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010288	Automatically adjust student award package when new awards are received.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010289	Automatically block awarding of funds based on specific edit errors/problems from the NSLDS program.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010290	Automatically capture and place tuition adjustments/waivers/third party billing (prior and current year) as university/institutional resources.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010291	Automatically monitor student award packages for overaward and overcost situations.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010292	Automatically package based on actual classification of student.			

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SIS Financial Aid	Package and Award Aid	Differentiating	1010294	Create multiple financial aid award notice templates with varying content and layout.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010295	Create NASFAA-compliant financial aid award notices.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010296	Create unlimited algorithms for automated packaging formulas.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010297	Define budget types for the use in calculation of Federal Pell Grants.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010298	Determine initial eligibility for programs.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010299	Determine unmet need for each applicant.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010300	Generate an electronic notification to the student if their award is revised indicating the reason for change.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010301	Have the flexibility for each campus to set own parameters for draw downs and awarding of aid.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010302	Load estimated awards from a spreadsheet or other external file format (e.g., fixed position, comma delimited).			
SIS Financial Aid	Package and Award Aid	Differentiating	1010303	Maintain anecdotal comments online to further explain user actions on an individual applicant basis.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010304	Maintain federal and state program rules.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010305	Maintain the dates students were packaged or repackaged.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010306	Model what if scenarios for students for repackaging due to changes in account balances in case of withdrawals.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010307	Perform automatic packaging online for an individual or group of students.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010308	Provide automated process with institutionally-defined rules to mass cancel aid awards.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010309	Provide manual packaging and packaging overrides.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010310	Provide online reporting of overawards, exceeding of loan limits, offers to students who have not been flagged as making satisfactory academic progress, or who are in default.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010311	Receive and recalculate changes in veteran's educational benefits.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010312	Split awards unevenly across terms.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010313	Systematically award state and institutional programs.			
SIS Financial Aid	Package and Award Aid	Differentiating	1010314	Use optional equity packaging techniques.			
SIS Financial Aid	Reporting FA Management	Differentiating	1010315	Capture and track federal cash requests by program.			
SIS Financial Aid	Reporting FA Management	Differentiating	1010316	Compare Pell year to date file against FA records to identify discrepancies.			
SIS Financial Aid	Reporting FA Management	Differentiating	1010317	Extract NSLDS Loan-Level information on a regular basis to comply with NSLDS reporting requirements, or for re-formatting for submission to an external loan servicer.			
SIS Financial Aid	Reporting FA Management	Differentiating	1010318	Generate an aged report of 'tuition receivable owed by student' including name, and amount owed at each month end for the next fiscal year, current fiscal year, prior year, and all past years.			
SIS Financial Aid	Reporting FA Management	Differentiating	1010319	Generate an audit report by term or year sorted by types of grants and loans including name, credit hours and amount with combined totals.			

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SIS Financial Aid	Reporting FA Management	Differentiating	1010320	Generate cumulative debt-levels as defined by end user (e.g., grade level, ethnicity, GPA).			
SIS Financial Aid	Reporting FA Management	Differentiating	1010321	Generate financial aid history as well as transfer monitoring requests with the ability to load the results of requests from CPS.			
SIS Financial Aid	Reporting FA Management	Differentiating	1010322	Produce state-mandated Financial Aid Database Report/file, including scholarships and grants.			
SIS Financial Aid	Reporting FA Management	Differentiating	1010323	Provide IPEDS, or equivalent, information quickly and accurately.			
SIS Financial Aid	Reporting FA Management	Differentiating	1010324	Provide online award history (both administratively and self-service) with summary and drill-down details by FA award year, terms, or other periods.			
SIS Financial Aid	Reporting FA Management	Differentiating	1010325	Provide reports to assist with Common Dataset completion.			
SIS Financial Aid	Reporting FA Management	Differentiating	1010326	Track the mandated data elements for efficient Gainful Employment reporting.			
SIS Financial Aid	Reporting FA Management	Differentiating	1010386	Automatically calculate the amount of financial aid student refunds to be disbursed from each program.			
SIS Financial Aid	Reporting FA Management	Differentiating	1010389	Create a Department of Education compliant Financial Aid Shopping Sheet that can be viewed online in a self-service setting, emailed or sent to students via hard copy.			
SIS Financial Aid	Reporting FA Management	Differentiating	1010397	Review demographics and awards, FAFSA information, admissions, registrars or any combination criteria defined by the user.			
SIS Financial Aid	Reporting FA Management	Differentiating	1010399	Support automated and scheduled email notification processes to include FAFSA follow-up and award notifications.			
SIS Financial Aid	Satisfactory Academic Progress	Differentiating	1010327	Assess SAP for all students at the conclusion of appropriate terms, independent of the receipt of a subsequent year FAFSA.			
SIS Financial Aid	Satisfactory Academic Progress	Differentiating	1010328	Define policies for satisfactory academic progress for multiple classifications and academic programs.			
SIS Financial Aid	Satisfactory Academic Progress	Differentiating	1010329	Determine minimum number of hours for a student to earn a degree (by specific major) for SAP maximum attempted hours calculation.			
SIS Financial Aid	Satisfactory Academic Progress	Differentiating	1010330	Generate acceptable and unacceptable academic progress requirements based on GPA, credits passed, cumulative credits by major, by degree.			
SIS Financial Aid	Satisfactory Academic Progress	Differentiating	1010331	Monitor progress and determine progression based upon a student degree plan for SAP purposes. Determine when it is mathematically impossible for a student to meet the 150% requirement prior to him actually failing it.			
SIS Financial Aid	Scholarships	Differentiating	1010332	Allow scholarship committees to review and score online scholarship applications.			
SIS Financial Aid	Scholarships	Differentiating	1010333	Allow students to accept scholarships online.			
SIS Financial Aid	Scholarships	Differentiating	1010334	Allow students to complete and submit an online scholarship application with supporting materials (e.g., resume, letters of recommendation) specific to scholarship criteria.			
SIS Financial Aid	Scholarships	Differentiating	1010335	Allow students to complete donor specific documents online.			
SIS Financial Aid	Scholarships	Differentiating	1010336	Allow students to search for all available university scholarships; limit to scholarships with sufficient funding or show all university scholarships. Include searching for available outside scholarships.			
SIS Financial Aid	Scholarships	Differentiating	1010337	Allow students to view status of their scholarship application (e.g. missing letters of recommendation, missing transcripts).			

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SIS Financial Aid	Scholarships	Differentiating	1010338	Automatically alert awarding office that scholarship recipient is not in attendance, drops below minimum hours, changes major, or otherwise violates scholarship criteria which will place a hold on the student record until funds are returned.			
SIS Financial Aid	Scholarships	Differentiating	1010339	Automatically generate communication for successful and unsuccessful scholarship applicants.			
SIS Financial Aid	Scholarships	Differentiating	1010340	Batch post or load awards from external sources in various file formats.			
SIS Financial Aid	Scholarships	Differentiating	1010341	Capture online the activity in a specific scholarship account along with up-to-date biographical information on previous recipients.			
SIS Financial Aid	Scholarships	Differentiating	1010342	Define and enforce the order in which different types of aid or individual awards are applied towards a student need and/or COA.			
SIS Financial Aid	Scholarships	Differentiating	1010343	Define rules to calculate need for institutional scholarships.			
SIS Financial Aid	Scholarships	Differentiating	1010344	Define what each tuition-sensitive scholarship and grant will or will not pay.			
SIS Financial Aid	Scholarships	Differentiating	1010345	Generate acceptable academic progress requirements based on all credits attempted including dropped, repeated, passed, failed, incomplete and audited courses taken at local institution or transferred from another institution.			
SIS Financial Aid	Scholarships	Differentiating	1010346	Incorporate all GPA types from Admissions (e.g., weighted, unweighted, core) in all aspects of the scholarship process (e.g. printing on applications, incorporating into scoring formulas, viewing on system).			
SIS Financial Aid	Scholarships	Differentiating	1010347	Maintain scholarship information that includes fund information, donor information, information on purpose, scholarship amount, and amounts awarded.			
SIS Financial Aid	Scholarships	Differentiating	1010348	Support a more centralized application process for scholarships to make it easier for students to pursue these.			
SIS Financial Aid	Scholarships	Differentiating	1010349	Support rules-based rules based scholarship awarding process that is based on student selection, fund selection, student rank, awarding priorities.			
SIS Financial Aid	Scholarships	Differentiating	1010350	Support scholarship awarding process based on student score or awarding formulas and produce notifications.			
SIS Financial Aid	Self Service Student Data	Differentiating	1010351	Allow students to complete loan entrance and exit counseling online.			
SIS Financial Aid	Self Service Student Data	Differentiating	1010352	Allow students access to National Student Loan Data System to view total loan indebtedness.			
SIS Financial Aid	Self Service Student Data	Differentiating	1010353	Allow students to accept/decline financial aid awards online.			
SIS Financial Aid	Self Service Student Data	Differentiating	1010354	See a proposed financial aid package based on a completed application.			
SIS Financial Aid	Self Service Student Data	Differentiating	1010395	Provide a Financial Aid Calculator to interface with the admissions module.			
SIS Financial Aid	Self Service Student Data	Differentiating	1010396	Provide GPA calculator, both for students and staff, to determine WHAT IF scenarios.			
SIS Financial Aid	Student Eligibility	Differentiating	1010355	Capture previous year citizenship documents when reviewing current year data.			
SIS Financial Aid	Student Eligibility	Differentiating	1010356	Display Student Eligibility Code/Ability to Benefit.			
SIS Financial Aid	Student Eligibility	Differentiating	1010357	Identify previous-year professional judgments when reviewing current year records for similar adjustments.			
SIS Financial Aid	Student Eligibility	Differentiating	1010358	Manage how courses are used to satisfy one or more requirement: Automatically identify renumbered or re-titled courses as being equivalent when satisfying requirements.			
SIS Financial Aid	Student Eligibility	Differentiating	1010387	Automatically create and revise tracking requirements online and in batch, according to rules-based criteria.			

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SIS Financial Aid	Student Eligibility	Differentiating	1010388	Automatically update year in school on FAFSA based on actual classification.			
SIS Financial Aid	Student Eligibility	Differentiating	1010390	Generate a list of requirements by student, identify the status of the requirements; allow the recording of receipt dates of requirements and whether the requirement is satisfied, track the status.			
SIS Financial Aid	Student Eligibility	Differentiating	1010393	Maintain student's ability to benefit with the ability to define a hierarchy of data sources from which to populate the student's ability to benefit.			
SIS Financial Aid	Student Eligibility	Differentiating	1010394	Mass verify satisfaction of academic requirements to satisfy federal regulations.			
SIS Financial Aid	Student Eligibility	Differentiating	1010400	Track required courses per degree program as mandated by federal regulations related to Pell, FSEOG, TEACH, and Iraq and Afghanistan Service Grants.			
SIS Financial Aid	Verification	Differentiating	1010359	Allow a real time and batch verification process and output to a queue for workflow.			
SIS Financial Aid	Verification	Differentiating	1010360	Allow displaying current data with a column for entry of verified data for the automatic identification of discrepancies.			
SIS Financial Aid	Verification	Differentiating	1010361	Allow displaying original application with a column for entry of verified data to easily/automatically identify discrepancies.			
SIS Financial Aid	Verification	Differentiating	1010362	Allow parents that have been designated access by the student to upload required documents.			
SIS Financial Aid	Verification	Differentiating	1010363	Allow students and parents to complete and sign the required Federal Verification forms via self-service.			
SIS Financial Aid	Verification	Differentiating	1010364	Allow tolerances to be set determining which fields are updated when run in batch.			
SIS Financial Aid	Verification	Differentiating	1010365	Automatically compare tax return data with federal and/or institutional application data.			
SIS Financial Aid	Verification	Differentiating	1010366	Automatically move values that are out of tolerance from tax record to application record and flags the record for corrections, thus enabling data to be entered only once.			
SIS Financial Aid	Verification	Differentiating	1010367	Automatically set the verification status flag when verification is complete.			
SIS Financial Aid	Verification	Differentiating	1010368	Compare data from third party documents to data elements in the application/need analysis online and in batch.			
SIS Financial Aid	Verification	Differentiating	1010369	Define and enforce the order in which different types of aid or individual awards are applied towards a student need and/or COA.			
SIS Financial Aid	Verification	Differentiating	1010370	Deliver federally allowed institutional parameters (e.g., tolerance levels) for verification.			
SIS Financial Aid	Verification	Differentiating	1010371	Determine if and why the ISIR record was rejected.			
SIS Financial Aid	Verification	Differentiating	1010372	Identify students who were selected for verification after awarded.			
SIS Financial Aid	Verification	Differentiating	1010373	Integrate with all other system data using custom rules-based logic/criteria to identify and resolve conflicting information from the ISIR (grade level, degree status, VA status, marital status, parents/orphan status, high school counselor.			
SIS Financial Aid	Verification	Differentiating	1010374	Interface with the admissions module for identification and possible resolution of veteran, selective service, and citizenship issues.			
SIS Financial Aid	Verification	Differentiating	1010375	Maintain all of the federally required items for verification.			
SIS Financial Aid	Verification	Differentiating	1010376	Post resident assistantships earned the previous academic year as a separate untaxed income item on verification screens.			
SIS Financial Aid	Verification	Differentiating	1010377	Post work-study funds earned the previous academic year as a separate excludable income source on verification screens.			
SIS Financial Aid	Verification	Differentiating	1010378	Prorate an EFC for certain conditions (e.g., Fall semester only).			

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SIS Financial Aid	Verification	Differentiating	1010379	Provide a delivered report to fulfill institutional responsibility for reporting the results of verification Group V4 and V5 to CPS online.			
SIS Financial Aid	Verification	Differentiating	1010380	Select applicants for verification based on school criteria, even if they are not selected by federal processor.			
SIS Financial Aid	Verification	Differentiating	1010381	Select groups or individually those students for the verification process.			
SIS Financial Aid	Verification	Differentiating	1010382	Simultaneously log verification changes to the EDE correction file for use in EDE.			
SIS Financial Aid	Verification	Differentiating	1010383	Upload all tax forms and supporting documents and track that all forms are provided by the student for verification.			
SIS Financial Aid	Verification	Differentiating	1010384	Use comment and reject codes from the ISIR record to post required documents.			
SIS Financial Aid	Verification	Differentiating	1010385	View current data with a column for entry of verified data to easily identify discrepancies and automatically generate appropriate forms to resolve the discrepancies.			
SIS Other	Accreditation	Differentiating	1010401	Track accreditation information by college and departments.			
SIS Other	Alumni Services	Differentiating	1010402	Track alumni and donor involvement in various campus activities (e.g., recruiting, event participation, application referrals, application evaluations, sponsorships, fellowships, scholarships, career opportunities).			
SIS Other	Career Services	Differentiating	1010403	Access detailed address/phone information and other student bio-demographic information.			
SIS Other	Career Services	Differentiating	1010404	Allow name, social security number, address, zip+four, mailing bar code, and independent or dependent status of student being claimed for tax exemption.			
SIS Other	Career Services	Differentiating	1010405	Interface with third-party Career Services system.			
SIS Other	Extracurricular Activities	Differentiating	1010406	Track extracurricular activities and provide an "unofficial" transcript of these activities.			
SIS Other	Extracurricular Activities	Differentiating	1010798	Track self-reported volunteer activities and hours used in the student assessment process and community service award recognition.			
SIS Other	Health	Differentiating	1010407	Automatically assign a health insurance plan for students that have not selected their own health insurance.			
SIS Other	Health	Differentiating	1010408	Record and track information regarding Measles, Mumps, and Rubella immunizations in compliance with state requirements.			
SIS Other	Health	Differentiating	1010409	Store detailed immunization information.			
SIS Other	Housing	Differentiating	1010410	Interface with third-party housing systems; support bi-directional interfaces.			
SIS Other	Surveys	Differentiating	1010411	Track student satisfaction survey results.			
SIS Student Accounts	Account Aging	Differentiating	1010412	Allow automated placement/removal of holds based on account delinquency/payment.			
SIS Student Accounts	Account Aging	Differentiating	1010413	Automatically age the accounts receivable and generate appropriate communications resulting from account status, in user-selected format (e.g., letter, electronic mail).			
SIS Student Accounts	Account Aging	Differentiating	1010414	Notify the student when an account becomes delinquent.			
SIS Student Accounts	Account Aging	Differentiating	1010415	Produce a periodic aging report for allowance on doubtful accounts.			
SIS Student Accounts	Account Aging	Differentiating	1010416	Send out communications via multiple channels (e.g., printed letters, email, electronic notifications) for accounts past due at periodic intervals (30, 60, 90 days) along with other criteria.			
SIS Student Accounts	Account Aging	Differentiating	1010417	View online and print account aging information.			
SIS Student Accounts	Billing	Differentiating	1010418	Accept data entry from multiple locations or a central location or an electronic upload (e.g., parking charges, room/board charges).			
SIS Student Accounts	Billing	Differentiating	1010419	Allow billing program to interface with the student registration module to generate accurate statements.			

