

City of Garden Grove

Functional Requirements Matrix

IT

Please mark one selection only

Systems/Information Technology			Ratings Response						Additional Comments	
			SUP	MOD	3RD	CST	FUT	NS		Response
x	General Requirements Section									
	IT1	The system should support real time on-line updates as the primary processing mode.								
	IT2	The system should provide the ability to selectively archive system data based on a user-defined number of years or other user-defined criteria.								
	IT3	The system should use common master files across all functional modules, i.e.. Purchasing and AP should share a single vendor master file.								
	IT4	The system product database should allow access by an SQL-based language.								
	IT5	The system should contain a date/time stamp and user information reflecting an audit trail on every data element.								
	IT6	The system should utilize standard Internet connection and TCP/IP protocol to access all user interfaces								
	IT7	The system's access requirements through firewalls must be clearly identified and follow standard port designations.								
	IT8	The system's database management system should be ODBC compliant.								
	IT9	The system should provide strong field-level encryption.								
	IT10	The system database should run on a SQL database.								
	IT11	The system should run virtually on VMWare.								
	IT12	The system should provide access from outside of the firewall by non-domain external users in accordance with generally accepted security standards.								
		The system should contain toolsets to accommodate the following:								
	IT13	Archiving/purging of data								
	IT14	Database maintenance								
	IT15	End-user interface design								
	IT16	System upgrade administration and patches								
	IT17	System security								
		The proposed solution should offer a full suite of utility tools required to execute various system maintenance functions including:								

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[illegible]

	IT97	The system should support standard Internet security including, but not limited to Secure Socket Layers (SSL). If SSL is not supported, please describe the supported Digital Certificates.									
		The system should have the ability to define user access based on:									
	IT98	Departments/Division									
	IT99	Roles/Groups									
	IT100	Individuals									
	IT101	Application									
	IT102	IP address									
	IT103	Report									
	IT104	Screen									
		The system should have the ability to define user access based on:									
	IT105	Databases									
	IT106	Tables									
	IT107	Documents									
	IT108	Data Elements/Fields									
		The system should have the ability to define and lookup a user based on:									
	IT109	User Name									
	IT110	Role									
	IT111	Department or Division Name/Number									
	IT112	Date user was created									
	IT113	Last login									
	IT114	The system should allow users to review security transaction history in a report.									
	IT115	The system should be able to automatically sign a dormant user off of the system after a user-defined time period.									
		The system should provide ability to view or obtain security reports showing:									
	IT116	Security breaches or attempts									
	IT117	Unauthorized system use									
	IT118	Authorized system use									
	IT119	Changes to security profiles									
	IT120	Security snapshot on a specific time period specified by the user									
x	System Workflow Section										
	IT121	The system should provide for the electronic management, approval routing, and reporting of work generated by individuals such as requisitions (including capital asset requisitions & project requests), purchase orders, journal entries, etc.									
	IT122	The system should come with a library of canned workflow models that have been specifically developed for the workflow application. These pre-developed models should be available as a starting point to allow the client to modify and refine them to their own needs.									
	IT123	The system should provide for e-mail notification or on-line notification of documents or items pending approval.									

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Functional Requirements Matrix

GL

Please mark one selection only

General Ledger			Ratings Response						Additional Comments	
			SUP	MOD	3RD	CST	FUT	NS		Response
x	System Setup Section									
	GL1	The system should allow for the setup of a heirarchical account structure to allow for the grouping or rollup of cost centers and accounts (chart of accounts) for G/L reporting and on-line inquiry.								
	GL2	The system should provide the ability to define the types of accounts that can be used in conjunction with any given cost center. For example, a cost center can be restricted so that it can only be paired with revenue and expense accounts (and not asset/liability accounts).								
	GL3	The system should provide the ability to define the subsystems in which a specific account can be used. For example, the Office Supplies account can be used for Purchasing, Accounts Payable, and the General Ledger transactions, but it cannot be used in connection with Accounts Receivable transactions.								
	GL4	The system should provide the ability to assign a responsible person to each cost center.								
	GL5	The system should allow for the creation of shortcut account numbers in order to simplify data entry. A short series of numbers can be entered instead of the fully qualified account.								
		The system should allow for the setup of user defined month-end posting restrictions to:								
	GL6	Allow each month to be defined as open or closed.								
	GL7	Define the number of days in which users can post back to the prior month. The system should have the capability to define this by subsystem. For example, after the 10th day of the month, AP cannot post back to the prior month and after the 15th day of the month, no GL transactions can be booked to the prior month.								
	GL8	Allow administrators the ability to override blocks so they can post back to previous months, if necessary.								
	GL9	The system should provide the ability to define the number of reporting periods within a fiscal year.This would allow for the separation of unique periods (13th, 14th, etc.) for balance forward entries, audit required adjustments, and other special closing entries.								

	GL36	The system should provide the ability to drill down to detail & source documents from general ledger summary balances and also to drill around to associated transactions from other subsystems.								

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Functional Requirements Matrix

BU

Please mark one selection only

Budget Management			Ratings Response							Additional Comments	
			SUP	MOD	3RD	CST	FUT	NS			Response
x	General Operating Requirements Section										
	BU1	The system should integrate with Human Resources (Position Control), Payroll, General Ledger, Purchasing, Grant Management, Project Accounting and other applicable subsystems.									
	BU2	The system should provide the ability to keep multiple budget years open at the same time.									
	BU3	The system should provide the ability to make dollar and percentage adjustments by budget line item or line item group and sustain audit trails for all changes.									
		The system should allow for budget based projections, including:									
	BU4	The ability to compute "what if" scenarios using user defined calculations.									
	BU5	Allowing forecasts to be calculated in terms of percentage increases or decreases (either globally or for specific departments, funding sources or other units).									
	BU6	Allowing salary and benefits projections based on user defined parameters									
	BU7	The system should provide the ability to create, maintain and compare multiple budget levels to track each stage of the budget development cycle. The system should track changes/comments at each level.									
	BU8	The system should allow for departmental budgets to be moved to the next budget level independent of each other. (as departments submit their budget, they can be moved to the next level for Budget review)									
	BU9	The system should allow unused budgets to be carried forward to the next year and tracked as carryover budgets.									
	BU10	The system should allow budgets to be copied forward from the current budget.									
x	Budget Reporting Requirements Section										
	BU11	The system should provide reports to manage budgeted positions to actual salaries/hours/FTE's.									
	BU12	The system have the ability to develop exception reports (e.g. accounts that are 75% expended at mid-year).									

