

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069549	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Fund Type
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069550	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Fund
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069551	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Sub-Fund
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069552	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: institution
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069553	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Department
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069554	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Hierarchical Organization
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069555	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Contract
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069556	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Program
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069557	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Location
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069558	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Project Number
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069559	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Work Phase or Work Breakdown Structure (5 levels below work phase)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069560	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Job
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069561	Provide the ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Account Type (e.g. Asset, Liability, Equity, Revenues, Labor Expenditures, Non-Labor Expenditures, Transfers)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069562	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: General Ledger Account Class (Expenditure Object Class, Revenue Source Class or Balance Sheet Account Class)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069563	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: General Ledger Account (Expenditure Object, Revenue Source or Balance Sheet Account)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069564	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: General Ledger Sub-Account (Expenditure Sub-Object, Sub-Revenue Source or Sub-Balance Sheet Account)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069565	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Grant
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069566	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Grant Phase or Activity (5 levels below Grant Phase)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069567	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Function
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069568	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Fiscal Month
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069569	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Fiscal Year
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069570	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: User-Defined Field 1
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069571	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: User-Defined Field 2

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069572	System should provide ability to meet UASYS financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: User-Defined Field 3
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069573	System provides hierarchies for each element of the Chart of Accounts:
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069575	System provides hierarchies for each element of the Chart of Accounts: Fund Type
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069576	System provides hierarchies for each element of the Chart of Accounts: Fund
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069577	System provides hierarchies for each element of the Chart of Accounts: Sub-Fund
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069578	System provides hierarchies for each element of the Chart of Accounts: institution
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069579	System provides hierarchies for each element of the Chart of Accounts: Department
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069580	System provides hierarchies for each element of the Chart of Accounts: Hierarchical Organization
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069581	System provides hierarchies for each element of the Chart of Accounts: Contract
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069582	System provides hierarchies for each element of the Chart of Accounts: Program
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069583	System provides hierarchies for each element of the Chart of Accounts: Location
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069584	System provides hierarchies for each element of the Chart of Accounts: Project Number
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069585	System provides hierarchies for each element of the Chart of Accounts: Work Phase or Work Breakdown Structure (5 levels below work phase)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069586	System provides hierarchies for each element of the Chart of Accounts: Job
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069587	System provides hierarchies for each element of the Chart of Accounts: General Ledger Account Class (Expenditure Object Class, Revenue Source Class or Balance Sheet Account Class)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069588	System provides hierarchies for each element of the Chart of Accounts: General Ledger Account (Expenditure Object, Revenue Source or Balance Sheet Account)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069589	System provides hierarchies for each element of the Chart of Accounts: General Ledger Sub-Account (Expenditure Sub-Object, Sub-Revenue Source or Sub-Balance Sheet Account)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069590	System provides hierarchies for each element of the Chart of Accounts: Grant
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069591	System provides hierarchies for each element of the Chart of Accounts: Grant Phase or Activity (5 levels below Grant Phase)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069592	System provides hierarchies for each element of the Chart of Accounts: Function
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069593	System provides hierarchies for each element of the Chart of Accounts: Fiscal Month
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069594	System provides hierarchies for each element of the Chart of Accounts: Fiscal Year
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069595	System provides hierarchies for each element of the Chart of Accounts: User-Defined Field 1
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069596	System provides hierarchies for each element of the Chart of Accounts: User-Defined Field 2
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069597	System provides hierarchies for each element of the Chart of Accounts: User-Defined Field 3
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069598	System provides the ability to maintain all revenue and expenditure transactions at the lowest level of the Chart of Accounts.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069599	System provides multiple organizational structures concurrently for reporting purposes.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069601	System provides the ability to group and summarize detail information according to hierarchies maintained in the Chart of Accounts.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069602	System provides security that restricts maintenance of Chart of Accounts values to authorized users.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069603	System allows financial chart of account field lengths to be configured.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069604	System permits specified account balances to be stored inception to date separate from general ledger (e.g., project accounts, grant accounts).
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069605	System permits all financial data classification elements to be added or changed to an active or inactive status by authorized users.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069606	System uses effective dating when adding, changing, or deactivating any element of the chart of accounts and validates entries based upon the effective date.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069607	System provides coding reduction techniques or tools to reduce the amount of data entry required on a transaction.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069608	System provides coding reduction techniques or tools to reduce the amount of data entry required on a transaction. A coding reduction value or code references specific user-defined combinations of any element of the Chart of Accounts.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069609	System provides coding reduction techniques or tools to reduce the amount of data entry required on a transaction. Data entry of a coding reduction value on a transaction can infer the combination of elements instead of requiring data entry of each of these elements on the transaction.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069610	System provides coding reduction techniques or tools to reduce the amount of data entry required on a transaction. Data entry into one element of the Chart of Accounts defaults other values of the chart of accounts

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069611	System allows users to select chart of accounts elements from a drop down list.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069612	System allows users to enter chart of accounts elements directly without requiring selection from a drop down list to support users processing large transaction volumes.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069613	System provides an optional level of detail below the UASYS revenue source and expenditure object codes, established for use by individual institutions at their discretion. The institution codes should automatically roll up to UASYS codes.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069614	System allows chart of accounts changes and maintains records of the historical chart of accounts based on effective-dated tables.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069615	System allows the user to upload/download chart of accounts records from third party products, including but not limited to: Microsoft Excel, Microsoft Access, and other accounting packages.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069616	System allows chart of accounts elements to be alphanumeric.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069617	System provides for chart of accounts elements to have a long description of alphanumeric characters.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069618	System provides for chart of accounts elements to have a short description of alphanumeric characters.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069619	System provides the ability to summarize or present detail on any Chart of Accounts combination both online and via reporting mechanisms.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069620	System provides the ability to update both the general ledger and appropriate subsidiary ledgers (e.g., project, inventory, etc.) real-time when a transaction is posted.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069621	System provides the ability to support project and grant accounting both individually and in combination (i.e., the grant and project structures are distinct).
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069622	System provides the ability to support various project/grant years in the COA, including projects/grants that cross fiscal years.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069623	System provides the ability to track contract and project numbers in the general ledger for reporting purposes.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069625	System provides the ability to validate across combinations of chart of accounts elements (e.g., fund and department; fund and account).
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069626	System provides the ability to search for or have a drop down list for valid Chart of Accounts values.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069627	System provides the ability to process mass changes/deletions on chart of accounts elements
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069628	System provides the ability to define accounting periods within a given year (fiscal periods, quarters, etc.).
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069629	System provides the ability to change the chart of accounts at fiscal year boundaries based on effective-dated tables.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069630	System supports a treasury fund which is used to support multiple bank accounts.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069631	System has the ability to record and maintain the following non-financial data for each unique fund: Purpose of Fund (such as in a long text field)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069632	System has the ability to record and maintain the following non-financial data for each unique fund: Fund Source(s)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069633	System has the ability to record and maintain the following non-financial data for each unique fund: Acceptable Uses
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069634	System has the ability to record and maintain the following non-financial data for each unique fund: Date Closed
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069635	System has the ability to record and maintain the following non-financial data for each unique fund: Fund Type for CAFR
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069636	System has the ability to record and maintain the following non-financial data for each unique fund: Fund Type for Budget (Operating, Project, Grant, Bond)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069637	System has the ability to record and maintain the following non-financial data for each unique fund: Fund Group (for other than CAFR)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069638	System has the ability to record and maintain the following non-financial data for each unique fund: Interest bearing and not interest bearing indicator
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069639	System has the ability to record and maintain the following non-financial data for each unique fund: Date created
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069640	System has the ability to record and maintain the following non-financial data for each unique fund: User who created
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069641	System has the ability to record and maintain the following non-financial data for each unique general ledger account: Purpose of Account (such as in a long text field)

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069642	System has the ability to record and maintain the following non-financial data for each unique general ledger account: CAFR Title
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069643	System has the ability to record and maintain the following non-financial data for each unique general ledger account: Account Type (Asset, Liability, Fund Balance, Revenue, Expense, Other Financing Source (Use),
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069644	System has the ability to record and maintain the following non-financial data for each unique general ledger account: Acceptable Uses
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069645	System has the ability to record and maintain the following non-financial data for each unique general ledger account: User who created
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069646	System has the ability to record and maintain the following non-financial data for each unique general ledger account: Date Created
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069647	System has the ability to record and maintain the following non-financial data for each unique organization unit User who created
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069649	System has the ability to record and maintain the following non-financial data for each unique organization unit Date created
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069650	System has the ability to record and maintain the following non-financial data for each unique capital project: Managing Department
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069651	System has the ability to record and maintain the following non-financial data for each unique capital project: Primary Sponsoring Department
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069652	System has the ability to record and maintain the following non-financial data for each unique capital project: Location
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069653	System has the ability to record and maintain the following non-financial data for each unique capital project: GIS Code
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069654	System has the ability to record and maintain the following non-financial data for each unique capital project: User Defined Field #1
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069655	System has the ability to record and maintain the following non-financial data for each unique capital project: User Defined Field #2
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069656	System has the ability to record and maintain the following non-financial data for each unique capital project: User Defined Field #3
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069657	System has the ability to record and maintain the following non-financial data for each unique capital project Work Phase: User who created
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069658	System has the ability to record and maintain the following non-financial data for each unique capital project Work Phase: Date created
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069659	System has the ability to record and maintain the following non-financial data for each unique Grant Phase: Grantor's Activity Number
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069660	System has the ability to record and maintain the following non-financial data for each unique Grant Phase: Date created
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069661	System has the ability to record and maintain the following non-financial data for each unique grant Number: Managing Department
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069662	System has the ability to record and maintain the following non-financial data for each unique grant Number: Grantor
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069663	System has the ability to record and maintain the following non-financial data for each unique grant Number: Grantor's ID Number (e.g. IDIS or CJS Number)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069664	System has the ability to record and maintain the following non-financial data for each unique grant Number: Start Date
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069665	System has the ability to record and maintain the following non-financial data for each unique grant Number: End Date
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069666	System has the ability to record and maintain the following non-financial data for each unique grant Number: Status (Open/Closed)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069667	System has the ability to record and maintain the following non-financial data for each unique grant Number: CFDA number
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069668	System has the ability to record and maintain the following non-financial data for each unique grant Number: Grant Accountant
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069669	System has the ability to record and maintain the following non-financial data for each unique grant Number: Contract

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069671	System has the ability to record and maintain the following non-financial data for each unique grant Number: Program Form (Attached file)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069672	System has the ability to record and maintain the following non-financial data for each unique grant Number: Narrative Program Document (Attached file)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069673	System has the ability to record and maintain the following non-financial data for each unique grant Number: Source Level (Federal, State, Local, other, pass through)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069674	System maintains an audit trail of changes to financial and non-financial attributes (old value, new value, date changed, user)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069675	System allows authorized users to define what fund balance and general ledger account will be updated by individual revenue and expense accounts as new funds become available or at the onset of the program.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069676	System validates financial data structures for validity within the effective dates when posting.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069677	Provide current year reorganization functionality by moving and merging all actual, budget, and historical data when the organization is changed.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069678	Report on restated and non-restated history after a reorganization.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069680	Provide the ability to have multiple open and closed dates for a project, grant, cost center, etc. (e.g., preliminary close, final close)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069681	System has the ability to record and maintain the following non-financial data for each unique grant Number: Multiple Grant Accountants
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069682	Provide the ability for the system generate the offsetting GL Account on a financial transaction (e.g., entering an expense transaction automatically creates a posting to Accounts Payable)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069683	Provide the ability for authorized users to override the GL posting assigned by the system
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069684	System provides the ability to copy a similar previously entered journal entry when creating a new one.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Chart of Accounts	1069685	System Chart of Accounts has the ability to create Prepaid Expense asset account
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069688	System provides control by updating the general ledger and all subsidiary ledgers from the same transaction source.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069689	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: Fund Type
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069690	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: Fund
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069691	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: Sub-Fund
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069692	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: Department
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069693	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: Hierarchical Organization
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069694	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: Contract
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069695	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: Program
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069696	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: Location
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069697	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: Project Number
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069698	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: Work Phase or Work Breakdown Structure (5 levels below work phase)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069699	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: Job
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069700	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: General Ledger Account Class (Expenditure Object Class, Revenue Source Class or Balance Sheet Account Class)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069701	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: General Ledger Account (Expenditure Object, Revenue Source or Balance Sheet Account)

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069702	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: General Ledger Sub-Account (Expenditure Sub-Object, Sub-Revenue Source or Sub-Balance Sheet Account)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069703	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: Grant
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069704	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: Grant Phase or Activity (5 levels below Grant Phase)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069705	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: Function
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069706	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: Fiscal Month
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069707	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: Fiscal Year
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069708	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: User-Defined Field 1
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069709	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: User-Defined Field 2
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069710	System enforces user-based security rules based on chart of accounts (either individually or in combinations), including but not limited to the following: User-Defined Field 3
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069711	System edits transactions to ensure that each entry to a fund is balanced and complete, and each fund is maintained as a self-balancing entity during all processing.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069712	System must balance at a lower level than fund, by additional chart of accounts elements, if configured accordingly.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069714	System provides all procedural functions of a fund accounting system in conformity with GAAP, GASB, and regulatory standards and guidelines.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069715	System simultaneously supports multiple bases of accounting for the appropriate fund types, including but not limited to: Modified accrual basis
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069716	System simultaneously supports multiple bases of accounting for the appropriate fund types, including but not limited to: Full Accrual basis
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069717	System simultaneously supports multiple bases of accounting for the appropriate fund types, including but not limited to: Cash basis
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069718	System properly accounts 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 reimbursement transactions.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069719	System provides ability to balance interfund receivable, payable, and operating transfer accounts within funds.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069720	System provides transaction edits that permit, warn, or reject transactions based on user-defined allowable chart of accounts combinations.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069721	System has the ability to record and maintain the following financial balances across all elements of the chart of accounts: Adopted Annual Budget
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069722	System has the ability to record and maintain the following financial balances across all elements of the chart of accounts: Adjusted Annual Budget
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069723	System has the ability to record and maintain the following financial balances across all elements of the chart of accounts: Department Annual Budget
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069724	System has the ability to record and maintain the following financial balances across all elements of the chart of accounts: Total Expenditures
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069725	System has the ability to record and maintain the following financial balances across all elements of the chart of accounts: Total Revenue
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069726	System has the ability to record and maintain the following financial balances across all elements of the chart of accounts: Pre-Encumbrances
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069727	System has the ability to record and maintain the following financial balances across all elements of the chart of accounts: Encumbrances
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069728	System has the ability to record and maintain the following financial balances across all elements of the chart of accounts: Interfund Transactions

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069729	System has the ability to record and maintain the following financial balances across all elements of the chart of accounts: Fund Balance
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069730	System has the ability to record and maintain the following financial balances across all elements of the chart of accounts: Breakdown of fund balance into restricted, committed, assigned, and unassigned.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069731	System provides users the ability to select summary or detailed posting of transactions to the general ledger from subsidiary ledgers/modules within the system.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069732	System provides the ability to validate that certain revenue types are appropriate for the funds to which they are deposited
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069733	System provides for at least 16 user-definable accounting periods per year that can either be used for transacting against financial balances, adjusting periods against financial balances, or adjusting periods that are for memo entries only and do not update financial balances, but will be reflected in annual reports.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069734	System provides 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-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069735	System provides ability to 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, it should be transparent to the user.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Financial Controls	1069736	When a departmental user posts a transaction requiring centralized approval, System allows departmental users to view updated account balances prior to central approval and posting of the transaction.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069739	System has the ability when entering a journal entry to view all entries within the journal transaction simultaneously.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069740	System defaults data within journal fields (e.g., fiscal year, current date defaults the posting date, etc.) with override ability.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069741	System allows users to define default data (e.g., cost center, department) for accounting distributions with the ability to override these defaults.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069742	System provides visibility into the descriptions for alpha-numeric codes that are input on a journal entry.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069743	System has the ability to electronically attach or reference multiple supporting documents to the journal entry.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069744	System has the ability to print documents attached to journal entries .
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069745	System allows users to input journal entries as a correction or adjustment to any open accounting periods.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069746	System allows users to import journal entries from desktop applications (e.g., Microsoft Excel) and validate the entry against the chart of accounts and allowed coding block combinations.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069747	Should be changed to read - System allows users to designate whether a batch of imported transactions can partially post or must post all transactions together
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069748	System allows users to correct imported transactions on-line if they have errors.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069749	System provides end users with the ability to customize their view of the journal entry screen.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069750	System automatically generates and assigns document control numbers for all system generated documents and transactions.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069751	System allows users to cancel or back-out transactions (before posting), with audit trail.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069752	System provides ability to default offsetting entries from sub-ledger transactions (e.g., Accounts Payable for vouchers, reserve for encumbrances for purchase orders etc.).
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069753	System processes batch files during the day without degrading online system performance (response time)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069754	System provides online validation and editing for error identification and correction before actual posting occurs, including: As errors are encountered in individual lines, the user is notified of all errors.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069755	System provides online validation and editing for error identification and correction before actual posting occurs, including: As errors are encountered when posting an entire document, the user is notified of all errors
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069756	System provides validation and editing on batch transactions for error identification and correction before actual posting occurs, including: If errors are encountered in individual lines, the user is notified of all errors.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069757	System provides validation and editing on batch transactions for error identification and correction before actual posting occurs, including: If errors are encountered when posting an entire document, the user is notified of all errors
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069758	System provides users with the ability to print a copy of approved journal entries that include both manually entered line items as well as all system generated line items.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069759	System allows creation of a journal entry with reference to a previously entered journal.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069760	System allows users to reverse a journal entry by referencing the original document and indicating that it should be reversed.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069761	System allows accrual journals to be flagged to reverse on a user-specified date
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069762	System provides journal entry footnotes or a line item description area to capture justification for the entry.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069763	System allows for fields on the journal entry to be configured as either required or optional.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069765	System provides ability to create and process transactions against statistical accounts in addition to financial accounts.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069766	System provides for users to save journal entries that have not yet been posted or cleared of all online validation errors.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069767	System provides the ability to record Units of Measure (Hours, FTE, Lots, etc.) and amounts in the same line of a journal entry.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069768	System provides the ability to allow entry of journals from multiple sources (online, batch, interface).
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069769	System should 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-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069770	System provides the ability to enter journal entries for multiple departments and funds under one journal.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069771	System supports establishment of rules for each journal type, which determine the appropriate processing, including, but not limited to: support for coding reduction
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069772	System supports establishment of rules for each journal type, which determine the appropriate processing, including, but not limited to: transaction level coding requirement
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069773	System supports the use of a Treasury Fund for Pooled Cash and Investments that: Captures bank account activity (checks written, deposits made, investments, etc.) in a single fund (the Treasury Fund)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069774	System supports the use of a Treasury Fund for Pooled Cash and Investments that: Balances transactions between the primary fund and the treasury fund with a specified account (Equity in Pooled Cash)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069775	System supports the use of a Treasury Fund for Pooled Cash and Investments that: Maintains each primary fund's equity position in the Pooled Cash and Investments
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Journal Entries	1069777	System allows journal entries to be entered into the system, to be posted on a user specified future date
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069780	System provides the ability for requisitions to be entered without posting a pre-encumbrance based on document/transaction type.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069781	System provides the ability to adjust or cancel a requisition and generate appropriate pre-encumbrance accounting entries.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069782	System provides the ability to automatically liquidate all unused pre-encumbered money once the requisition's related solicitation and purchase order/contract have been final awarded and encumbered.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069783	System provides the ability to change chart of accounts elements after initial set up with automated update of pre-encumbrances
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069784	System provides the ability to increase, decrease, liquidate or add new chart of accounts elements to requisitions after the initial funds have been pre-encumbered.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069785	System provides the ability to create an encumbrance for estimated costs for inter-department/inter-fund work to be provided.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069786	System provides the ability to establish encumbrances for planned expenditures without the need to process through the procurement system.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069787	System provides the ability to adjust, change, supplement, or reduce existing encumbrances and pre-encumbrances, maintaining an audit trail of all adjustments.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069788	Planned Expenditures process should capture the following data: Type of encumbrance
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069789	Planned Expenditures process should capture the following data: Date established