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SIS Student Accounts	Billing	Differentiating	1010420	Automatically generate credits to student billings from financial aid. Also, show financial aid in detail (e.g., Pell, FSEOG, subsidized/unsubsidized loan).			
SIS Student Accounts	Billing	Differentiating	1010421	Configure layout of bills and account statements and the level and consolidation of summary data (e.g., roll up all tuition charges or all payments into one line item), with the ability to drill into that summary online to view successive layers of detail as necessary.			
SIS Student Accounts	Billing	Differentiating	1010422	Correct or adjust individual and batches of transactions including changing individual transactions within a batch.			
SIS Student Accounts	Billing	Differentiating	1010423	Create invoices and process payment directly against one or multiple invoices.			
SIS Student Accounts	Billing	Differentiating	1010424	Delay updating the system with billing data until after the billing has been reviewed and approved (delayed billing and trial billing).			
SIS Student Accounts	Billing	Differentiating	1010425	Fully integrated with the General Ledger.			
SIS Student Accounts	Billing	Differentiating	1010426	Generate an invoice/bill and send to multiple sources (e.g., one copy to parent and one to student).			
SIS Student Accounts	Billing	Differentiating	1010427	Generate automated follow-up billings on unpaid charges.			
SIS Student Accounts	Billing	Differentiating	1010428	Generate billing statements both online and in batch mode on only selected accounts.			
SIS Student Accounts	Billing	Differentiating	1010429	Generate bills by individuals on-demand, on a regular schedule, or outside the regular schedules.			
SIS Student Accounts	Billing	Differentiating	1010430	Generate current and past individual billing statements online.			
SIS Student Accounts	Billing	Differentiating	1010431	Generate detailed and summary account information for a group of accounts (e.g. by student/non, student/faculty/staff, campus, term, major, course, and section, age of accounts receivable).			
SIS Student Accounts	Billing	Differentiating	1010432	Option to define bills or invoices for students across institutions.			
SIS Student Accounts	Billing	Differentiating	1010433	Present customer with consolidated and real-time presentment in-person (charges net of credits such as financial aid).			
SIS Student Accounts	Billing	Differentiating	1010434	Present estimated vs. actual fees, allowing or disallowing payment based on rules-based criteria.			
SIS Student Accounts	Billing	Differentiating	1010435	Retain billing history in an online summary of bills to include hours enrolled, fee class, campus bill number, web receipt number and/or receipt number.			
SIS Student Accounts	Billing	Differentiating	1010436	Review online real-time all of the activity and AR total for a single account within a beginning and ending date period.			
SIS Student Accounts	Billing	Differentiating	1010437	Summarize, transmit and post the daily billing information by type of revenue and by semester.			
SIS Student Accounts	Billing	Differentiating	1010438	Suppress and generate bills by individuals or group types (e.g., bankrupt, payroll deduction).			
SIS Student Accounts	Billing	Differentiating	1010439	Use balance forward billing approach (credit card type billing as opposed to term based billing) which includes all account activity since last batch bill.			
SIS Student Accounts	Cashiering	Differentiating	1010440	Allow departments across campus to submit cash receipts vouchers electronically and for tellers in a central location to approve the CRV upon receipt and verification of deposit.			
SIS Student Accounts	Cashiering	Differentiating	1010441	Allow departments to balance cash, create daily distribution and transaction reports.			
SIS Student Accounts	Cashiering	Differentiating	1010442	Allow foreign currency conversion.			
SIS Student Accounts	Cashiering	Differentiating	1010443	Automatically generate receipts.			

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SIS Student Accounts	Cashiering	Differentiating	1010444	Capture all types of transactions through cash drawer reports.			
SIS Student Accounts	Cashiering	Differentiating	1010445	Create automated bank deposit.			
SIS Student Accounts	Cashiering	Differentiating	1010446	Create detailed daily balancing reports.			
SIS Student Accounts	Cashiering	Differentiating	1010447	Generate accounting entries for cash over/short with appropriate approvals.			
SIS Student Accounts	Cashiering	Differentiating	1010448	Interface with a check imaging system.			
SIS Student Accounts	Cashiering	Differentiating	1010449	Permit the creation of a receipt with a negative balance, either for a single line item, or for the entire 'deposit.'			
SIS Student Accounts	Cashiering	Differentiating	1010450	Produce duplicate receipts on demand, but any duplicate should be clearly marked as duplicate.			
SIS Student Accounts	Cashiering	Differentiating	1010451	Record an unlimited number of deposits against an account.			
SIS Student Accounts	Cashiering	Differentiating	1010452	Report breakdown of tender type, state and local funds.			
SIS Student Accounts	Cashiering	Differentiating	1010453	Restrict date changes by user (e.g., back-date, post-date)			
SIS Student Accounts	Cashiering	Differentiating	1010454	Summarize, transmit, and post the daily cash receipts.			
SIS Student Accounts	Cashiering	Differentiating	1010455	Use defined check cash rules that prohibit students who have written bad checks in the past from paying with a check at the cashier.			
SIS Student Accounts	Cashiering	Differentiating	1010456	View, balance and reconcile all cash drawers on line; monitor open and closed times for cash drawer activity.			
SIS Student Accounts	Cashiering	Differentiating	1010457	Void cashiering transactions.			
SIS Student Accounts	Cashiering	Differentiating	1010594	Allow detailed information about daily cash receipts which facilitates monthly bank reconciliation.			
SIS Student Accounts	Collections	Differentiating	1010458	Assess collection fees based on contractual amounts specified.			
SIS Student Accounts	Collections	Differentiating	1010459	Code accounts for special actions/circumstances, identification, collection status, collection agency assigned, bankruptcy, contested, deceased, small claims/litigation, and similar actions.			
SIS Student Accounts	Collections	Differentiating	1010460	Interface with external collections agencies.			
SIS Student Accounts	Collections	Differentiating	1010461	Maintain log of customer contacts and comments: Used for customer/staff initiated comments and should be tied to operator code or special action such as dunning notices, collection action.			
SIS Student Accounts	Collections	Differentiating	1010462	Provide automated processing and application of collection agency payments.			
SIS Student Accounts	Collections	Differentiating	1010463	Refer selected student accounts (e.g., past due installments, past due loans, miscellaneous debt) to collections agencies based on rules-based parameters.			
SIS Student Accounts	Collections	Differentiating	1010464	Support internal collections.			
SIS Student Accounts	Disbursement	Differentiating	1010469	Credit Financial Aid disbursement for outstanding and prior year charges (e.g., emergency tuition loans, installments).			
SIS Student Accounts	Education Tax Credits	Differentiating	1010466	Allow student to maintain 1098T record via secure transmission.			
SIS Student Accounts	Education Tax Credits	Differentiating	1010467	Automatically generate and duplicate Form 1098T on demand through an online web application to serve as a student portal to all 1098T data.			
SIS Student Accounts	Education Tax Credits	Differentiating	1010468	Breakdown financial detail by qualified and non-qualified fees as well as gift and non-gifts.			

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SIS Student Accounts	Education Tax Credits	Differentiating	1010470	Fully comply with 1098T federal reporting requirements using the 'payment method.'			
SIS Student Accounts	Education Tax Credits	Differentiating	1010471	Fully interface with 1098T vendors.			
SIS Student Accounts	Education Tax Credits	Differentiating	1010472	Generate 'total paid for tuition' per term or for calendar and fiscal year.			
SIS Student Accounts	Education Tax Credits	Differentiating	1010473	Provide adjustments to aid reported and charges billed during prior calendar year.			
SIS Student Accounts	Education Tax Credits	Differentiating	1010474	Provide students and staff details on individual 1098T (e.g., source of funding, date disbursed amount).			
SIS Student Accounts	Education Tax Credits	Differentiating	1010475	Track and apply exemption credits to accounts.			
SIS Student Accounts	Education Tax Credits	Differentiating	1010476	Track the number of credits taken by term per student being claimed for tax exemption.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010477	Adjust payment and charge transactions for source, amounts, application to different accounts, or to different academic periods.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010478	Allow all housing deposit transactions to interface with housing system.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010479	Allow designated users to correct or adjust any type of payments individually.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010480	Apply adjustments based on dollar amount, percentage of fees, selected fees, hours.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010481	Automate daily activity account balancing between Student Financials and the General Ledger with a review to balance prior to updating the GL.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010482	Automatically assess late payment fees for loans.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010483	Block other activities for delinquent loan students based on rules-based criteria.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010484	Calculate daily loan interest, delinquent interest, or origination fee.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010485	Charge and remove an annual and/or term health insurance fee to all students with the ability to waive or cancel the charge if the student has their own policy.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010486	Fully administer the collection side of an emergency/short-term loan program.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010487	Generate promissory note and charges for emergency/short-term loans.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010488	Remove financial holds automatically when pre-defined institutional requirements are met (e.g. payment that reduces balance below a threshold).			
SIS Student Accounts	Maintain Receivables	Differentiating	1010490	Integrate with GL for all Student Accounts transactions (e.g., charges, payments).			
SIS Student Accounts	Maintain Receivables	Differentiating	1010491	Interface to the payroll system to automatically pay charges using payroll deductions.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010492	Interface with a bank to automatically place returned item charges on customer's account based upon agreed terms.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010493	Interface with Financial Aid system for FA disbursements, authorizations, pending aid, and adjustments/returns to funds.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010494	Interface with state debt setoffs (e.g. state tax refunds can be garnished).			
SIS Student Accounts	Maintain Receivables	Differentiating	1010495	Interface with third-party payment processors (e.g., Nelnet, TouchNet).			
SIS Student Accounts	Maintain Receivables	Differentiating	1010496	Limit the ability to place, release, or override holds to specific individuals or user roles.			

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SIS Student Accounts	Maintain Receivables	Differentiating	1010497	Mark a student as unpaid if check is bad, to automatically assess a bad check processing fee, and optionally assess a late payment fee, i.e. Payment reversal.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010498	Notify customer electronically of returned items with progressively severe notifications.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010499	Post transactions back to systems in real-time.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010500	Process and record transactions based upon special classification of student or organization (e.g., Senior Citizen Tuition Fee Waiver).			
SIS Student Accounts	Maintain Receivables	Differentiating	1010501	Process returned items: create charge debits, place/remove holds, add service charges, reverse related returned item charges.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010502	Produce a trial balance report on demand.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010503	Provide ability before initial payment to credit outstanding balances in real-time based on various sources (e.g., financial aid, emergency tuition loans, tuition adjustments, housing, parking).			
SIS Student Accounts	Maintain Receivables	Differentiating	1010504	Provide an automatic payment reversal, updating late charges, from date of last good payment received.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010505	Reassign charges from one source to another.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010506	Receive and post loan payments via payroll deduction.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010507	Refund tuition and fees paid by credit/debit card directly back to credit/debit card.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010508	Reverse journal/posted transactions.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010509	Support employee tuition remission waivers/scholarships.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010510	Write-off emergency/short-term loans based on rules-based parameters (e.g., age of debt).			
SIS Student Accounts	Maintain Receivables	Differentiating	1010511	Write-off returned items charges against original charge source/dept. based on rules-based parameters.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010596	Annotate source and reason of charges.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010599	Place and remove financial holds, which can block enrollment, degrees, graduation, registration, transcripts, or other College services, based upon institutionally defined criteria.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010601	Reverse payments made to account and update all applicable interfaces as needed.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010602	Set priority of application of funds.			
SIS Student Accounts	Maintain Receivables	Differentiating	1010603	View transaction history and status of transactions at a detailed and summary level.			
SIS Student Accounts	Maintain Receivables	Local	1201195	Allow automatic processing of class cancellation based on established rules and deadlines.			
SIS Student Accounts	Payment Plans	Differentiating	1010512	Allow for a service fee (or other type of transaction fee to enroll into the payment plan) or for interest to be calculated on the outstanding amount of the payment plan.			
SIS Student Accounts	Payment Plans	Differentiating	1010513	Allow for the institution to define rules for who is eligible to participate in a payment plan (e.g., no outstanding balance on a payment plan, no negative payment history, satisfactory academic progress) and use those rules to prevent the student from viewing or enrolling into a plan or from the student being placed into a plan administratively without an override by an authorized user.			
SIS Student Accounts	Payment Plans	Differentiating	1010514	Allow payment plan amounts to be calculated from the date of enrollment into the plan.			