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Functional Requirements Matrix

AP

Please mark one selection only

Accounts Payable			Ratings Response						Additional Comments	
			SUP	MOD	3RD	CST	FUT	NS		Response
x	General Operating Requirements Section									
	AP1	The system should integrate with the Purchasing module, General Ledger, Encumbrance, Inventory, Project Ledger, Fixed Assets, Contracts, and possibly the Grants module.								
	AP2	The system should provide 3 way matching of purchase orders, receiving documents and invoices								
	AP3	The system should have the capability to prevent unauthorized users from modifying invoice data once the invoice has been approved and released.								
		The system should have the following capabilities related to vendor returns:								
	AP4	The system should maintain credit memo balances for vendor(s) in order to offset future invoices.								
	AP5	The system should have the ability to apply a credit memo to more than one vendor invoice								
	AP6	The system should prevent payments to vendors with credit or zero balances								
		The system should have the following 1099 related capabilities:								
	AP7	The system should have the capability to generate 1099 IRS reports on standard forms and also to transmit 1099 information electronically								
	AP8	The system should allow for the manual adjustment of 1099's.								
	AP9	The system should include mandated 1099 updates with annual maintenance releases.								
	AP10	The system should provide the ability to indicate that a vendor is 1099 but then allow the user to exclude individual payments from the 1099 transactions for that vendor.								
	AP11	The system should have the ability to designate 1099 type (box #) in association with object codes.								
	AP12	The system should provide the ability to generate amended 1099s.								

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Functional Requirements Matrix

AR

Please mark one selection only

Accounts Receivable			Ratings Response							Additional Comments	
			SUP	MOD	3RD	CST	FUT	NS			Response
x	General Operating Requirements Section										
	AR1	The system should provide the ability to categorize receivables by sales/receivable type.									
	AR2	The system should provide the ability to generate reminders for follow-up with a customer.									
x	Statements/Invoices Requirements Section										
	AR3	The system should provide electronic billing capabilities and the ability to email invoices/statements to customers.									
	AR4	The system should be able to generate customer statements showing beginning balance, charges during the month, credits during the month, other adjustments, aging and ending balance.									
	AR5	The system should be able to bill partial payment invoices.									
	AR6	The system should support tear-off remittance advices that the customer can return with the payment.									
	AR7	The system should allow users to print invoices and/or statements by any sort order (i.e. by customer number, customer name, zip code, payment status, etc).									
	AR8	The system should provide the ability to include informational messages on invoices/statements.									
	AR9	The system should allow users to suppress statements with zero and credit balances.									
x	Customer Requirements Section										
	AR10	The system should provide the ability to assign a different class code for each type of customer.									
	AR11	The system should provide the option to record a payment from a one-time customer without needing to set up a new customer record (i.e. the ability to enter the customer's name/address directly on the receipt instead of linking the receipt to a pre-existing customer ID.									
	AR12	The system should provide the ability to assign multiple AR type codes to a customer.									
	AR13	The system should provide the ability to maintain customer correspondence and internal notes/comments (for example: Customer has paid with NSF checks in the past, etc.)									
x	Billing Requirements Section										

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Functional Requirements Matrix

PU

Please mark one selection only

Purchasing			Ratings Response							Additional Comments	
			SUP	MOD	3RD	CST	FUT	NS			Response
x	General Operating Requirements Section										
	PU1	The system should integrate with the General Ledger, Accounts Payable, Encumbrance, Inventory, Project Ledger, Fixed Assets, Contracts, Work Order and possibly the Grants module.									
		The system should have the ability to establish the following for blanket purchase orders:									
	PU2	A not-to-exceed amount on the entire blanket purchase order									
	PU3	A not-to-exceed amount on each release/requisition against a blanket order (per occurrence)									
	PU4	An expiration date									
	PU5	The system should provide the option to encumber funds either at the requisition level (pre-encumbrance) or at the purchase order level.									
	PU6	The system should provide the ability to automatically adjust encumbrance balances when a change order or other adjustment affects line item account coding or amounts.									
	PU7	The system should provide the ability to close unused encumbrances and automatically adjust the budget balances accordingly.									
	PU8	The system should provide different options for carrying over open encumbrances at year end.									
	PU9	The system should provide an on-screen display of the running PR total as line items are entered.									
	PU10	The system should be able to generate a list of preferred vendors based on commodity codes.									
	PU11	The system should provide the ability to combine several requisitions into one purchase order									
	PU12	The system should have the ability to track buyer workload and be able to display outstanding requisitions by buyer.									
	PU13	The system should provide the ability to create notes/extended descriptions at the line item level with word wrap capabilities.									

	PU14	The system should allow for the creation of notes (pertaining to the PO as a whole) to document any pertinent conversations between the buyer and the vendor or any other pertinent conversations. This note section should be time stamped and should have security features. The notes should have the option of being labeled as internal or external (to print on the PO)										
	PU15	The system should allow numerous line items to be charged to a single account and a single line item to be charged to multiple accounts.										
	PU16	The system should automatically close a purchase order and all associated encumbrances when a final payment is issued by Accounts Payable.										
	PU17	The system should provide the ability for a purchase order line item to be closed out during AP invoice processing, even if there is a balance remaining on the line item.										
	PU18	The system should provide the ability to create order request webforms that simplify entry for decentralized departments. The request form should automatically create a purchase requisition in the system.										
	PU19	The system should be able to track freight charges and to define freight routing options.										
	PU20	The system should be able to show the status of purchase requisitions/purchase orders to reflect whether they have been approved, printed, received, and/or paid.										
	PU21	The system should be able to report on outstanding requisitions and purchase orders										
	PU22	The system should have the ability to interface with bar coding inventory systems.										
	PU23	The system should have the ability to import procurement card information (transaction details) from the procurement card provider.										
	PU24	The system should provide the ability to electronically transmit purchase orders to vendors.										
	PU25	The system should provide the ability to maintain multiple addresses for each vendor.										
	PU26	The system should allow vendor "numbers" to be setup as alphanumeric.										
	PU27	The system should have the ability to create a "to be determined" vendor for purchase requests where the initiator does not know the vendor to be selected.										