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069790	Planned Expenditures process should capture the following data: Expiration Date
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069791	Planned Expenditures process should capture the following data: Status (Open/Closed)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069792	Planned Expenditures process should capture the following data: Chart of Accounts codes (multiple sets)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069793	Planned Expenditures process should capture the following data: Originating Center and contact info
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069794	Planned Expenditures process should capture the following data: Encumbrance number (auto-generated by type of encumbrance)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069795	Planned Expenditures process should capture the following data: Fiscal year(s)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069796	Planned Expenditures process should capture the following data: Description
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069797	Planned Expenditures process should capture the following data: Original Amount
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069798	Planned Expenditures process should capture the following data: Amended Amount
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069799	Planned Expenditures process should capture the following data: Current Balance
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069800	Planned Expenditures process should capture the following data: Approval fields
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069801	Planned Expenditures process should capture the following data: Text fields
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069802	System provides the ability, at the time of purchase order, to: Automatically create the appropriate encumbrance
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069803	System provides the ability, at the time of purchase order, to: Allow authorized users to edit the purchase order and automatically adjust the encumbrance created by the system.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069804	System provides the ability, at the time of purchase order, to: Automatically liquidate any pre-encumbrance
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069806	System provides the ability to release any remaining funds on a requisition related to a partially awarded solicitation
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069807	System provides the ability to set a system-wide variance between pre-encumbered and encumbered amounts when converting a requisition to a purchase order.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069808	System allows creation of 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-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069809	System provides the drill down from obligation balances to detailed transactions.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069810	System provides the ability to define encumbered amounts on a fiscal year basis for purchase orders and releases against contracts that cross fiscal years.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069811	System provides the ability to encumber a single procurement document across multiple fiscal years.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069812	System provides sync points for encumbered releases against contracts to ensure that encumbered amounts are in balance with the overall contract amount and fiscal year payment estimates.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069813	System provides the ability to ensure that a contract is not terminated without automatically releasing all associated encumbrances.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069814	System provides the ability to accommodate separate tolerance thresholds for budgetary control when processing encumbrances and pre-encumbrances.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069815	System provides the ability to manually override budgetary control when processing encumbrances and pre-encumbrances.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069816	System provides the ability to encumber to multiple accounting distributions per line item
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069817	System provides the ability to establish encumbrances for multiple fiscal years on a per PO line basis
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069818	System provides the ability to automatically generate the appropriate updates to encumbered amounts and accounting distributions based on changes to the purchase order.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069819	System provides the ability for an option to liquidate remaining/outstanding encumbrance on a purchase order is closed.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069820	System provides the ability to allow a PO to be charged to an accounting distribution other than that of the associated requisition.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069821	System provides the ability to adjust or cancel a purchase order and generate appropriate adjustments to encumbered balances.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Encumbrance Accounting	1069822	System provides the ability to allow the initiation of requisitions and purchase order documents prior to year-end which cannot be pre-encumbered until the new budget is loaded.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069825	System provides budgetary control options for the adopted budget to be established as follows: Absolute Control prevents transaction from processing, may not be overridden

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069826	System provides budgetary control options for the adopted budget to be established as follows: Override Control prevents transaction from processing with the ability to override error with appropriate security
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069827	System provides budgetary control options for the adopted budget to be established as follows: Warning - provides warning message but allows transaction to process
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069828	System provides budgetary control options for the adopted budget to be established as follows: No Control - allows transaction to process without warning
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069829	System provides a 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-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069830	System provides the following budgetary control options for departmental budgets: Absolute Control - prevents transaction from processing, may not be overridden
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069831	System provides the following budgetary control options for departmental budgets: Override Control - prevents transaction from processing with the ability to override error with appropriate security
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069832	System provides the following budgetary control options for departmental budgets: Warning - provides warning message but allows transaction to process
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069833	System provides the following budgetary control options for departmental budgets: No Control - allows transaction to process without warning
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069834	System provides 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 chart of accounts
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069835	System provides multiple levels of departmental budgetary control (i.e., absolute, override, warning, no control) at varying levels of the chart of accounts hierarchies (e.g.: warning at section level, but absolute at the department level).
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069836	Budgetary control is fully integrated with all modules to ensure that all transactions using or affecting budget (appropriation, grant, project, department budget) authority are validated online, real-time against up-to-date budget totals based on established budgetary controls.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069837	System provides the ability to override appropriation, department, grant, and project budgetary control errors with the appropriate security authority for each type of budget, without opening the budget to other users.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069838	System provides 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-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069839	System allows available budget to be calculated based on multiple user-definable formulas, including but not limited to the following: Original Budget + Carryforward in - Carryforward out + Transfers in - Transfers out + Supplements - Recisions
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069840	System allows Funds Available to be calculated based on multiple user-definable formulas, including but not limited to the following: Available Budget (Encumbered Basis) - Encumbrances - Expended Amounts
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069841	System allows Funds Available to be calculated based on multiple user-definable formulas, including but not limited to the following: Available Budget (Actual Basis) - Expended Amounts
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069842	System allows Funds Available to be calculated based on multiple user-definable formulas, including but not limited to the following: Available Budget (Pre-Encumbered Basis) - Pre-Encumbrances - Encumbrances - Expended Amounts
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069843	System can be configured to either include or exclude pre-encumbrances and/or encumbrances while checking appropriation or department budgets.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069844	System performs an appropriated budget available edit and commits the transaction if it passes the edit or produces an error message if the transaction fails the edit.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069845	System provides the ability to control appropriation budgets by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Fund
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069846	System provides the ability to control appropriation budgets by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Sub-Fund
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069847	System provides the ability to control appropriation budgets by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Department
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069848	System provides the ability to control appropriation budgets by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Hierarchical Organization

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069849	System provides the ability to control appropriation budgets by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Contract
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069851	System provides the ability to control appropriation budgets by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Program
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069852	System provides the ability to control appropriation budgets by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Location
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069853	System provides the ability to control appropriation budgets by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Project Number
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069854	System provides the ability to control appropriation budgets by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Work Phase or Work Breakdown Structure (5 levels below work phase)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069855	System provides the ability to control appropriation budgets by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Job
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069856	System provides the ability to control appropriation budgets by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: General Ledger Account (Expenditure Object, Revenue Source or Balance Sheet Account)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069857	System provides the ability to control appropriation budgets by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Grant
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069858	System provides the ability to control appropriation budgets by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Grant Phase or Activity (5 levels below Grant Phase)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069859	System provides the ability to control appropriation budgets by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Function
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069860	System provides the ability to control appropriation budgets by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Fiscal Year
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069861	System provides the ability to control appropriation budgets by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: User-Defined Field 1
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069862	System provides the ability to control appropriation budgets by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: User-Defined Field 2
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069863	System provides the ability to control appropriation budgets by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: User-Defined Field 3
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069864	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Fund
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069865	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Sub-Fund
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069866	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Department
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069867	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Hierarchical Organization
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069868	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Contract
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069869	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Program
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069870	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Location
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069871	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Project Number
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069872	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Work Phase or Work Breakdown Structure (5 levels below work phase)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069873	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Job
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069874	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: General Ledger Account Class (Expenditure Object Class, Revenue Source Class or Balance Sheet Account Class)

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069875	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: General Ledger Account (Expenditure Object, Revenue Source or Balance Sheet Account)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069877	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: General Ledger Sub-Account (Expenditure Sub-Object, Sub-Revenue Source or Sub-Balance Sheet Account)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069878	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Grant
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069879	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Grant Phase or Activity (5 levels below Grant Phase)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069880	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Function
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069881	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: Fiscal Year
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069882	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: User-Defined Field 1
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069883	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: User-Defined Field 2
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069884	System provides department budgetary controls for each department by user-defined combinations of the chart of accounts elements and/or element hierarchies shown below: User-Defined Field 3
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069885	System provides appropriation budgetary control at varying levels and combinations of the chart of accounts elements to be specified by authorized users (e.g., 3rd level of fund; 1st level of department).
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069886	System provides department budgetary control at varying levels and combinations of the chart of accounts elements to be specified by authorized users (e.g., 4th level of fund; 4th level of organization, 2nd level of object of expenditure).
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069887	System provides inception-to-date appropriation budgetary control for capital projects, grants and other project funds.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069888	System edits all transactions to ensure that appropriation budget is available before posting the transaction.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069889	System prevents transactions not meeting available appropriation edits from being transmitted to the next approval stage.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069890	System prevents transactions not meeting available department budgets that are absolutely controlled from being transmitted to the next approval stage.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069891	System provide the ability to drill down from the budget error message to the budget inquiry screen and automatically retrieve budget data.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069892	System provides the ability to 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 Accounting and Project Accounting.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069893	System provides the ability to record a transaction type that uses an Expenditure Object but does not edit or update the appropriation or department budget balance (i.e., 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-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069894	System provides the ability to by-pass budgetary controls for specified interfaces
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069895	System provides an exception report of transactions that failed budgetary controls for interfaces.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Budgetary Control	1069897	System provides functionality to increase the expenditure budget as revenues are collected, based off pre-determined combinations of chart of accounts elements up to a authorized ceiling (for example, as lab fees are collected, the department's budget authority increases)..
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Interdepartmental Billing	1069899	System provides the ability to create inter/intra-Department billings from detailed cost information.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Interdepartmental Billing	1069900	System provides the ability to create an inter/intra-Department encumbrance for agreements that create an obligation.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Interdepartmental Billing	1069901	System provides the ability to create an internal voucher that charges expenses to the user department and credits the service department.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Interdepartmental Billing	1069902	System provides the ability to transmit inter/intra-Department billings with line-item detailed charges for review prior to posting.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Interdepartmental Billing	1069903	System allows for automatic posting of inter/intra-Department billings after a user specified period of time has elapsed with no response.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Interdepartmental Billing	1069904	System provides the ability for the Department receiving charges to establish 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-General Ledger (Chart of Accounts) and Budgetary Control	Interdepartmental Billing	1069905	System provides the ability to send a user-specified notification (e.g., email) back to the originator, if the interdepartment/interfund entries are rejected or a specified period of time lapses, including communication of the correct account distributions to use.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Interdepartmental Billing	1069906	System provides the ability to restrict inter-department postings based upon security to authorized users within departments (e.g., fiscal coordinators).
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Interdepartmental Billing	1069907	System provides the ability to flag an inter-department entry in dispute and allow user-defined workflow rules to resolve dispute.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Interdepartmental Billing	1069908	System provides the ability to settle interdepartment invoices to cash.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Interdepartmental Billing	1069909	System provides the ability to establish accounting strings associated with interdepartmental transactions to minimize keying of the seller account information on each payment.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069912	System provides the ability to record investment activity of funds held in external financial institutions using the following methods: Manually
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069913	System provides the ability to record investment activity of funds held in external financial institutions using the following methods: Electronically
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069914	System provides the ability to allocate investment earnings back to participating funds and projects based on the following methodologies: Average daily cash balance for a period
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069915	System provides the ability to allocate investment earnings back to participating funds and projects based on the following methodologies: Ending cash balance for prior period
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069916	System provides the ability to allocate investment earnings back to participating funds and projects based on the following methodologies: Ending cash balance for current period.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069917	System provides the ability to allocate to one fund based on another funds cash balance (route interest allocated from Capital Project Funds to Debt Service Fund)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069918	System has the ability to enter journal transactions online or through batch input.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069919	System provides the ability to allocate investment earned at various levels of the chart of accounts, including but not limited to: Fund
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069920	System provides the ability to allocate investment earned at various levels of the chart of accounts, including but not limited to: Project
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069921	System provides the ability to allocate investment earned at various levels of the chart of accounts, including but not limited to: Grant
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069922	System provides the ability to allocate investment earned at various levels of the chart of accounts, including but not limited to: Department
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069923	System provides the ability to allocate investment earned on funds across selected fund balances, with the ability to perform (or consider) the following functions: Identify funds and/or accounts which have the authority to earn investment.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069924	System provides the ability to allocate investment earned on funds across selected fund balances, with the ability to perform (or consider) the following functions: Allocate based on the methods listed above, to any level of the chart of accounts.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069925	System provides the ability to allocate investment earned on funds across selected fund balances, with the ability to perform (or consider) the following functions: Automatically create a corresponding journal entry resulting from the allocation process.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069926	System provides accrual journals, which can (optionally) automatically reverse themselves on a user-specified date in the following period.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069927	System supports automatic recurring journals vouchers each month.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069928	Supports user-defined recurring transactions based upon the following criteria: Periodic (monthly, quarterly)

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069929	Supports user-defined recurring transactions based upon the following criteria: Fixed Amounts each period
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069930	Supports user-defined recurring transactions based upon the following criteria: Different amounts each period, based on fixed percent
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069931	Supports user-defined recurring transactions based upon the following criteria: Different amounts each period, based on variable percent recorded to statistical account (such as phone bills distributed across departments by usage)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069932	System captures tasks required for month end close
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069933	System tracks status of completion for month end close tasks.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069934	System provides the ability to support workflow processes for recurring transactions.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069935	System provides the ability to validate all fields in recurring transaction entries.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069936	System provides the ability to notify users that recurring transactions are about to generate.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069938	System provides the ability to identify recurring transaction via an indicator on the transaction.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069939	System provides the ability to have multiple open periods within each sub-ledger/sub-module, as well as the general ledger.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069940	System prevents transactions from posting to a closed period in either the general ledger or the sub-ledger.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069941	System allows users to define closing periods and the period closing dates.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069942	System provides support for multiple open periods.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069943	System allows reopening a closed period for transaction processing, with only users with appropriate security able to process transactions in the reopened period.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069944	System maintains an audit trail of transactions posted to prior periods.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Month End Close	1069945	System allows posting of expenditure and revenue accruals required for closing.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069948	System provides the (optional) ability to carry forward appropriation balances to the next period, based on user-defined criteria.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069949	System provides the (optional) ability to carry forward department budget to the next period based on user defined criteria if the appropriation is permitted to carry forward.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069950	System provides standard and user-defined year-end close encumbrance rules and functionality, including but not limited to: Carry-forward user-selected encumbrances
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069951	System provides standard and user-defined year-end close encumbrance rules and functionality, including but not limited to: Carry-forward encumbrances based on user-defined criteria using any element of the chart of accounts or fields associated with the Appropriation (e.g., appropriation type, fund source) or Fund.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069952	System provides standard and user-defined year-end close encumbrance rules and functionality, including but not limited to: Non-selected encumbrances are not carried forward
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069953	System provides standard and user-defined year-end close encumbrance rules and functionality, including but not limited to: Carry all encumbrances forward
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069954	System creates year end accruals for goods received but not yet invoiced
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069955	Ability to 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-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069956	When encumbrances are selected to be carried forward, system is able to track them as prior year with the following functionality: Encumbrances are reported by fund balance reserves and rolled forward to the current year.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069957	When encumbrances are selected to be carried forward, system is able to track them as prior year with the following functionality: Keeping prior year funding and tracking fund balance reserve by original budget year separately from the new current year fund balance reserve.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069958	When encumbrances are selected to be carried forward, system is able to track them as prior year with the following functionality: Liquidate prior year encumbrances and pre-encumbrances from prior year budget carried forward when encumbrances are either cancelled or paid in current year.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069959	When encumbrances are selected to be carried forward, system is able to track them as prior year with the following functionality: Report and display prior year encumbrance separately from current year encumbrances.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069960	When the encumbrance is closed with a residual unspent amount, the residual amount is tracked and controlled separately and not added back to current year available funds.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069961	System provides the ability to close encumbrances by type of encumbrance.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069962	System provides automated year-end close processes (i.e., close nominal accounts to fund balance or fund equity, roll real accounts forward) for all modules as needed.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069963	System allows authorized users to initiate year-end processing at any point in time after the end of the fiscal year (i.e., doesn't have to occur on last day or on any particular day).
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069964	System has the ability to close activity to fund balance by fund or by fund group.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069965	System allows any activity after the year end close balance carry forward to be reflected as equity in the following year.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069966	System allows for maintaining multiple open fiscal years and periods concurrently, which allows users to post transactions for a new fiscal year prior to closing the previous year.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069967	System allows new year inputs to be entered prior to the current year fiscal year end.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069968	System defaults to the current accounting period, with override capability.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069969	System allows user-defined types of transactions to post into a future period as long as the period is open and the user has appropriate security authority.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069970	System should support pre-close (i.e., trial closes) and generates pro forma financial statements.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069971	System provides the ability to soft close separate ledgers at different times.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069972	System provides the ability to set up standard encumbrance cancellation parameters, based on dollar amount remaining and last activity.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Year End Close	1069974	System does not lapse pre-encumbrances established using multi-year budgetary prior to the end of the multi-year period.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Petty Cash	1069976	System provides the ability to maintain and record activity of petty cash accounts, tracked separately.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Petty Cash	1069977	System provides the ability to support the reconciliation of the petty cash accounts.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Petty Cash	1069978	System supports the detailed collection of expenditures reimbursed from petty cash.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Petty Cash	1069979	System supports the attachment of scanned images to petty cash expenditures.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Petty Cash	1069980	System provides the ability to reimburse the petty cash accounts, via online user-requests.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	Petty Cash	1069981	System supports the establishment of change funds.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1069984	System provides for configuration of approval paths via workflow for the following financial transactions: Departmental Journal Entry routed to central Finance Department for approval
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1069985	System provides for configuration of approval paths via workflow for the following financial transactions: Central Journal Entry routed to accounting supervisor for approval
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1069986	System provides for configuration of approval paths via workflow for the following financial transactions: Departmental vendor invoice routed to central Finance Department for approval
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1069987	System provides for configuration of approval paths via workflow for the following financial transactions: Employee Travel Reimbursement
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1069988	System provides for configuration of approval paths via workflow for the following financial transactions: Institution Budget Transfer that crosses Department to a central Finance approver.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1069989	System provides for configuration of approval paths via workflow for the following financial transactions: Departmental Budget Adjustment to a central Finance approver.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1069990	System provides for configuration of approval paths via workflow by: Expense object
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1069991	System provides for configuration of approval paths via workflow by: Commodity code
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1069992	System allows for an unlimited number of levels of approval.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1069993	System allows users to attach multiple files to any transaction.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1069994	System allows transmission of related attachments via inbound and outbound interfaces.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1069995	System allows for escalation of items in workflow for a user specified period to a supervisor or proxy.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1069996	System provides for configuration of notifications of specified users (not requiring approvals) for the following financial transactions: Vendor Creation
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1069997	System provides for configuration of notifications of specified users (not requiring approvals) for the following financial transactions: Vendor Updates
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1069998	System provides for configuration of notifications of specified users (not requiring approvals) for the following financial transactions: Customer Creation
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1069999	System provides for configuration of notifications of specified users (not requiring approvals) for the following financial transactions: Customer Updates
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1070000	System provides for configuration of notifications of specified users (not requiring approvals) for the following financial transactions: Recurring Journal Entries
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1070001	System provides for configuration of notifications of specified users (not requiring approvals) for the following financial transactions: Reversing Journal Entries

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1070002	System provides for configuration of notifications of specified users (not requiring approvals) for the following financial transactions: Asset Retirements or Change of Status
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1070003	System provides for configuration of notifications of specified users (not requiring approvals) for the following financial transactions: Asset Transfers
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1070004	System provides for configuration of notifications of specified users (not requiring approvals) for the following financial transactions: Postings to specified accounts
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1070005	System provides for configuration of notifications of specified users (not requiring approvals) for the following financial transactions: Updates to the Chart of Accounts
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1070006	System provides for configuration of notifications of specified users (not requiring approvals) for the following financial transactions: Completion of Batch Processes (interfaces)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1070007	System provides for configuration of notifications of specified users (not requiring approvals) for the following financial transactions: Unsuccessful Batch Processes
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Automated Workflow	1070008	System provides for configuration of notifications of specified users (not requiring approvals) for the following financial transactions: Prior Period Postings to department fiscal coordinators
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Integration with other Modules	1070010	Budget control is integrated with other relevant modules, including but not limited to purchasing, asset management, accounts payable, cost allocation, revenue, grants, projects and general ledger modules.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Integration with other Modules	1070011	Transactions processed in the following sub-ledgers automatically update the general ledger in real-time Asset Management
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Integration with other Modules	1070012	Transactions processed in the following sub-ledgers automatically update the general ledger in real-time Accounts Payable
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Integration with other Modules	1070013	Transactions processed in the following sub-ledgers automatically update the general ledger in real-time Accounts Receivable
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Integration with other Modules	1070014	Transactions processed in the following sub-ledgers automatically update the general ledger in real-time Purchasing
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Integration with other Modules	1070015	Transactions processed in the following sub-ledgers automatically update the general ledger in real-time Cost Allocation
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Integration with other Modules	1070016	Transactions processed in the following sub-ledgers automatically update the general ledger in real-time Inventory
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Integration with other Modules	1070017	Transactions processed in the following sub-ledgers automatically update the general ledger in real-time Budget
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Integration with other Modules	1070018	Transactions processed in the following sub-ledgers automatically update the general ledger in real-time Grants
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Integration with other Modules	1070019	Transactions processed in the following sub-ledgers automatically update the general ledger in real-time Projects
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Integration with other Modules	1070020	Transactions processed in the following sub-ledgers automatically update the general ledger in real-time Payroll
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Integration with other Modules	1070021	System interface processes are validated the same as real-time entries
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070024	System provides ability to trace summarized transactions in General Ledger reports back to detail source documents in other system modules.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070025	System provides access to financial transactions for any years that have not been archived.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070026	System has the ability to summarize individual line-item accounts into meaningful groups of accounts for use in financial reporting, based on user-defined criteria.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070027	System can produce ad-hoc reports using any field in the Chart of Accounts
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070028	System maintains a history of all General Ledger transactions and produces detailed transaction reports to provide an appropriate audit trail.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070029	By user-defined detail, system provides a trial balance by fund, for any element of the chart of accounts
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070030	System provides State of Arkansas Year End Closing Package GASB 34 financial reports (e.g., Comprehensive Annual Financial Report) and provides the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The financial statements should be run across all fund types and by specific fund. The financial statements in the CAFR include the following: Statement of Net Position