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SIS Student Accounts	Payment Plans	Differentiating	1010515	Allow students (or parents, if authorized by the student to access account information) to enroll in eligible payment plans via self-service.			
SIS Student Accounts	Payment Plans	Differentiating	1010516	Allow the plan to auto-generate the number of payments given parameters established by the institution for the amount of time the plan can be in effect, or a final date by which it must be completed.			
SIS Student Accounts	Payment Plans	Differentiating	1010517	Create individualized payment plans for students requiring extra assistance or with unique circumstances.			
SIS Student Accounts	Payment Plans	Differentiating	1010518	Define and manage installment payment plans.			
SIS Student Accounts	Payments	Differentiating	1010519	Designate payments towards specific charges (e.g., library fine, athletic fee).			
SIS Student Accounts	Payments	Differentiating	1010520	Accept partial payments.			
SIS Student Accounts	Payments	Differentiating	1010521	Accept pre-payments (refundable and non-refundable) for future terms/programs without these funds counting as credit balances.			
SIS Student Accounts	Payments	Differentiating	1010522	Allow pending Financial Aid awards to reduce amount currently due based upon institutionally-defined rules and dates.			
SIS Student Accounts	Payments	Differentiating	1010523	Assess convenience, flat rate, and/or percentage based fees for different electronic payments (e.g., credit cards, e-checks).			
SIS Student Accounts	Payments	Differentiating	1010524	Categorize payment source (e.g., credit card, debit, card, wire, ACH direct debit, cash, check).			
SIS Student Accounts	Payments	Differentiating	1010526	Define rules and hierarchy(ies) for which charges are paid off and in which order for specific forms of payment and specific financial aid funds. Rules must include the ability to restrict certain payments to only specified types of charges, or to prevent certain payments from paying specified types of charges.			
SIS Student Accounts	Payments	Differentiating	1010527	Interface with third party to process online checking, e-checks, and/or ACH debits.			
SIS Student Accounts	Payments	Differentiating	1010528	Manage various interest rates, late charge calculations, collection cost assessments at different rates for campus-based and institutional loans. Also recognize minimum payment requirements and loan repayments.			
SIS Student Accounts	Payments	Differentiating	1010529	Perform automated credit card reconciliation between bank, merchants, swipe terminals, processor, payment gateway, issuer (e.g., Visa, MasterCard, AMEX), and student account system.			
SIS Student Accounts	Payments	Differentiating	1010530	Process external batch payments electronically from payroll deductions.			
SIS Student Accounts	Payments	Differentiating	1010531	Process mass payments from third party entities (e.g., lockbox operations, tuition payment plans, and loan companies as payments on student accounts).			
SIS Student Accounts	Payments	Differentiating	1010532	Process multi-term payments covering past and future academic terms.			
SIS Student Accounts	Payments	Differentiating	1010533	Record payments against an account, post payments to individual accounts, reapply all payments to charges in an account upon request.			
SIS Student Accounts	Payments	Differentiating	1010534	Schedule and establish recurring payments for outstanding balances.			
SIS Student Accounts	Payments	Differentiating	1010535	Search transactions by date or by other criteria to aid in locating misapplied payments.			
SIS Student Accounts	Payments	Differentiating	1010597	Credit money collected for tuition deposit to the student's account (e.g., prepaid tuition for international students).			
SIS Student Accounts	Refunds	Differentiating	1010536	Cancel a refund.			
SIS Student Accounts	Refunds	Differentiating	1010537	Allow the student account to display check number and payee information for refunds.			
SIS Student Accounts	Refunds	Differentiating	1010538	Calculate fee refunds on dropped classes using multiple refund calendars.			

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SIS Student Accounts	Refunds	Differentiating	1010539	Calculate refund due by using actual payments, financial aid not yet received, and <u>financial aid being processed</u> .			
SIS Student Accounts	Refunds	Differentiating	1010540	Disburse parent loan funds via ACH direct deposit (account determined by parent).			
SIS Student Accounts	Refunds	Differentiating	1010541	Generate one excess financial aid check, after fees are paid, instead of one for <u>each type of aid</u> .			
SIS Student Accounts	Refunds	Differentiating	1010542	Generate refund batches using a variety of institutionally-defined criteria (e.g., student level, program, refund source, other student characteristics).			
SIS Student Accounts	Refunds	Differentiating	1010543	Integrate with Accounts Payable to generate refunds via check or electronically.			
SIS Student Accounts	Refunds	Differentiating	1010544	Issue refunds to the borrower instead of the student for loans borrowed by a <u>parent (e.g., PLUS loans) or other individual on behalf of the student</u> .			
SIS Student Accounts	Refunds	Differentiating	1010545	Override EFT during disbursement process.			
SIS Student Accounts	Refunds	Differentiating	1010546	Process refunds in accordance with Title IV federal aid requirements (R2T4) and <u>institutional refund requirements</u> .			
SIS Student Accounts	Refunds	Differentiating	1010547	Request a refund on-demand real-time (online check production) or batch given <u>the appropriate authority and security</u> .			
SIS Student Accounts	Refunds	Differentiating	1010548	Set a permanent or temporary block on sending refunds to individuals or groups.			
SIS Student Accounts	Refunds	Differentiating	1010549	Set up rules-based refunding rules based upon days into the course and rules-based parameters (e.g., fall, spring, summer, evening classes, non-standard <u>programs</u>).			
SIS Student Accounts	Refunds	Differentiating	1010550	Support automatic calculation of refunds.			
SIS Student Accounts	Refunds	Differentiating	1010551	Support direct deposit of student refunds and aid disbursements; allow pre-noting.			
SIS Student Accounts	Refunds	Differentiating	1010552	Use refund for a dropped class to pay for appropriate charges based on payment <u>type (e.g., federal aid vs. personal payment)</u> .			
SIS Student Accounts	Self Service Student Data	Differentiating	1010553	Allow students to sign-up for electronic funds transfer to pay for tuition and related fees with the ability to use a third party ACH originator/ vendor.			
SIS Student Accounts	Self Service Student Data	Differentiating	1010595	Allow student to pay for transcript fees using electronic payment (e.g., credit card, EFT).			
SIS Student Accounts	Self Service Student Data	Differentiating	1010600	Require online payment agreement acceptance prior to registration for a given enrollment period (e.g., term, session). Create and maintain payment agreement, with different versions for different populations of students (e.g., undergraduate, <u>graduate, law, medical, international</u>).			
SIS Student Accounts	Third-Party Sponsorships	Differentiating	1010554	Assign and bill a third party (individual or organization) for a single student.			
SIS Student Accounts	Third-Party Sponsorships	Differentiating	1010555	Associate individual class sections to third-party sponsor agreements. Automatically assign student to the sponsor agreement upon enrolling in the class.			
SIS Student Accounts	Third-Party Sponsorships	Differentiating	1010556	Automate third party billing for percent of fees charged as defined in the contract and <u>flat fee and specific charges as defined in the contract</u> .			
SIS Student Accounts	Third-Party Sponsorships	Differentiating	1010557	Generate account statements for third party payer accounts online and in batch.			
SIS Student Accounts	Third-Party Sponsorships	Differentiating	1010558	Generate invoices and receive payments from third-party entities.			
SIS Student Accounts	Third-Party Sponsorships	Differentiating	1010559	Handle an unlimited number of dollar amounts or number of students per third <u>party account</u> .			
SIS Student Accounts	Third-Party Sponsorships	Differentiating	1010560	Maintain reference links between individual students and third party payers, such that when viewing a student account the third party payer is referenced, and when a third party account is viewed all students are referenced.			

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SIS Student Accounts	Third-Party Sponsorships	Differentiating	1010561	Restrict third-party contracts to paying only specified classes.			
SIS Student Accounts	Tuition and Fees	Differentiating	1010562	Allow caps on all fee types (e.g., Student Service fee).			
SIS Student Accounts	Tuition and Fees	Differentiating	1010563	Set maximum amount of fees for any one term for selected categories of students (e.g., campus fees for off-campus students).			
SIS Student Accounts	Tuition and Fees	Differentiating	1010564	Apply a specific charge to a group of individuals with the detail code, date, and dollar amount.			
SIS Student Accounts	Tuition and Fees	Differentiating	1010565	Assess a late registration fee, typically increased based on the date the student registers for courses.			
SIS Student Accounts	Tuition and Fees	Differentiating	1010566	Assess a variety of fees based on both student characteristics, course or class attributes, or transaction-based (e.g., matriculation fees, international student fee, withdrawal fee, lab fee, excessive hours fee, tutoring fee, late registration fee).			
SIS Student Accounts	Tuition and Fees	Differentiating	1010567	Assess different tuition models based on type of course taken (e.g., online).			
SIS Student Accounts	Tuition and Fees	Differentiating	1010568	Assess tuition by any academic or student characteristics (e.g., academic level/career, major/minor, residency, citizenship, course load, course delivery mode, location, number of units, enrollment mode, cohorts, students groups).			
SIS Student Accounts	Tuition and Fees	Differentiating	1010569	Assess tuition with a variety of schemes (e.g., flat rate, per unit/credit, per course, tiers, minimum flat rate plus incremental for units in excess, maximum limits, and combinations thereof).			
SIS Student Accounts	Tuition and Fees	Differentiating	1010570	Automatically trigger an assessment of a charge based on user specification (e.g., returned item is assessed in addition to assessing an additional service charge fee).			
SIS Student Accounts	Tuition and Fees	Differentiating	1010571	Charge course fees or include in tuition calculation courses with zero credit hours.			
SIS Student Accounts	Tuition and Fees	Differentiating	1010572	Charge fees with per hour charge reaching a maximum (e.g., student service fee increments per hour to a maximum of X dollar amount, fees with ceiling).			
SIS Student Accounts	Tuition and Fees	Differentiating	1010573	Charge specified fees to students even if not enrolled (e.g., housing fee for students working on campus during the summer, International Student Fee for F-1 and J-1 Visa students).			
SIS Student Accounts	Tuition and Fees	Differentiating	1010574	Charge tuition and fees at the Session level as well as the Term level.			
SIS Student Accounts	Tuition and Fees	Differentiating	1010576	Consider credit hours taken, flat fees, full or part-time student criteria, per credit hour fees with a maximum amount, special course fees, student classification (e.g., student, staff, faculty), term type (e.g., fall, spring, summer), type of class, undergraduate vs. graduate in tuition assessment.			
SIS Student Accounts	Tuition and Fees	Differentiating	1010577	Define maximum number of hours attempted for individual degree programs and assess higher tuition rates on units in excess of that limit; include rules to define which credits/hours are included in the calculation.			
SIS Student Accounts	Tuition and Fees	Differentiating	1010578	Define tuition rates for student cohorts and lock in those rates while the student is enrolled or meets defined rules (e.g., maximum number of terms/years, continuous enrollment).			
SIS Student Accounts	Tuition and Fees	Differentiating	1010579	Enter (or upload) fees by section, course, site, campus, college and district, term or session and tie each fee category to a term and session.			
SIS Student Accounts	Tuition and Fees	Differentiating	1010580	Handle penalty assessments (e.g., based on flexible scheduled courses, sections added and/or dropped, workshop fees).			
SIS Student Accounts	Tuition and Fees	Differentiating	1010581	Import and post departmental charges from external sources electronically.			
SIS Student Accounts	Tuition and Fees	Differentiating	1010582	Maintain fees: Copy from one fee record to another, Roll fee and related tables from one semester to another.			

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SIS Student Accounts	Tuition and Fees	Differentiating	1010583	Manually apply or remove an online single charge to an account (e.g., placing a parking fine on a student's account).			
SIS Student Accounts	Tuition and Fees	Differentiating	1010584	Manually batch enter and apply charges to a groups of accounts (e.g., library fines, special course fee to all students enrolled in that course).			
SIS Student Accounts	Tuition and Fees	Differentiating	1010586	Provide flexible online charges and adjustments during pro-rated refund periods as well as for incidental adjustments occurring in the normal course of business.			
SIS Student Accounts	Tuition and Fees	Differentiating	1010587	Recalculate all fees/charges to and from a student in real-time; process and test multiple semesters concurrently.			
SIS Student Accounts	Tuition and Fees	Differentiating	1010588	Recalculate charges automatically when there are any changes to any data that is used in the tuition and fee rules and criteria.			
SIS Student Accounts	Tuition and Fees	Differentiating	1010589	Reconcile system generated charges to transaction activity which has triggered charge generation.			
SIS Student Accounts	Tuition and Fees	Differentiating	1010590	Remove student fees in batch mode once placed on the student's account.			
SIS Student Accounts	Tuition and Fees	Differentiating	1010591	Set the fee type as non-refundable.			
SIS Student Accounts	Tuition and Fees	Differentiating	1010592	Set up business rules capable of assessing tuition at both the course and per credit hour level utilizing a maximum and minimum tuition rate based upon enrollment hours and campus attending.			
SIS Student Accounts	Tuition and Fees	Differentiating	1010593	Set up rules-based business rules for how the fees are applied, such as per credit hour fees (instructional fee, general fee, out of state tuition surcharge, et cetera), maintain unlimited fee codes, define tuition and fee assessment rules,			
SIS Student Accounts	Tuition and Fees	Differentiating	1010598	Have student tuition and fees re-evaluated as course is added; credit hour changes and course-specific fees must be reviewed for additional fees.			
SIS Student Records	Academic Structure	Differentiating	1010604	Configure a flexible academic structure and to manage and make changes to it easily over time.			
SIS Student Records	Academic Structure	Differentiating	1010605	Configure what data is shared across organizational entities (e.g., schools/colleges, departments, institutions).			
SIS Student Records	Academic Structure	Differentiating	1010606	Define academic calendars that may be assigned to individual degree programs with the ability to override the standard dates for individual majors or classes.			
SIS Student Records	Academic Structure	Differentiating	1010607	Move organizational entities (e.g., departments, schools, degree programs) easily from one organizational "owner" to another, with corresponding student or class data updated automatically.			
SIS Student Records	Academic Structure	Differentiating	1010608	The ability to configure and manage multiple academic institutions within a single instance of the software and to report and collect data at either the institution level or at the consolidated, system level.			
SIS Student Records	Attendance	Differentiating	1010609	Record student attendance with student ID card or other technologies (e.g., card swipe, RFID).			
SIS Student Records	Attendance	Differentiating	1010610	Track and verify attendance for online courses.			
SIS Student Records	Attendance	Differentiating	1010611	Track last date of attendance.			
SIS Student Records	Attendance	Differentiating	1010612	Track various attendance statuses (e.g., attended, present, absent, late, left early, no-show).			
SIS Student Records	Attendance	Local	1201196	Process for instructors to indicate a student never attended or is attending and not on the roster.			
SIS Student Records	Class Enrollment	Differentiating	1010613	Allow registration for various conditions (e.g., continuous registration across terms, for main or other campuses, multiple sessions or sections; overlapping sections: future terms).			
SIS Student Records	Class Enrollment	Differentiating	1010614	Allow student to save a preliminary schedule prior to submitting for enrollment (shopping cart schedule).			

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SIS Student Records	Class Enrollment	Differentiating	1010615	Allow students to enroll in classes outside their career or degree program with <u>appropriate (configurable) controls</u> .			
SIS Student Records	Class Enrollment	Differentiating	1010616	Automatically cancel (administrative cancel) a student's enrollment when they <u>have been suspended or dismissed</u> .			
SIS Student Records	Class Enrollment	Differentiating	1010617	Define credit hour limits for students by program, based on student deficiencies, academic standing, establish limits on the number of credit hours a student can <u>register for during the term, by campus</u> .			
SIS Student Records	Class Enrollment	Differentiating	1010618	Define enrollment cohorts and enroll and charge students together in a defined <u>cohort</u> .			
SIS Student Records	Class Enrollment	Differentiating	1010619	Define mandatory classes for specified populations (e.g., first-year students) and automatically place those classes onto those students' enrollment records.			
SIS Student Records	Class Enrollment	Differentiating	1010620	Define rules for establishing and managing class waitlists and how to prioritize students on the waitlist. Rules should include whether to allow a waitlist or not, the number of slots available, priorities/sequencing of the waitlist.			
SIS Student Records	Class Enrollment	Differentiating	1010621	Define rules to prevent students from dropping classes (e.g., international students, athletes, <u>max drop limit already achieved</u>).			
SIS Student Records	Class Enrollment	Differentiating	1010622	Display warning to student to indicate repeat courses at the point of enrollment.			
SIS Student Records	Class Enrollment	Differentiating	1010623	Enable students to enroll directly from their individualized degree plan.			
SIS Student Records	Class Enrollment	Differentiating	1010624	Establish limits on the number of classes or credit hours a student can register for <u>during the term or by program</u> .			
SIS Student Records	Class Enrollment	Differentiating	1010625	Handle registration functions for courses and programs not part of the normal registration process such as independent study courses, workshops, continuing education, correspondence, extension, Intensive English, and consortium courses			
SIS Student Records	Class Enrollment	Differentiating	1010626	Identify time conflicts based on actual begin and end dates/times and visually flag <u>the specific conflict</u> .			
SIS Student Records	Class Enrollment	Differentiating	1010627	Indicate or flag withdrawals for reporting to the National Clearinghouse and financial aid for notification of student loan exit counseling requirements.			
SIS Student Records	Class Enrollment	Differentiating	1010628	Limit students to enrolling in classes with certain delivery methods (e.g., online classes).			
SIS Student Records	Class Enrollment	Differentiating	1010629	Maintain real time enrollment counts online.			
SIS Student Records	Class Enrollment	Differentiating	1010630	Manage enrollment process with or without a shopping cart.			
SIS Student Records	Class Enrollment	Differentiating	1010631	Mass reschedule students from a specific (possibly cancelled) section to another section of a course without having to access each student's registration <u>individually</u> .			
SIS Student Records	Class Enrollment	Differentiating	1010632	Notify student of a change in status from full-time to part-time resulting from a requested drop and indicate the financial impact and other related impacts of the drop and need to store effective date of this change for reporting to Clearinghouse. Data needs to be editable by administrative officers. Automatic notification to stakeholders (e.g., Financial Aid, Bursar, Admissions & Records, International Advisor, athletics, appropriate college).			
SIS Student Records	Class Enrollment	Differentiating	1010633	Provide configurable, interactive notices that appear based on certain conditions as students enroll (e.g., Please notice that this class meets at the Frisco location. <u>Click Okay to continue</u>).			
SIS Student Records	Class Enrollment	Differentiating	1010634	Prevent F-1 or J-1 international students from registering for more than one correspondence, distance ed. or internet-based course to satisfy full time requirements <u>without prior approval from the International Office</u> .			