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GR

Please mark one selection only

Grants Management			Ratings Response							Additional Comments	
			SUP	MOD	3RD	CST	FUT	NS			Response
x	General Operating Requirements Section										
	GR1	The system should integrate with Project Accounting, General Ledger, Budget, Accounts Receivable, Purchasing, Billing, Accounts Payable, Payroll, Fixed Assets and Cash Receipts.									
	GR2	The system should provide the ability to distribute grant applications electronically for electronic approval.									
	GR3	The system should provide the ability to support grant fiscal year closing independent of the fiscal year of the organization									
	GR4	The system should provide the ability to bring forward fiscal year end balances for multi-year grants.									
	GR5	The system should provide the ability to produce automated notifications for expenditures, encumbrances, and commitments based on user-defined criteria (e.g., match exhausted, 90% expended, etc).									
	GR6	The system should provide the ability to create reminder notices for performance reviews, submission of reports, etc.and flag/report exceptions to events that are not accomplished on time.									
	GR7	For projects that are funded by multiple grants, the system should provide user-defined prioritization for the utilization of funds.									
	GR8	The system should provide the ability to transfer expenditure amounts between phases.									
	GR9	The system should enable multiple contract types per phase (for example, professional services, construction, construction management, etc)									
		The system should have the ability to perform automated allocations including:									
	GR10	The ability to allocate indirect salaries and fringe benefits to the applicable grants.									
	GR11	The system should provide the ability to apply more than one indirect cost allocation per grant.									
	GR12	The system should provide the ability to maintain and monitor grants that affect multiple departments/programs and/or funds.									
	GR13	The system should allow for multiple grants/funding sources for a single project.									

[illegible]

		The system should provide the ability to send project billing information electronically to:	
	GR50	Federal grantors	
	GR51	State grantors	
x	System Setup Requirements Section		
	GR52	The system should provide the ability to establish and adjust budgets for each grant or project.	
	GR53	The system should provide the ability to set-up grants/projects by phase or other sublevel to enable tracking by participating departments, divisions or any other user defined organization units.	
	GR54	The system should allow for the establishment of allowed costs for each grant based on activity or other user defined parameter. The system should then automatically disallow unauthorized costs.	
	GR55	The system should provide the ability to apply reimbursement rules to a grant.	
x	Reporting Requirements Section		
	GR56	The system should provide the ability to track and report current performance against past performance and/or established goals.	
		The system should be able to report the following information over any user defined reporting period (state reporting period, federal reporting period, grant year, fiscal year, inception to date, breakdowns by period, etc.):	
	GR57	Expenditures	
	GR58	Revenues	
	GR59	Encumbrances	
	GR60	Billings	
	GR61	Payments	
	GR62	Balances	
	GR63	The system should be able to generate standard federal reports.	
		The system should provide the ability to generate the following reports for individual grants, as well as for all grants:	
	GR64	Trial balance	
	GR65	Year end and interim financial statements	
	GR66	The system should have the ability to track required report dates for subrecipients and to generate automated reminder notices to subrecipients. The system should be able to store the dates that reminders were sent out in order to enable reporting on the history of reminder notices to subrecipients.	

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Functional Requirements Matrix

FA

Please mark one selection only

Fixed Assets			Ratings Response							Additional Comments	
			SUP	MOD	3RD	CST	FUT	NS			Response
x	General Operating Requirements Section										
	FA1	The system should integrate with the General Ledger, Accounts Payable, Purchasing, and Work Order modules.									
	FA2	The system should have the ability to automatically populate the useful life based on the asset classification.									
	FA3	The system should provide the capability to assign primary, secondary or tertiary classes to assets. For example, a printer could be a tertiary, that rolls up to office equipment (secondary) that rolls up to machinery & equipment (primary).									
	FA4	The system should provide the capability to track the function and activity for assets.									
	FA5	The system should allow for improvement adjustments to an asset to increase the value and/or extend the useful life, while maintaining the original asset information intact. It should track the history of improvements to an asset.									
	FA6	The system should have the ability to automatically identify fixed asset purchases based on account number and/or dollar threshold.									
	FA7	The system should have the ability to link fixed assets to the original purchase order, invoice/payment and receiving information.									
	FA8	The system should allow qualifying fixed asset purchases to remain in a pending state until they can be reviewed by the Fixed Asset Accountant. At month end, the Accountant can identify which pending assets should be pushed through to the Fixed Asset module vs. rejected due to miscoding.									
	FA9	The system should provide the ability to track retired assets, including sales price, disposal date, method of sale, etc.									
	FA10	The system should provide the ability to distribute capitalization costs and depreciation expenses across multiple accounts, departments and/or funds.									
		When transferring fixed assets from one cost center to another, or disposing of fixed assets, the system should:									
	FA11	Allow for online transfer/disposal forms.									

City of Garden Grove

Functional Requirements Matrix

IV

Please mark one selection only

Inventory			Ratings Response						Additional Comments	
			SUP	MOD	3RD	CST	FUT	NS		Response
x	General Operating Requirements Section									
		The system should provide the ability to maintain and look up the following inventory information:								
	IV1	A primary item description field with an ample field length								
	IV2	Secondary and tertiary item description fields with ample field lengths								
	IV3	Item classification								
	IV4	Unit of measure								
	IV5	Order price								
	IV6	Average price, LIFO, FIFO, etc.								
	IV7	Vendor name/number for at least the last 3 different vendors that were ordered from.								
	IV8	Serial number								
	IV9	Inventory number/stock number								
	IV10	Commodity type								
	IV11	Location								
	IV12	Supplier model number								
	IV13	Quantity on hand								
	IV14	Quantity on order								
	IV15	Quantity received on orders								
	IV16	Ordered year-to-date								
	IV17	Received year-to-date								
	IV18	Issued current period								
	IV19	Issued last 365 day period								
	IV20	The system should keep track of inventory items that are on order via open purchase orders, including information regarding on-order quantities, costs and expected receipt dates.								
		The system should provide the ability to automatically process transactions, maintain quantities and lookup information related to (but not limited to):								
	IV21	Markups								
	IV22	Issues of inventory items								
	IV23	Receipts of stock items								
	IV24	Receipts of non-stock items								
	IV25	Quantity Adjustments								
	IV26	Transfers between locations								
	IV27	Returns back to stock								
	IV28	Returns back to vendor								
	IV29	Backorders								
	IV30	Purchase orders								
		The system should provide the ability to track order history including, but not limited to, the following items:								
	IV31	Movement history (turnaround)								
	IV32	Reorder points								
	IV33	Lead-time								