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070031	System provides State of Arkansas Year End Closing Package GASB 34 financial reports (e.g., Comprehensive Annual Financial Report) and provides the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The financial statements should be run across all fund types and by specific fund. The financial statements in the CAFR include the following: Statement of Activities
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070032	System provides State of Arkansas Year End Closing Package GASB 34 financial reports (e.g., Comprehensive Annual Financial Report) and provides the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The financial statements should be run across all fund types and by specific fund. The financial statements in the CAFR include the following: Balance Sheet Governmental Funds
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070033	System provides State of Arkansas Year End Closing Package GASB 34 financial reports (e.g., Comprehensive Annual Financial Report) and provides the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The financial statements should be run across all fund types and by specific fund. The financial statements in the CAFR include the following: Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070034	System provides State of Arkansas Year End Closing Package GASB 34 financial reports (e.g., Comprehensive Annual Financial Report) and provides the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The financial statements should be run across all fund types and by specific fund. The financial statements in the CAFR include the following: Statement of Revenues, Expenditures, and Changes in Fund Balances Governmental Funds
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070035	System provides State of Arkansas Year End Closing Package GASB 34 financial reports (e.g., Comprehensive Annual Financial Report) and provides the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The financial statements should be run across all fund types and by specific fund. The financial statements in the CAFR include the following: Reconciliation of the Change in Fund Balances of the Governmental Fund to the Statement of Activities
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070036	System provides State of Arkansas Year End Closing Package GASB 34 financial reports (e.g., Comprehensive Annual Financial Report) and provides the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The financial statements should be run across all fund types and by specific fund. The financial statements in the CAFR include the following: Statement of Net Position-Proprietary Funds;
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070037	System provides State of Arkansas Year End Closing Package GASB 34 financial reports (e.g., Comprehensive Annual Financial Report) and provides the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The financial statements should be run across all fund types and by specific fund. The financial statements in the CAFR include the following: Statement of Revenues, Expenses, and Changes in Fund Net Position-Proprietary Funds;
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070038	System provides State of Arkansas Year End Closing Package GASB 34 financial reports (e.g., Comprehensive Annual Financial Report) and provides the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The financial statements should be run across all fund types and by specific fund. The financial statements in the CAFR include the following: Statement of Cash Flows-Proprietary Funds;
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070039	System provides State of Arkansas Year End Closing Package GASB 34 financial reports (e.g., Comprehensive Annual Financial Report) and provides the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The financial statements should be run across all fund types and by specific fund. The financial statements in the CAFR include the following: Statement of Fiduciary Net Position;

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070040	System provides State of Arkansas Year End Closing Package GASB 34 financial reports (e.g., Comprehensive Annual Financial Report) and provides the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The financial statements should be run across all fund types and by specific fund. The financial statements in the CAFR include the following: Statement of Changes in Fiduciary Net Position
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070041	System provides State of Arkansas Year End Closing Package GASB 34 financial reports (e.g., Comprehensive Annual Financial Report) and provides the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The financial statements should be run across all fund types and by specific fund. The financial statements in the CAFR include the following: Statement of Component Unit Net Position
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070042	System provides State of Arkansas Year End Closing Package GASB 34 financial reports (e.g., Comprehensive Annual Financial Report) and provides the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The financial statements should be run across all fund types and by specific fund. The financial statements in the CAFR include the following: Statement of Changes in Component Unit Net Position
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070043	System presents financial statements on a modified accrual and full accrual basis.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070044	Ability to record State of Arkansas Year End Closing Package (CAFR)/Reconciliation adjustments in the ERP system
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070045	Ability to maintain multiple fixed asset books, including: book of record
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070046	Ability to create and maintain infrastructure classes for reporting including: bridges
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070047	Ability to create and maintain infrastructure classes for reporting including: paving (e.g. priority and general)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070048	Ability to create and maintain infrastructure classes for reporting including: Work In Process
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070050	Ability to create and maintain infrastructure classes for reporting including: piers and docks
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070051	Ability to create and maintain infrastructure classes for reporting including: lane miles
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070052	Ability to create and maintain infrastructure classes for reporting including: telecommunication systems (data, voice, wireless)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070053	Ability to create and maintain infrastructure classes for reporting including: road signs and markers
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070054	Ability to create and maintain infrastructure classes for reporting including: intelligent transportation systems (embedded sensors, cameras, etc.)
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070055	Ability to create an Asset Shell Record for all leases that meet the criteria as defined by DFandA Capital Lease requirements for reporting.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070056	Ability to create an Asset Shell Record for all leases that meet the criteria as defined by DFandA Capital Lease requirements for CAFR stewardship reporting.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070057	Ability to report all fixed asset balances in the standard State of Arkansas Year End Closing Package (CAFR) format.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070058	Ability to provide a schedule of assets grouped by function and/or departments.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070059	Ability to create CAFR notes and schedules in the system for the State of Arkansas Year End Closing Package
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070060	System has the ability to show different organizational structures on a single report displaying accurate prior and current year data. Within the report, a unit existing under one department in the prior year may be reflected under a new department or may not exist in the current year.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070061	System provides fund transfer reports, such as inter/intra-fund receivables, inter/intra-fund payables, and inter/intra-fund transfers, that display month and year-to-date transfer information including both the sender and receiver of the transfer.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070062	System provides the ability to produce the following financial reports, including multi-year comparisons, based upon user-defined criteria (e.g., transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund, fund type, and fund group: Trial Balance
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070063	System provides the ability to produce the following financial reports, including multi-year comparisons, based upon user-defined criteria (e.g., transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund, fund type, and fund group: Cash Flow

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070064	System provides the ability to produce the following financial reports, including multi-year comparisons, based upon user-defined criteria (e.g., transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund, fund type, and fund group: Fund Balance Report
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070065	System provides the ability to produce the following financial reports, including multi-year comparisons, based upon user-defined criteria (e.g., transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund, fund type, and fund group: Balance Sheet
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070066	System provides the ability to produce the following financial reports, including multi-year comparisons, based upon user-defined criteria (e.g., transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund, fund type, and fund group: Income Statement
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070067	System provides the ability to produce the following financial reports, including multi-year comparisons, based upon user-defined criteria (e.g., transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund, fund type, and fund group: Cash Balance Report
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070068	System provides the ability to produce the following financial reports, including multi-year comparisons, based upon user-defined criteria (e.g., transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund, fund type, and fund group: Monthly Management Reports
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070069	System displays descriptions as well as codes for all chart of accounts data included when producing reports.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070070	System provides a standard list of outstanding checks.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070071	System provides the ability to search transactions online in real-time by various chart of accounts elements and transaction number.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070072	System provides the ability to view monthly and year-to-date balances online by any posted element in the chart of accounts
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070073	System provides the ability to view inception-to-date balances for grants and projects online by any posted element of the chart of accounts
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070075	System provides the ability to drill down from online inquiry screens to underlying detailed transactions (e.g., journal entries).
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070076	System provides the ability to reconcile control accounts between modules/ledgers.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070077	System provides the ability to export reports/queries to a file.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070078	System provides daily reports of transactions by type.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070079	System supports projecting cash requirements for a user specified period of time using relevant information about outlays and inflows from both Accounts Payable and Accounts Receivable.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070080	System supports generation of the Single Audit Report.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070081	System provides report that compares expenditures to budget when the expenditures exceed a configurable percentage of the budget.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070082	System provides report that provides aged open encumbrances including last activity date.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070084	System produces the University of Arkansas System Annual Financial Report for each institution. The financial statements should be run across all fund types and by specific fund. The Annual Financial Report includes the following: Statement of Net Position, Statement of Revenues, Expenditures, and Changes in Net Position, Statement of Cash Flows, Discretely Presented Component Units, Notes to the Financial Statements, and Required Supplemental Information
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070085	System produces the University of Arkansas System Annual Consolidated Financial Statements. The financial statements should be run across all institutions, all fund types and by specific fund. The Annual Consolidated Financial Statements include the following: Statement of Net Position, Statement of Revenues, Expenditures, and Changes in Net Position, Statement of Cash Flows, Discretely Presented Component Units, and Notes to the Financial Statements. And Campus Financial Statements including, Statement of Net Position, Statement of Revenues, Expenditures, and Changes in Net Position, and Statement of Cash Flows.
FIN-General Ledger (Chart of Accounts) and Budgetary Control	General - Financial Reports	1070087	System provides an optional level of detail below the institution revenue source and expenditure object codes, established for use by individual departments at their discretion. The institution codes should automatically roll up to institution codes.
FIN-Accounts Payable	General	1070091	System accumulates and displays monthly, year-to-date (calendar or fiscal year), and inception-to-date (for lifetime of vendor) figures for: Purchases by vendor (i.e., by invoice, purchase order / contract number, purchase item, budget unit).

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Accounts Payable	General	1070092	System accumulates and displays monthly, year-to-date (calendar or fiscal year), and inception-to-date (for lifetime of vendor) figures for: Payments to vendor, by contract, contract type, invoice, account.
FIN-Accounts Payable	General	1070093	System automatically updates the general ledger for commitment (pre-encumbrance), encumbrance, payment voucher, and payment activities.
FIN-Accounts Payable	General	1070094	System automatically updates the general ledger on-line and in batch as commitment (pre-encumbrance)s and encumbrances are liquidated upon entry of encumbrances/expenditures or payables.
FIN-Accounts Payable	General	1070095	System provides for assignment of unique payment voucher numbers.
FIN-Accounts Payable	General	1070096	System provides the ability to enter a vendor's invoice number with an unlimited length of alphanumeric characters
FIN-Accounts Payable	General	1070097	System rejects transactions for insufficient budget (users with the appropriate level of security having override ability).
FIN-Accounts Payable	General	1070098	System provides the ability to flag an appropriation account so that no payments can be disbursed.
FIN-Accounts Payable	General	1070099	System permits partial payments against purchase orders.
FIN-Accounts Payable	General	1070100	System tracks the cumulative dollar amount and quantity invoiced against each purchase order and allows users to view details.
FIN-Accounts Payable	General	1070101	System provides the automatic liquidation of outstanding encumbrance balances for the invoice amount up to the outstanding encumbrance amount for partial payments that the user indicates is a final payment.
FIN-Accounts Payable	General	1070102	If the outstanding encumbrance was rolled over from a prior year along with the budget, the system provides the automatic liquidation of outstanding budget balances up to the outstanding rolled-over budget amount for partial payments that the user indicates is a final payment. For example, if at the end of the fiscal year there is an open PO for \$50 and an available budget of \$75, the System will allow users to roll over \$50 for both the encumbrance and available budget. If a payment is processed against the PO in the new fiscal year for \$30 and marked as a final payment, the System will liquidate \$50 from the encumbered balance, \$30 will be expensed, and \$20 will be liquidated back to the fund balance.
FIN-Accounts Payable	General	1070103	System allows changes to vendor mailing address after a partial payment has been made.
FIN-Accounts Payable	General	1070104	System provides edits to identify possible duplicate invoices (i.e. same vendor, invoice number, and/or invoice amount).
FIN-Accounts Payable	General	1070105	System provides edits to prevent duplicate invoices from being processed unless a user has over-ride authority.
FIN-Accounts Payable	General	1070106	System provides the ability to establish recurring payments with an end date and frequency.
FIN-Accounts Payable	General	1070107	System processes prepaid expenses (i.e., advanced payment, travel, etc.) and creates a receivable balance.
FIN-Accounts Payable	General	1070108	System allows users to enter standard payment terms at the Vendor level.
FIN-Accounts Payable	General	1070109	System allows users to enter standard payment terms at the Individual payment terms at the payment level.
FIN-Accounts Payable	General	1070110	System allows for payment method options as an override by invoice with proper authority. Example, a vendor may be required to have a check payment for a specific invoice, but could have an ACH payment for another. The application should allow for a variety of payment options based upon invoice not exclusively by vendor.
FIN-Accounts Payable	General	1070111	System allows users to process any accounts payable transaction with a net zero dollar balance.
FIN-Accounts Payable	General	1070112	System provides invoice tracking for pending department/institution approvals.
FIN-Accounts Payable	General	1070113	System tracks performance measures by User ID.
FIN-Accounts Payable	General	1070114	System maintains an open item file of unpaid vendor invoices and allow inquiry into that file by vendor or invoice
FIN-Accounts Payable	General	1070115	System maintains, tracks, and allows users to inquire (online) payment history information.
FIN-Accounts Payable	General	1070117	System excludes certain types of confidential information from queries except by authorized users by type of transaction.
FIN-Accounts Payable	General	1070118	System segregates payables by purchase type, object, etc.
FIN-Accounts Payable	General	1070119	System tracks archived payments by vendor name, check number, date and amount.
FIN-Accounts Payable	General	1070120	System tracks payments by scheduled payment date.
FIN-Accounts Payable	General	1070121	System allows the user to retrieve payment information and determine its redemption status (cleared, voided, stop payment, etc.).
FIN-Accounts Payable	General	1070122	System provides user-defined sorting parameters (i.e., date ranges, funds, etc.).

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Accounts Payable	General	1070123	System produces an accounts payable aging report or inquiry according to user defined aging fields.
FIN-Accounts Payable	General	1070124	System provides the following reports, including: Match Discrepancy Report (discrepancies between matched items by quantify and price) by vendor.
FIN-Accounts Payable	General	1070125	System provides the following reports, including: Missing Match Report (2 out of 3 items in the 3 way match in the system).
FIN-Accounts Payable	General	1070126	System provides the following reports, including: Report of payments made within or on 30 days from receipt of the invoice.
FIN-Accounts Payable	General	1070127	System provides the following reports, including: Report of payments not made within 30 days from the receipt of the invoice.
FIN-Accounts Payable	General	1070128	System provides the following reports, including: Report of all outstanding encumbrance balances as of a user specified date for any element of the chart of accounts, with the ability to drill down to specific transactions.
FIN-Accounts Payable	General	1070129	System provides the following reports, including: Report of payments not made within a user-specified number of days of receipt of goods.
FIN-Accounts Payable	General	1070130	System provides the following reports, including: Report of payment transactions processed for a given day.
FIN-Accounts Payable	General	1070131	System provides the following reports, including: Report of error transactions.
FIN-Accounts Payable	General	1070132	System provides the following reports, including: Report of invoices approved for payment for a given day.
FIN-Accounts Payable	General	1070133	System provides the following reports, including: Report time lapsed from receipt of invoice to payment of invoice.
FIN-Accounts Payable	General	1070134	System provides the ability to filter or sort the above reports by: Vendor
FIN-Accounts Payable	General	1070135	System provides the ability to filter or sort the above reports by: Any financial data classification structure data element, including ability to drill-down.
FIN-Accounts Payable	General	1070136	System produces a report that identifies the average number of days for disbursements to be paid by bank account or in aggregate.
FIN-Accounts Payable	General	1070137	System produces a listing of invoices that have triggered the duplicate invoice edit.
FIN-Accounts Payable	General	1070138	System produces a listing of payment requests that have not been approved for payment.
FIN-Accounts Payable	General	1070139	System allows for online viewing or printing of a summary Outstanding Check Report by fund and check type on a daily, monthly, or annual basis or by a specified date range.
FIN-Accounts Payable	General	1070140	System provides a report of discounts taken.
FIN-Accounts Payable	General	1070141	System provides lists of discounts lost.
FIN-Accounts Payable	General	1070143	System provides a report of all issuances in a pending status for more than a user-defined period of time (e.g., ten days).
FIN-Accounts Payable	General	1070144	System produces an activity report showing all the daily online update activity in the System.
FIN-Accounts Payable	General	1070145	System produces an error report/listing that includes the error code and description.
FIN-Accounts Payable	General	1070146	System generates performance/operational reports on operations including the following: Number of transactions corrected.
FIN-Accounts Payable	General	1070147	System generates performance/operational reports on operations including the following: Number of garnishments / levies / liens processed.
FIN-Accounts Payable	General	1070148	System generates performance/operational reports including the following: Number of checks produced and total amount of checks produced.
FIN-Accounts Payable	General	1070149	System generates performance/operational reports including the following: Number of ACH payments and total amount of ACH payments.
FIN-Accounts Payable	General	1070150	System provides a report of paid and unpaid goods/services received
FIN-Accounts Payable	General	1070151	System notifies department contract manager electronically (workflow, email, etc.) when a vendor has billed 75% of the contract amount
FIN-Accounts Payable	General	1070153	System provides the ability to assign a list of valid travel expense cost centers to each authorized Travel Card holder
FIN-Accounts Payable	General	1070154	System provides the ability to validate that the cost center on the travel claim is valid for the Travel Card being used
FIN-Accounts Payable	General	1070155	System provides the ability to process a split travel claim to support effective accounting dates (e.g. travel claim expenses split across fiscal periods).
FIN-Accounts Payable	General	1070156	System allows the user to retrieve payment information and determine the date the payment cleared

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Accounts Payable	General	1070157	The system provides the ability to send an alert to the appropriate user when a contractually agreed to payment term is 5 days from being due
FIN-Accounts Payable	General	1070158	Provide the ability to display expenditure data by institution for Public Access
FIN-Accounts Payable	General	1070159	System provides the ability to capture the following invoice information: multiple Vendor names for a single vendor
FIN-Accounts Payable	General	1070160	Provide the ability to indicate in the Traveler's record that the traveler has signed the one time promissory note
FIN-Accounts Payable	General	1070161	Provide the ability to prevent travel advances from being issued to an employee who has had two or more payroll deductions to recover previous travel advances.
FIN-Accounts Payable	Vendor Invoice	1070164	System provides the ability for electronic invoice acceptance via XML or EDI.
FIN-Accounts Payable	Vendor Invoice	1070165	System electronically notify vendors when a payment is issued.
FIN-Accounts Payable	Vendor Invoice	1070166	System allows vendors to view payment remittance data online through vendor self service.
FIN-Accounts Payable	Vendor Invoice	1070167	System provides internal users the ability to enter payment vouchers on-line.
FIN-Accounts Payable	Vendor Invoice	1070168	System allows users to attach files to accounts payable transactions.
			System provides the ability to carry forward pertinent purchase order and receipt data to the payment voucher entry screen to reduce data entry and allow for entry of invoice data required for matching/payment processing.
FIN-Accounts Payable	Vendor Invoice	1070169	System provides the ability to capture the following invoice information: Vendor Invoice number
FIN-Accounts Payable	Vendor Invoice	1070170	System provides the ability to capture the following invoice information: Invoice date
FIN-Accounts Payable	Vendor Invoice	1070171	System provides the ability to capture the following invoice information: Invoice received date
FIN-Accounts Payable	Vendor Invoice	1070172	System provides the ability to capture the following invoice information: Invoice due date
FIN-Accounts Payable	Vendor Invoice	1070173	System provides the ability to capture the following invoice information: Purchase order number
FIN-Accounts Payable	Vendor Invoice	1070174	System provides the ability to capture the following invoice information: PO Date
FIN-Accounts Payable	Vendor Invoice	1070175	System provides the ability to capture the following invoice information: PO line number
FIN-Accounts Payable	Vendor Invoice	1070176	System provides the ability to capture the following invoice information: Vendor name
FIN-Accounts Payable	Vendor Invoice	1070177	System provides the ability to capture the following invoice information: Vendor number/address code(s)
FIN-Accounts Payable	Vendor Invoice	1070178	System provides the ability to capture the following invoice information: Invoice line item number
FIN-Accounts Payable	Vendor Invoice	1070179	System provides the ability to capture the following invoice information: Quantity invoiced
FIN-Accounts Payable	Vendor Invoice	1070180	System provides the ability to capture the following invoice information: Quantity ordered
FIN-Accounts Payable	Vendor Invoice	1070181	System provides the ability to capture the following invoice information: Received/service date
FIN-Accounts Payable	Vendor Invoice	1070182	System provides the ability to capture the following invoice information: Unit of measure
FIN-Accounts Payable	Vendor Invoice	1070183	System provides the ability to capture the following invoice information: Line Item description
FIN-Accounts Payable	Vendor Invoice	1070184	System provides the ability to capture the following invoice information: Unit cost
FIN-Accounts Payable	Vendor Invoice	1070185	System provides the ability to capture the following invoice information: Line item total cost
FIN-Accounts Payable	Vendor Invoice	1070186	System provides the ability to capture the following invoice information: Invoice total cost
FIN-Accounts Payable	Vendor Invoice	1070187	System provides the ability to capture the following invoice information: Payment terms
FIN-Accounts Payable	Vendor Invoice	1070188	System provides the ability to capture the following invoice information: Discount date
FIN-Accounts Payable	Vendor Invoice	1070190	System provides the ability to capture the following invoice information: Discount terms
FIN-Accounts Payable	Vendor Invoice	1070191	System provides the ability to capture the following invoice information: Discount amount
FIN-Accounts Payable	Vendor Invoice	1070192	System provides the ability to capture the following invoice information: Retainage Terms
FIN-Accounts Payable	Vendor Invoice	1070193	System provides the ability to capture the following invoice information: Retainage Amount
FIN-Accounts Payable	Vendor Invoice	1070194	System provides the ability to capture the following invoice information: Freight Amount
FIN-Accounts Payable	Vendor Invoice	1070195	System provides the ability to capture the following invoice information: Freight terms
FIN-Accounts Payable	Vendor Invoice	1070196	System provides the ability to capture the following invoice information: Account distributions
FIN-Accounts Payable	Vendor Invoice	1070197	System provides the ability to capture the following invoice information: Payment Type (e.g., Check, ACH, E-Pay, Wire Transfer)
FIN-Accounts Payable	Vendor Invoice	1070198	System provides the ability to capture the following invoice information: Payment number (ability to drill-down to see all invoices paid by the check)
FIN-Accounts Payable	Vendor Invoice	1070199	System provides the ability to capture the following invoice information: Payment amount
FIN-Accounts Payable	Vendor Invoice	1070200	System provides the ability to capture the following invoice information: Payment date
FIN-Accounts Payable	Vendor Invoice	1070201	System provides the ability to capture the following invoice information: Comment/memo field that can be printed on check or passed to payment transaction
FIN-Accounts Payable	Vendor Invoice	1070202	System provides the ability to capture the following invoice information: Comment/memo field for internal purposes only
FIN-Accounts Payable	Vendor Invoice	1070203	