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SIS Student Records	Class Enrollment	Differentiating	1010635	Prevent selected students (e.g., athletes, international students, students on a advising intervention plan) from dropping below a specific number of hours (e.g., <u>full-time equivalent for International students</u>).			
SIS Student Records	Class Enrollment	Differentiating	1010636	Provide institutionally-defined rules to control for which students are eligible to enroll and in which time periods (e.g., enrollment appointments).			
SIS Student Records	Class Enrollment	Differentiating	1010637	Provide the ability to auto-enroll students in courses, either by cohorts or defined groups of students. Auto-enrollment may be used for individual classes (e.g., a first-year seminar for all first-year students and the students select the remainder of their courseload), or for the full courseload for students in a lockstep program, or based on their predefined degree program.			
SIS Student Records	Class Enrollment	Differentiating	1010638	Provide the ability to restrict the student to enrolling only in classes that are applicable to their degree program. Enrollment in other classes would require <u>advisor approval</u> .			
SIS Student Records	Class Enrollment	Differentiating	1010639	Register a student group into a class or group of classes (e.g., add/drop student(s) <u>into predefined blocks of courses</u>).			
SIS Student Records	Class Enrollment	Differentiating	1010640	Restrict non-degree students from enrolling in more than a defined number of units (e.g., <u>12 units maximum</u>).			
SIS Student Records	Class Enrollment	Differentiating	1010641	Send student notifications, alerts, and reminders for enrollment-related issues (e.g., time to prepare for new enrollment period, enrollment appointment, <u>changes in class availability, wait-list status changes</u>).			
SIS Student Records	Class Enrollment	Differentiating	1010642	Support course selection for rotations (e.g., 3rd and 4th year professional students <u>and 1st and 2nd for undergrad programs</u>).			
SIS Student Records	Class Enrollment	Differentiating	1010643	Support placement of students in clinical rotations, including collecting student <u>preferences, hospital/clinic contracts/agreements</u>			
SIS Student Records	Class Enrollment	Differentiating	1010644	Support the ability for students to enroll in classes in multiple careers (e.g., <u>undergraduate and graduate</u>) in a single transaction.			
SIS Student Records	Class Enrollment	Differentiating	1010645	Track permissions issued to students.			
SIS Student Records	Class Enrollment	Local	1201197	Place hold on students that are required to meet with an academic advisor prior to enrolling. Allow advisors to easily remove holds after satisfactorily meeting with <u>students</u> .			
SIS Student Records	Class Scheduling	Differentiating	1010646	Access and assign real-time room schedules within the Schedule of Classes to <u>match maximum enrollment and classroom capacity</u> .			
SIS Student Records	Class Scheduling	Differentiating	1010647	Allow classes to be restricted to being taught in classrooms and buildings that meet specified criteria (e.g., ADA compliant, lab, recital hall, campus location).			
SIS Student Records	Class Scheduling	Differentiating	1010648	Allow class sections to be scheduled with standard meeting patterns (e.g., MWF 10:00-11:00, TTh 1:30-3:00) or with non-standard meeting times. Do not require <u>meeting patterns</u> .			
SIS Student Records	Class Scheduling	Differentiating	1010649	Assign instructors to a class section without needing to validate against the HCM <u>database</u> .			
SIS Student Records	Class Scheduling	Differentiating	1010650	Automatically determine add/drop dates for a class based on percent of class <u>meetings</u> .			
SIS Student Records	Class Scheduling	Differentiating	1010651	Calculate contact hours for courses with standard and non-standard meeting <u>times/schedules</u> .			
SIS Student Records	Class Scheduling	Differentiating	1010652	Create and track student evaluations for classes.			
SIS Student Records	Class Scheduling	Differentiating	1010653	Define credit type at the section level (e.g. audit, CEU, credit, etc.)			
SIS Student Records	Class Scheduling	Differentiating	1010654	Define enrollment controls at the class level, such as minimum and maximum enrollment at the section level, when classes can be cancelled or deleted, class restrictions based on time periods, define credit hours on a section level, cross-listed capacity limits, different titles and descriptions; non-enrollments linked to <u>enrolled sections (labs)</u>			

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SIS Student Records	Class Scheduling	Differentiating	1010655	Define modules within a Class and assign a different instructor to each module.			
SIS Student Records	Class Scheduling	Differentiating	1010656	Define rules to control for when students are allowed enroll in classes outside of their program of study or career (e.g., undergraduate, graduate, law).			
SIS Student Records	Class Scheduling	Differentiating	1010657	Duplicate and roll previous terms/semesters forward to designated terms (e.g. Fall to Fall, Fall to Winter) based on existing information.			
SIS Student Records	Class Scheduling	Differentiating	1010658	Generate alerts and notifications to designated individuals (e.g., Dean, department administrator, Registrar) as class sections approach capacity (configurable by institution) or are under-enrolled.			
SIS Student Records	Class Scheduling	Differentiating	1010659	Identify authorized instructors and roles (e.g., instructor, grader, TA, admin) based on the discipline(s), department(s), college(s) and campus(s) of the section.			
SIS Student Records	Class Scheduling	Differentiating	1010660	Input textbooks and materials for a class section and provide ability to have links to external bookstore information			
SIS Student Records	Class Scheduling	Differentiating	1010661	Interface with third-party bookstores (e.g., Barnes and Noble) to maintain textbooks and materials for a class section.			
SIS Student Records	Class Scheduling	Differentiating	1010662	Interface with third-party scheduling software (e.g., AdAstra and third-party class edit processing software).			
SIS Student Records	Class Scheduling	Differentiating	1010663	Manage a decentralized class scheduling process so that authorized individuals in the academic departments or schools/colleges, can maintain their own classes, perhaps with a simplified user interface to facilitate and promote use. Structure must include the ability to define which scheduling activities are permissible (e.g., update class size, facilities, requisites, instructors, open/close sections, cancel sections) and for what time periods.			
SIS Student Records	Class Scheduling	Differentiating	1010664	Print class notes on the class/student/faculty schedules.			
SIS Student Records	Class Scheduling	Differentiating	1010665	Provide ability to hold a specified number of seats (or a percentage of the total) in a class for specific populations of students (e.g., majors, seniors, athletes).			
SIS Student Records	Class Scheduling	Differentiating	1010666	Provide detailed syllabus capabilities.			
SIS Student Records	Class Scheduling	Differentiating	1010667	Provide online building and room inventory with attributes such as location, capacity, instruction vs. non-instructional use, quantities and type of equipment available.			
SIS Student Records	Class Scheduling	Differentiating	1010668	Schedule a room, for classes or other activities, using real-time dates and times, preventing conflicts and avoiding black-out periods for holidays, school closures, competing events, or other conflicts.			
SIS Student Records	Class Scheduling	Differentiating	1010669	Schedule classes with a variety of attributes, which may be assigned at the course, class, or section level, e.g., do not display in class listings, required resources (e.g., audio/visual equipment, white board, lectern), approval required for enrollment, writing intensive, general education, instruction type, multiple grading options.			
SIS Student Records	Class Scheduling	Differentiating	1010670	Schedule sections with begin and end dates with the ability to overlap traditional terms if necessary.			
SIS Student Records	Class Scheduling	Differentiating	1010671	Select criteria from source term to limit the number of sections copied.			
SIS Student Records	Class Scheduling	Differentiating	1010672	Select which data elements are copied forward as part of the Class Schedule Roll process to initiate a new term or enrollment period.			
SIS Student Records	Class Scheduling	Differentiating	1010673	Set up final examination schedule for each term at the section level with the ability to either schedule the exam independently or as part of the class meeting pattern.			
SIS Student Records	Class Scheduling	Differentiating	1010674	Support structure to easily define anti-requisites for courses and class sections.			

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SIS Student Records	Class Scheduling	Differentiating	1010675	Support team teaching with two or more instructors teaching the same section. And additional access levels to the class roster for attendance/ grade reporting. (ie TA's ,grader only ,view only etc)			
SIS Student Records	Class Scheduling	Differentiating	1010676	Track detailed educational history so that it can be used for class requisites and analytics.			
SIS Student Records	Class Scheduling	Differentiating	1201198	Define various attributes or restrictions for classrooms and buildings (e.g., labs, recital halls, ADA-compliant, location).			
SIS Student Records	Continuing Education	Differentiating	1010677	Provide a simplified process to create new courses and sections for Continuing Education classes, requesting only the minimum amount of data required.			
SIS Student Records	Continuing Education	Differentiating	1010678	Provide a simplified registration procedure for non-degree seeking students who may be taking a course through Continuing Education.			
SIS Student Records	Course Planning	Differentiating	1010679	Create courses in a pending status; use effective dating for future courses to become available; prevent inactive courses from being scheduled; course equivalencies; cross-reference old and new courses (one-to-many and many-to-one); build courses for historical, current and future semesters.			
SIS Student Records	Course Planning	Differentiating	1010680	Define rules for courses to be enforced at the time of degree planning and enrollment (e.g., repeat rules by program, cross-listed or cross-referenced courses, pre-requisites, co-requisites, anti-requisites, course location).			
SIS Student Records	Course Planning	Differentiating	1010681	Download state-allowed CIP codes for courses and program codes.			
SIS Student Records	Course Planning	Differentiating	1010682	Project course demand from actual history and projected student academic plans, current course or section based on how many students enrolled, on wait-listed students, and determine anticipated courses based on degree audit.			
SIS Student Records	Course Planning	Differentiating	1010683	Provide detailed curriculum assessment capabilities (e.g., AAMC requires a curriculum inventory for accreditation annually).			
SIS Student Records	Course Planning	Differentiating	1010684	Set up courses with a suffix as topics courses, designate courses that allow dual enrollment, track approving entity (ownership).			
SIS Student Records	Enrollment Verification	Differentiating	1010685	Produce and mail or email and provide online enrollment verifications to students, employers, and third-parties.			
SIS Student Records	Enrollment Verification	Differentiating	1010686	Send enrollment and degree verification files to National Student Clearinghouse via secure ftp.			
SIS Student Records	Enrollment Verification	Differentiating	1010687	Supply student enrollment status for specific dates (print, email, or online) by individual request and through 3rd party systems (e.g., business, government, military, NSC) and maintain a history of the verification requests and to whom the information was sent.			
SIS Student Records	Enrollment Verification	Differentiating	1010688	Verify student enrollment status for specific dates.			
SIS Student Records	Faculty Management	Differentiating	1010689	Accommodate team teaching assignments and corresponding load calculations.			
SIS Student Records	Faculty Management	Differentiating	1010690	Allow students to complete online faculty evaluations tied to courses, recording and storing the results that can be analyzed and linked to their personnel record.			
SIS Student Records	Faculty Management	Differentiating	1010691	Assign individual, multiple (including team) instructor(s) to a section, checking for time conflicts; assign specific role (e.g., primary, teaching assistant, grader, administrative support) and percentage of responsibility based on actual days/times assigned.			
SIS Student Records	Faculty Management	Differentiating	1010692	Capture multiple attributes of faculty degrees (e.g., CIP codes, major, double-major).			
SIS Student Records	Faculty Management	Differentiating	1010693	Enter faculty assignments individually at the class schedule level.			
SIS Student Records	Faculty Management	Differentiating	1010694	Link workload with dept. budget info and salary info.			

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SIS Student Records	Faculty Management	Differentiating	1010695	Maintain attributes about the faculty member or instructor to specify information (e.g., department chairperson, full-time coach, certified to teach English, adjunct or other types of appointments).			
SIS Student Records	Faculty Management	Differentiating	1010696	Maintain faculty workload information and track instructional workload to encompass institution-wide bases (all campuses and locations) and define work load by contact hours and by credit hours (or hybrid approach).			
SIS Student Records	Faculty Management	Differentiating	1010697	Provide support of faculty-viewable tenure tracking.			
SIS Student Records	Faculty Management	Differentiating	1010698	Record faculty member status (e.g., active, inactive, sabbatical) and record faculty full or part-time status.			
SIS Student Records	Faculty Management	Differentiating	1010699	Support faculty banking (of hours) and tracking, designating between academic and non-academic hours.			
SIS Student Records	Faculty Management	Differentiating	1010700	Support faculty members and other instructional support staff who are not on the campus and are engaged in extension teaching or distance learning.			
SIS Student Records	Faculty Management	Differentiating	1010701	Support faculty teaching in more than one department, at more than one site or at more than one campus.			
SIS Student Records	Faculty Management	Differentiating	1010702	Track credentials for expirations, renewal dates, and revocations.			
SIS Student Records	Faculty Management	Differentiating	1010703	Track graduate students' assignments to instructional and non-instructional activities.			
SIS Student Records	Grades	Differentiating	1010704	Rquire Last Date of Attendance to be entered when recording an F grade.			
SIS Student Records	Grades	Differentiating	1010705	Configure any types of grades to be collected (e.g., final, mid-term, exams).			
SIS Student Records	Grades	Differentiating	1010706	Configure any variety of grading options (e.g., letter grades, numeric grades, pass/fail, descriptive text, no grade required).			
SIS Student Records	Grades	Differentiating	1010707	Configure rules to control which types of grades are visible to students in what time periods.			
SIS Student Records	Grades	Differentiating	1010708	Create individualized action plans to resolve an incomplete grade, including the details of what needs to be completed, in what time frame, and the results if not completed. Auto assign penalty grade if not completed			
SIS Student Records	Grades	Differentiating	1010709	Distinguish between an F assigned due to non-attendance/non-completion or due to poor performance for financial aid Title IV withdrawal purposes.			
SIS Student Records	Grades	Differentiating	1010710	Import grades from third-party products (e.g., Canvas, Blackboard, Sakai).			
SIS Student Records	Grades	Differentiating	1010711	Provide a rules engine for the institution to determine how GPAs are calculated, which classes are included, which grades are included, etc.			
SIS Student Records	Grades	Differentiating	1010712	Provide blind grading.			
SIS Student Records	Grades	Differentiating	1010713	Provide the ability to calculate and store multiple GPA types (e.g., systemwide, program-specific, career, gen ed classes).			
SIS Student Records	Grades	Differentiating	1010714	Provide the ability to reset the GPA calculation for a student who has left and returned, or for students on academic probation.			
SIS Student Records	Grades	Differentiating	1010715	Support process to enter preliminary grades and then modify for a bell curve or other academic policy.			
SIS Student Records	Grades	Differentiating	1010716	Support varying incomplete grades processes, including the reason for the incomplete and the details of what needs to be completed.			
SIS Student Records	Grades	Differentiating	1010717	Upload grades from third-party LMS (e.g., Canvas), including mid-term and final grades.			
SIS Student Records	Graduation	Differentiating	1010718	Assign and track student internal honors.			