	IV34	Backorders
	IV35	Returns
	IV36	The system should provide the ability to establish standard units of measure (e.g., pounds, boxes, barrels, gallons).
	IV37	The system should provide the ability to convert different units of measure. (For example, an item is ordered by the box, but issued by a unit of each)
	IV38	The system should provide the ability to read and track bar codes on packaging from suppliers for stock receiving, and physical inventory.
	IV39	The system should provide integration with Work Order, Project/Grant, General Ledger, Accounts Payable, Utility Billing and Purchasing modules
	IV40	The system should provide the ability to account for a negative inventory level. This could occur when an item has been issued before it is received into the inventory system.
	IV41	The system should provide the ability to perform cycle counts based on a user defined selection formula or auto-generated by the system.
		The system should have the following physical inventory capabilities:
	IV42	Freeze an individual commodity/stock item or all items in a warehouse for inventory cycle counts, physical inventories and adjustments.
	IV43	Issue and control count tags
	IV44	Analyze variances
	IV45	Update on-hand quantities
	IV46	Post differences to the General Ledger
x	Receiving Requirements Section	
	IV47	The system should provide the ability to track damaged, backordered items.
	IV48	The system should provide the ability to track the unshipped units related to a partial shipment.
x	Inventory Costing Requirements Section	
	IV49	The system should maintain vendor and pricing data for inventory purchases.

	IV50	The system should have the ability to take discounts, freight (and other adjustments that are made during the receiving process) into account when calculating the average cost of the inventory item.
	IV51	The system should provide the ability to adjust the average cost paid for an inventory item.
	IV52	The system should support Average Cost valuation method.
x	Inventory Orders Section	
	IV53	The system should provide the ability to select stock items by item description, item number, commodity code, manufacturer part number and commodity description.
		The system should have the capability to automate the re-order process:
	IV54	The system should provide the ability to automatically generate purchase requisitions for items that have reached their re-order point.
	IV55	The system should have the capability to generate automated notifications for reorder items in order to provide the user the opportunity to accept or reject the automatic creation of a requisition.
	IV56	Users should be able to make modifications to the auto-created purchase requisition.
	IV57	The system should provide the ability to credit stock returns to the dept./office that originated the issue/order
x	Reporting Section	
	IV58	The system should provide the ability to generate master parts lists and sub lists for equipment by manufacturer, quantity and cost.
		The system should provide the ability to print/query the following standard inventory reports:
	IV59	Inventory master listing by any user defined criteria, including but not limited to, inventory number, description, location, equipment number, quantity on hand, unit of measure, size, description, supplier, cost, buyer, etc. (A master parts list represents all the inventory items associated with a particular equipment.)
	IV60	An issues report by any user defined criteria, including but not limited to, inventory class/category, item number, account number, department number, inventory number, description, charged account number, date, quantity, etc.
	IV61	Backorder Reports.

	IV62	Inventory returns reports by any user defined criteria, including but not limited to: transaction number, received by, inventory number, description, quantity, date, charged account number, and cost extension.								
	IV63	Available stock quantities report								
	IV64	Inventory Reorder Recommendation Report								
	IV65	Inventory Turnover Report								
	IV66	Vendor Shipping Performance Report that includes due dates for delivery, actual dates of delivery, accuracy of shipments, etc.								
	IV67	Inventory Usage Report								
	IV68	Unfilled Issues/Orders Report								
	IV69	Inventory Transaction Report								
	IV70	Inventory Cycle Count Report								
	IV71	Open Purchase Order Report (with quantities of items on order, received, cancelled, and paid)								
		The system should have the capability to produce the following physical inventory reports:								
	IV72	Pre-populated cycle count worksheets								
	IV73	Missing tag report								
	IV74	Variance reports for interim and final counts								
	IV75	The system should have the ability to generate a report that details the inventory activity for the month with inventory item costs, issue costs, mark-up amounts, net profit, etc.								

City of Garden Grove

Functional Requirements Matrix

PR

Please mark one selection only

Projects			Ratings Response							Additional Comments	
			SUP	MOD	3RD	CST	FUT	NS			Response
x	General Operating Requirements Section										
	PR1	The system should be fully integrated with the General Ledger, Purchasing, Grants, Accounts Payable, Work Order, Accounts Receivable/Billing and Payroll modules.									
	PR2	The system should provide the ability to define project start and close dates.									
	PR3	The system should allow users to set up projects in a hierarchical structure which includes the definition of different project sub-levels (i.e.: project, sub-project, work breakdown structure, etc.)									
	PR4	The system should be able to track and report on project related performance measures, services, and accomplishments.									
	PR5	The system should be able to track and report on all (multiple) funding sources and/or contracts.									
	PR6	The system should be able to track and report on all (multiple) projects that are related to a single funding source.									
	PR7	The system should provide the ability to record and maintain an original budget, budget changes, and a revised budget for each project account at each level in the project hierarchy structure.									
	PR8	The system should provide the ability to track staff labor data related to projects (e.g. salary, fringe, other direct, premium time, bill rate, billable time, non- billable time, multipliers, etc.).									
	PR9	The system should be able to report the financial status of projects, including all direct costs and allocations.									
	PR10	The system should provide a way to prevent inactivation of a project account for which funds are encumbered until the project is closed out.									
	PR11	The system should provide the ability to develop forecasts based on the actual project cost/schedule and generate progress trend analysis reports.									
	PR12	The system should have the ability to provide a user defined alert if a project related permit is about to expire.									