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Accounts Payable	Vendor Invoice	1070204	System provides the ability to capture the following invoice information: Net Invoice Payment
FIN-Accounts Payable	Vendor Invoice	1070205	System provides the ability to capture the following invoice information: Service Delivery Address
FIN-Accounts Payable	Vendor Invoice	1070206	System provides the ability to capture the following invoice information: Stock Number
FIN-Accounts Payable	Vendor Invoice	1070207	System provides the ability to capture the following invoice information: Serial Number
FIN-Accounts Payable	Vendor Invoice	1070208	System provides the ability to process multiple accounting distributions against a single invoice/voucher.
FIN-Accounts Payable	Vendor Invoice	1070209	System provides the ability to track disputed invoices electronically.
FIN-Accounts Payable	Vendor Invoice	1070210	System provides the ability to document comments and resolution to disputes.
FIN-Accounts Payable	Vendor Invoice	1070211	System provides the ability to process multiple invoices against a single PO.
FIN-Accounts Payable	Vendor Invoice	1070212	System provides the ability to process single or multiple invoices against multiple POs.
FIN-Accounts Payable	Vendor Invoice	1070213	System provides the ability for 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	Vendor Invoice	1070214	System provides the ability for vendors (via self service) to generate and submit an electronic invoice based on an electronic purchase order the System sends to the vendor (e.g. PO Flips).
FIN-Accounts Payable	Vendor Invoice	1070216	System provides the ability to select invoices entered in error and reverse the invoice without users having to rekey the invoice.
FIN-Accounts Payable	Vendor Invoice	1070217	System allows users to update payment methods carried forward from the purchase order.
FIN-Accounts Payable	Vendor Invoice	1070218	System provides the ability to automatically calculate payment discounts based on vendor invoice terms and pay date.
FIN-Accounts Payable	Vendor Invoice	1070219	Support capture of multiple MBE to one invoice
FIN-Accounts Payable	Vendor Invoice	1070220	Require Minority Business info on invoices for contracts that require MBE participation
FIN-Accounts Payable	Vendor Invoice	1070222	System provides the ability to resolve freight claims online and keep a record of issues/resolution.
FIN-Accounts Payable	Vendor Invoice	1070223	System provides the ability of entering a sales tax amount associated with an invoice.
FIN-Accounts Payable	Vendor Invoice	1070224	System provides the ability of identifying the reason an invoice line may be tax exempt, based on a pre-defined list of codes. Ex: farm machinery, feed, seed, fertilizer, or items for resale
FIN-Accounts Payable	Vendor Invoice	1070225	System provides the ability to carry forward from the PO that the purpose of this purchase is goods for resale
FIN-Accounts Payable	Vendor Invoice	1070226	System provides an effective dated table for entry of a state tax code which includes state sales tax percentage, local tax percentages, and hospitality tax percentages for defined cities, and counties.
FIN-Accounts Payable	Vendor Invoice	1070227	System has the ability to calculate Use Tax (State and Local) for purchases made from Non State of Arkansas vendors
FIN-Accounts Payable	Vendor Invoice	1070228	System has the ability to determine the appropriate Local Government Sales and Use Tax rate based on the Ship to location identified on the PO
FIN-Accounts Payable	Vendor Invoice	1070229	System provides the capability to bring the Ship To address forward from the PO to the Invoice for Local Tax calculation
FIN-Accounts Payable	Vendor Invoice	1070230	The system provides the ability of allowing the entire invoice to be paid as 'tax exempt'
FIN-Accounts Payable	Vendor Invoice	1070231	The system has the ability to calculate total tax exempt amount and total taxable amount for each invoice
FIN-Accounts Payable	Vendor Invoice	1070232	System provides the ability to calculate Local Government Sales and Use Tax up to the amount of the Local Government Tax Cap (currently taxable amount of \$2,500)
FIN-Accounts Payable	Vendor Invoice	1070233	System provides the ability to accumulate the amount of Local Government Sales Tax by Local Government and Accounting Period
FIN-Accounts Payable	Vendor Invoice	1070234	System provides the ability to accumulate the amount of Local Government Use Tax by Local Government and Accounting Period
FIN-Accounts Payable	Vendor Invoice	1070235	The Use Tax Table provides a facility to add and maintain local tax codes. The local tax codes are used in calculating use tax for non-Arkansas vendors whose invoice does not include sales tax, for taxable items.
FIN-Accounts Payable	Vendor Invoice	1070236	The System has the ability to calculate the Excess Tax Amount (amount of sales or use tax collected for Local Governments that exceeds the Local Government Tax Cap)
FIN-Accounts Payable	Vendor Invoice	1070237	System provides the ability to establish a receivable for the Excess Sales Tax that will be later used to calculate the amount of Sales Tax due to the State.
FIN-Accounts Payable	Vendor Invoice	1070238	System provides the ability to produce detail and summary reports for sales and use tax by local tax codes on a monthly basis.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Accounts Payable	Vendor Invoice	1070239	Provide the ability for the system to default the local government sales and use tax rate based on a local government code
FIN-Accounts Payable	Vendor Invoice	1070240	Provide the ability for authorized users to override the defaulted local government sales and use tax rate
FIN-Accounts Payable	Vendor Invoice	1070241	System provides the ability to 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	Vendor Invoice	1070242	System had the ability to uniquely identify a duplicate vendor invoice number if the vendor reuses the same number for a different invoice
FIN-Accounts Payable	Vendor Invoice	1070243	Provide the ability to produce multiple pages of remittance advice for a single check
FIN-Accounts Payable	Vendor Invoice	1070244	Provide the ability to create an encumbrance to encumber funds for payment that is not a Purchase Order
FIN-Accounts Payable	Vendor Invoice	1070245	Provide the ability to process a payment that references and relieves the non purchase order encumbrance
FIN-Accounts Payable	Garnishments and Liens	1070247	System provides the ability to allow the user to establish liens against a vendor for an amount.
FIN-Accounts Payable	Garnishments and Liens	1070248	System provides the ability to allow the user to remove the lien and approve for payment with the proper authorization.
FIN-Accounts Payable	Garnishments and Liens	1070249	System provides the ability to pay the holder of a lien instead of a vendor if a lien exists.
FIN-Accounts Payable	Garnishments and Liens	1070250	System provides the ability to reduce a vendor's open payable with the payment made to the holder of the lien.
FIN-Accounts Payable	Garnishments and Liens	1070251	System provides the ability to identify payment to the original vendor as well as alternate payee (e.g. holder of lien).
FIN-Accounts Payable	Garnishments and Liens	1070252	System provides the ability to establish and maintain history of transactions applied against a lien.
FIN-Accounts Payable	Garnishments and Liens	1070253	System provides the ability to pay the lien holder until the point that the lien is satisfied and the balance is paid to the vendor.
FIN-Accounts Payable	Garnishments and Liens	1070254	System provides the ability to supports multiple liens against a vendor.
FIN-Accounts Payable	Garnishments and Liens	1070255	System provides the ability for users to establish priorities on liens against the vendor
FIN-Accounts Payable	Garnishments and Liens	1070256	System provides the ability to override payment holds due to court-ordered garnishments with appropriate authorization
FIN-Accounts Payable	Garnishments and Liens	1070257	System provides the ability to notify the vendor of the invoices and amounts paid to the lien holder in lieu of payment to the vendor
FIN-Accounts Payable	Garnishments and Liens	1070258	System provides the ability to produce reports of liens paid by vendor
FIN-Accounts Payable	Garnishments and Liens	1070259	System provides the ability to produce reports of vendors with open lien balances
FIN-Accounts Payable	Goods and Services Receipt	1070262	System provides the ability for decentralized recording of the receipt of goods and services, and provides for the receipt of goods and services to be recorded online on an electronic receiving report by authorized personnel, resulting in an immediate update of the purchase order status to reflect the receipt of goods.
FIN-Accounts Payable	Goods and Services Receipt	1070263	System provides the ability to accept, process, and report/inquire on partial receipts, within pre-established business rules.
FIN-Accounts Payable	Goods and Services Receipt	1070264	System provides the ability to accept, process, and report/inquire on over under receipts, within pre-established business rules.
FIN-Accounts Payable	Goods and Services Receipt	1070265	System provides the ability to capture the following receipt information, including, but not limited to: Receiving report number (system-generated)
FIN-Accounts Payable	Goods and Services Receipt	1070266	System provides the ability to capture the following receipt information, including, but not limited to: Receiving report date
FIN-Accounts Payable	Goods and Services Receipt	1070267	System provides the ability to capture the following receipt information, including, but not limited to: Date item received
FIN-Accounts Payable	Goods and Services Receipt	1070268	System provides the ability to capture the following receipt information, including, but not limited to: Receiver User ID
FIN-Accounts Payable	Goods and Services Receipt	1070269	System provides the ability to capture the following receipt information, including, but not limited to: Receiver name
FIN-Accounts Payable	Goods and Services Receipt	1070270	System provides the ability to capture the following receipt information, including, but not limited to: Receiver phone number
FIN-Accounts Payable	Goods and Services Receipt	1070271	System provides the ability to capture the following receipt information, including, but not limited to: Receiver email address