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SIS Student Records	Graduation	Differentiating	1010719	Automate analysis of graduates on a fixed number of terms.			
SIS Student Records	Graduation	Differentiating	1010720	Automatically flag a student as being eligible for graduation based on the results of the degree audit and begin the degree checkout process. Do not require the student to have to apply or self-identify for graduation.			
SIS Student Records	Graduation	Differentiating	1010721	Certify all course, non-course and procedural requirements for graduation.			
SIS Student Records	Graduation	Differentiating	1010722	Create an online graduation application form. Allow institution to define rules for when this form becomes available for students to submit online.			
SIS Student Records	Graduation	Differentiating	1010723	Define graduation honors criteria and identify potential graduation honors for students at the time of application entry.			
SIS Student Records	Graduation	Differentiating	1010724	Generate reports on students' degrees and transmit information to federal, state and accrediting agencies.			
SIS Student Records	Graduation	Differentiating	1010725	Identify graduates and record degree(s), award(s), certificate(s) and degree projected/actual date.			
SIS Student Records	Graduation	Differentiating	1010726	Plan graduation ceremony, including venue, resources, invitations, RSVPs, guests, name cards and pronunciation, marching order, seating charts.			
SIS Student Records	Graduation	Differentiating	1010727	Produce a list of students potentially eligible for graduation for a term.			
SIS Student Records	Graduation	Differentiating	1010728	Provide analysis by graduation date, by curricula, by demographics.			
SIS Student Records	Graduation	Differentiating	1010729	Route graduation application to appropriate academic administrative unit and/or academic advisor for approval. Provide controls for managing changes to a student's program once the application for graduation has been approved.			
SIS Student Records	Graduation	Differentiating	1010730	Support graduation criteria (e.g. national board exams, progression of completion to continue in programs, defense of thesis or dissertation).			
SIS Student Records	Graduation	Differentiating	1010731	Track future plans (e.g., graduate school, employment) for graduates including anticipated employer, position, graduate school.			
SIS Student Records	Graduation	Differentiating	1010732	Track history of degree status (including status changes), degrees, honors and awards, and degree dates; along with the majors, minors, areas of concentration associated with degrees and certificates awarded.			
SIS Student Records	International Students	Differentiating	1010733	Notify International Student Office when a registered international student selects or changes their program of study (e.g., major, minor).			
SIS Student Records	International Students	Differentiating	1010734	Prevent F-1 or J-1 international students from dropping below full time hours or withdrawing and informing them that prior approval from the International Office, as required by Department of Homeland Security, is required.			
SIS Student Records	Student Academic Data	Differentiating	1010735	Automatically inactivate students who have not enrolled in a specified number of terms or have not otherwise been active within the institution (e.g., thesis-only students).			
SIS Student Records	Student Academic Data	Differentiating	1010736	Automate the expected graduation date to identify students who are graduating and will need to begin loan payments.			
SIS Student Records	Student Academic Data	Differentiating	1010737	Automatically evaluate test credit with institutionally-defined rules and criteria.			
SIS Student Records	Student Academic Data	Differentiating	1010738	Calculate student academic actions (e.g., probation/suspension, with progressive levels of severity, dean's list, honors).			
SIS Student Records	Student Academic Data	Differentiating	1010739	Capture GPA and attempted hours by degree type (e.g., undergrad 2nd bachelors masters doctoral).			
SIS Student Records	Student Academic Data	Differentiating	1010740	Define and track student cohorts and other attributes, which can be used in a variety of processes (e.g., reporting, enrollment, tuition and fee charges, scholarship awarding).			

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SIS Student Records	Student Academic Data	Differentiating	1010741	Easily manage progression when student is in a dual degree and has completed the initial degree. System should provide a seamless and consistent experience for the student.			
SIS Student Records	Student Academic Data	Differentiating	1010742	Identify students who are actively completing degree requirements that do not require registering for a course (e.g., comprehensive exams, incompletes).			
SIS Student Records	Student Academic Data	Differentiating	1010743	Maintain and track multiple concurrent student majors, minors, concentrations, and academic interests. The institution must be able to configure support for a single degree with dual majors/minors, or a separate degree for each major/minor.			
SIS Student Records	Student Academic Data	Differentiating	1010744	Mass update changes to student, class, or program data with defined rules and criteria. Maintain detailed audit trail of all mass updates.			
SIS Student Records	Student Academic Data	Differentiating	1010745	Place students on academic probation and allow remediation and removal of probationary status within the same term, tracking all updates and history.			
SIS Student Records	Student Academic Data	Differentiating	1010746	Provide the ability for the student to plan a multi-year degree program (required courses and electives) using predefined degree requirements, or creating an individualized program.			
SIS Student Records	Student Academic Data	Differentiating	1010747	Require students to complete an individualized degree plan prior to enrolling. Allow institution to configure for which students and programs this is enforced.			
SIS Student Records	Student Academic Data	Differentiating	1010748	Track a variety of statuses for student programs (e.g., majors, minors, concentrations) and related actions and reasons (e.g., leave of absence/military service).			
SIS Student Records	Student Academic Data	Differentiating	1010749	Track graduate and research assistantships activity.			
SIS Student Records	Student Academic Data	Differentiating	1010750	Track institutionally/departmentally defined mastery of learning outcomes beyond course grades.			
SIS Student Records	Student Academic Data	Differentiating	1010751	Track non-course degree requirements (e.g., milestones) with due and completion dates. These milestones must then be available for a variety of processes (e.g., course/class requisites, degree programs, degree audits, graduation clearance, tuition and fee calculation).			
SIS Student Records	Student Academic Data	Differentiating	1010752	Track school placement data by term (e.g. clinical placements) by date or session.			
SIS Student Records	Student Academic Data	Differentiating	1010753	Track student educational goals (e.g., majors, minors, specializations) and maintain history of changes. Support multiple concurrent goals with the ability to flag one as primary if necessary.			
SIS Student Records	Student Academic Data	Differentiating	1010754	Track student internships and placements including the ability to assign academic credit.			
SIS Student Records	Student Academic Data	Differentiating	1010755	Track student rank by major, graduating class, and by school.			
SIS Student Records	Student Academic Data	Differentiating	1010756	Track students in study abroad, student exchanges, and international students studying abroad, in the U.S., or on campus. Define rules for how these students are included in enrollment statistics (without needing to create "dummy" classes or enrollments).			
SIS Student Records	Student Self-Service	Differentiating	1010757	Allow applicants to view their evaluated transfer credit (incoming course and internal equivalency) online.			
SIS Student Records	Student Self-Service	Differentiating	1010758	Allow students to view items such as: calendar of events, class schedule and exam schedule, advisor(s), status of special permission requests (e.g., audit a class, drop or add a class after drop/add), placement test results and the level of placement achieved, financial aid warnings or to-do lists for outstanding to-do items, refunds, single place to view all outstanding charges and fees whether or not they are on the student account, (e.g., library, parking, bookstore) for each student online.			
SIS Student Records	Student Self-Service	Differentiating	1010759	Enable self-enrollment (if rules and controls are sufficient).			

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SIS Student Records	Student Self-Service	Differentiating	1010760	Provide students with tools to conduct transactions such as: submitting transcripts; What if Title IV calculations for students considering withdrawal; register (accept/decline invitations) for events; make payment on account or on specific charges or tuition payment/installment plans; pay for a transcript (or other) fee; initiate a grade appeal; update expected graduation date; apply for graduation; while also limited some transactions such as official name changes.			
SIS Student Records	Student Self-Service	Differentiating	1010761	Support online entry (and tracking) of a transcript request, including destination address, type of transcript, fees and number of copies.			
SIS Student Records	Track Committees	Differentiating	1010762	Record detailed information about advisory and examining committees for graduate students.			
SIS Student Records	Track Committees	Differentiating	1010763	Track committee members, roles, status, dates, participation.			
SIS Student Records	Transcript	Differentiating	1010764	Configure multiple types of transcripts (e.g., official, unofficial, professional schools) with different content, layout, and design for each.			
SIS Student Records	Transcript	Differentiating	1010765	Display student bio/demo data on transcript (e.g., SSN, address, birth date) with the ability to mask the SSN on request.			
SIS Student Records	Transcript	Differentiating	1010766	Allow staff and students to produce an individual unofficial transcript or an individual degree audit, for advising and readmission walk-ins.			
SIS Student Records	Transcript	Differentiating	1010767	Automatically release transcript requests when a hold is removed, a degree is conferred, and grades are posted.			
SIS Student Records	Transcript	Differentiating	1010768	Automatically send and receive transcripts and acknowledgements via EDI using SPEEDE.			
SIS Student Records	Transcript	Differentiating	1010769	Define official and unofficial transcripts with varying contents.			
SIS Student Records	Transcript	Differentiating	1010770	Generate National Student Clearinghouse (NSC) data file.			
SIS Student Records	Transcript	Differentiating	1010771	Generate transcripts (both official and unofficial) by batch (e.g., defined populations, transcript types), student request, or individually on-demand.			
SIS Student Records	Transcript	Differentiating	1010772	Include information about other institutions of attendance, degrees; multiple degrees programs and majors; and include Semester/Term statistics (GPA, Hours Earned, etc.) class ranking, as well as Cumulative statistics on transcript.			
SIS Student Records	Transcript	Differentiating	1010773	Keep transcript comments in chronological order or other formats as desired (e.g., by programs, semesters)			
SIS Student Records	Transcript	Differentiating	1010774	Maintain all non-academic credit courses separately from the academic record.			
SIS Student Records	Transcript	Differentiating	1010775	Select which types of coursework is included on each transcript type (e.g., credit types, AB and IB grades, repeat coursework, degree/non-degree, continuing education).			
SIS Student Records	Transcript	Differentiating	1010776	Support display of validation/signature and seal on the official transcript.			
SIS Student Records	Transcript	Differentiating	1010777	Track transcript notes, study abroad participation, academic actions, and with an option to display on transcript.			
SIS Student Records	Transcript	Differentiating	1010778	Track transcript requests both administratively and via self-service, including who requested, why requested, and other pertinent details for reporting purposes (e.g. over counter, fax, corrected copy, student copy, advisor copy).			
SIS Student Records	Transcript	Differentiating	1010779	Treat a graded student enrollment as academic history immediately without a batch process intervention.			
SIS Student Records	Transfer Credit	Differentiating	1010780	Articulate other institutions with our institution's catalog to provide for automated transfer articulation.			
SIS Student Records	Transfer Credit	Differentiating	1010781	Articulate the course work into Institution course equivalents.			

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SIS Student Records	Transfer Credit	Differentiating	1010782	Automate the transfer evaluation, make adjustments as necessary, and post transfer credits to a student's record.			
SIS Student Records	Transfer Credit	Differentiating	1010783	Define test score rules by indicating test, test component, range of scores and associated internal equivalency(ies).			
SIS Student Records	Transfer Credit	Differentiating	1010784	Edit test scores for appropriate range validation.			
SIS Student Records	Transfer Credit	Differentiating	1010785	Evaluate transfer courses differently depending upon the academic program or college the student is transferring into and to automatically reevaluate transfer credits using What If scenarios when changing majors.			
SIS Student Records	Transfer Credit	Differentiating	1010786	Limit/restrict a course evaluation to situations in which the transfer course(s) was taken for a minimum number of credits, earned a specific grade, or in combination produced a specified average GPA.			
SIS Student Records	Transfer Credit	Differentiating	1010787	Link to National Student Clearinghouse (NSC).			
SIS Student Records	Transfer Credit	Differentiating	1010788	Maintain articulation agreements with transfer rules for each course from any type of institution (e.g., community colleges, universities, high schools, foreign schools).			
SIS Student Records	Transfer Credit	Differentiating	1010789	Maintain transfer institution equivalency information.			
SIS Student Records	Transfer Credit	Differentiating	1010790	Define distinct articulation rules by school of origin and date ranges taken as curriculum changes through time.			
SIS Student Records	Transfer Credit	Differentiating	1010791	Post transfer credit to the student record.			
SIS Student Records	Transfer Credit	Differentiating	1010792	Process special credit such as Advanced Credit, CLEP, departmental credit and credit by exam.			
SIS Student Records	Transfer Credit	Differentiating	1010793	Record and maintain an unlimited number of courses for a particular academic term.			
SIS Student Records	Transfer Credit	Differentiating	1010794	Roll the transfer credit onto the student's permanent academic record.			
SIS Student Records	Transfer Credit	Differentiating	1010795	Search for transfer credit equivalencies by school code, country or other variables.			
SIS Student Records	Transfer Credit	Differentiating	1010796	Track credit given for ELA (Experiential Learning Assessment - credit for life experience).			
SIS Student Records	Transfer Credit	Differentiating	1010797	Track the transfer work of an applicant from an unlimited number of transfer institutions.			

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Technical	Application Design and Features	Differentiating	1131105	Provide a suite of fully-integrated application modules in which data capture originally in a module updates and is available for use throughout the complete suite immediately upon recognition/posting in the module of original entry.			
Technical	Application Design and Features	Differentiating	1131106	Provide a comprehensive, consistent online user help system across all modules which Support text, audio and video content for context sensitive field level help, navigation help, error help and general panel help.			
Technical	Application Design and Features	Differentiating	1131107	Support real time data integration and interfaces between and among all modules of the ERP system modules			
Technical	Application Design and Features	Differentiating	1131108	Allow customization of vendor provided help function by the system administrator or other authorized users to incorporate University-specific information. Customized help function must carry forward automatically during upgrades.			
Technical	Application Design and Features	Differentiating	1131109	Edit all input according to user defined business rules so that the rules are applied and data is validated at the time the data is being entered into the system either on-line or through a batch transaction.			
Technical	Application Design and Features	Differentiating	1131110	Provide end users with the ability to customize their view of transaction entry pages.			
Technical	Application Design and Features	Differentiating	1131111	Allow for the use of templates for transactions that use a common coding block but differing transaction amounts (e.g., distribute a dollar amount by percentage).			
Technical	Application Design and Features	Differentiating	1131112	Provide a flexible, customizable general notification system which enables authorized users to set up and maintain automated notification processes which can be triggered by events or timing to deliver mail, email, text and/or alternative messages to any population of university constituents based on ERP System data.			
Technical	Application Design and Features	Differentiating	1131113	Support most commonly used web browser products, such as: Internet Explorer, Firefox, Chrome and Safari. Browsers should be supported at their most current release levels.			
Technical	Application Design and Features	Local	1131114	Incorporate optional integrated Web chat capability which may be configured and deployed as needed at any point in the primary application user interface of the self-service function to enable and support online conversations with end-users. Web chat sessions and data must be encrypted and retained in accordance with retention requirements which vary according to the type of data.			
Technical	Application Design and Features	Differentiating	1131115	Comply with the Rehabilitation Act of 1973 and ADA Section 508 standards for accessibility for all system functions.			
Technical	Application Design and Features	Differentiating	1131116	Vendor will not install software enhancements/fixes/patches/bundles when managed as PaaS.			
Technical	Application Design and Features	Differentiating	1131117	Allow the system administrator control over the installation or configuration of enhancements/fixes/patches/bundles when managed as PaaS.			
Technical	Application Design and Features	Differentiating	1131118	Allow the system administrator control over when enhancements/fixes/patches/bundles will be installed or configured when managed as PaaS.			
Technical	Application Design and Features	Differentiating	1131119	Restrict all user access to the software during installations or configurations when managed as PaaS.			
Technical	Application Design and Features	Differentiating	1131120	Back-out/rollback previously installed enhancements/fixes/patches/bundles when managed as PaaS.			
Technical	Application Design and Features	Differentiating	1131121	Allow the system administrator the option to not activate software enhancements/fixes/patches/bundles.			
Technical	Application Design and Features	Differentiating	1131122	Allow the system administrator control over when new enhancements/fixes/patches/bundles are activated.			
Technical	Application Design and Features	Differentiating	1131123	Allow the system administrator to restrict all user access to the software during activation and testing processes.			
Technical	Application Design and Features	Differentiating	1131124	Allow the system administrator to de-activate previously activated enhancements/fixes/patches/bundles.			
Technical	Application Design and Features	Differentiating	1131125	Allow the system administrator to test enhancements/fixes/patches/bundles in a non-production environment.			
Technical	Application Design and Features	Differentiating	1131126	Provide complete documentation (screenshots/purpose/benefit) of all enhancements/fixes/patches/bundles.			
Technical	Application Design and Features	Differentiating	1131127	Use automated testing tools for enhancements/fixes/patches/bundles.			