City of Garden Grove

Functional Requirements Matrix

CR

Please mark one selection only

Cash Receipts			Ratings Response							Additional Comments	
			SUP	MOD	3RD	CST	FUT	NS			Response
x	General Operating Requirements Section										
	CR1	The system should allow for the tracking of receipts by input operator and by date. Detailed information should be available for query/reporting.									
		The system should provide the ability to track the following tender types:									
	CR2	Cash									
	CR3	Check									
	CR4	ACH									
	CR5	Credit Cards									
	CR6	Direct Deposits									
	CR7	Other (auto-pay, lockbox, online payment, online banking, etc.)									
	CR8	The system should allow for multiple tender types on a single cash receipt (e.g. partial cash, partial credit card)									
	CR9	During cash receipting, the system should allow for any of the following to be entered to pull up the invoice to apply the payment against: the invoice number, customer number, customer name or a portion of the customer name.									
	CR10	The system should allow the same check to be applied against multiple open invoices.									
	CR11	The system should allow partial payments to be applied to specific invoice line items.									
	CR12	The system should allow for totals by tender type to be entered for the entire cash receipt (at the header level) rather than requiring the tender type to be entered for each line item.									
	CR13	The system should allow a single cash receipt to be applied against an invoice and also include a direct cash payment (e.g. customer is paying for an open invoice and decides to purchase an item for sale by the City)									
	CR14	The system should allow fee codes to be established to facilitate the entry of cash receipts. The cash receipts operator would choose the fee code to apply the payment against. This would default the GL accounts and the dollar amount. (With the ability to override defaulted values)									
	CR15	The system should provide the ability to process non-sufficient funds checks with correct posting to the General Ledger.									
	CR16	The system should provide the ability to void unposted receipts.									

City of Garden Grove
Functional Requirements Matrix
CM

Please mark one selection only

Contracts			Ratings Response						Additional Comments	
			SUP	MOD	3RD	CST	FUT	NS		Response
x	General Operating Requirements Section									
	CM1	The system should track vendor's insurance information with insurance requirements, coverage amounts, types of coverage, and expiration dates.								
	CM2	The system should have the ability to provide a user defined alert if a contractor's insurance is about to expire.								
	CM3	The system should allow for electronic insurance renewal notices to be sent to contractors.								
	CM4	The system should prevent the creation of PO's and or invoices/checks against a contract that is expired or that does not have remaining funds.								
	CM5	The system should provide reason codes and/or remarks for missed milestone dates.								
	CM6	The system should provide the ability to track and report on contract data, including receiving statistics, warranty claims and contractor/vendor correspondence.								
	CM7	The system should be able to create and generate letters based on user-defined templates. For example, to create award letters to successful bidders as well as letters for contractors/vendors who were not selected. (Other letters may include "Authorization to Start", "Insurance Renewal Notices", "Notice to Proceed", "Contractor's Affidavit", other legal documents, etc.)								
	CM8	The system should provide multiple contract approval routes to track all stages of the contract approval process based on contract type.								

City of Garden Grove

Functional Requirements Matrix

PA

Please mark one selection only

Personnel Administration			Ratings Response							Additional Comments	
			SUP	MOD	3RD	CST	FUT	NS			Response
x	General Operating Requirements Section										
		Besides the commonly found employee information, the system should also provide the ability to maintain the following employee data:									
	PA1	Date of rehire.									
	PA2	Former last name.									
	PA3	Secondary address.									
	PA4	FLSA status (Exempt vs. Non-Exempt).									
	PA5	Current job title.									
	PA6	Current assigned FTE value.									
	PA7	Current work schedule/shift									
	PA8	Current Supervisor or Manager.									
	PA9	Current department.									
	PA10	Current location									
	PA11	Current union/bargaining unit/employee association affiliation.									
	PA12	Length of service from date of hire.									
	PA13	Uniform/Non-uniform designation.									
	PA14	Sworn/Un-sworn designation.									
	PA15	Licensure/Certifications, ID number, and expiration date.									
	PA16	Languages and proficiency									
	PA17	Special skills and competencies									
	PA18	Testing performed and results.									
	PA19	Training completed and results.									
	PA20	Out of state residences.									
	PA21	Performance evaluation schedule.									
	PA22	Next performance evaluation date.									
	PA23	Performance evaluation score/information.									
	PA24	Special assignments.									
	PA25	Disciplinary actions.									
	PA26	History of disciplinary actions within user defined parameters.									
	PA27	Reported work related injuries.									
	PA28	H1B Visa Status.									
	PA29	Driver's License Number and expiration date if required by position.									
	PA30	User-defined reason codes for employee separation.									
	PA31	Length of time in position(s) and organizational unit(s).									
	PA32	User-defined text or date fields and codes for specific employee attributes as needed.									
	PA33	Employee badge number (separate from ID number)									
	PA34	service recognition date (for 10, 20, 30, etc. year service awards									

[illegible]

City of Garden Grove

Functional Requirements Matrix

PY

Please mark one selection only

Payroll			Ratings Response						Additional Comments	
			SUP	MOD	3RD	CST	FUT	NS		Response
x	General Operating Requirements Section									
	PY1	The system should provide the ability to interface payroll information to and from Human Resources, Timekeeping, Leave Management, Benefits Administration, General Ledger, Grants/Projects and other financial modules.								
	PY2	The system should provide the ability to interface with the Accounts Payable module to create payment to specified vendors or agencies for deductions taken from employees' payroll checks each pay cycle or at a user defined frequency.								
		The system should track an unlimited number of earnings/pay codes, including but not limited to:								
	PY3	Regular								
	PY4	Overtime								
	PY5	Double Time								
	PY6	Bonuses								
	PY7	Premium Pay								
	PY8	Vacation								
	PY9	Holiday								
	PY10	Shift Differentials								
	PY11	Sick Pay								
	PY12	Personal Days								
	PY13	Comp Time								
	PY14	Meals and Lodging Reimbursement								
	PY15	Auto and Mileage Reimbursement								
	PY16	Relocation Reimbursement								
	PY17	Employee Association Dues								
	PY18	Uniform Allowance								
	PY19	Longevity								
	PY20	Garnishments								
	PY21	Retroactive Adjustment								
	PY22	Miscellaneous Expense reimbursement								
	PY23	User Defined Earnings								
	PY24	Charity Tracking								
	PY25	The system should provide the ability to create multiple definitions of pay cycles and pay periods including but not limited to weekly, biweekly, semi-monthly, monthly, 27-day cycle, etc.								
	PY26	The system should provide the ability to pay an employee at more than one pay rate within a single pay period.								
	PY27	The system should provide the ability to pay reimbursements through payroll (e.g., mileage, tuition subsidies, etc.).								
	PY28	The system should provide the ability to calculate Workers Compensation gross pay and leave.								