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Accounts Payable	Goods and Services Receipt	1070272	System provides the ability to capture the following receipt information, including, but not limited to: Purchase order number
FIN-Accounts Payable	Goods and Services Receipt	1070273	System provides the ability to capture the following receipt information, including, but not limited to: Vendor Number
FIN-Accounts Payable	Goods and Services Receipt	1070274	System provides the ability to capture the following receipt information, including, but not limited to: Vender name and address
FIN-Accounts Payable	Goods and Services Receipt	1070275	System provides the ability to capture the following receipt information, including, but not limited to: Purchase order line number
FIN-Accounts Payable	Goods and Services Receipt	1070276	System provides the ability to capture the following receipt information, including, but not limited to: Purchase order line quantity
FIN-Accounts Payable	Goods and Services Receipt	1070277	System provides the ability to capture the following receipt information, including, but not limited to: Purchase order Unit of measure
FIN-Accounts Payable	Goods and Services Receipt	1070278	System provides the ability to capture the following receipt information, including, but not limited to: Commodity code of item or service
FIN-Accounts Payable	Goods and Services Receipt	1070279	System provides the ability to capture the following receipt information, including, but not limited to: Line description
FIN-Accounts Payable	Goods and Services Receipt	1070280	System provides the ability to capture the following receipt information, including, but not limited to: Accounting/funding information (no update capabilities)
FIN-Accounts Payable	Goods and Services Receipt	1070281	System provides the ability to capture the following receipt information, including, but not limited to: Quantity received
FIN-Accounts Payable	Goods and Services Receipt	1070282	System provides the ability to capture the following receipt information, including, but not limited to: Quantity rejected
FIN-Accounts Payable	Goods and Services Receipt	1070283	System provides the ability to capture the following receipt information, including, but not limited to: Reason for rejection
FIN-Accounts Payable	Goods and Services Receipt	1070284	System provides the ability to capture the following receipt information, including, but not limited to: Quantity accepted
FIN-Accounts Payable	Goods and Services Receipt	1070285	System provides the ability to capture the following receipt information, including, but not limited to: Condition of goods
FIN-Accounts Payable	Goods and Services Receipt	1070286	System provides the ability to capture the following receipt information, including, but not limited to: Receiver comments
FIN-Accounts Payable	Goods and Services Receipt	1070288	System provides the ability to carry forward specified data captured on the purchase requisition and purchase order to the receiving report to reduce data entry, but also provide the ability to require receivers to key certain data items (e.g., physical count) from the receiving ticket.
FIN-Accounts Payable	Goods and Services Receipt	1070289	System provides the ability to record multiple receipts and invoices against one PO or PO line.
FIN-Accounts Payable	Goods and Services Receipt	1070290	System provides the ability to reverse a receipt transaction and reverse all other actions triggered by the original receipt until an invoice is entered.
FIN-Accounts Payable	Goods and Services Receipt	1070291	System provides the ability to capture the following information at time of receipt: Lot Number
FIN-Accounts Payable	Goods and Services Receipt	1070292	System provides the ability to capture the following information at time of receipt: Serial Number
FIN-Accounts Payable	Goods and Services Receipt	1070293	System provides the ability to capture the following information at time of receipt: Asset Tag Number
FIN-Accounts Payable	Goods and Services Receipt	1070294	System provides the ability to capture the following information at time of receipt: Expiration Date
FIN-Accounts Payable	Goods and Services Receipt	1070295	System provides the ability to flag items received as placed in service as a fixed asset upon receipt of good.
FIN-Accounts Payable	Goods and Services Receipt	1070296	System provides the ability to over-ride the placed in service status of a fixed asset that's been received.
FIN-Accounts Payable	Goods and Services Receipt	1070297	System provides the ability for receivers to view receiving instructions on receipt (e.g., inspections required, quarantine, etc.).
FIN-Accounts Payable	Goods and Services Receipt	1070298	System provides the ability to audit receiving data by user ID, date, time, etc. including: Compliance with delivery requirements
FIN-Accounts Payable	Goods and Services Receipt	1070299	System provides the ability to audit receiving data by user ID, date, time, etc. including: Condition of goods
FIN-Accounts Payable	Goods and Services Receipt	1070300	System provides the ability to audit receiving data by user ID, date, time, etc. including: Rejection of goods
FIN-Accounts Payable	Goods and Services Receipt	1070301	System provides the ability to audit receiving data by user ID, date, time, etc. including: Over and under shipments
FIN-Accounts Payable	Goods and Services Receipt	1070302	System provides the ability to support barcode technology to be used to capture receipt information.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Accounts Payable	Goods and Services Receipt	1070303	System tracks the amount of previously received goods when goods are received partially instead of in full.
FIN-Accounts Payable	Goods and Services Receipt	1070304	System allows receiving of goods or services by quantity or dollar amount.
FIN-Accounts Payable	Goods and Services Receipt	1070305	System integrates with the following modules: Inventory Management, including updating inventory balances upon receipt
FIN-Accounts Payable	Goods and Services Receipt	1070306	System integrates with the following modules: Asset Management, including adding items to an asset list upon receipt
FIN-Accounts Payable	Matching	1070308	System supports a manual matching process and flexibility to determine by order type whether a two-way, three-way or four-way match is required and the documents required to be processed.
FIN-Accounts Payable	Matching	1070309	System supports an automated matching process and flexibility to determine by order type whether a two-way, three-way or four-way match is required and the documents required to be processed.
FIN-Accounts Payable	Matching	1070310	System provides the ability for a successful match, if all match criteria are met, to generate a transaction to liquidate the encumbrance and establish a voucher payable.
FIN-Accounts Payable	Matching	1070311	System provides the ability for establishing optional user-defined tolerances, controlled by line item, total amount, commodity and/or by order type, whereby an invoice amount may differ from the purchase order and still be processed provided sufficient budget availability and approval authority exists. Tolerances can be defined by Percentage and/or Dollar Amount.
FIN-Accounts Payable	Matching	1070312	System allows option to input of freight invoices/payments where there is not freight on the corresponding purchase order.
FIN-Accounts Payable	Matching	1070313	System provides a report for freight invoice/payment additions with no corresponding purchase order reference.
FIN-Accounts Payable	Matching	1070314	System prevents freight charges on invoices for freight terms that do not require freight charges.
FIN-Accounts Payable	Matching	1070315	System allows users to access all purchase order information on-line during payment voucher processing.
FIN-Accounts Payable	Holds	1070317	System provides the ability to put a payment on hold so that it is not paid.
FIN-Accounts Payable	Holds	1070318	System provides mechanism for holding payment to vendors (separate from a Purchasing hold) which have outstanding liabilities to the University System, due to unresolved contractual problems, due to court-ordered garnishments, or for other reasons as dictated by State law (e.g., failure to pay child support), with the ability to override the hold with the necessary security.
FIN-Accounts Payable	Holds	1070319	System does not produce a payment for vendors in hold status.
FIN-Accounts Payable	Holds	1070320	System provides the ability to place a purchasing hold on a vendor so that a purchase order or contract cannot be generated until the hold is lifted.
FIN-Accounts Payable	Holds	1070321	System allows payments to be processed for a vendor if the vendor is flagged for a purchasing hold but not a flagged for a payment hold.
FIN-Accounts Payable	Holds	1070322	System provides the ability to place a hold on payments from one department to a vendor, but maintain the ability for other departments to continue to make payments to that vendor.
FIN-Accounts Payable	Holds	1070323	System provides ability to place a hold on payments related to a specific contract for a vendor, but maintain the ability to make payments associated with other contracts for that vendor.
FIN-Accounts Payable	Holds	1070324	System supports deducting monies from payments based on a payment plan including the following methods: Percentage.
FIN-Accounts Payable	Holds	1070325	System supports deducting monies from payments based on a payment plan including the following methods: Pre-determined dollar amount.
FIN-Accounts Payable	Holds	1070326	System supports redirecting a vendor payment to a third party such as the IRS.
FIN-Accounts Payable	Disbursements	1070329	System prevents un-authorized users from generating payments to vendors that are not in the vendor table.
FIN-Accounts Payable	Disbursements	1070330	System permits disbursements (checks) to vendors that do not have a unique number in the vendor table (miscellaneous vendors).
FIN-Accounts Payable	Disbursements	1070331	System allows posting of two party checks, with users able to designate which party will receive a 1099, if applicable.
FIN-Accounts Payable	Disbursements	1070332	System allows posting and tracking of inter-departmental payments without requiring a printed check.
FIN-Accounts Payable	Disbursements	1070333	System provides the ability to void payments on-line, with appropriate corrections made to all financial balances.
FIN-Accounts Payable	Disbursements	1070334	System allows the user with appropriate security to override the default accounting period presented to the user during payment cancellation.
FIN-Accounts Payable	Disbursements	1070335	System produces payment registers.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Accounts Payable	Disbursements	1070336	System automatically assigns the accounting period for payment transactions based on user defined criteria with an option for manual override.
FIN-Accounts Payable	Disbursements	1070337	System provides the user the ability to correct errors on-line prior to processing a payment (e.g. account number, data error, remit to address) with appropriate routing for approval.
FIN-Accounts Payable	Disbursements	1070338	System processes invoices and payment from prior open periods and properly updates general ledger.
FIN-Accounts Payable	Disbursements	1070339	System allows for the release of payment vouchers to payment processing by the following: Batch.
FIN-Accounts Payable	Disbursements	1070340	System allows for the release of payment vouchers to payment processing by the following: Document.
FIN-Accounts Payable	Disbursements	1070341	System allows for the release of payment vouchers to payment processing by the following: Individual line item.
FIN-Accounts Payable	Disbursements	1070342	System tracks the last check number.
FIN-Accounts Payable	Disbursements	1070343	System provides 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	Disbursements	1070344	System allows user to override invoices rejected for services performed past contract end date to allow payment with late penalty.
FIN-Accounts Payable	Disbursements	1070345	System provides the ability to consolidate payments across departments.
FIN-Accounts Payable	Disbursements	1070346	System allows users the option to not consolidate payments by type of payment method (i.e. consolidate checks but not EFT).
FIN-Accounts Payable	Disbursements	1070347	System provides an indicator on an invoice to not consolidate payment across departments.
FIN-Accounts Payable	Disbursements	1070348	Systems prevents payment processing (checks or direct deposits) until authorized personnel release payment voucher records.
FIN-Accounts Payable	Disbursements	1070349	System applies credit and debit memo amounts before producing payment, and apply credit memos only to the extent that they do not produce a negative payment.
FIN-Accounts Payable	Disbursements	1070350	System provides notification to vendor has a credit memo that exceeds or equals the invoice amount.
FIN-Accounts Payable	Disbursements	1070351	System allows for recording of credit or debit memo that is netted against or added to other payment vouchers during payment processing. Payment stub provides detail of netting.
FIN-Accounts Payable	Disbursements	1070352	System tracks balance remaining on credit memo and display the invoices to which the credit has been applied.
FIN-Accounts Payable	Disbursements	1070353	System allows 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	Disbursements	1070355	System allows on demand payments (i.e., manual checks) to cover emergency needs with proper authority.
FIN-Accounts Payable	Disbursements	1070356	System provides a warning message if the account distribution on credit memo transactions is not the same as the original expense account distribution.
FIN-Accounts Payable	Disbursements	1070357	System holds all payments to a vendor until the credit balance is exceeded by the amount owed the vendor.
FIN-Accounts Payable	Disbursements	1070358	System automatically updates liability account balances and accounts payable in the general ledger for payment processes.
FIN-Accounts Payable	Disbursements	1070359	System tracks all cash disbursements by financial reporting categories required by GAAP (i.e., other funds, component units, related governments, private customers, federal).
FIN-Accounts Payable	Disbursements	1070360	System provides the ability to accept electronic billings from vendors and process appropriate payments to vendors.
FIN-Accounts Payable	Disbursements	1070361	System allows for cancellation of payment made in a previous period and enable generation of general ledger transactions in the current period.
FIN-Accounts Payable	Disbursements	1070362	System provides the option to produce a single check for payment vouchers that include multiple departments.
FIN-Accounts Payable	Disbursements	1070363	System allows for correction of payments that were made erroneously to encumbered purchase orders with proper authority.
FIN-Accounts Payable	Disbursements	1070364	System allows for adjustment of payments made to encumbered purchase orders from a prior year with the adjustment posting in the current period with proper authority.
FIN-Accounts Payable	Disbursements	1070365	System provides ability to post an expenditure already approved but not previously posted to an encumbrance with proper authority.
FIN-Accounts Payable	Disbursements	1070366	System provides ability to transfer an expenditure from one encumbrance to another with proper authority and ability to enter notes.
FIN-Accounts Payable	Disbursements	1070367	System provides ability to split a payment between encumbrances.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Accounts Payable	Disbursements	1070368	System provides ability to 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	Disbursements	1070369	System allows users to view payees for wire and ACH payments.
FIN-Accounts Payable	Disbursements	1070371	System provides the ability to consolidate credit memos across departments.
FIN-Accounts Payable	Printing and Handling	1070374	System provides standard check writing functionality including: Producing a check register in paper format.
FIN-Accounts Payable	Printing and Handling	1070375	System provides standard check writing functionality including: Producing a check register in electronic format.
FIN-Accounts Payable	Printing and Handling	1070376	System provides standard check writing functionality including: Printing U.S. Post Office approved barcodes on checks and printing required Post Office reports required to obtain mailing discounts.
FIN-Accounts Payable	Printing and Handling	1070377	System provides standard check writing functionality including: printing checks with MICR encoding.
FIN-Accounts Payable	Printing and Handling	1070378	System provides standard check writing functionality including: Printing checks with electronic signatures (appropriate image of signatures).
FIN-Accounts Payable	Printing and Handling	1070379	System provides standard check writing functionality including: Printing checks based on multiple sorts (e.g., bank account first, then department, then vendor number, etc.) as defined by each campus.
FIN-Accounts Payable	Printing and Handling	1070380	System prints on secure printers.
FIN-Accounts Payable	Printing and Handling	1070381	System print checks at remote location with appropriate authority.
FIN-Accounts Payable	Printing and Handling	1070382	System provides the ability to print checks through the following means: On-demand (override batch).
FIN-Accounts Payable	Printing and Handling	1070383	System provides the ability to print checks through the following means: On-schedule/same day.
FIN-Accounts Payable	Printing and Handling	1070384	System provides the ability to print checks through the following means: Manual (immediate).
FIN-Accounts Payable	Printing and Handling	1070385	System prevents 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	Printing and Handling	1070386	System provides the ability to 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.
FIN-Accounts Payable	Printing and Handling	1070387	System provides a report of on-demand checks generated.
FIN-Accounts Payable	Printing and Handling	1070388	System accommodates the reprinting of the remittance advice.
FIN-Accounts Payable	Printing and Handling	1070389	System provides the ability to enter global promotional or reminder comments on the remittance advice.
FIN-Accounts Payable	Printing and Handling	1070390	System provides the ability to enter a user-specified payment message on one particular payment voucher and have it print on the remittance advice.
FIN-Accounts Payable	Printing and Handling	1070391	System provides ability to generate replacement checks to replace canceled, expired, lost, or voided checks and generate related table updates for the replacement checks.
FIN-Accounts Payable	Printing and Handling	1070392	System provides the ability to designate checks for special handling and specify sort in printing cycle.
FIN-Accounts Payable	Printing and Handling	1070393	System allows for overflow to a separate remittance advice when the number of invoices exceeds available space on initial advice.
FIN-Accounts Payable	Printing and Handling	1070394	System optionally combines payment transactions by vendor across the chart of accounts (i.e., fund, department appropriation, and project).
FIN-Accounts Payable	Printing and Handling	1070395	System generates any payment through direct deposit if designated to do so by vendor or employee profile.
FIN-Accounts Payable	Printing and Handling	1070396	System provides ability to 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, etc.).
FIN-Accounts Payable	Printing and Handling	1070397	System provides the ability to place a cancellation on disbursements and generate the appropriate general ledger transaction.
FIN-Accounts Payable	Printing and Handling	1070398	System automatically updates the financial balances including general ledger and available budget in the appropriate budget year depending on the cancellation reason code.
FIN-Accounts Payable	Printing and Handling	1070400	System allows up to 99 lines of remittance advice.
FIN-Accounts Payable	Printing and Handling	1070401	System supports printing checks using blank check stock.
FIN-Accounts Payable	Printing and Handling	1070402	System supports printing from multiple checking accounts on a single blank check stock.
FIN-Accounts Payable	Printing and Handling	1070403	System provides ability to restart check and remittance advice printing at a user specified starting point.
FIN-Accounts Payable	Printing and Handling	1070404	System sequentially numbers payments and remittance advices.
FIN-Accounts Payable	Printing and Handling	1070405	System provides for assigning a number scheme to ACH transactions.
FIN-Accounts Payable	Printing and Handling	1070406	System supports differing remittance formats for AP and payroll payments.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Accounts Payable	Printing and Handling	1070407	System provides the ability to transmit remittance advices electronically (i.e., 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	Printing and Handling	1070409	Provide the ability to produce ACH files in CCD, CCD+, and CTX formats
FIN-Accounts Payable	Refunds	1070411	System provides the ability to record refund payments to customers.
FIN-Accounts Payable	Refunds	1070412	System links refund payments to a specific receipt or collection and the associated revenue transaction.
FIN-Accounts Payable	Refunds	1070413	System provides the ability for a revenue refund to generate a ACH distribution.
FIN-Accounts Payable	Refunds	1070414	System restricts access to confidential payments or refund data to authorized users.
FIN-Accounts Payable	Refunds	1070415	System supports the process to refund revenue which includes the appropriate accounting entries.
FIN-Accounts Payable	Refunds	1070416	System supports the process to refund revenue using workflow.
FIN-Accounts Payable	P-Card Processing	1070419	System provides the ability to support entry of P-card as a form of payment for items ordered via the eProcurement system (e.g., catalogs, spot purchases, etc.) and be able to control amounts and usage by department, commodity, dollar amount and individual.
FIN-Accounts Payable	P-Card Processing	1070420	System provides the ability to support entry of P-card as a form of payment for items ordered via the eProcurement module.
FIN-Accounts Payable	P-Card Processing	1070421	System provides the ability to capture key accounting classification data at time of order for subsequent matching to the statement billing file received from bank.
FIN-Accounts Payable	P-Card Processing	1070422	System provides the ability to track the P-card procurement vendor ID and MBE status.
FIN-Accounts Payable	P-Card Processing	1070423	System provides the ability for users to review P-card charges and confirm charges are valid.
FIN-Accounts Payable	P-Card Processing	1070424	System provides the ability to set up / manage P-card master data with card validity data, the card holder's information, dollar limits and approvers.
FIN-Accounts Payable	P-Card Processing	1070425	System provides the ability to export contract vendors information to the bank card issuer, to facilitate authorization strategies.
FIN-Accounts Payable	P-Card Processing	1070426	System provides the ability to import bank statements, including transaction detail.
FIN-Accounts Payable	P-Card Processing	1070427	System provides the ability for ghost cards or cardless accounts.
FIN-Accounts Payable	P-Card Processing	1070428	System provides the ability to workflow bank statements that require review and the ability to change account assignment information for the line item details.
FIN-Accounts Payable	P-Card Processing	1070429	System provides the ability to generate accounting documents, including the electronic funds transfer to pay the bank and the distribution to charge the account assignment.
FIN-Accounts Payable	P-Card Processing	1070430	System provides the ability to have users prepare online logs to include account distributions, approvals online.
FIN-Accounts Payable	P-Card Processing	1070431	System provides the ability to track purchasing card purchases and items received by vendor, item, institution, and commodity.
FIN-Accounts Payable	P-Card Processing	1070432	System provides the ability to capture P-card transactions in the system to record expenditures against budget.
FIN-Accounts Payable	P-Card Processing	1070433	System tracks procurement card purchases against a contract made outside of the procurement system while enforcing contract limits.
FIN-Accounts Payable	P-Card Processing	1070434	System allows for the activation/disabling of Purchase Cards.
FIN-Accounts Payable	P-Card Processing	1070435	System allows for the management of Purchase Card credit limits.
FIN-Accounts Payable	P-Card Processing	1070436	System allows for the specification of cardholder defaults, security levels and spending limits.
FIN-Accounts Payable	P-Card Processing	1070437	System should be able to load Purchase Card statements from the bank via an automated process.
FIN-Accounts Payable	P-Card Processing	1070438	System supports the ability to map a Purchase Card to GL accounting data.
FIN-Accounts Payable	P-Card Processing	1070439	System supports the ability to generate an electronic monthly Purchase Card log for all Purchase Card transactions, including manually entered offline transactions.
FIN-Accounts Payable	P-Card Processing	1070440	System supports the ability to load and view Purchase Card statements online and match up transactions with Purchase Card purchases for reconciliation and approval.
FIN-Accounts Payable	P-Card Processing	1070441	System supports the ability to issue Purchase Card Orders offline and enter them into the system after the fact for approval and Purchase Card logs.
FIN-Accounts Payable	P-Card Processing	1070442	When a Purchase Card Order made offline is entered into the System manually to create an encumbrance, the System supports the liquidation of the encumbrance at the time the Purchase Card transaction is approved for payment through the regular Purchase Card process.
FIN-Accounts Payable	P-Card Processing	1070443	System supports the ability to track individual Purchase Card transactions online by accounting classifications during the month as posted.
FIN-Accounts Payable	P-Card Processing	1070445	System allows P-Card Coordinators and Administrators to track Purchase Card purchases for all cardholders that they are responsible for.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Accounts Payable	P-Card Processing	1070446	System allows the scenario where the P-Card Administrator or Coordinator needs to approve all Purchase Card purchases.
FIN-Accounts Payable	P-Card Processing	1070447	System supports the ability to generate a Purchase Card report by specific account distributions.
FIN-Accounts Payable	P-Card Processing	1070448	System supports the ability to generate a Purchase Card report by card holder.
FIN-Accounts Payable	P-Card Processing	1070449	System allows for the reviewing of expenditures by any element of the Financial Data Classification Structure.
FIN-Accounts Payable	P-Card Processing	1070450	System allows for tracking of purchase disputes online.
FIN-Accounts Payable	P-Card Processing	1070451	System captures the commodity code, where available, with expense line detail and amount.
FIN-Accounts Payable	P-Card Processing	1070452	System contains workflow functionality for the review and approval of expenditure coding.
FIN-Accounts Payable	P-Card Processing	1070453	System allows a user to flag Requisitions and POs as Purchase Card transactions.
FIN-Accounts Payable	P-Card Processing	1070454	System allows user to manually enter Purchase Card transactions without creating a Purchase Order.
FIN-Accounts Payable	P-Card Processing	1070455	System assigns the posting date based on transaction date when interfacing P-Card transactions.
FIN-Accounts Payable	P-Card Processing	1070456	System allows users to use Purchase Cards to perform catalog purchasing from online catalogs when available.
FIN-Accounts Payable	P-Card Processing	1070457	System allows a separate approval workflow based on the requestor to expedite P-Card orders.
FIN-Accounts Payable	P-Card Processing	1070458	System allows for review, approval or dispute of transactions via the internet.
FIN-Accounts Payable	P-Card Processing	1070459	System allows default financial data classification structure (FDACS) assignment with modification allowed.
FIN-Accounts Payable	P-Card Processing	1070460	System allows assignment and re-assignment of specific P-Cards to P-Card coordinators.
FIN-Accounts Payable	P-Card Processing	1070461	System allows splitting of the line items to multiple financial data classification structure (FDACS) by percent or dollar.
FIN-Accounts Payable	P-Card Processing	1070462	System allows for immediate suspension of P-Card, 24/7.
FIN-Accounts Payable	P-Card Processing	1070463	System allows for both manual and electronic signatures on P-Card receipts.
FIN-Accounts Payable	P-Card Processing	1070465	Provide the ability to upload PCard and TCard bank files on a daily basis
FIN-Accounts Payable	P-Card Processing	1070466	Provide the ability to upload Fuel Card bank files on a daily basis
FIN-Accounts Payable	P-Card Processing	1070467	Provide the ability for users to reconcile and approve PCard and TCard purchases prior to processing payments to the Bank
FIN-Accounts Payable	P-Card Processing	1070468	Provide the ability for users to reconcile and approve Fuel Card purchases prior to processing payments to the Bank
FIN-Accounts Payable	1099 Processing	1070471	System complies with all the Internal Revenue Service's 1099 reporting requirements.
FIN-Accounts Payable	1099 Processing	1070472	System provides ability to correct and reprint 1099 forms and produce a correction file for the IRS.
FIN-Accounts Payable	1099 Processing	1070473	System separates different types of 1099s within system, and print year-end 1099s.
FIN-Accounts Payable	1099 Processing	1070474	System provides the ability to track W-9 forms.
FIN-Accounts Payable	1099 Processing	1070475	System provides the ability to produce the following 1099 form types: 1099- MISC.
FIN-Accounts Payable	1099 Processing	1070476	System provides the ability to produce the following 1099 form types: 1099-S.
FIN-Accounts Payable	1099 Processing	1070477	System provides the ability to produce the following 1099 form types: 1099-G.
FIN-Accounts Payable	1099 Processing	1070478	System provides the ability to produce the following 1099 form types: 1099-INT.
FIN-Accounts Payable	1099 Processing	1070479	System provides the ability to produce the following 1099 form types: 1099-R.
FIN-Accounts Payable	1099 Processing	1070480	System provides the ability to report 1099 amounts by social security number and EIN.
FIN-Accounts Payable	1099 Processing	1070481	System provides the ability to secure confidential information such as social security numbers to authorized users.
FIN-Accounts Payable	1099 Processing	1070482	System provides ability to split a payment with a portion as 1099 reportable and a portion non-reportable.
FIN-Accounts Payable	1099 Processing	1070483	System provides ability to make adjustments to 1099 reportable amounts for payments cut before calendar year, but not distributed to the vendor until the next calendar year. For example, a closing date on a sale of right away rescheduled to January.
FIN-Accounts Payable	1099 Processing	1070484	System provides backup withholding functionality.
FIN-Accounts Payable	1099 Processing	1070485	System provides for payments to multiple 1099 categories.
FIN-Accounts Payable	1099 Processing	1070486	System produces 1099 file that fully complies with current and on-going IRS standards (i.e., no special characters, appropriate use of blanks, etc.).
FIN-Accounts Payable	1099 Processing	1070487	System provides the ability to query and print 1099 data.
FIN-Accounts Payable	1099 Processing	1070488	System collects necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file).
FIN-Accounts Payable	1099 Processing	1070489	System allows collection of 1099 information from interfaced disbursement systems to be included for consolidated reporting.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Accounts Payable	1099 Processing	1070490	System supports the ability to maintain one Federal Employer Identification number (FEIN) per campus and report 1099 consolidated across departments.
FIN-Accounts Payable	1099 Processing	1070491	System supports the ability to maintain one Federal Employer Identification number (FEIN) per campus and report 1099 consolidated across departments including transactions from outside bank accounts that have been posted to the System.
FIN-Accounts Payable	1099 Processing	1070492	System maintains 1099 name and address separately from historical payment information and retains it from one year to the next.
FIN-Accounts Payable	1099 Processing	1070493	System provides for reprinted 1099 forms for an individual vendor.
FIN-Accounts Payable	1099 Processing	1070494	System appropriately adjust 1099 reportable balances for both on-line and batch/interface payments and payment cancellations.
FIN-Accounts Payable	1099 Processing	1070495	System automatically identifies transactions as 1099 reportable based upon the expenditure general ledger account even if the vendor is not 1099 reportable.
FIN-Accounts Payable	1099 Processing	1070497	System provides a field that indicates if a vendor is 1099 reportable.
FIN-Accounts Payable	1099 Processing	1070498	System provides a field that indicates if a vendor is a medical or legal corporation.
FIN-Accounts Payable	1099 Processing	1070499	System provides the ability to report payments to foreign vendors on form 1042.
FIN-Accounts Payable	1099 Processing	1070500	System provides the ability to produce multiple 1099 forms to the same vendor (e.g., 1099-MISC and 1099-G).
FIN-Accounts Payable	1099 Processing	1070501	System provides the ability to include 1099 information from P-card transactions in the appropriate 1099.
FIN-Accounts Payable	1099 Processing	1070502	System supports the ability to include checks, cancellations, or partial refunds (refund deposit) in 1099 calculations.
FIN-Accounts Payable	1099 Processing	1070503	System supports the ability to include revenue refunds in the 1099 calculations with an override option at a department level.
FIN-Accounts Payable	1099 Processing	1070504	System supports the ability to include refunds (of expenditures) and cancelations in the 1099 calculations.
FIN-Accounts Payable	1099 Processing	1070506	System provides the ability to produce the following 1099 form types: 1099-K.
FIN-Accounts Payable	1099 Processing	1070507	Provide the ability to produce a pre 1099 report sorted by 1099 type for review and approval prior to production of 1099s
FIN-Accounts Payable	1099 Processing	1070508	System provides the ability to report payments to foreign vendors on form 1042S.
FIN-Accounts Payable	Employee Travel	1070511	System provides the ability to reimburse employees for travel and other expenses (with proper workflow and approvals).
FIN-Accounts Payable	Employee Travel	1070512	System provides the ability to generate payments to employees based on reconciliation of advances vs. expense reports.
FIN-Accounts Payable	Employee Travel	1070513	System provides the ability for employees to initiate reimbursement for their travel expenses through direct entry of travel expenses into the System and to query on the status of their pending travel reimbursements.
FIN-Accounts Payable	Employee Travel	1070514	System provides the ability to have an optional travel authorization process that can be initiated by individual departments and must compare approved expenses per travel authorization to actual expenses claimed for reimbursement. At a minimum, the following data elements are captured on a travel authorization request: Traveler Name
FIN-Accounts Payable	Employee Travel	1070515	System provides the ability to have an optional travel authorization process that can be initiated by individual departments and must compare approved expenses per travel authorization to actual expenses claimed for reimbursement. At a minimum, the following data elements are captured on a travel authorization request: Destination / Event
FIN-Accounts Payable	Employee Travel	1070516	System provides the ability to have an optional travel authorization process that can be initiated by individual departments and must compare approved expenses per travel authorization to actual expenses claimed for reimbursement. At a minimum, the following data elements are captured on a travel authorization request: Travel Dates
FIN-Accounts Payable	Employee Travel	1070517	System provides the ability to have an optional travel authorization process that can be initiated by individual departments and must compare approved expenses per travel authorization to actual expenses claimed for reimbursement. At a minimum, the following data elements are captured on a travel authorization request: Estimated Travel Cost