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Technical	Application Design and Features	Differentiating	1131130	The web-interface must support Responsive Design so that the application displays and operates correctly on mobile devices.			
Technical	Application Design and Features	Differentiating	1131131	Support access to self-service functions from the web browser capability on common mobile devices (smart phone, tablet).			
Technical	Application Design and Features	Differentiating	1131132	Allow users to open multiple windows and to use cut and paste for copying data between windows.			
Technical	Application Design and Features	Differentiating	1131133	Generate notices based on user defined triggers, transactions, or data changes and maintain history.			
Technical	Application Design and Features	Differentiating	1131134	Provide a unified, customizable user self-service capability which can be configured by the university to provide direct online access for all university constituent groups (including faculty, students, staff, parents, alumni, vendors, visitors and others) to information and interactive services across all modules.			
Technical	Application Design and Features	Differentiating	1131135	Provide the ability for users to configure and manage their user profile through the self-service user interface.			
Technical	Application Design and Features	Differentiating	1131136	Allow users to subscribe to and receive RSS (Rich Site Summary) feeds to email via standard web feed formats to publish frequently updated information, such as: blog entries, news headlines, audio and video.			
Technical	Application Design and Features	Differentiating	1131137	Provide a unified view of all outstanding charges and fees (e.g. library, parking, bookstore, for each) for all constituents, through the self-service user interface.			
Technical	Application Design and Features	Differentiating	1131138	Provide access for students to upload required documents through the self-service user interface.			
Technical	Application Design and Features	Differentiating	1131139	Provide view faculty/staff directory online through the self-service user interface.			
Technical	Application Design and Features	Differentiating	1131140	Support integration of the self-service function with electronic commerce for online payments and purchases of all types and is compatible with major credit card payment gateways.			
Technical	Application Design and Features	Differentiating	1131141	Allow self-service users to subscribe to available channels, and within authorized limits, to select where such channels are to be positioned within a self-service channel area.			
Technical	Application Design and Features	Differentiating	1131142	Provide user administration that supports the separation of duties as required by security and regulatory standards.			
Technical	Application Design and Features	Differentiating	1131143	Provide an integrated administration console for the self-service function that is accessible through standard web browser clients.			
Technical	Application Design and Features	Differentiating	1131144	Provide tools to set and maintain self-service user account privileges.			
Technical	Application Design and Features	Differentiating	1131145	Provide tools to create and maintain self-service user groups, to assign users to established groups and to set and maintain self-service user group privileges.			
Technical	Application Design and Features	Differentiating	1131146	Provide tools to enable authorized persons to maintain and publish a directory of descriptive information about developed portal channels and components.			
Technical	Application Design and Features	Differentiating	1131147	Provide tools to monitor the usage of self-service web pages, channels, content folders and folder items.			
Technical	Application Design and Features	Differentiating	1131148	Track usage for performance statistics and usability studies for the self-service function.			
Technical	Application Design and Features	Differentiating	1131149	Provide tools to monitor and manage performance for the self-service function.			
Technical	Application Design and Features	Differentiating	1131150	Provide tools to create, manage and monitor organizational content within the system.			
Technical	Application Design and Features	Differentiating	1131151	Provide support for the optional addition of click-to-call; click-to-text; and click-to-email functions in self-service Web pages.			
Technical	Application Design and Features	Local	1186579	Support iOS, Android and Windows Phone apps.			
Technical	Application Design and Features	Local	1186581	Provide dashboards, system of alerts, notifications and other tools to enable complete and effective monitoring and assessment of all key metrics related to application performance, including but not limited to response time from the end-user perspective.			
Technical	Application Design and Features	Local	1186582	Provide a complete set of guaranteed application performance levels to be documented in SLA(s).			
Technical	Application Design and Features	Local	1186583	Provide technical assistance to assess and troubleshoot application performance issues.			
Technical	Application Design and Features	Local	1186585	Vendor provides automatic notification of missed or SLA service levels.			

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Technical	Application Design and Features	Local	1186586	Provide built-in architecture, capabilities and developer tools to enable the institution to add extended or customized functionality to the ERP.			
Technical	Application Design and Features	Differentiating	1186587	Provide documentation for escalation processes related to application performance issues.			
Technical	Application Design and Features	Differentiating	1186588	Optionally limit or block concurrent sessions per user.			
Technical	Application Design and Features	Differentiating	1186589	Enable a customer-configurable login banner.			
Technical	Application Design and Features	Differentiating	1186590	Provider offers a program that certifies developers and applications. A professional developers program validates a comprehensive set of skills that are necessary to develop successful applications for the platform.			
Technical	Application Design and Features	Differentiating	1186591	Provide a development center that includes documentation for the APIs, SDKs and other development resources. The development center must also publish information on API versioning and life cycle management, including release, deprecation and retirement schedules.			
Technical	Back up Recovery Continuity	Differentiating	1131154	Provide a comprehensive ERP System environment which is highly available and fully redundant, including geo-redundancy.			
Technical	Back up Recovery Continuity	Differentiating	1131155	Ensure the solution is architected to allow it to be fully recoverable/replicated, with an entire recovery time objective not to exceed 48 hours. Vendor will provide complete and detailed documentation of its data recovery processes and capabilities.			
Technical	Back up Recovery Continuity	Differentiating	1131156	System provides a Business Continuity/Disaster Recovery capability enabling system recovery to a recovery point (RPO) within 15 minutes of system failure with zero data loss.			
Technical	Back up Recovery Continuity	Differentiating	1131157	Maintain primary and disaster recovery hosting sites within hurricane evacuation zones are rated resistant to Category 5 hurricanes.			
Technical	Back up Recovery Continuity	Differentiating	1131158	Conduct system restoration of archived data by various parameters including the date range of the archiving process and other user defined business rules.			
Technical	Back up Recovery Continuity	Local	1186592	Provide documentation on vendor measures for responding to distributed denial of service (DDoS) attacks.			
Technical	Back up Recovery Continuity	Local	1186593	Provides bulk data import and export services, including physical transport, for moving large amounts of data from the vendor's solution to other platforms and services. Vendor enables export of all institutional data in standard format(s) the institution can readily consume and use for transition to another system.			
Technical	Back up Recovery Continuity	Local	1186594	Provide certificate of data destruction that meets NIST Special Publication 800-88 Revision 1 Guidelines for Media Sanitization.			
Technical	Back up Recovery Continuity	Differentiating	1186595	As a component of back-up and recovery procedures, sync transactions to a Network Time Server (NTP).			
Technical	Back up Recovery Continuity	Differentiating	1186596	All copies of data retained by the vendor for back-up and recovery purposes will be encrypted to industry standards.			
Technical	Batch Processing	Differentiating	1131161	Design/manage a batch job stream with multiple dependencies.			
Technical	Batch Processing	Differentiating	1131162	Provide notifications via email or text to the on-call resource or other designated users based on job completion status.			
Technical	Batch Processing	Differentiating	1131163	Utilize job scheduling tools to automate administrative tasks, such as: database backups or regular report production.			
Technical	Batch Processing	Differentiating	1131164	Establish job dependencies and control subsequent job execution based on user-defined condition codes.			
Technical	Batch Processing	Differentiating	1131165	Allow authorized users to control priority of the batch process.			
Technical	Batch Processing	Differentiating	1131166	Support the capability to back out (i.e. rollback) previously entered batches, and batch processes that fail to complete successfully.			
Technical	Batch Processing	Differentiating	1131167	Allow authorized users to control job start time.			
Technical	Batch Processing	Differentiating	1131168	Provide an audit trail of job execution.			
Technical	Batch Processing	Differentiating	1131169	Allow authorized user to modify job status (e.g., changing status of a job to "Complete").			
Technical	Batch Processing	Differentiating	1131170	Produces a log of job results and append to this log if the job re-runs.			
Technical	Data Center and Hosting	Differentiating	1131173	Provide hosting through a data center that complies with, at minimum, Tier Three (3) data center standards.			
Technical	Data Center and Hosting	Differentiating	1131174	Ensure hosting data center is located within the continental United States.			
Technical	Data Center and Hosting	Differentiating	1131175	System utilizes geo-dispersed Tier III or higher data centers in the United States for hosting and backup.			

**University of North Texas System
ERP System Requirements**

Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
Technical	Data Center and Hosting	Differentiating	1131176	Agree to both Service Level Agreements (SLAs) and Operating Level Agreements (OLAs) that at a minimum contain up-time guarantees (availability) which support 99.982% availability for online inquiry and updates seven days a week other than the defined maintenance window(s).			
Technical	Data Center and Hosting	Differentiating	1131177	Agree to both Service Level Agreements (SLAs) and Operating Level Agreements (OLAs) that at a minimum define and agree to adhere to applicable federal, state and other regulatory standards.			
Technical	Data Center and Hosting	Differentiating	1131178	Maintains relevant certifications and attestations for Hosting Services, including - but not limited to: SOC II Report (highest priority), CSA registry, ISO 27001 , SSAE 16 Type II, Cloud Security Alliance STAR Registry.			
Technical	Data Center and Hosting	Local	1186597	Keep institution fully informed of the vendor's complete set and statuses of all certifications and attestations related to its hosting services.			
Technical	Data Center and Hosting	Local	1186598	Provide dashboard and system of alerts to monitor all key metrics of overall system performance.			
Technical	Data Center and Hosting	Local	1186599	Provide complete set of guaranteed system performance levels to be documented in SLA(s).			
Technical	Data Center and Hosting	Local	1186600	Provide complete and detailed documentation of vendor's data archival processes, related optimization measures and the impacts (if any) on service performance, including end user response times.			
Technical	Data Center and Hosting	Differentiating	1186601	Provide documentation for escalation processes related to system performance issues.			
Technical	Data Center and Hosting	Differentiating	1186602	Allow any service infrastructure limits to be surpassed by the organization without impacting the service delivery (e.g., degrading the service).			
Technical	Data Center and Hosting	Differentiating	1186603	When the organization deletes data, the data is not resident on storage within the service, so that: --Nobody has access to deleted data. --For file storage, nobody has access to that file. --For object storage, nobody has access to that object. --For block storage, nobody has access to read that block again until the block is overwritten.			
Technical	Data Center and Hosting	Differentiating	1186604	Provide a detailed description of how data is eradicated from the service and the time frame for that eradication once the enterprise elects to delete the data, including all copies that are made for high availability and disaster recovery.			
Technical	Interfaces and Integration	Differentiating	1131181	Support multiple data-transfer methods including: XML, spreadsheet and flat file (e.g. ASCII, CSV, variable and/or fixed length).			
Technical	Interfaces and Integration	Differentiating	1131182	Allow authorized users to schedule and monitor data extraction, cleansing, transformation and loading processes.			
Technical	Interfaces and Integration	Differentiating	1131183	Allow authorized users to perform incremental loads to meet acceptable timeframes.			
Technical	Interfaces and Integration	Differentiating	1131184	Provide communication services that guarantee message delivery and queuing for various types of communication (e.g., publish and subscribe, and request/reply).			
Technical	Interfaces and Integration	Differentiating	1131185	Provide data-flow services that routes data to the appropriate destinations and filters messages.			
Technical	Interfaces and Integration	Differentiating	1131186	Provide data-mapping services to link data to the appropriate meaning in different schemas.			
Technical	Interfaces and Integration	Differentiating	1131187	Provide transaction processing services to manage transactions across multiple applications.			
Technical	Interfaces and Integration	Differentiating	1131188	Integrate with external systems using industry standard SOA architectures & platforms (e.g., those which support RESTFUL API).			
Technical	Interfaces and Integration	Differentiating	1131189	Utilize a common notification framework for all external application interfaces with multiple channels (e.g., SMTP, Instant Messaging, SMS) including guaranteed acknowledgement from each side.			
Technical	Interfaces and Integration	Differentiating	1131190	Support both EDI and web services integrations.			
Technical	Interfaces and Integration	Differentiating	1131191	Support LDAPS integration.			
Technical	Interfaces and Integration	Differentiating	1131192	Support inbound, outbound and bi-directional file interfaces via Secure FTP and Secure Network Storage Devices.			
Technical	Interfaces and Integration	Differentiating	1131193	Support inbound, outbound and bi-directional data interfaces via broker web services.			