[illegible]

City of Garden Grove

Functional Requirements Matrix

TK

Please mark one selection only

Timekeeping			Ratings Response							Additional Comments	
			SUP	MOD	3RD	CST	FUT	NS			Response
x	General Operating Requirements Section										
	TK1	The system should provide the ability to define work and leave hours by user defined criteria.									
		The system should provide the ability to enter time at decentralized locations by the following methods, including but not limited to:									
	TK2	By timekeeper/administrator									
	TK3	By employee									
	TK4	Intranet									
	TK5	Internet									
	TK6	Mobile Application									
	TK7	The system should have the ability to integrate with other timekeeping systems									
	TK8	The system should provide the ability to establish a default configuration that limits the menus available to the employee for inputting time to only those items relevant to that employee.									
	TK9	The system should provide ability to set a default number of hours for hourly employees and alter the number of hours worked on an exception basis.									
		The system should allow multiple units of time entry and processing, including but not limited to:									
	TK10	Hours and minutes									
	TK11	Hours and decimals									
	TK12	The system should provide the ability to access time by a user-defined date range.									
	TK13	The system should provide the ability to charge or allocate labor, i.e. time, against multiple types of fund, job, department, project, etc. codes as defined in the chart of accounts.									
	TK14	The system should provide the ability to enter worked time or leave hours in future pay periods.									
	TK15	The system should provide the ability to organize a group of employees within divisions into work areas and/or work teams and select (via pop-up display etc.) groups or individuals to facilitate time keeper data entry and/or approval of multiple time entry.									
	TK16	The system should provide electronic signature features for employees submitting their time.									
	TK17	The system should have the ability to keep track of work hours when an employee works several different shifts.									

[illegible]

	TK31	The system should flag time entered falling outside of normal work schedules for management review/approval.	
	TK32	The system should provide the ability to workflow the approval of time entry to supervisors.	
	TK33	The system should provide the ability to assign various approval rights to specific users/management including but not limited to approval of overtime, working out of shift, etc.	
	TK34	The system should support multi-level, real-time updates and approvals for automatic calculation and tracking of overtime and shift differentials payments	
	TK35	The system should display a warning message when the user is entering overtime hours that are restricted or require additional approvals.	
	TK36	The system should have the ability to revise submitted timecards or delete them with the appropriate security.	
x	Scheduling Section		
		The system should provide the ability to define and track work schedules at multiple levels, including but not limited to the following:	
	TK37	Employee	
	TK38	Position	
	TK39	Other Classification (employee skills, abilities, language, etc.)	
	TK40	Work Group	
	TK41	Division	
	TK42	Department	
	TK43	Location	
	TK44	The system should provide the ability to define multiple shifts including, but not limited to, starting and ending times, breaks and lunch periods, etc.	
	TK45	The system should provide the ability to assign employees to hours, shifts, positions, departments, etc. outside of their normal schedule and accumulate and track all associated time and related data without affecting the employees normal schedule.	
	TK46	The system should provide comments fields to provide reason for changes in schedules.	
	TK47	The system should provide the ability to define and assign employees to multiple of labor cost codes.	
	TK48	The system should determine staffing shortages based upon current and future schedules.	
	TK49	The system should accommodate authorized schedules of any number of hours up to a specified limit.	
x	Reporting Section		

City of Garden Grove

Functional Requirements Matrix

PC

Please mark one selection only

Position Control			Ratings Response							Additional Comments	
			SUP	MOD	3RD	CST	FUT	NS			Response
x	General Operating Requirements Section										
		The system should provide tracking of the following data attributes related to each position. At a minimum, the system should include:									
	PC1	Location									
	PC2	Job classification									
	PC3	History of Job/Position classification									
	PC4	Current position title									
	PC5	History of position titles									
	PC6	Exempt vs. non-exempt									
	PC7	History of exempt vs. non-exempt									
	PC8	Multiple employee grouping fields (Dept., Division, Group, Unit, Sub-unit)									
	PC9	History of employee groups.									
	PC10	Current job code									
	PC11	History of job codes									
	PC12	Position description									
	PC13	History of position description									
	PC14	Position status									
	PC15	Permanent or Temporary									
	PC16	Full time equivalent (FTE)									
	PC17	Hours									
	PC18	Headcount (Number employees in same classification)									
	PC19	Job skills									
	PC20	Training requirements									
	PC21	Educational requirements									
	PC22	Licenses, certificates and registration requirements									
	PC23	Testing requirements									
	PC24	Grade Level									
	PC25	History of grade level									
	PC26	Minimum requirements									
	PC27	Management and supervisory level									
	PC28	Physical parameters/Physical Demands Analysis									
	PC29	American Disabilities Act (ADA) by classification/essential functions									
	PC30	Classification (with title) for Pay Equity/EEO Reporting									
	PC31	Workers compensation/WSIB code									
	PC32	Diversity information									
	PC33	Employee type/Employee Association									
	PC34	Union/Collective Bargaining Unit									
	PC35	FICA Status									
	PC36	Civil Service Status									
	PC37	User comment section for each change to position structure									
	PC38	Date created									
	PC39	Date and time stamp of each change to position structure									
	PC40	Expiration date									

City of Garden Grove

Functional Requirements Matrix

LM

Please mark one selection only

Leave Management			Ratings Response							Additional Comments	
			SUP	MOD	3RD	CST	FUT	NS			Response
x	General Operating Requirements Section										
	LM1	The system should provide the ability to track any type of leave/absence (i.e., vacation, sick time (personal & family), comp time, FMLA, Administrative, Jury Duty, Disability, Bereavement, Military, Workers Compensation, Personal, Unpaid etc.), by accrued hours, accrual rate, accrual frequency, hours used, and balance based on user defined criteria.									
	LM2	The system should provide the ability to define parameters, carryover amounts, ceilings, etc. for leave/absence plans.									
	LM3	The system should provide the ability to provide vacation, holiday and sick leave advances on an as-needed basis.									
	LM4	The system should provide the ability to view employee's leave accrual/usage information on all leave types.									
	LM5	The system should provide the ability for an employee to "donate" leave hours to another employee in accordance with organizational policies.									
	LM6	The system should provide the ability to track any required documentation and/or approval forms for a leave/absence (e.g., FMLA documentation, Doctor's Certificate of Authorization, etc.)									
	LM7	The system should provide the ability to create user defined leave/absence accrual structures based on employee attributes (e.g., years of service, job assignment, bargaining unit, etc.).									
	LM8	The system should allow for leave/absence accruals to be earned during a paid absence based on policy.									
	LM9	The system should provide an editing and review method prior to the processing of leave transactions through the Payroll System.									
	LM10	The system should provide the ability to track historical data per employee on each leave plan - such as type of leave, leave start date, leave ending date, estimated return to work date and date paperwork received for approval.									