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Accounts Payable	Employee Travel	1070518	System provides the ability to have an optional travel authorization process that can be initiated by individual departments and must compare approved expenses per travel authorization to actual expenses claimed for reimbursement. At a minimum, the following data elements are captured on a travel authorization request: Institution/Department
FIN-Accounts Payable	Employee Travel	1070519	System provides option to encumber funds automatically for the estimated travel cost when a travel authorization request is approved.
FIN-Accounts Payable	Employee Travel	1070520	System provides the ability to differentiate between items requiring reimbursement at actual cost (up to an Institution set limit) and standard costs such as per diem.
FIN-Accounts Payable	Employee Travel	1070521	System provides the ability to report certain travel payments on a 1099 form in compliance with current and ongoing IRS rules and regulations.
FIN-Accounts Payable	Employee Travel	1070522	System provides the ability to report travel payments on a W-2 form in compliance with current and ongoing IRS rules and regulations.
FIN-Accounts Payable	Employee Travel	1070523	System provides the ability to automatically detect and reject any request for duplicate travel reimbursement based on time period, dollar amount, and invoice number with the ability to override with appropriate security.
FIN-Accounts Payable	Employee Travel	1070524	System provides the ability to record the issuance of an advance as a receivable and repayment of employee advance as a cash receipt and calculates any remaining amount due or receivable after the employee has completed travel.
FIN-Accounts Payable	Employee Travel	1070525	System provides the ability for a flexible, hierarchical approval process for approving employee: Travel Authorizations
FIN-Accounts Payable	Employee Travel	1070526	System provides the ability for a flexible, hierarchical approval process for approving employee: Travel Advances
FIN-Accounts Payable	Employee Travel	1070527	System provides the ability for a flexible, hierarchical approval process for approving employee: Travel Expense Reports
FIN-Accounts Payable	Employee Travel	1070528	System provides the ability to edit transactions to ensure that the Institution's maximum lodging rates are not exceeded without appropriate approvals.
FIN-Accounts Payable	Employee Travel	1070529	System provides the ability to permit entry and submission of claims by selected users on behalf of other employees (proxy submission) with appropriate security and electronic signatures.
FIN-Accounts Payable	Employee Travel	1070530	System provides the ability to permit entry and submission of claims by selected users on behalf of non-employees (proxy submission) with appropriate security and electronic signatures.
FIN-Accounts Payable	Employee Travel	1070531	System provides the ability to require pertinent travel information included on an official travel request/claim, including: Institution/Department.
FIN-Accounts Payable	Employee Travel	1070532	System provides the ability to require pertinent travel information included on an official travel request/claim, including: Traveler Name.
FIN-Accounts Payable	Employee Travel	1070533	System provides the ability to require pertinent travel information included on an official travel request/claim, including: Contact Person.
FIN-Accounts Payable	Employee Travel	1070534	System provides the ability to require pertinent travel information included on the official travel request/claim, including: Date of Departure.
FIN-Accounts Payable	Employee Travel	1070535	System provides the ability to require pertinent travel information included on the official travel request/claim, including: Time of Departure.
FIN-Accounts Payable	Employee Travel	1070537	System provides the ability to require pertinent travel information included on the official travel request/claim, including: Date of Return.
FIN-Accounts Payable	Employee Travel	1070538	System provides the ability to require pertinent travel information included on the official travel request/claim, including: Time of Return.
FIN-Accounts Payable	Employee Travel	1070539	System provides the ability to require pertinent travel information included on the official travel request/claim, including: Employee Number.
FIN-Accounts Payable	Employee Travel	1070540	System provides the ability to require pertinent travel information included on the official travel request/claim, including: Taxpayer ID (SSN, FEIN or TIN).
FIN-Accounts Payable	Employee Travel	1070541	System provides the ability to require pertinent travel information included on the official travel request/claim, including: Residence Street Address.
FIN-Accounts Payable	Employee Travel	1070542	System provides the ability to require pertinent travel information included on the official travel request/claim, including: City
FIN-Accounts Payable	Employee Travel	1070543	System provides the ability to require pertinent travel information included on the official travel request/claim, including: County

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Accounts Payable	Employee Travel	1070544	System provides the ability to require pertinent travel information included on the official travel request/claim, including: State
FIN-Accounts Payable	Employee Travel	1070545	System provides the ability to require pertinent travel information included on the official travel request/claim, including: Zip (plus 4)
FIN-Accounts Payable	Employee Travel	1070546	System provides the ability to require pertinent travel information included on the official travel request/claim, including: Fiscal Year
FIN-Accounts Payable	Employee Travel	1070547	System provides the ability to require pertinent travel information included on the official travel request/claim, including: All Chart of Accounts Elements (e.g., Fund, Department)
FIN-Accounts Payable	Employee Travel	1070548	System provides the ability to require pertinent travel information included on the official travel request/claim, including: Date of Expense
FIN-Accounts Payable	Employee Travel	1070549	System provides the ability to require pertinent travel information included on the official travel request/claim, including: Amount
FIN-Accounts Payable	Employee Travel	1070550	System provides the ability to require pertinent travel information included on the official travel request/claim, including: Travel Reason (e.g., Training, Official Business, etc.)
FIN-Accounts Payable	Employee Travel	1070551	System provides the ability to require pertinent travel information included on the official travel request/claim, including: Official business date
FIN-Accounts Payable	Employee Travel	1070552	System provides the ability to require pertinent travel information included on the official travel request/claim, including: Official business purpose of trip (i.e. description)
FIN-Accounts Payable	Employee Travel	1070553	System provides the ability to require pertinent travel information included on the official travel request/claim, including: Travel points To and From
FIN-Accounts Payable	Employee Travel	1070554	System provides the ability to require pertinent travel information included on the official travel request/claim, including: Expense Category
FIN-Accounts Payable	Employee Travel	1070555	System provides the ability to default the expense account based upon the selected travel category.
FIN-Accounts Payable	Employee Travel	1070556	System provides the ability to permit authorized users to override/change the default expense account.
FIN-Accounts Payable	Employee Travel	1070557	System provides the ability to default the chart of account elements based upon the traveler User ID.
FIN-Accounts Payable	Employee Travel	1070558	System provides the ability to permit authorized users to override/change the default chart of account elements.
FIN-Accounts Payable	Employee Travel	1070559	System provides the ability for an explanation field for each line item.
FIN-Accounts Payable	Employee Travel	1070560	System provides the ability to generate a warning message when travel claims are entered for the same traveler with overlapping travel periods.
FIN-Accounts Payable	Employee Travel	1070561	System provides the ability to notify approvers that travel claims have overlapping travel periods.
FIN-Accounts Payable	Employee Travel	1070563	System provides the ability to calculate mileage based upon user specified origination and destination.
FIN-Accounts Payable	Employee Travel	1070564	System provides the ability to identify travel line items that require receipts.
FIN-Accounts Payable	Employee Travel	1070565	System provides the ability to prevent an employee from altering the travel claim while it is being reviewed by the approver.
FIN-Accounts Payable	Employee Travel	1070566	System provides the ability to automatically notify approvers that a travel claim has been submitted.
FIN-Accounts Payable	Employee Travel	1070567	System provides the ability to allow employees to modify rejected travel claims.
FIN-Accounts Payable	Employee Travel	1070568	System allows employees to request reimbursement greater than the per diem rate with supporting explanation and the request flagged as exceeding the per diem rate and requiring workflow approval.
FIN-Accounts Payable	Employee Travel	1070569	System provides the ability to inquire and report with proper security: Status of all travel claims by employee
FIN-Accounts Payable	Employee Travel	1070570	System provides the ability to inquire and report with proper security: Paid travel claims by employee
FIN-Accounts Payable	Employee Travel	1070571	System provides the ability to inquire and report with proper security: Unpaid travel claims by employee
FIN-Accounts Payable	Employee Travel	1070572	System provides the ability to inquire and report with proper security: Travel claims awaiting action by approver
FIN-Accounts Payable	Employee Travel	1070573	System provides the ability to inquire and report with proper security: Travel claims approved by approver
FIN-Accounts Payable	Employee Travel	1070574	System provides the ability to inquire and report with proper security: Travel claims rejected by approver
FIN-Accounts Payable	Employee Travel	1070575	System provides the ability to inquire and report with proper security: Travel claims awaiting payment by department
FIN-Accounts Payable	Employee Travel	1070576	System provides the ability to inquire and report with proper security: Travel Advance report (with ability to drilldown)

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Accounts Payable	Employee Travel	1070578	System provides the ability to require pertinent travel information included on the official travel authorization, including: Employee Number, System provides the ability to require pertinent travel information included on the official travel authorization, including: Vendor
FIN-Accounts Payable	Employee Travel	1070579	System provides the ability of having a travel authorization process that can be initiated by authorized departmental users to provide at a minimum the following data elements: Transportation type based on defined elements
FIN-Accounts Payable	Employee Travel	1070580	System provides the ability of having a travel authorization process that can be initiated by authorized departmental users to provide at a minimum the following data elements: Destination based on selection of defined locations
FIN-Accounts Payable	Employee Travel	1070581	System provides the ability of having a travel authorization process that can be initiated by authorized departmental users to provide at a minimum the following data elements: Event Begin and End Dates
FIN-Accounts Payable	Employee Travel	1070582	System provides the ability to upload the GSA Per Diem schedule
FIN-Accounts Payable	Employee Travel	1070583	System has the ability to assign the applicable Per Diem rate to the Travel Authorization request and the Travel Claim based on travel destination and effective date
FIN-Accounts Payable	Employee Travel	1070584	System provides the ability to select traveler type based on predefined types (Employee, Student, Guest, etc.)
FIN-Accounts Payable	Employee Travel	1070585	The percentage of Travel Advance available is defined by Traveler Type. System provides the ability to determine Travel Advance percentage by Traveler Type.
FIN-Accounts Payable	Employee Travel	1070586	System provides the ability to validate that the Travel Card amount claimed does not exceed the Travel Card authorization amount
FIN-Accounts Payable	Employee Travel	1070587	System provides the ability to electronically notify the traveler of the approved amount of the travel authorization along with other pertinent information as defined.
FIN-Accounts Payable	Employee Travel	1070588	System provides the ability for the user to create travel related purchase orders, i.e.; Registration, hotel, etc. that are included with the travel authorization for a complete total of the cost of the trip.
FIN-Accounts Payable	Employee Travel	1070589	System provides the ability for the travel claim to have a minimum of 20 legs that may be entered.
FIN-Accounts Payable	Employee Travel	1070590	System provides the ability to capture the start and end date and time of each leg and validate against federal per diem rates and defined rules that may not be exceeded.
FIN-Accounts Payable	Employee Travel	1070591	System provides the ability to validate each leg against federal per diem rates and defined rules that may not be exceeded.
FIN-Accounts Payable	Employee Travel	1070592	System provides the ability to support electronic signatures on the travel claim
FIN-Accounts Payable	Employee Travel	1070593	System provides the ability to convert foreign currencies to US Dollars when travel claim is for an international location
FIN-Accounts Payable	Employee Travel	1070594	System provides the ability to capture an unlimited number of characters of pertinent travel information included on the official travel claim, including: Official business purpose of trip (i.e. description)
FIN-Accounts Payable	Employee Travel	1070595	System provides the ability of expensing the travel claim amounts based on the accounting distribution on the travel authorization.
FIN-Accounts Payable	Employee Travel	1070596	System provides the ability for an authorized user to override the default accounting distribution on a travel claim
FIN-Accounts Payable	Employee Travel	1070597	System provides the ability of capturing upload of receipts using OCR capability
FIN-Accounts Payable	Employee Travel	1070598	System provides the ability to attach receipt images to the travel claim
FIN-Accounts Payable	Employee Travel	1070599	System automatically generates an invoice to the employee for the amount of the Travel Advance Receivable
FIN-Accounts Payable	Employee Travel	1070600	System provides the capability of handling two types of travel credit cards. One that is used by departments to purchase airfare, registrations, car rental etc. for guests, employees, and students, and another type of credit card that is utilized by a traveler when traveling. Both types of cards must be able to be associated with a specific travel claim.
FIN-Accounts Payable	Employee Travel	1070601	System has the ability of providing a function for authorized users to request an employee to receive a travel credit card, while providing an automated routing of approval based on a defined routing.
FIN-Accounts Payable	Employee Travel	1070602	System has the ability of uploading Level 3 data from travel card provider and displaying information in a defined format and data elements.
FIN-Accounts Receivable	General	1070605	System provides the ability to enter all Chart of Account elements on any type of transaction within the revenue/receivables module, and apply all edits and validations against those elements or combinations thereof.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Accounts Receivable	General	1070606	System provides the ability to maintain an audit trail of all billing, accounts receivable, and cash receipts activity.
FIN-Accounts Receivable	General	1070607	System provides the ability for customer invoices, statements, and other customer communications to be changed to comply with ADA requirements (allowing for changes to font, layout, etc.).
FIN-Accounts Receivable	General	1070608	System provides the ability to simultaneously work in multiple fiscal years in the accounts receivable module (i.e., have periods open in two or more fiscal years at one time).
FIN-Accounts Receivable	General	1070609	System provides an automated process to convert credit A/R balances to a user-defined liability account on a periodic basis (e.g., year-end close).
FIN-Accounts Receivable	General	1070610	System provides the ability to search A/R transactions by: Customer Name
FIN-Accounts Receivable	General	1070611	System provides the ability to search A/R transactions by: Customer Number
FIN-Accounts Receivable	General	1070612	System provides the ability to search A/R transactions by: Customer Address
FIN-Accounts Receivable	General	1070613	System provides the ability to search A/R transactions by: Customer Tax ID
FIN-Accounts Receivable	General	1070614	System provides the ability to search A/R transactions by: User Defined Fields
FIN-Accounts Receivable	General	1070615	System provides the ability to search A/R transactions by: Customer Invoice Number
FIN-Accounts Receivable	General	1070616	System provides the ability to search A/R transactions by: Dollar Amount
FIN-Accounts Receivable	General	1070617	System provides the ability to search A/R transactions by: Using user-defined date ranges
FIN-Accounts Receivable	General	1070618	System provides the ability to search A/R transactions by: Using Wildcards
FIN-Accounts Receivable	General	1070619	System allows users to enter an effective date on any A/R transaction
FIN-Accounts Receivable	Define Customers and Items	1070622	System provides for a central file for storing all customer-related information (e.g., name, address, contact, etc.).
FIN-Accounts Receivable	Define Customers and Items	1070623	System provides the ability to create user-defined customer types.
FIN-Accounts Receivable	Define Customers and Items	1070624	System provides the ability to bill, track and collect for customers whose customer information is provided at the time that either bills or payments are received.
FIN-Accounts Receivable	Define Customers and Items	1070625	System provides the ability to deactivate and reactivate customers with appropriate security and control.
FIN-Accounts Receivable	Define Customers and Items	1070626	System captures a reason for deactivating a customer
FIN-Accounts Receivable	Define Customers and Items	1070627	System provides the ability to prevent duplicate customer records by: Allowing users to search for existing customers by: Customer Name
FIN-Accounts Receivable	Define Customers and Items	1070628	System provides the ability to prevent duplicate customer records by: Allowing users to search for existing customers by: Customer Number
FIN-Accounts Receivable	Define Customers and Items	1070629	System provides the ability to prevent duplicate customer records by: Allowing users to search for existing customers by: Customer Address
FIN-Accounts Receivable	Define Customers and Items	1070630	System provides the ability to prevent duplicate customer records by: Allowing users to search for existing customers by: Customer Tax ID
FIN-Accounts Receivable	Define Customers and Items	1070631	System provides the ability to prevent duplicate customer records by: Allowing users to search for existing customers by: Using wildcards
FIN-Accounts Receivable	Define Customers and Items	1070632	System provides the ability to prevent duplicate customer records by: Using algorithms to identify potential matches at time of entering a new customer.
FIN-Accounts Receivable	Define Customers and Items	1070633	System provides the ability to record a customer as blocked from future services: Across the Institution
FIN-Accounts Receivable	Define Customers and Items	1070634	System provides the ability to record a customer as blocked from future services: By Institution
FIN-Accounts Receivable	Define Customers and Items	1070635	System provides the ability to record a customer as blocked from future services: By a specific department
FIN-Accounts Receivable	Define Customers and Items	1070636	System provides the ability to maintain an on-line audit trail of changes made to the customer master record.
FIN-Accounts Receivable	Define Customers and Items	1070637	System maintains a history of changes to the customer record (old value, new value, user, date).
FIN-Accounts Receivable	Define Customers and Items	1070638	System provides the ability to copy a similar customer record when creating a new record.
FIN-Accounts Receivable	Define Customers and Items	1070639	System allows users to enter new customer address records without having to rekey base customer information.
FIN-Accounts Receivable	Define Customers and Items	1070640	System provides the ability for a unique alphanumeric customer number that is, at a minimum, 10 characters in length, excluding any characters required to track multiple addresses.
FIN-Accounts Receivable	Define Customers and Items	1070641	System provides the ability to capture multiple addresses for the same customer number
FIN-Accounts Receivable	Define Customers and Items	1070642	System allows entry of shorter customer numbers without having to enter leading zeroes.
FIN-Accounts Receivable	Define Customers and Items	1070643	System automatically assigns a customer number when adding customers.
FIN-Accounts Receivable	Define Customers and Items	1070644	System provides a central record of customer information, including but not limited to the following: Customer Type

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Accounts Receivable	Define Customers and Items	1070645	System provides a central record of customer information, including but not limited to the following: Customer Name
FIN-Accounts Receivable	Define Customers and Items	1070646	System provides a central record of customer information, including but not limited to the following: Alternate Customer Name (e.g., DBA and/or outsourced payable)
FIN-Accounts Receivable	Define Customers and Items	1070648	System provides a central record of customer information, including but not limited to the following: Customer Address (multiple)
FIN-Accounts Receivable	Define Customers and Items	1070649	System provides a central record of customer information, including but not limited to the following: Customer Address Type (Bill-to, Ship-To, Sold-To, etc.)
FIN-Accounts Receivable	Define Customers and Items	1070650	System provides a central record of customer information, including but not limited to the following: Multiple contact names and numbers per customer (phone and fax).
FIN-Accounts Receivable	Define Customers and Items	1070651	System provides a central record of customer information, including but not limited to the following: Customer email address
FIN-Accounts Receivable	Define Customers and Items	1070652	System provides a central record of customer information, including but not limited to the following: Tax-ID Number
FIN-Accounts Receivable	Define Customers and Items	1070653	System provides a central record of customer information, including but not limited to the following: Default Account Receivable Control Account
FIN-Accounts Receivable	Define Customers and Items	1070654	System provides a central record of customer information, including but not limited to the following: Alternate open-item managed balance sheet accounts (such as Escrow)
FIN-Accounts Receivable	Define Customers and Items	1070655	System provides a central record of customer information, including but not limited to the following: Customer comments
FIN-Accounts Receivable	Define Customers and Items	1070656	System provides a central record of customer information, including but not limited to the following: Corresponding Vendor Number (for entities that are both vendors and customers)
FIN-Accounts Receivable	Define Customers and Items	1070657	System provides a central record of customer information, including but not limited to the following: User Defined Field 1
FIN-Accounts Receivable	Define Customers and Items	1070658	System provides a central record of customer information, including but not limited to the following: User Defined Field 2
FIN-Accounts Receivable	Define Customers and Items	1070659	System provides a central record of customer information, including but not limited to the following: User Defined Field 3
FIN-Accounts Receivable	Define Customers and Items	1070660	System provides a central record of items sold, including, but not limited to the following: Item Number
FIN-Accounts Receivable	Define Customers and Items	1070661	System provides a central record of items sold, including, but not limited to the following: Item Description
FIN-Accounts Receivable	Define Customers and Items	1070662	System provides a central record of items sold, including, but not limited to the following: Base Unit of Measure
FIN-Accounts Receivable	Define Customers and Items	1070663	System provides a central record of items sold, including, but not limited to the following: Unit Price
FIN-Accounts Receivable	Define Customers and Items	1070664	System provides a central record of items sold, including, but not limited to the following: Default accounting information (i.e. revenue account)
FIN-Accounts Receivable	Enter Customer Invoice	1070667	System provides the following delivery options for customer invoices: Print on demand
FIN-Accounts Receivable	Enter Customer Invoice	1070668	System provides the following delivery options for customer invoices: Email
FIN-Accounts Receivable	Enter Customer Invoice	1070669	System provides the following delivery options for customer invoices: Fax
FIN-Accounts Receivable	Enter Customer Invoice	1070670	System provides the following delivery options for customer invoices: XML
FIN-Accounts Receivable	Enter Customer Invoice	1070671	System provides the following delivery options for customer invoices: EDI
FIN-Accounts Receivable	Enter Customer Invoice	1070672	System provides the ability to 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 month on the 15th, etc.).
FIN-Accounts Receivable	Enter Customer Invoice	1070673	System provides ability for a single invoice item to be distributed across multiple accounting distributions.
FIN-Accounts Receivable	Enter Customer Invoice	1070674	System provides the ability for one department to bill on behalf of other Institution departments on a consolidated bill
FIN-Accounts Receivable	Enter Customer Invoice	1070675	System provides the ability to add standard text comments to either an individual invoice or a group of invoices.
FIN-Accounts Receivable	Enter Customer Invoice	1070676	System provides the ability for users to define billing cycles and frequencies.
FIN-Accounts Receivable	Enter Customer Invoice	1070677	System provides the ability to create and print invoices in multiple layouts and determine which layout to use per billing type.
FIN-Accounts Receivable	Enter Customer Invoice	1070678	System provides standard invoice printing functionality including: Centralized invoice printing