**University of North Texas System
ERP System Requirements**

Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
Technical	Interfaces and Integration	Differentiating	1131194	Provide broad, configurable and flexible application programming interface (API) capabilities to enable development of inbound, outbound and bi-directional data interfaces with a wide variety of commercial and governmental services.			
Technical	Interfaces and Integration	Differentiating	1131195	Support API integrations with Microsoft Office products.			
Technical	Interfaces and Integration	Differentiating	1131196	Integrate with at least one standard fax server system using encrypted data transmission.			
Technical	Interfaces and Integration	Differentiating	1131197	Support API calls as built-in capability of workflow functionality.			
Technical	Interfaces and Integration	Differentiating	1131198	Support interfaces to common time capture devices/hardware (e.g., magnetic card readers) and software, as well other devices, such as: electronic door locks and other "Internet of Things" (IoT) devices.			
Technical	Interfaces and Integration	Differentiating	1186605	Support PGP and/or GPG encryption.			
Technical	Security	Differentiating	1131202	Comply with Health Insurance Portability and Accountability Act (HIPAA).			
Technical	Security	Differentiating	1131203	Comply with Health Information Technology for Economic and Clinical Health Act (HITECH).			
Technical	Security	Differentiating	1131204	Comply with IRS Publication 1075 (Tax Information Security Guidelines for Federal, State and Local Agencies) and other IRS safeguarding requirements.			
Technical	Security	Local	1131205	Allow a workflow for authorized institution administrators to request access for employees to specific system functions and obtain management approval based on university and department level business rules for this access, and/or integrate with other systems which may be used to perform this function			
Technical	Security	Differentiating	1131206	Provide mechanism for individuals to request access to the system and for the request to be routed via workflow.			
Technical	Security	Differentiating	1131207	Generate exception report when additional access is granted to an individual user beyond the authorized access of user's group.			
Technical	Security	Differentiating	1131208	Comply with Payment Card Industry Data Security Standard (PCI DSS).			
Technical	Security	Differentiating	1131209	Comply with the Family Educational Rights and Privacy Act (FERPA).			
Technical	Security	Differentiating	1131210	Support digital certificates which support industry standards encryption at the Transport Layer and create secure channels.			
Technical	Security	Differentiating	1131211	Support public key infrastructure (PKI).			
Technical	Security	Differentiating	1131212	Support secure hypertext transfer protocol (HTTPS) for all inbound and outbound transmissions.			
Technical	Security	Local	1131213	Provide comprehensive documentation of all encryption at rest measures and/or comparable mitigating controls for protecting data at rest.			
Technical	Security	Differentiating	1131214	Comply with a Statement on Auditing Standards SSAE Type II audit and deliver the required reports to the University.			
Technical	Security	Differentiating	1131215	Comply with Federal Information Processing Standard 140 (FIPS) for cryptographic modules for data in motion.			
Technical	Security	Differentiating	1131216	Comply with ISO/IEC 15408 (Common Criteria for Information Technology Security Evaluation).			
Technical	Security	Differentiating	1131217	Ensure that configured security parameters are also applied to audit trail data.			
Technical	Security	Differentiating	1131218	Enforce user-based security rules based on any Chart of Accounts element (either individually or in combinations), including row and column level security and the ability to control access to support business objectives.			
Technical	Security	Common	1186561	Comply with the Electronic Payments Association NACHA Automated Clearing House (ACH) Standards.			
Technical	Security	Common	1186562	Provide access to users within a shared services or similar organization responsible for processing transactions across multiple departments and/or institutions.			
Technical	Security	Common	1186563	Provide system security administrator to grant security roles to persons who are neither employees nor enrolled students (e.g., auditors, contractors, parents of minors).			
Technical	Security	Common	1186564	Provide security administrator to enter a future dated change to security access to accommodate new and retiring employees.			
Technical	Security	Common	1186565	Provide security administrator and other authorized users to define user access groups to ensure separation of duties. The security administrator must be able to enter the user group name, a user group code and a description of the role an			

**University of North Texas System
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Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
Technical	Security	Common	1186566	Allow security administrator to grant user groups access to each system function and to establish the type of access to be allowed (add, change, inquire, retire, delete).			
Technical	Security	Common	1186567	Allow security administrator or other authorized users to assign users to more than one user group.			
Technical	Security	Common	1186568	Provide report listing all users and roles/user groups to include a description of the roles/user groups that is sortable by either user or role/user group.			
Technical	Security	Common	1186569	Ensure report and ad-hoc query results are subject to the system security model such that users cannot access data through reports and queries for which they are not authorized in the operational system.			
Technical	Security	Common	1186570	Generate a report to identify all transactions where the same user initiated the transaction and provided final approval of that transaction.			
Technical	Security	Common	1186571	Allow users to configure and manage a user profile through Internet self-service portal capabilities including but not limited to password reset, security challenge questions and multi-factor authentication. Note this does not apply to user			
Technical	Security	Common	1186572	Provide system administrator or an authorized user to delegate proxy roles to other users with an expiration date, and ability to notify user of new proxy right.			
Technical	Security	Common	1186573	Grant user access based on the concept of least privilege.			
Technical	Security	Common	1186574	Override system or user-defined defaults with proper security based on business rules with audit trail within individual ERP functions.			
Technical	Security	Common	1186575	Prevent unauthorized users from editing notes once saved, but provide authorized access as needed.			
Technical	Security	Common	1186576	Treat each department as a separate entity (e.g., Restrict departments from posting or viewing each other's data without cross-department security authorized.)			
Technical	Security	Common	1186577	Configure role based security to allow users to modify (e.g., add, change, cancel, delete) transactions online, with audit trail.			
Technical	Security	Common	1186578	Document compliance with cyber security frameworks and standards (e.g., NIST cyber security framework or ISO 27001) Additionally, third party source code audit security evaluation (i.e. VERACODE)			
Technical	Security	Local	1186606	Support both Transport Layer Security (TLS) and Secure Sockets Layer (SSL) cryptographic protocols - to be selected by the institution - for secure data transmission.			
Technical	Security	Local	1186607	Support full compliance with the General Data Protection Regulation (GDPR).			
Technical	Security	Local	1186608	Provide necessary data, support and assistance conducting any GDPR required Data Protection Impact Assessments (DPIA).			
Technical	Security	Local	1186609	Provide any and all GDPR-required notifications (e.g., of data breaches) within the timeframes required by the regulation and with reasonable and sufficient time for IES to meet its GDPR responsibilities.			
Technical	Security	Local	1186610	Provide immediate and effective investigation support in case of any breach or compromise of institutional data or users.			
Technical	Security	Local	1186611	Enable management of all aspects of GDPR compliance, including without limitation, modifying records and tracking changes across all systems when an individual withholds or withdraws consent or exercises one of their rights including the right of access, the right of rectification, the right to erasure, the right to restrict processing, the right to data portability and the right to object			
Technical	Security	Local	1186612	Provide methodology to update the system to comply with changes in the GDPR as well as future data and privacy regulations.			
Technical	Security	Local	1186613	Includes a system-wide audit trail function and processes which capture all data elements listed in all audit trail requirements and provides system administrator(s) with the unrestricted ability to view and/or download either complete or selected log data at any time			
Technical	Security	Local	1186614	Enables system administrator(s) to restrict access to the system from specified geographic locations.			
Technical	Security	Local	1186615	Enables system administrator(s) to quickly shutdown all access to the system in emergency situations, and then restore access selectively by physical location, user group and/or functionality.			
Technical	Security	Local	1186616	Enables system administrator(s) to directly control access to specific business functions by IP address or net block.			
Technical	Security	Differentiating	1186618	Comply with Gramm-Leach-Bliley Act.			

**University of North Texas System
ERP System Requirements**

Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
Technical	Users Accounts	Differentiating	1131221	Access and control to all ERP System functions, including third party components with a <u>single sign-on, as authenticated per security standards.</u>			
Technical	Users Accounts	Differentiating	1131222	Provide user access and security using two factor authentication, including at the page level where required, and/or integrate with external two factor authentication systems, <u>including but not limited to Duo.</u>			
Technical	Users Accounts	Differentiating	1131223	Allow the system administrator or other authorized users to define user access groups <u>based on job responsibilities to ensure separation of duties.</u>			
Technical	Users Accounts	Differentiating	1131224	Allow the system administrator to grant user groups access to each system function and to establish the type of access to be allowed (add, change, inquire, retire, delete) and an <u>effective start and end date for this access.</u>			
Technical	Users Accounts	Differentiating	1131225	Provide an online process with work flow to allow authorized managers to request access for employees to specific system functions and obtain management approval based on enterprise business rules for this access; based on management approvals, request will then be forwarded to system administrator or authorized user for review <u>and potential action.</u>			
Technical	Users Accounts	Differentiating	1131226	Allow the system administrator to grant individual users access to a system function that their user group is not entitled to access and to establish the type of access to be allowed (add, change, inquire, retire, delete) and the effective start and end date for this access. Provide an audit trail and exception report for any additional security access <u>granted.</u>			
Technical	Users Accounts	Differentiating	1131227	Allow the system administrator or other authorized users to remove users from one or more user groups including recording of an effective date for end of inclusion in each <u>user group.</u>			
Technical	Users Accounts	Differentiating	1131228	Restrict the display of system functions on sign-in to the ERP System to only the options and icon selections that the user has rights to. For example, a user's logon would define the functionality required and present only that capability. This has the added benefit of simplifying the choice of available system functions and individual screens for the user.			
Technical	Users Accounts	Differentiating	1131229	Provide system administrator or other authorized user to define or reset a user's password with the system generating a unique, random temporary password. Password must be capable of being emailed or provided verbally based on a user successfully <u>answering challenge questions.</u>			
Technical	Users Accounts	Differentiating	1131230	Allow users to reset their own password after successfully entering their current <u>password.</u>			
Technical	Users Accounts	Differentiating	1131231	Allow users to reset their password if the user forgets their password by authenticating themselves and successfully answering a challenge question randomly selected from among a list of challenge questions the user previously provided answers to.			
Technical	Users Accounts	Differentiating	1131232	Require passwords to be changed at an interval defined by the system administrator or <u>other authorized users.</u>			
Technical	Users Accounts	Differentiating	1131233	Suspend access for a period of time configurable by the system administrator, following a user-defined number of invalid sign-on attempts with the specific maximum number of <u>invalid sign-on attempts configurable to fit local policy.</u>			
Technical	Users Accounts	Differentiating	1131234	Log incidents of invalid password attempts which exceed the maximum allowable number of attempts capturing user identification entered, type of violation (invalid user ID, invalid password or invalid ID and password) and date and time of the violation. Place the incident log in the audit trail log. At a minimum, the log data should include: IP address, User Name, user agent, date/time stamp, location, function being accessed.			
Technical	Users Accounts	Differentiating	1131235	Log incidents of security violations within the system capturing user identification, system function for which unauthorized access was attempted and date and time of <u>security violation.</u>			
Technical	Users Accounts	Differentiating	1131236	Allow the system administrator or authorized users to generate a formatted user-friendly report of invalid password attempts or security violations within the system.			
Technical	Users Accounts	Differentiating	1131237	Provide an online function for review of the logs of invalid password attempts or security <u>violations by the system administrator or other authorized users.</u>			
Technical	Users Accounts	Differentiating	1131238	Allow system administrator or other authorized user to define the allowable period for user inactivity while logged on and be able to differentiate time out parameters for <u>self-service users.</u>			
Technical	Users Accounts	Differentiating	1131239	Track last activity date for a security role to facilitate removal of security roles that are no <u>longer used.</u>			

**University of North Texas System
ERP System Requirements**

Category	Sub-Category	Req Type	UNTS Req. ID	Requirement	SUPPORT	SOURCE	COMMENTS/EXPLANATION
Technical	Users Accounts	Differentiating	1131240	Disconnect or log out a user session when it exceeds the allowable period of inactivity as established by the system administrator and configured in the system.			
Technical	Users Accounts	Differentiating	1131241	Warn user that they will be disconnected before automatically logging off user.			
Technical	Users Accounts	Differentiating	1131242	Ensure security associated with any applicable report distribution function is consistent with the security model in the ERP System so that a user cannot view a report containing data that they are not authorized to view within the ERP System.			
Technical	Users Accounts	Differentiating	1131243	Provide inactivation of a user account based on no use of the system over a user-defined period of time which may vary by module. System default will be user-defined number of days and any user-defined period for an individual function except for self-service functions must not exceed this threshold.			
Technical	Users Accounts	Local	1186619	For IAM support include both: 1) the capability for the ERP to function as the identity system of record and 2) integrate with standards-based external IAM products to perform authentication and authorization functions, including support for LDAP, SAML and OpenID.			
Technical	Users Accounts	Local	1186620	Support seamless single sign-on across all functional modules and components of the ERP system.			
Technical	Users Accounts	Local	1186621	Support the ability to incorporate seamless single sign-on with other external applications under standards-based IAM.			
Technical	Users Accounts	Local	1186622	Allow the system administrator to grant user groups and categories the ability to delegate access privileges for designated functionality for production use.			
Technical	Users Accounts	Local	1186623	Allow the system administrator to grant individual users the ability to delegate access privileges for designated functionality for testing purposes.			
Technical	Users Accounts	Differentiating	1186624	For user authentication, be capable of traversing multiple standard authentication methods, including - but not limited to - LDAP, SAML, NTLM, ADFS and other standards-based external applications.			

University of North Texas System Summary Presentation Schedule

Cost Category	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Software Subscription Cost (Schedule 2, Reference A)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Software Licensing Cost (Schedule 3, Reference B)	\$ -										\$ -
Software Annual Maintenance Cost (Schedule 3, Reference C)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pre-Production Hosting Services Cost (Schedule 4, Reference D)	\$ -	\$ -									\$ -
Production Hosting Services Cost (Schedule 4, Reference E)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Cost Components (Schedule 5, Reference F)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total, All Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

University of North Texas System Software Subscription Cost Schedule

Section 1 - SaaS Subscription Cost Categories		Basis for Subscription Costs		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
1	Financial/Procurement Management System			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Human Capital Management/Payroll System			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Student Administration System			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Other Software Subscription Cost Category			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Other Software Subscription Cost Category			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Other Software Subscription Cost Category			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Other Software Subscription Cost Category			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Other Software Subscription Cost Category			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Other Software Subscription Cost Category			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Other Software Subscription Cost Category			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total, SaaS Subscription Costs (Reference A)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Section 2 - Subscription Cost Components	Cost Type	Included in Subscription?	Comments
Application Software Cost			
Subscription: all costs for using proposed software, including any software license and annual software maintenance	Software	Yes	
Hardware Cost			
Servers/Server Infrastructure: procure, secure, manage and refresh server infrastructure to meet availability and response-time SLAs	Hardware	Yes	
Storage Platform: SANs, related	Hardware	Yes	
Facility: floor space, utilities, HVAC	Overhead	Yes	
Networking: routers, cabling, connections	Hardware	Yes	
Systems Maintenance			
Operating systems - licensing	Software	Yes	
Middleware - licensing	Software	Yes	
Tools/utilities - licensing	Software	Yes	
Maintenance - patches, upgrades, new releases	Labor	Yes	
System operations/maintenance/backup	Labor	Yes	
Storage infrastructure management	Labor	Yes	
Performance/capacity management	Labor	Yes	
Disaster recovery - Facilities	Overhead	Yes	
Disaster recovery - Operations: planning, testing and execution	Labor	Yes	
Service/incident management: •Support server operations on a 24x7 basis	Labor	Yes	
Database Maintenance			
Database licensing	Software	Yes	
Maintenance - patches, upgrades, new releases	Labor	Yes	
Database administration (application-specific): •Install, configure and manage changes to the DBMS, including creating new database instances and assisting with initial data loads •Maintain development servers in alignment with production servers through database refreshes and copies •Manage database availability and resources •Monitor the resource utilization, processing workloads and performance of the DBMS and, where appropriate, implement corrective actions to the DBMS and databases •Establish database backup schedules and execute back-up procedures	Labor	Yes	
Application Management			
Maintenance - installation of patches, upgrades, new releases	Labor	Yes	
Application Monitoring: Monitor resource utilization, processing workloads of applications and integrations to meet availability and response time service levels	Labor	Yes	
Includes cost for analysis/re-application of software mods to new releases	Labor	Yes	

University of North Texas System Software Licensing Cost Schedule

Section 1 - Software Licensing Cost				
	License Metric	No. of Units	Unit Cost	Licensing Fee
1	Financial/Procurement Management System		\$ -	\$ -
2	Human Capital Management/Payroll System		\$ -	\$ -
3	Student Administration System		\$ -	\$ -
4	Other Software		\$ -	\$ -
5	Other Software		\$ -	\$ -
Total, Software Licensing Cost (Reference B)				\$ -

#	Section 2 - Software Annual Maintenance Cost	License Metric	No. of Units	Unit Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
1	Financial/Procurement Management System			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Human Capital Management/Payroll System			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Student Administration System			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Other Software			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Other Software			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total, Software Annual Maintenance Cost (Reference C)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