City of Garden Grove

Functional Requirements Matrix

BE

Please mark one selection only

Benefits			Ratings Response							Additional Comments	
			SUP	MOD	3RD	CST	FUT	NS			Response
x	General Operating Requirements Section										
		The system should provide the ability to track the following types of benefit attributes:									
	BE1	Fiscal year.									
	BE2	Calendar Year									
	BE3	Budget cycle.									
	BE4	Benefit plans requiring COBRA management.									
	BE5	General ledger accounts related to a benefit plan.									
	BE6	Payroll frequency specific to each benefit plan's deduction schedule.									
	BE7	Definition of employee salary for benefit calculations (monthly & annually)									
	BE8	Definition of employee groups for benefit eligibility calculations.									
	BE9	Tax designations for benefit plans impacting W-2s.									
	BE10	Annual limitations on benefit plan deductions (401k, 403b, 457, spending accounts, etc.)									
	BE11	Vendor identification for each benefit plan.									
	BE12	Budgeted expense per benefit type per budget year.									
	BE13	Budgeted expense per benefit type per benefit plan year.									
		The system should provide the ability to track the following attributes associated with benefit plans:									
	BE14	Plan type.									
	BE15	Plan name.									
	BE16	Plan vendor.									
	BE17	Vendor policy identification.									
	BE18	Plan beginning date.									
	BE19	Plan ending date.									
	BE20	Coverage type (options, salary based, default, etc.)									
	BE21	Contribution type (flat, table driven, salary based, age graded, etc.)									
	BE22	Employee eligibility rules.									
	BE23	Employee waiting period rules.									
	BE24	Dependent eligibility rules.									
	BE25	Dependent waiting period rules.									
	BE26	Evidence of insurability rules for life/STD/LTD plans.									
	BE27	Premium waiver rules for life/STD/LTD plans.									
	BE28	Employee contribution schedule.									
	BE29	Covered participants (employees, dependents, retirees, former employees, beneficiaries, etc.)									

	BE30	Retirement Tier(s)	
	BE31	Coverage termination rules.	
	BE32	Deduction codes.	
	BE33	Initial enrollment options.	
	BE34	Effective date of initial enrollment	
	BE35	Re-enrollment/reinstatement rules and options.	
	BE36	Effective date of re-enrollment	
	BE37	Coverage options.	
	BE38	Premiums per eligible employee group.	
	BE39	Premium cost sharing between employer/employee.	
	BE40	Personnel actions impacting benefit plan coverage (hire, transfer, change of status, etc.)	
	BE41	The system should provide the ability to assign benefit plan codes, deduction codes, and related premiums based on employee groups and employee status.	
	BE42	The system should provide mass change updates for current and retroactive benefit adjustments.	
	BE43	The system should provide the ability to prorate benefits for part-time employees based on user defined criteria.	
		The system should provide the ability to calculate benefit deduction and employer contribution amounts using various methods, including:	
	BE44	flat amount	
	BE45	percentage of wages	
	BE46	age graded	
	BE47	user-defined table of rates	
	BE48	user-defined formulas	
	BE49	user-defined limits and maximums.	
	BE50	The system should have the ability to track vesting and breaks in service as defined by each benefit plan.	
	BE51	The system should provide the ability to project, report, and facilitate the analysis of the cost impact to changes in benefits, accruals, allowances, etc. for current employees, retirees, and all covered participants.	
	BE52	The system should provide the ability to establish multiple vendors per plan.	
	BE53	The system should provide the ability to maintain dependent and/or beneficiary information including but not limited to relationship, date of birth, address, and phone.	
	BE54	The system should provide the ability to track survivor coverage.	
	BE55	The system should automatically generate notices to the HR & Payroll Departments when an employee is terminating or has been on leave with monies due to the organization for loans, tuition reimbursement, or benefits.	

	BE56	The system should provide the ability to process grandfathered eligibility and participation in pension plan or other benefit.
	BE57	The system should provide the ability to refund benefits premiums to employees.
	BE58	The system should provide the ability to make current cost of living adjustments (COLA) based on user defined criteria, including but not limited to, individual, group or all retirement plan accounts if payments are administered internally.
		The system should provide the ability to generate electronic files to benefit vendors to include the following:
	BE59	Employee name.
	BE60	Employee social security number
	BE61	Employee date of birth..
	BE62	Employee address.
	BE63	Employee coverage election.
	BE64	Effective date of employee coverage.
	BE65	Covered dependents, if applicable for benefit plan.
	BE66	Covered dependents' names.
	BE67	Relationship of covered dependents.
	BE68	Covered dependents dates of birth.
	BE69	Covered dependents social security numbers.
	BE70	Eligibility status of dependent(s).
	BE71	Effective date of each covered dependent's coverage.
	BE72	Covered dependents' address if different from employee.
	BE73	Covered dependents other coverage.
	BE74	Covered dependents primary and secondary coverage.
	BE75	Covered Retirees participants
	BE76	Covered COBRA participants
	BE77	The system should provide self-service enrollment for organization-approved benefit plans.
		The system should support all aspects of employee open enrollment through an online portal, including:
	BE78	Current benefit selections
	BE79	New benefit choices based on eligibility
	BE80	Cost analysis to the employee for changes to benefit enrollments
	BE81	Employee electronic signature confirming new benefits selections
	BE82	HR Department review and confirmation of choices
	BE83	Reports from the online portal, including employees who have accessed their files, employees who have not accessed files, employees that have confirmed new benefits, and employees that have not confirmed new benefits.

		The system should provide the ability to view information online including, but not limited to, the following:	
	BE84	Employee benefits communication & confirmation.	
	BE85	Employee benefits elections.	
	BE86	Employee benefits summary plan descriptions.	
	BE87	Employee benefits enrollment history.	
	BE88	Employee benefit providers' link.	
	BE89	Employee gross pay, deduction and net pay information for each pay period.	
	BE90	The system should track employee contributions for various retirement plans.	
	BE91	The system should provide the ability to track periods of non-paid service, based on user defined criteria, for purposes of subtracting from pension service.	
	BE92	The system should provide the ability to enter pension plan enrollment information and set rates by individual enrollee as well as globally by plan.	
	BE93	The system should have the ability to track deferred retirement benefit plans through the benefit plan set up.	
	BE94	The system should provide the ability to configure and re-configure employee pension information (e.g., pension plan code and deduction amount) for new hires, re-hires, and transfer between retirement plans as needed based on plan rules.	
		The system should provide the ability to track and maintain benefit information and changes in status for retired employees, surviving spouse and dependents that includes, but is not limited to, the following:	
	BE95	Retirement date	
	BE96	Type of retirement (e.g. service, early, disability)	
	BE97	Name, social security number, address, telephone number, and date of birth of beneficiaries both primary and contingent	
	BE98	Dependent coverage eligibility and expiration dates	
	BE99	Last day paid updated from payroll system	
	BE100	Last day worked tied to leave status	
	BE101	Retire/ rehire status	
	BE102	Remarks	
		The system should provide the ability to process, maintain, bill and collect premiums for COBRA benefits including, but not limited to, the following:	
	BE103	Qualifying event.	
	BE104	Length of COBRA eligibility.	
	BE105	Expiration dates.	