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Accounts Receivable	Enter Customer Invoice	1070679	System provides standard invoice printing functionality including: Decentralized invoice printing (at departments)
FIN-Accounts Receivable	Enter Customer Invoice	1070680	System provides 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.
FIN-Accounts Receivable	Enter Customer Invoice	1070681	System provides standard invoice printing functionality including: Printing invoices based on multiple sorts (e.g., by department first, then customer number, etc.) as defined by the Institution.
FIN-Accounts Receivable	Enter Customer Invoice	1070682	System provides standard invoice printing functionality including: On demand printing on any local and/or network printer.
FIN-Accounts Receivable	Enter Customer Invoice	1070683	System provides standard invoice printing functionality including: Printing of a scan line with encoded account information
FIN-Accounts Receivable	Enter Customer Invoice	1070684	System provides the ability for users to preview, print and re-print invoices/adjustments, including but not limited to: Individually
FIN-Accounts Receivable	Enter Customer Invoice	1070685	System provides the ability for users to preview, print and re-print invoices/adjustments, including but not limited to: By Customer
FIN-Accounts Receivable	Enter Customer Invoice	1070686	System provides the ability for users to preview, print and re-print invoices/adjustments, including but not limited to: By Range of Invoice/Adjustment Numbers.
FIN-Accounts Receivable	Enter Customer Invoice	1070687	System provides the ability to copy and modify existing invoices to create new invoices.
FIN-Accounts Receivable	Enter Customer Invoice	1070688	System provides the ability to create invoice templates.
FIN-Accounts Receivable	Enter Customer Invoice	1070689	System provides the ability to suppress invoices.
FIN-Accounts Receivable	Enter Customer Invoice	1070690	System provides the ability to change account coding on invoices through a mass change functionality, with audit trail and proper security.
FIN-Accounts Receivable	Enter Customer Invoice	1070691	System provides the ability to generate an invoice document number based upon a user-defined prefix and a unique system-generated sequential number.
FIN-Accounts Receivable	Enter Customer Invoice	1070693	System associates each invoice line to a specific department.
FIN-Accounts Receivable	Enter Customer Invoice	1070694	System provides the ability to flag invoices for special handling (e.g., hand-delivery) with the ability to enter comments (such as a time to deliver).
FIN-Accounts Receivable	Enter Customer Invoice	1070695	System provides the ability to associate attachments (e.g., Word, Excel, or scanned documents) with billing transactions.
FIN-Accounts Receivable	Enter Customer Invoice	1070696	System allows option to distribute attachments associated with a specific invoice along with the invoice.
FIN-Accounts Receivable	Enter Customer Invoice	1070697	System defaults invoice delivery method from customer record to individual invoices
FIN-Accounts Receivable	Enter Customer Invoice	1070698	System provides Web-based customer portal that allows customers to: View Bills
FIN-Accounts Receivable	Enter Customer Invoice	1070699	System provides Web-based customer portal that allows customers to: Set Billing Preferences (i.e. paper or electronic billing)
FIN-Accounts Receivable	Enter Customer Invoice	1070700	System allows override of delivery method during and after invoice entry with proper authority.
FIN-Accounts Receivable	Enter Customer Invoice	1070701	System provides the ability to capture the following on each customer Invoice: Header Customer Number
FIN-Accounts Receivable	Enter Customer Invoice	1070702	System provides the ability to capture the following on each customer Invoice: Header Customer Address (selected from bill-to addresses on Customer record)
FIN-Accounts Receivable	Enter Customer Invoice	1070703	System provides the ability to capture the following on each customer Invoice: Header Payment Terms
FIN-Accounts Receivable	Enter Customer Invoice	1070704	System provides the ability to capture the following on each customer Invoice: Header Dunning Terms
FIN-Accounts Receivable	Enter Customer Invoice	1070705	System provides the ability to capture the following on each customer Invoice: Header External Document Reference (such as contract number)
FIN-Accounts Receivable	Enter Customer Invoice	1070706	System provides the ability to capture the following on each customer Invoice: Header Text
FIN-Accounts Receivable	Enter Customer Invoice	1070707	System provides the ability to capture the following on each customer Invoice: Header Account Receivable control account (defaults from customer record, can be overridden with alternate from customer record)
FIN-Accounts Receivable	Enter Customer Invoice	1070708	System provides the ability to capture the following on each customer Invoice: Header Service address (not billing address)
FIN-Accounts Receivable	Enter Customer Invoice	1070709	System provides the ability to capture the following on each customer Invoice: Line Items Line Number
FIN-Accounts Receivable	Enter Customer Invoice	1070710	System provides the ability to capture the following on each customer Invoice: Line Items Quantity
FIN-Accounts Receivable	Enter Customer Invoice	1070711	System provides the ability to capture the following on each customer Invoice: Line Items Unit of Measure
FIN-Accounts Receivable	Enter Customer Invoice	1070712	System provides the ability to capture the following on each customer Invoice: Line Items Item Number

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Accounts Receivable	Enter Customer Invoice	1070713	System provides the ability to capture the following on each customer Invoice: Line Items Item Description
FIN-Accounts Receivable	Enter Customer Invoice	1070714	System provides the ability to capture the following on each customer Invoice: Line Items Unit Price
FIN-Accounts Receivable	Enter Customer Invoice	1070715	System provides the ability to capture the following on each customer Invoice: Line Items Extended Line Amount (Quantity * Price)
FIN-Accounts Receivable	Enter Customer Invoice	1070716	System provides the ability to capture the following on each customer Invoice: Line Items Comment Text
FIN-Accounts Receivable	Enter Customer Invoice	1070717	System provides the ability to capture the following on each customer Invoice: Line Items Late Fee
FIN-Accounts Receivable	Enter Customer Invoice	1070719	System provides the ability to capture the following on each customer Invoice: Line Items Multiple accounting distributions
FIN-Accounts Receivable	Enter Customer Invoice	1070720	System allows financial data classification amounts to be determined based on a user-defined allocation (e.g., 10% to the General Fund and 90% to the Grants Fund). Individually
FIN-Accounts Receivable	Enter Customer Invoice	1070721	System allows financial data classification amounts to be determined based on a user-defined allocation (e.g., 10% to the General Fund and 90% to the Grants Fund). By customer
FIN-Accounts Receivable	Enter Customer Invoice	1070722	System allows financial data classification amounts to be determined based on a user-defined allocation (e.g., 10% to the General Fund and 90% to the Grants Fund). By range of customers
FIN-Accounts Receivable	Enter Customer Invoice	1070723	System allows financial data classification amounts to be determined based on a user-defined allocation (e.g., 10% to the General Fund and 90% to the Grants Fund). By invoice or document number or range of numbers
FIN-Accounts Receivable	Enter Customer Invoice	1070724	System allows financial data classification amounts to be determined based on a user-defined allocation (e.g., 10% to the General Fund and 90% to the Grants Fund). By any element of the financial data classification structure
FIN-Accounts Receivable	Enter Customer Invoice	1070725	System provides a standard printed invoice that is customizable to include: department specific contact information
FIN-Accounts Receivable	Enter Customer Invoice	1070726	System provides a standard printed invoice that is customizable to include: Invoice header information (Customer information, Invoice Number, Invoice Date)
FIN-Accounts Receivable	Enter Customer Invoice	1070727	System provides a standard printed invoice that is customizable to include: standard letterhead features, such as including an image
FIN-Accounts Receivable	Enter Customer Invoice	1070728	System provides a standard printed invoice that is customizable to include: multi-page logic (e.g., first page on letterhead, second includes graphic, but no address)
FIN-Accounts Receivable	Enter Customer Invoice	1070729	System provides a standard printed invoice that is customizable to include: line item information (Quantity, Item, Price, UoM, Extended Amount)
FIN-Accounts Receivable	Enter Customer Invoice	1070730	System provides the ability to automatically calculate interest and late fees on a customer account and bill the customer for the interest and principal.
FIN-Accounts Receivable	Enter Customer Invoice	1070731	System provides the ability to generate customer statements by institution or organizational sub-level (department, etc.).
FIN-Accounts Receivable	Enter Customer Invoice	1070732	System provides the ability to identify NSF payments on the customer statement
FIN-Accounts Receivable	Enter Customer Invoice	1070733	System provides the ability to automatically reprint an invoice on demand.
FIN-Accounts Receivable	Enter Customer Invoice	1070734	System tracks the status (Open, Paid, In Dispute, etc.) of each invoice.
FIN-Accounts Receivable	Enter Customer Invoice	1070736	System provides the ability to capture the following on each customer Invoice: Header Customer Email Address
FIN-Accounts Receivable	Cash Receipts - Billed	1070739	System provides the ability to apply an overpayment to a different invoice with proper authority.
FIN-Accounts Receivable	Cash Receipts - Billed	1070740	System provides the ability to create a refund transaction for an overpayment.
FIN-Accounts Receivable	Cash Receipts - Billed	1070741	System provides the ability to capture cash receipts and apply them to outstanding customer invoice(s).
FIN-Accounts Receivable	Cash Receipts - Billed	1070742	System provides the ability to process multiple invoice payments on the same receipt.
FIN-Accounts Receivable	Cash Receipts - Billed	1070743	System provides the ability to capture the following information when processing a receipt for billed items: Customer Account
FIN-Accounts Receivable	Cash Receipts - Billed	1070744	System provides the ability to capture the following information when processing a receipt for billed items: Date received
FIN-Accounts Receivable	Cash Receipts - Billed	1070745	System provides the ability to capture the following information when processing a receipt for billed items: Name/User ID of person collecting monies
FIN-Accounts Receivable	Cash Receipts - Billed	1070746	System provides the ability to capture the following information when processing a receipt for billed items: Unique, sequential receipt document number

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Accounts Receivable	Cash Receipts - Billed	1070747	System provides the ability to capture the following information when processing a receipt for billed items: Invoice Reference fields
FIN-Accounts Receivable	Cash Receipts - Billed	1070748	System provides the ability to capture the following information when processing a receipt for billed items: Customer Payment Identification Number (e.g., check number)
FIN-Accounts Receivable	Cash Receipts - Billed	1070749	System provides the ability to capture the following information when processing a receipt for billed items: Driver's License (encrypted)
FIN-Accounts Receivable	Cash Receipts - Billed	1070750	System provides the ability to capture the following information when processing a receipt for billed items: Payment Amount
FIN-Accounts Receivable	Cash Receipts - Billed	1070751	System provides the ability to capture the following information when processing a receipt for billed items: Place of collection
FIN-Accounts Receivable	Cash Receipts - Billed	1070752	System provides the ability to capture the following information when processing a receipt for billed items: Payment Type/Method/Credit card type
FIN-Accounts Receivable	Cash Receipts - Billed	1070753	System provides the ability to capture the following information when processing a receipt for billed items: Accounting posting date
FIN-Accounts Receivable	Cash Receipts - Billed	1070754	System provides the ability to capture the following information when processing a receipt for billed items: Externally assigned control number (check receipt)
FIN-Accounts Receivable	Cash Receipts - Billed	1070755	System provides the ability to capture the following information when processing a receipt for billed items: Comment Text
FIN-Accounts Receivable	Cash Receipts - Billed	1070756	System provides the ability to capture the following information when processing a receipt for billed items: User-Defined Field 1
FIN-Accounts Receivable	Cash Receipts - Billed	1070757	System provides the ability to capture the following information when processing a receipt for billed items: User-Defined Field 2
FIN-Accounts Receivable	Cash Receipts - Billed	1070758	System provides the ability to supply an outbound interface for receipts in order to update multiple specialized third-party billing systems.
FIN-Accounts Receivable	Cash Receipts - Billed	1070759	System provides the ability to support bar code or scan line printing on envelopes and remittance advices to aid in remittance processing.
FIN-Accounts Receivable	Cash Receipts - Billed	1070760	System shall allow payments received to be matched to an invoice for a customer.
FIN-Accounts Receivable	Cash Receipts - Billed	1070761	System provides the ability to utilize a predefined interface for bar code and/or scan line information which can capture carry forward invoice information to the payment receipt.
FIN-Accounts Receivable	Cash Receipts - Billed	1070762	System provides the ability to record pre-payments for: Goods
FIN-Accounts Receivable	Cash Receipts - Billed	1070763	System provides the ability to record pre-payments for: Services
FIN-Accounts Receivable	Cash Receipts - Billed	1070765	System provides the ability for on-line review of receipts before they are posted to the general ledger and/or matched to customer open items.
FIN-Accounts Receivable	Cash Receipts - Billed	1070766	System provides the ability to correct a receipt at any time before it is posted with proper authorization.
FIN-Accounts Receivable	Cash Receipts - Billed	1070767	System provides the ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): Cash, including capture of Bank Code
FIN-Accounts Receivable	Cash Receipts - Billed	1070768	System provides the ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): Check, including capture of ABA number
FIN-Accounts Receivable	Cash Receipts - Billed	1070769	System provides the ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): Check, including capture of Account number
FIN-Accounts Receivable	Cash Receipts - Billed	1070770	System provides the ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): Check, including capture of Check number
FIN-Accounts Receivable	Cash Receipts - Billed	1070771	System provides the ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): Credit/Debit Card via authorization code
FIN-Accounts Receivable	Cash Receipts - Billed	1070772	System provides the ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): Money Orders, including capture of Bank Code
FIN-Accounts Receivable	Cash Receipts - Billed	1070773	System provides the ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): EFT/ACH
FIN-Accounts Receivable	Cash Receipts - Billed	1070774	System provides the ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): Wire Transfers
FIN-Accounts Receivable	Cash Receipts - Billed	1070775	System provides the ability to record receipts into a clearing account and subsequently clear that receipt against an invoice.
FIN-Accounts Receivable	Cash Receipts - Billed	1070776	System provides the ability to apply payments on receivables by referencing the invoice number, which infers all invoice information to the receipt.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Accounts Receivable	Cash Receipts - Billed	1070777	System provides the ability to capture and apply receipts via standard open interface technologies, such as: Electronic funds transfers (EFT) or ACH Inbound Payments provided electronically by the bank
FIN-Accounts Receivable	Cash Receipts - Billed	1070778	System provides the ability to capture and apply receipts via standard open interface technologies, such as: Automated Lock Box
FIN-Accounts Receivable	Cash Receipts - Billed	1070779	System provides the ability to capture and apply receipts via standard open interface technologies, such as: Credit Card Payments
FIN-Accounts Receivable	Cash Receipts - Billed	1070780	System provides the ability for a central Revenue organization to process receipts on behalf of other departments.
FIN-Accounts Receivable	Cash Receipts - Billed	1070781	System provides the ability to inquire into all of a customer's outstanding invoices/fees when receiving payments for any type of invoice/fee.
FIN-Accounts Receivable	Cash Receipts - Billed	1070782	System provides the ability to automatically print a receipt for payments on account and allow for cashier to reprint the receipt manually, if necessary.
FIN-Accounts Receivable	Cash Receipts - Billed	1070783	System provides a batch process to automatically match receipts to payments.
FIN-Accounts Receivable	Cash Receipts - Billed	1070784	System is able to recognize revenue and reduce the pre-payment when goods or services are delivered.
FIN-Accounts Receivable	Cash Receipts - Billed	1070785	System is able to match customer open invoices to pre-payments in an on-line transaction.
FIN-Accounts Receivable	Cash Receipts - Billed	1070786	System is able to match customer open invoices to pre-payments in a batch process.
FIN-Accounts Receivable	Cash Receipts - Billed	1070787	System allows users to reverse the application of a payment to an item and re-application of the payment to a different item.
FIN-Accounts Receivable	Cash Receipts - Billed	1070788	System allows users to reverse the application of a payment to an item and reverse the payment with proper authorization and/or approval.
FIN-Accounts Receivable	Cash Receipts - Billed	1070789	System provides the ability to associate attachments (e.g., Word, Excel, or scanned documents) with customer payment transactions.
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070791	System provides the ability to record cash receipts for unbilled revenue.
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070792	System provides the ability to code a receipt as a refund of expenditure, trust account deposit, revenue transaction, etc.
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070793	System provides the ability to maintain default Chart of Account distributions for specific types of payments and receipts.
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070794	System provides the ability to automatically print a receipt for items unbilled and allow for cashier to reprint the receipt manually, if necessary.
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070795	System captures the following information for unbilled cash receipts: Customer Account
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070796	System captures the following information for unbilled cash receipts: Date received
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070797	System captures the following information for unbilled cash receipts: Name/User ID of person collecting monies
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070798	System captures the following information for unbilled cash receipts: Unique, sequential receipt document number
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070799	System captures the following information for unbilled cash receipts: Invoice Reference fields
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070800	System captures the following information for unbilled cash receipts: Customer Payment Identification Number (e.g., check number)
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070801	System captures the following information for unbilled cash receipts: Driver's License (encrypted)
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070802	System captures the following information for unbilled cash receipts: Payment Amount
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070803	System captures the following information for unbilled cash receipts: Place of collection
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070804	System captures the following information for unbilled cash receipts: Payment Type/Method/Credit card type
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070805	System captures the following information for unbilled cash receipts: Accounting posting date
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070806	System captures the following information for unbilled cash receipts: Externally assigned control number (check receipt)
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070807	System captures the following information for unbilled cash receipts: Comment Text
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070808	System captures the following information for unbilled cash receipts: User-Defined Field 1
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070809	System captures the following information for unbilled cash receipts: User-Defined Field 2
FIN-Accounts Receivable	Cash Receipts - Unbilled	1070810	System allows an unbilled cash receipt to be reversed with proper authority.
FIN-Accounts Receivable	Deposit	1070812	System provides the ability for consolidation of individual daily receipt information into daily cash deposits (corresponding to actual bank deposits).
FIN-Accounts Receivable	Deposit	1070813	System provides the ability to compile receipts into deposits at any frequency including more than once a day.
FIN-Accounts Receivable	Deposit	1070814	System provides the ability to drill back and forth between deposit and receipts.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Accounts Receivable	Deposit	1070815	System provides the ability for daily cash drawer close-out, including, but not limited to, the following functionality: Produce a close-out report to be balanced with the cash, checks, money orders, etc. in the operator's drawer on demand.
FIN-Accounts Receivable	Deposit	1070816	System provides the ability for daily cash drawer close-out, including, but not limited to, the following functionality: Allow users to enter counted monies by tender and the system automatically calculates any overage or shortage amount by tender. The calculation includes any cash drawer bank amount.
FIN-Accounts Receivable	Deposit	1070817	System provides the ability for daily cash drawer close-out, including, but not limited to, the following functionality: Create a receipt within the system, crediting the appropriate accounting codes for the revenue or expense abatement. The receipt reflects any overage or shortage calculated.
FIN-Accounts Receivable	Deposit	1070818	System provides the ability for daily cash drawer close-out, including, but not limited to, the following functionality: Print a deposit summary for each day's sales, which includes total receipts for all cash drawers grouped by location.
FIN-Accounts Receivable	Deposit	1070819	System provides the ability for daily cash drawer close-out, including, but not limited to, the following functionality: Generate reports by underlying accounting distributions.
FIN-Accounts Receivable	Deposit	1070820	Record a pre-printed deposit slip number to support subsequent automated bank reconciliations for deposit activity.
FIN-Accounts Receivable	Manage NSF Checks	1070822	System provides the ability to record dishonored revenue payments (i.e., NSF) by name, account number, deposit number, date and amount
FIN-Accounts Receivable	Manage NSF Checks	1070823	System provides the ability to 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	Manage NSF Checks	1070824	System provides the ability to query customer receipts to identify the original receipt transaction.
FIN-Accounts Receivable	Manage NSF Checks	1070825	System provides a standard communication/letter to notify the customer of the NSF status.
FIN-Accounts Receivable	Manage NSF Checks	1070826	System provides users the ability to 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	Manage NSF Checks	1070827	System provides a notification to users that a customer has an NSF check outstanding when processing receipts.
FIN-Accounts Receivable	Manage NSF Checks	1070828	System provides the ability to restrict a customer to a specific type of payment
FIN-Accounts Receivable	Manage NSF Checks	1070829	System allows users to perform the following actions when settling an NSF check: Record reimbursement for the NSF Check (including recording revenue for penalties)
FIN-Accounts Receivable	Manage NSF Checks	1070830	System allows users to perform the following actions when settling an NSF check: Reverse the original application of payment and reestablish the original customer receivable
FIN-Accounts Receivable	Manage NSF Checks	1070831	System allows users to perform the following actions when settling an NSF check: Reverse the original application of payment and reinstate the original customer receivable
FIN-Accounts Receivable	Manage NSF Checks	1070832	System allows users to perform the following actions when settling an NSF check: Write off the amount to bad debt expense.
FIN-Accounts Receivable	Credits	1070835	System shall capture the following information for customers when entering a credit: Name
FIN-Accounts Receivable	Credits	1070836	System shall capture the following information for customers when entering a credit: Address information
FIN-Accounts Receivable	Credits	1070837	System shall capture the following information for customers when entering a credit: Tax-ID
FIN-Accounts Receivable	Credits	1070838	System shall capture the following information for customers when entering a credit: Phone number
FIN-Accounts Receivable	Credits	1070839	System shall capture the following information for customers when entering a credit: Note / long text
FIN-Accounts Receivable	Credits	1070840	System shall capture the following information for customers when entering a credit: Payment Terms
FIN-Accounts Receivable	Credits	1070841	System shall capture the following information for customers when entering a credit: Payment Methods
FIN-Accounts Receivable	Credits	1070842	System shall capture the following information for customers when entering a credit: Payment Date
FIN-Accounts Receivable	Credits	1070843	System shall capture the following information for customers when entering a credit: Bank Account info (for ACH Payments)
FIN-Accounts Receivable	Credits	1070844	System shall capture the following information for customers when entering a credit: Description / Reason
FIN-Accounts Receivable	Credits	1070845	System provides the ability to capture the following Header information on each customer credit or adjustment: Customer Number
FIN-Accounts Receivable	Credits	1070846	System provides the ability to capture the following Header information on each customer credit or adjustment: Customer Address (selected from bill-to addresses on Customer record)