University of North Texas System Hosting Cost Schedule

Section 1 - Hosting Cost Components	Cost Type	Included in Hosting Cost?	Comments
Hardware Cost			
Servers/Server Infrastructure: procure, secure, manage and refresh server infrastructure to meet availability and response-time SLAs	Hardware		
Storage Platform: SANs, related	Hardware		
Facility: floor space, utilities, HVAC	Overhead		
Networking: routers, cabling, connections	Hardware		
Systems Maintenance			
Operating systems - licensing	Software		
Middleware - licensing	Software		
Tools/utilities - licensing	Software		
Maintenance - patches, upgrades, new releases	Labor		
System operations/maintenance/backup	Labor		
Storage infrastructure management	Labor		
Performance/capacity management	Labor		
Disaster recovery - Facilities	Overhead		
Disaster recovery - Operations: planning, testing and execution	Labor		
Service/incident management: -Support server operations on a 24x7 basis	Labor		
Database Maintenance			
Database licensing	Software		
Maintenance - patches, upgrades, new releases	Labor		
Database administration (application-specific): -Install, configure and manage changes to the DBMS, including creating new database instances and assisting with initial data loads -Maintain development servers in alignment with production servers through database refreshes and copies -Manage database availability and resources -Monitor the resource utilization, processing workloads and performance of the DBMS and, where appropriate, implement corrective actions to the DBMS and databases -Establish database backup schedules and execute back-up procedures	Labor		
Application Management			
Maintenance - installation of patches, upgrades, new releases	Labor		
Application Monitoring: Monitor resource utilization, processing workloads of applications and integrations to meet availability and response time service levels	Labor		
Includes cost for analysis/re-application of software mods to new releases	Labor		

#	Section 2 - Pre-Production Hosting Cost	Cost Basis	Initial Setup Cost (if any)	Monthly Cost	Year 1	Year 2												Total
1	Financial/Procurement Management System				\$ -	\$ -												\$ -
2	Human Capital Management/Payroll System				\$ -	\$ -												\$ -
3	Student Administration System				\$ -	\$ -												\$ -
4	Description of Cost Component				\$ -	\$ -												\$ -
5	Description of Cost Component				\$ -	\$ -												\$ -
	Total, Pre-Production Hosting Cost (Reference D)				\$ -	\$ -												\$ -

#	Section 3 - Production Hosting Cost	Cost Basis	Initial Setup Cost (if any)	Monthly Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
1	Financial/Procurement Management System						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Human Capital Management/Payroll System						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Student Administration System						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Description of Cost Component						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Description of Cost Component						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total, Production Hosting Cost (Reference E)						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

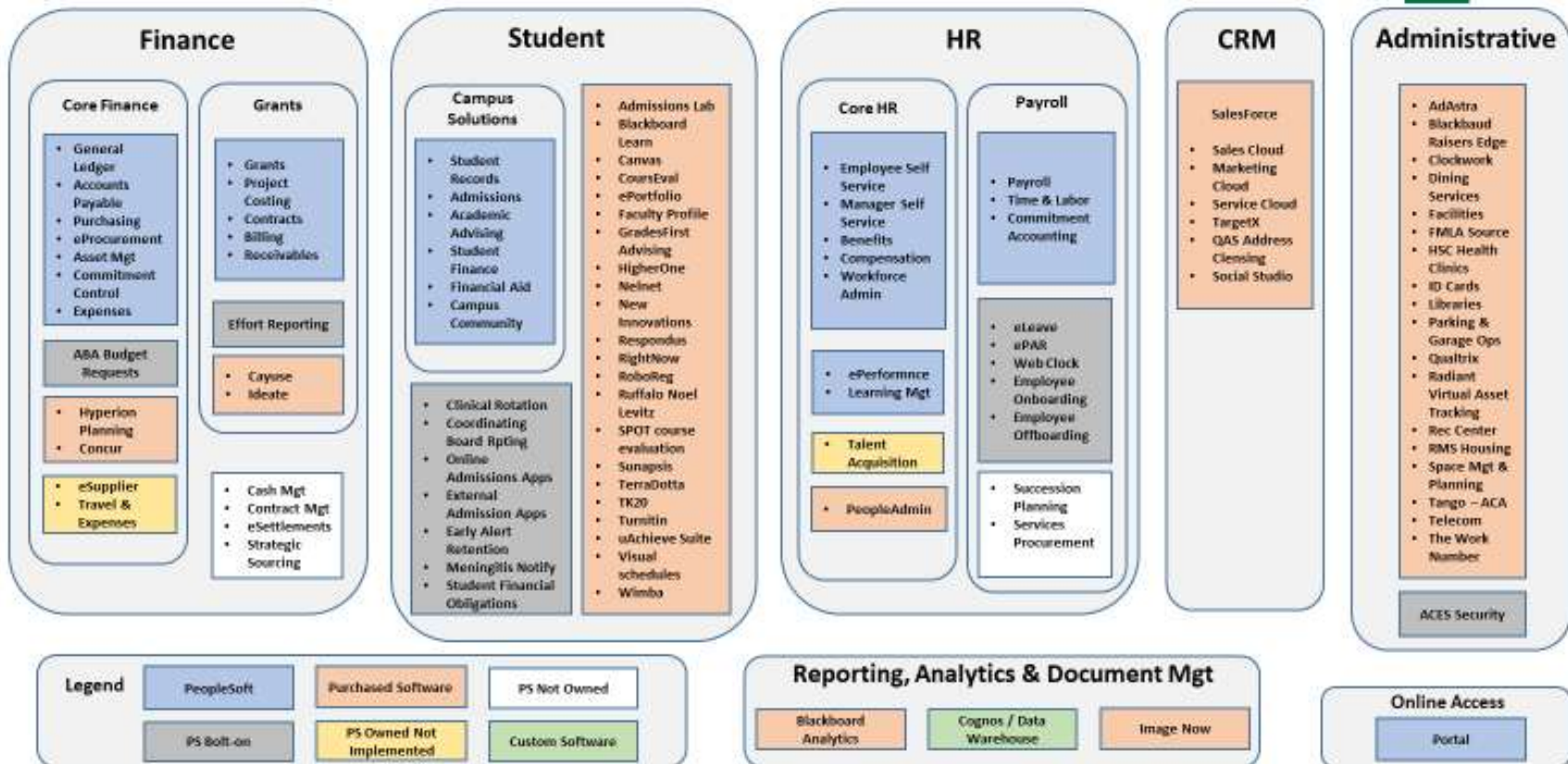
University of North Texas System Other Cost Components Schedule

	Other Cost Components	Comment/Basis for Cost Components	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
1	Description of Cost Component		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Description of Cost Component		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Description of Cost Component		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Description of Cost Component		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Description of Cost Component		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Description of Cost Component		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Description of Cost Component		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Description of Cost Component		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Description of Cost Component		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Description of Cost Component		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	Description of Cost Component		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Description of Cost Component		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Description of Cost Component		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Description of Cost Component		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Total, Other Cost Components (Reference F)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

University of North Texas System Optional Cost Components Schedule

Optional Cost Components	Comment/Basis for Cost Components	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
1	Description of Cost Component	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Description of Cost Component	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Description of Cost Component	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Description of Cost Component	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Description of Cost Component	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Description of Cost Component	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Description of Cost Component	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Description of Cost Component	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Description of Cost Component	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Description of Cost Component	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	Description of Cost Component	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Description of Cost Component	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Description of Cost Component	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Description of Cost Component	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Total, Optional Cost Components	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Attachment C – UNTS Current Enterprise System Functionality (Information Technology Support Services)



The following metrics are provided solely to assist vendors in determining pricing and system sizing estimates. These metrics are for the full UNT System and are for the most recently available full year period.

Financials

- Total Operating Budget \$902,298,656
- Total Expenditures \$1,003,805,757
- General Fund Revenues \$427,282,729
- General Fund Expenditures \$367,041,265
- Number of Funds 3,069
- Financial Users 2,238
- Payee Records (Vendors, Providers, Beneficiaries, Other) 11,988
- EFT disbursements 26,768
- Procurement
 - Total Requisitions 13,501
 - Total Purchase Orders 22,369
 - Purchase Volume..... \$396,640,314

HR/Payroll

- Payroll Payment Volume per Year
 - Number of payroll disbursements 192,383
 - Percent of employees on direct deposit..... 97.59%
- Core HR/Payroll Users 75
- Time & Attendance Users 10,712
- Fulltime and Part Time Users of Self Service, HR, and Payroll (Self-service users include separations) 80,982
- Regular Employees (Standard Workforce)
 - Full Time 4,395
 - Part Time (20 hours per week or less) 8,123
- Hires/Re-Hires per Year 935
- Separations (includes seasonal, temp, other non-benefit employees)
 - Voluntary, including retirements 658
 - Involuntary 92
- Benefits Plans (Employees with payroll deductions)
 - Health (medical, dental Rx, Vision and EAP) 6,045
 - Retirement 7,575
 - Tax Deferred Deductions 905

Student

- Undergraduate student enrollment (headcount) 34,353
- Undergraduate student enrollment (FTE) 28,898
- Graduate student enrollment (headcount) 9,749
- Graduate student enrollment (FTE) 6,626
- Total number of active, distinct student records in the system 71,298
- Total number of applications received 65,814
- Total number of Academic Programs 104
- Total number of Academic Majors 557
- Total number of active Courses 135,100 including transfer equivalencies
 - Number of active, teachable courses..... 10,791
- Total number of ISIRs received 61,798
- Total amount of Financial Aid disbursed (all sources) \$435,127,606
- Total amount of Federal Pell Grants disbursed \$58,520,612
- Total amount of Federal Direct Student Loans disbursed/paid \$241,027,619
- Total number of active Tuition Groups 24
- Total amount of Tuition and Fees charged \$268,039,664
- Total amount in Collections \$18,449,586

SERVICE AGREEMENT

Effective Date:

University:

University Address:

Attn:

Contractor:

Contractor Address:

Attn:

Services:

The Services to be provided under this Agreement are set forth in Exhibit "A" Scope of Services, attached hereto and incorporated herein for all purposes.

Completion Date:

Compensation:

RECITALS

This Service Agreement is made and entered into by University and Contractor as of the Effective Date.

WHEREAS, University desires that Contractor provide the Services, and Contractor desires to provide the Services to and for the benefit of University;

THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, University and Contractor agree as follows:

AGREEMENT

1. Provision of Services. Contractor shall provide all necessary personnel, equipment, material, supplies, and facilities in the performance of the Services. Contractor shall perform the Services with that standard of professional care, skill, and diligence customarily and ordinarily provided in the performance of similar services.

2. Term. Unless otherwise terminated in accordance with the provisions set forth herein or by mutual written agreement of the parties, the initial term of this agreement shall begin on the Effective Date, and continue through the Completion Date, unless otherwise extended or terminated by the parties.

3. Termination. University may terminate this Agreement at any time upon _____ days prior notice. Either party has the right to terminate this Agreement if the other party is in default of any obligation hereunder. Contractor shall be entitled to compensation for services rendered through the effective date of termination.

4. Payment of Compensation. University shall pay the Compensation to Contractor in accordance with the payment terms set forth above, provided that, if no payment terms are specified payment shall be made in accordance with Chapter 2251 of the Texas Government Code. Contractor must be in good standing, not indebted to the State of Texas, and current on all taxes owed to the State of Texas for payment to occur. Invoices and any required supporting documents must be presented to:

University of North Texas System
Business Service Center - Payment Services
1112 Dallas Drive, Suite 4000
Denton, TX 76205

5. No Assignment or Delegation. This Agreement, and the rights and obligations set forth herein, are for personal services and may not be assigned or delegated by either party without the express written consent of the other party.

6. Property Rights. University shall, at all times, retain ownership in and the rights to any creative works, research data, reports, designs, recordings, graphical representations, or works of similar nature that may be produced in connection with this Agreement or the Services. Contractor agrees that such works are “works for hire” and assigns all of Contractor’s right, title, and interest to University.

7. FERPA. If Contractor has access to students’ educational records, Contractor shall limit its employees’ access to the records to those persons for whom access is essential to the performance of the Services. Contractor shall, at all times and in all respects, comply with the terms of the Family Educational Rights and Privacy Act of 1974, as amended.

8. Public Information. University shall release information to the extent required by the Texas Public Information Act and other applicable law. If requested, Contractor shall make public information available to University in an electronic format.

9. Required Posting of Contracts on Website. Contractor acknowledges and agrees that University is required by Section 2261.253 of the Texas Government Code to post each contract it enters into for the purchase of goods or services from a private vendor on its Internet website, including any terms and conditions otherwise marked confidential and/or proprietary.

10. Relationship of Parties. Contractor shall, at all times, act as an independent contractor and not as a partner, employee, or agent of University. Contractor shall not act or hold himself out to third parties as a partner, employee, or agent of University in the provision of the Services. University shall not have or exercise such control over the manner in which the Services are provided as would jeopardize the status of Contractor as an independent contractor. University will not withhold federal or state income tax or Social Security tax on behalf of Contractor. In addition, Contractor shall have no claim under this Agreement or otherwise against University for vacation pay, sick leave, unemployment insurance, worker’s compensation, retirement benefits, disability benefits, or employee benefits of any kind. Contractor shall have the exclusive responsibility for the payment of all such taxes and arrangements for insurance coverage and shall discharge such responsibility fully. In the event the Internal Revenue Service or any other governmental agency should question or challenge the independent contractor status of Contractor, the parties hereto mutually agree that both Contractor and University shall have the right to participate in any discussion or negotiation occurring with such agency or agencies, regardless of by whom such discussion or negotiation is initiated.

11. Non-Waiver. No failure by either party to insist upon the strict performance of any covenant, agreement, term, or condition of this Agreement, or to exercise a right or remedy shall constitute

a waiver. No waiver of any breach shall affect or alter this Agreement, but each and every covenant, condition, agreement, and term of this Agreement shall continue in full force and effect with respect to any other existing or subsequent breach.

12. Indemnity. Contractor agrees to indemnify and hold harmless University and its regents, officers, agents, and employees, from and against any liability, losses, or damages it may suffer as a result of claims, demands, causes of action, costs, or judgments against it arising out of Contractor's arising out of any act or omission by Contractor in the provision of the Services.

13. Breach of Contract Claims Against University. University is required by law to provide notice that Chapter 2260 of the Texas Government Code establishes a dispute resolution process for contracts involving, goods, services, and certain types of projects. If Chapter 2260 applies to this Agreement, then the statutory dispute resolution process must be used by the Contractor to attempt to resolve all of its disputes arising under this Agreement.

14. Governing Law and Venue. This Agreement shall be construed and enforced under and in accordance with the laws of the State of Texas, and venue for any suit filed against University shall be subject to the mandatory venue statute set forth in § 105.151 of the Texas Education Code.

15. Incorporation and Entire Agreement. This Agreement incorporates the usual and customary University purchase order and the terms, conditions, and notices contained therein are included herein for all purposes. This Agreement, including any exhibits or addenda identified and incorporated by reference herein, and the corresponding University purchase order constitute the entire agreement between the parties and contain all the agreements between the parties with respect to Contractor and the provision of the Services. The parties expressly acknowledge that, in entering into and executing this Agreement, the parties rely solely upon the representations and agreements contained in this Agreement and no others.

IN WITNESS WHEREOF, the parties have executed this Agreement in multiple originals to be effective as of the date first written above.

UNIVERSITY OF NORTH TEXAS

By: _____

Date: _____

CONTRACTOR NAME

By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT "A"
SCOPE OF SERVICES

Contractor shall provide the following Services:

Fully describe scope of services, deliverables, and interim/expected deadlines

SAMPLE