	BE106	Covered participants.
	BE107	Elected coverage.
	BE108	Premium cost.
	BE109	Notification and response dates.
	BE110	Payment history.
	BE111	The system should provide automated notification to COBRA enrollees when coverage is going to expire.
	BE112	The system should provide the ability to generate a "Newly Enrolled/Change Report."
	BE113	The system should provide participant reports, including but not limited to, enrollment, dependent names and relationships, department name, pay group, social security number, etc. that can be generated by individual or group.
		The system should provide the ability to generate insurance billing reports including, but not limited to, the following:
	BE114	type of coverage,
	BE115	class code,
	BE116	employee name
	BE117	amount
	BE118	number of insured,
	BE119	The system should provide the ability to calculate the premium for life and disability insurance each month based on age, coverage level, salary and waiting period.

City of Garden Grove

Functional Requirements Matrix

TR

Please mark one selection only

Training			Ratings Response							Additional Comments	
			SUP	MOD	3RD	CST	FUT	NS			Response
x	General Operating Requirements Section										
	TR1	The system should provide the ability to interface with training systems from other organizations such as Orange County's Target Solutions.									
	TR2	The system should provide the ability to interface with the State wide Commission on Peace Officers Standards and Training (POST).									
	TR3	The system should provide the ability to track all required and optional training, licenses, certifications, skills, etc., per employee, by topic and job title, department.									
	TR4	The system should provide the ability to track the history of all training/licensing related activity by department.									
	TR5	The system should provide the ability to track the last activity date and next required action date per employee and per training and licensing requirement.									
	TR6	The system should track training activities for all types of workforce, including full time employees, part time employees, seasonal workers, interns, temporary workers, contractors and volunteers.									
	TR7	The system should provide the ability to track an employee's progress toward completion of certifications, degrees or development (career) path.									
	TR8	The system should provide the ability to track multiple types of tests, along with a pass/fail status and a test score for employees.									
	TR9	The system should provide the ability to maintain an education plan, including recommended course and curriculum by position and/or employee.									
	TR10	The system should provide the ability to track internally sponsored and vendor sponsored training all in one system.									
	TR11	The system should be able to track multiple or split day training classes.									
	TR12	The system should provide the ability to cap or limit the number of people who can take a class.									
	TR13	The system should provide the ability to track classroom activity for employees who have completed a class, no shows, cancellations, etc.									

	TR29	The system should provide for the automated integration of registration information to the desktop calendar.	
	TR30	For external courses (offered by a third party), the system should provide web links to pre-approved training sites for registration.	
	TR31	If an employee registers for a training class provided by an outside vendor, the system should electronically send class registration costs and other details to AP.	
	TR32	If an employee uses the self enrollment feature, the system should provide a confirmation notification.	
	TR33	Once registration information is entered into the system, the data should automatically flow into the Training module without the need for duplicate entry.	
	TR34	The system should provide the ability for users with appropriate security access to view enrollment data by employee and by course.	
	TR35	The system should provide the ability to generate reports for individuals, departments, and divisions with individual training history for employees and user defined group statistics.	
	TR36	The system should provide the ability to issue and print in-house certificates for those employees who are in (or who successfully completed) a course.	
	TR37	The system should provide the ability to inquire and report on the employees that have not taken a required class.	
		The system should provide the following reporting capabilities:	
	TR38	Easy to use standard and ad-hoc report writing capabilities.	
	TR39	The system should provide for a Compliance Year End Review Report.	
	TR40	All reports should have the ability to be run by a user defined date range.	
	TR41	Reporting should be decentralized based on security profiles allowing each decentralized group to only view their own data.	
	TR42	The system should be able to track the degrees or certificates an employee has completed through the Tuition Reimbursement program	
	TR43	The system should enable the integration of training reimbursement payment requests with Accounts Payable	
	TR44	The system should enable the tracking of individual use of Tuition Reimbursement in a fiscal year.	
		For tuition reimbursements, the system should provide the ability to track the employee's:	

	TR45	Participation level
	TR46	Amount of money budgeted
	TR47	Amount of money spent
	TR48	School attended
	TR49	Goals achieved
	TR50	Degree(s) earned
	TR51	If an employee terminates prior to finishing up courses taken through the Tuition Reimbursement Program, the system should trigger a notification to HR for partial recoupment of the reimbursement.
	TR52	The system should provide the ability to provide automated reminder notices of internally scheduled training courses.
	TR53	The system should have the ability to generate an automatic notification when a class reaches maximum capacity and has a wait list of a user defined number.
	TR54	The system should provide electronic training approval routing based on user defined routing paths.
	TR55	The electronic workflow tools should also include an auto-escalation process. For example, if an employee has a required training or does not show up for a class, the system should automatically alert his/her immediate supervisor. If the supervisor does not deal with the issue, then the process should escalate up to the next level.
	TR56	The system should provide for automated notification when certifications, contracts and licenses, etc. are about to expire.
	TR57	The system should provide employee self service access to allow employees to review their individual training and licensing information on file.
	TR58	The system should provide the ability to notify a supervisor when training for one of their employees is due within a user defined period of time.
		The system should provide the ability to develop and maintain comprehensive course development data (i.e.: course catalogue), including, but not limited to:
	TR59	Course Title
	TR60	Course Dates and Times
	TR61	Course ID number/code number
	TR62	Course description
	TR63	Course capacity
	TR64	Course category
	TR65	Course learning objective
	TR66	Course duration
	TR67	Course prerequisite
	TR68	Facility requirements
	TR69	Equipment requirements
	TR70	Training material requirements