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Accounts Receivable	Credits	1070847	System provides the ability to capture the following Header information on each customer credit or adjustment: Internal Invoice Reference
FIN-Accounts Receivable	Credits	1070848	System provides the ability to capture the following Header information on each customer credit or adjustment: Payment Terms
FIN-Accounts Receivable	Credits	1070849	System provides the ability to capture the following Header information on each customer credit or adjustment: Payment Method (for refunds)
FIN-Accounts Receivable	Credits	1070850	System provides the ability to capture the following Header information on each customer credit or adjustment: Remit To Address
FIN-Accounts Receivable	Credits	1070851	System provides the ability to capture the following Header information on each customer credit or adjustment: Status (Open, Paid, In Dispute, etc.)
FIN-Accounts Receivable	Credits	1070852	System provides the ability to capture the following Header information on each customer credit or adjustment: External Document Reference (such as contract number)
FIN-Accounts Receivable	Credits	1070853	System provides the ability to capture the following Header information on each customer credit or adjustment: Header Text
FIN-Accounts Receivable	Credits	1070854	System provides the ability to capture the following Header information on each customer credit or adjustment: Account Receivable control account (defaults from customer record, can be overridden with alternate from customer record)
FIN-Accounts Receivable	Credits	1070855	System provides the ability to capture the following line item information on each customer credit or adjustment: Line Number
FIN-Accounts Receivable	Credits	1070856	System provides the ability to capture the following line item information on each customer credit or adjustment: Invoice Line Item Reference
FIN-Accounts Receivable	Credits	1070857	System provides the ability to capture the following line item information on each customer credit or adjustment: Quantity
FIN-Accounts Receivable	Credits	1070858	System provides the ability to capture the following line item information on each customer credit or adjustment: Unit of Measure
FIN-Accounts Receivable	Credits	1070859	System provides the ability to capture the following line item information on each customer credit or adjustment: Item Number
FIN-Accounts Receivable	Credits	1070861	System provides the ability to capture the following line item information on each customer credit or adjustment: Item Description
FIN-Accounts Receivable	Credits	1070862	System provides the ability to capture the following line item information on each customer credit or adjustment: Unit Price
FIN-Accounts Receivable	Credits	1070863	System provides the ability to capture the following line item information on each customer credit or adjustment: Extended Line Amount (Quantity * Price)
FIN-Accounts Receivable	Credits	1070864	System provides the ability to capture the following line item information on each customer credit or adjustment: Comment Text
FIN-Accounts Receivable	Credits	1070865	System provides the ability to capture the following line item information on each customer credit or adjustment: Price Discounts
FIN-Accounts Receivable	Credits	1070866	System provides the ability to capture the following line item information on each customer credit or adjustment: Multiple accounting distributions
FIN-Accounts Receivable	Credits	1070867	System defaults relevant header information from invoice when entering a customer credit memo
FIN-Accounts Receivable	Credits	1070868	System defaults relevant item information from invoice when entering a customer credit memo.
FIN-Accounts Receivable	Manage Customer Accounts	1070871	System provides the ability to monitor collection dates and generate workflow transactions or notifications based on user-defined date thresholds.
FIN-Accounts Receivable	Manage Customer Accounts	1070872	System provides the ability to associate attachments (e.g., Word, Excel, or scanned documents) with customer communication records.
FIN-Accounts Receivable	Manage Customer Accounts	1070873	System allows user to create a repayment schedule for a customer including: Payment Amount
FIN-Accounts Receivable	Manage Customer Accounts	1070874	System allows user to create a repayment schedule for a customer including: Interest Rate
FIN-Accounts Receivable	Manage Customer Accounts	1070875	System allows user to create a repayment schedule for a customer including: Payment Due Date
FIN-Accounts Receivable	Manage Customer Accounts	1070876	System allows user to create a repayment schedule for a customer including: Number of Payments
FIN-Accounts Receivable	Manage Customer Accounts	1070877	System provides the ability to calculate and record Days past due
FIN-Accounts Receivable	Manage Customer Accounts	1070878	System provides the ability to calculate and record Finance Charges
FIN-Accounts Receivable	Manage Customer Accounts	1070879	System provides the ability to calculate and record the following. System provides the ability to calculate and record Interest
FIN-Accounts Receivable	Manage Customer Accounts	1070880	System provides the ability to calculate and record Late Charges

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Accounts Receivable	Manage Customer Accounts	1070881	System provides the ability to record customers open receivables in dispute with a description field dedicated to the reason and details of the dispute.
FIN-Accounts Receivable	Manage Customer Accounts	1070882	System provides the ability to 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	Manage Customer Accounts	1070883	System provides the ability to process uncollectible accounts as follows: Generate dunning letter to customer, which is customizable by the department and/or organizational sub-level.
FIN-Accounts Receivable	Manage Customer Accounts	1070884	System provides the ability to process uncollectible accounts as follows: Provide the ability for user to set dates and/or default timeframes to produce each dunning letter.
FIN-Accounts Receivable	Manage Customer Accounts	1070885	System provides the ability to process uncollectible accounts as follows: Provide the ability for the user to identify, track, and age delinquent accounts, determining which receivables are 30, 60, 90, or over 120 days overdue.
FIN-Accounts Receivable	Manage Customer Accounts	1070886	System provides the ability to process uncollectible accounts as follows: 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.
FIN-Accounts Receivable	Manage Customer Accounts	1070887	System provides the ability to 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 and to record the collection fee.
FIN-Accounts Receivable	Manage Customer Accounts	1070888	System provides the ability to process uncollectible accounts as follows: Obtain proper approvals on a transaction to write-off account balance if not collected, based on user-defined criteria such as receivable type and dollar amount.
FIN-Accounts Receivable	Manage Customer Accounts	1070889	System provides the ability to process uncollectible accounts as follows: System has the ability to support 4 levels of dunning notices.
FIN-Accounts Receivable	Manage Customer Accounts	1070890	System provides the ability to process uncollectible accounts as follows: System supports different dunning timing schedules, by department.
FIN-Accounts Receivable	Manage Customer Accounts	1070891	System provides the ability to generate positive and negative adjustments which can be applied to a specific customer invoice, with proper controls and audit trail.
FIN-Accounts Receivable	Manage Customer Accounts	1070892	System provides the ability for customer accounts to be maintained on the following bases as determined by a department: Open Item Basis
FIN-Accounts Receivable	Manage Customer Accounts	1070893	System provides the ability for customer accounts to be maintained on the following bases as determined by a department: Balance Forward Basis
FIN-Accounts Receivable	Manage Customer Accounts	1070894	System provides ability to record a protested or unidentified payment as an unapplied receivable item (i.e., maintains clearing accounts) that can later be applied to receivable balances.
FIN-Accounts Receivable	Manage Customer Accounts	1070895	System provides the ability to flag accounts with a user-defined follow-up date for collection related activity.
FIN-Accounts Receivable	Manage Customer Accounts	1070897	System provides the ability to include or exclude disputed billings/customers from: Aging
FIN-Accounts Receivable	Manage Customer Accounts	1070898	System provides the ability to include or exclude disputed billings/customers from: Finance charges
FIN-Accounts Receivable	Manage Customer Accounts	1070899	System provides the ability to include or exclude disputed billings/customers from: Invoice generation/printing
FIN-Accounts Receivable	Manage Customer Accounts	1070900	System provides the ability to include or exclude disputed billings/customers from: Statistics
FIN-Accounts Receivable	Manage Customer Accounts	1070901	System provides the ability to include or exclude disputed billings/customers from: Dunning
FIN-Accounts Receivable	Manage Customer Accounts	1070902	System provides the ability to calculate various types of interest/payment schedules, including but not limited to: Interest-free periods
FIN-Accounts Receivable	Manage Customer Accounts	1070903	System provides the ability to calculate various types of interest/payment schedules, including but not limited to: Installment payments
FIN-Accounts Receivable	Manage Customer Accounts	1070904	System provides the ability to calculate various types of interest/payment schedules, including but not limited to: Interest deferrals
FIN-Accounts Receivable	Manage Customer Accounts	1070905	System provides the ability to calculate various types of interest/payment schedules, including but not limited to: Suspensions of interest payments
FIN-Accounts Receivable	Manage Customer Accounts	1070906	System provides the ability to optionally generate an automatic refund transaction on a specified refund date to issue a payment to the customer.
FIN-Accounts Receivable	Manage Customer Accounts	1070907	System provides the ability to optionally generate a refund of revenue to a non-invoiced customer (e.g., grant overpayments), with proper approvals.
FIN-Accounts Receivable	Manage Customer Accounts	1070908	System allows customer communications to be tied to: Specific transactions (such as invoices or credit memos)
FIN-Accounts Receivable	Manage Customer Accounts	1070909	System allows customer communications to be tied to: General customer records

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Accounts Receivable	Manage Customer Accounts	1070910	System provides the ability to attach files to customer communication records.
FIN-Accounts Receivable	Manage Customer Accounts	1070911	System provides the ability to produce a withdrawal in full letter upon payment of a judgment.
FIN-Accounts Receivable	Manage Customer Accounts	1070912	System provides the ability to flag a customer as being in bankruptcy.
FIN-Accounts Receivable	Manage Customer Accounts	1070913	System suspends collections activities for customers that are flagged as being in bankruptcy.
FIN-Accounts Receivable	Manage Customer Accounts	1070915	System provides the ability to reinstate a previously written off receivable when a payment for the written off receivable is received
FIN-Accounts Receivable	Integration with other Modules	1070917	System provides the ability for full integration of Accounts Receivable and Receipts subsystem with the General Ledger.
FIN-Accounts Receivable	Integration with other Modules	1070918	The system generates receivable transactions in the General Ledger for all original entries, adjustments, penalties and interest.
FIN-Accounts Receivable	Integration with other Modules	1070919	System is integrated with Grants Management to manage grant billing
FIN-Accounts Receivable	Integration with other Modules	1070920	System is integrated with Project Management to manage billing for reimbursable projects
FIN-Accounts Receivable	Integration with other Modules	1070921	System is integrated with other modules to support reimbursement for other work efforts, such as hazardous material clean-up efforts.
FIN-Budget Development	General	1070925	Provide a fully integrated budget preparation and financial system.
FIN-Budget Development	General	1070926	Support multiple versions of the budget (expenditure and revenue estimates, multiple department submission versions, Institution budget office versions, executive recommendation versions, Legislative Budget Office versions, appropriation versions, and department operating budget versions).
FIN-Budget Development	General	1070927	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).
FIN-Budget Development	General	1070928	Provide a fully integrated personal services budget preparation and human resource system that incorporates projections of vacancy rates based on historical information.
FIN-Budget Development	General	1070929	Provide a fully integrated personal services budget preparation and human resource system that incorporates projections of salary ranges based on HR-defined business rules.
FIN-Budget Development	General	1070930	Provide a fully integrated personal services budget preparation and human resource system that incorporates benefits and compensation captured in state/institution-offered benefits.
FIN-Budget Development	General	1070931	Provide a fully integrated personal services budget preparation and human resource system that incorporates multiple position-based funding assignments for specified periods.
FIN-Budget Development	General	1070932	Ability to compare different versions of the budget.
FIN-Budget Development	General	1070933	Ability to present historical financial information after a reorganization in both the original structure and the revised structure.
FIN-Budget Development	General	1070934	Allow for export of budget results to other institution systems.
FIN-Budget Development	General	1070935	Provide mass budget update functionality for all Chart of Accounts elements.
FIN-Budget Development	General	1070936	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	General	1070937	Provide budget calculations based on actual balance.
FIN-Budget Development	General	1070938	Provide budget calculations based on budgeted balances within a budget version.
FIN-Budget Development	General	1070939	Provide budget calculations based on statistical information.
FIN-Budget Development	General	1070940	Provide version control (marking as complete, freezing, unfreezing, copying, and modifying).
FIN-Budget Development	General	1070941	Provide undo/redo functionality for budget changes prior to changing the budget version.
FIN-Budget Development	General	1070942	Identify changes made by lower level in response to reviewer's change request.
FIN-Budget Development	General	1070943	Automatically alert the next user that a version has been frozen.
FIN-Budget Development	General	1070944	Alert the next user that no changes were entered in the system before a version was frozen.
FIN-Budget Development	General	1070945	Allow the next user to make requested change.
FIN-Budget Development	General	1070946	Alert the next user of completion of an assignment or task.
FIN-Budget Development	General	1070947	Automatically trigger work once the next version is created.
FIN-Budget Development	General	1070948	Ability to identify behind time/calendar schedule entries.
FIN-Budget Development	General	1070949	Ability to allow for remote access from home or remote office with encryption requirements.
FIN-Budget Development	General	1070951	Ability to view attachments from within the application.
FIN-Budget Development	General	1070952	Allow entry of negative amounts for line item amounts or adjustments.
FIN-Budget Development	General	1070953	Allow components of a budget request to be excluded when copying one version to another.
FIN-Budget Development	General	1070954	Control user view through role-based security.
FIN-Budget Development	General	1070955	Control user updates based on organizational span of control.
FIN-Budget Development	General	1070956	Allow the user to change key fields to include a narrative description (250 characters) of the reason for the change.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Budget Development	General	1070957	Identify changes made to key fields.
FIN-Budget Development	General	1070958	Allow users to specify the level of rounding that occurs in the budget preparation process in rules definition.
FIN-Budget Development	General	1070959	Allow users to specify the level of rounding that occurs in the budget preparation process in reports.
FIN-Budget Development	General	1070960	Allow users to specify the level of rounding that occurs in the budget preparation process in projections.
FIN-Budget Development	General	1070961	Allow reorganizations to be processed by dropping and dragging an organization from one location to another on a graphical depiction of the organization.
FIN-Budget Development	General	1070962	Allow the user to view the impact of organizational shifts on the budget.
FIN-Budget Development	General	1070963	Provide word processing capability for the textual write-up of the budget document using user-defined templates.
FIN-Budget Development	General	1070964	Support multiple sources of revenue for a budget line item within a single fund.
FIN-Budget Development	General	1070965	Capture narrative explanation for budget requests.
FIN-Budget Development	General	1070966	Automatically load the appropriation and operating budget into the financial system once approved.
FIN-Budget Development	General	1070967	Check for approval before loading budgets into the financial system.
FIN-Budget Development	General	1070968	Allow the user to identify an account code value as one which will be used for budget values only.
FIN-Budget Development	General	1070969	Ability for user-defined attributes such as budget roll-up codes, which further qualify elements within the Chart of Accounts.
FIN-Budget Development	General	1070970	Generate budgetary-based funds statements based on historical and budgeted financial data.
FIN-Budget Development	General	1070971	Ability to Develop budgets for at least six fiscal years.
FIN-Budget Development	General	1070972	Develop both summary budgets and detail budgets at any level of the Chart of Accounts.
FIN-Budget Development	General	1070973	Ability to 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	General	1070974	Import data from the financial system by appropriation for all line items.
FIN-Budget Development	General	1070975	Receive data from and export data to spreadsheets and/or database applications.
FIN-Budget Development	General	1070977	Attach files (e.g., Word, Word Perfect, Excel, Lotus) to particular phases and line items.
FIN-Budget Development	General	1070978	Accept interfaced salary projections and load into Institution and department budget scenarios.
FIN-Budget Development	General	1070979	Ability to adjust salary projections within the budget scenarios.
FIN-Budget Development	General	1070980	Control user access and approval levels (e.g., view, change, approve) by multiple levels of an organization.
FIN-Budget Development	General	1070981	Control view access by Chart of Accounts value(s) and/or by multiple levels of an organization.
FIN-Budget Development	General	1070982	Ability to group appropriation sources and uses for program/activity level budget presentation.
FIN-Budget Development	General	1070983	Ability for each appropriation to relate to a single program in the budget request.
FIN-Budget Development	General	1070984	Ability for each appropriation to relate to multiple programs in the budget request.
FIN-Budget Development	General	1070985	Ability to adjust appropriation level coding in historical, current, and budget versions to align data with institution proposed budget structure.
FIN-Budget Development	General	1070986	Ability to record and maintain: Purpose of Appropriation (minimum 256 characters).
FIN-Budget Development	General	1070987	Ability to record and maintain: (50) Funding Source (minimum 30 characters).
FIN-Budget Development	General	1070988	Ability to record and maintain: (100) Bank Accounts (minimum 30 characters)..
FIN-Budget Development	General	1070989	Ability to record and maintain: (100) Bank Names (minimum 30 characters)..
FIN-Budget Development	General	1070990	Ability to record and maintain: (100) Bank Account Balances..
FIN-Budget Development	General	1070991	Ability to record and maintain: Restricted / Non-Restricted Indicator.
FIN-Budget Development	General	1070992	Ability to record and maintain: Members of boards.
FIN-Budget Development	General	1070993	Ability to record and maintain: terms of board members.
FIN-Budget Development	General	1070994	Ability to record and maintain: # meetings per year.
FIN-Budget Development	General	1070995	Ability to record and maintain: (50) Acceptable Uses (minimum 256 characters).
FIN-Budget Development	General	1070996	Ability to record and maintain: Legal Authority for Creation (each a minimum 25 characters), including the System provides the ability for multiple citations and linking to external data sources.
FIN-Budget Development	General	1070997	Ability to record and maintain: Appropriation Type (minimum 15 characters).
FIN-Budget Development	General	1070998	Ability to record and maintain: Appropriation Title (minimum 256 characters).
FIN-Budget Development	General	1070999	Ability to record and maintain: Ongoing or One-time.
FIN-Budget Development	General	1071000	Identify the number of years an Ongoing appropriation is valid for.
FIN-Budget Development	General	1071001	Ability to record and maintain: Carryover or Cancel.
FIN-Budget Development	General	1071003	Ability to record and maintain: Operating or Grant.
FIN-Budget Development	General	1071004	Ability to record and maintain: Multiple User-defined Indicators (at least 5).

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Budget Development	General	1071005	Ability to record and maintain: Multiple User-defined Fields (at least 15).
FIN-Budget Development	General	1071006	Ability to record and maintain: Spending Authority.
FIN-Budget Development	General	1071007	Ability to group/organize and report appropriation sources and uses at the Legal Level of Budgetary Control (LLBC).
FIN-Budget Development	General	1071008	System orientation is based on Sources and Uses of funds, including: Direct Appropriation.
FIN-Budget Development	General	1071009	System orientation is based on Sources and Uses of funds, including: Tuition Revenue
FIN-Budget Development	General	1071010	System orientation is based on Sources and Uses of funds, including: Dedicated Revenue.
FIN-Budget Development	General	1071011	System orientation is based on Sources and Uses of funds, including: Transfers.
FIN-Budget Development	General	1071012	System orientation is based on Sources and Uses of funds, including: Carry forward.
FIN-Budget Development	General	1071013	System orientation is based on Sources and Uses of funds, including: Grants.
FIN-Budget Development	General	1071014	System orientation is based on Sources and Uses of funds, including: (10) User-Defined Sources/Uses of Funds.
FIN-Budget Development	General	1071015	System orientation is based on Sources and Uses of funds, including: High-level expense objects.
FIN-Budget Development	General	1071016	Ability to organize budget requests and historical data by appropriation across multiple departments.
FIN-Budget Development	General	1071017	Ability to optionally enter sub-appropriations into the budget system that roll up to appropriations.
FIN-Budget Development	General	1071018	Ability to enter budget requests in varying levels of detail within one appropriation.
FIN-Budget Development	General	1071019	Ability for authorized users to review, modify, and approve budget baseline and actuals.
FIN-Budget Development	General	1071020	Ability for Legislative Budget Office/State Budget Office/Institution Budget Office to configure multiple budget forms.
FIN-Budget Development	General	1071021	Ability to develop the budget at the object of expenditure, source of funding and position information level by any Chart of Accounts field.
FIN-Budget Development	General	1071022	Develop preformatted reports allowing users to select from a standard assortment of parameters to customize the output to fit their needs.
FIN-Budget Development	General	1071023	Produce historical, current, and projected data down to the lowest common level of detail available in the Chart of Accounts structure.
FIN-Budget Development	General	1071024	Generate ad hoc budget queries at any stage of development, including final budget signed into law.
FIN-Budget Development	General	1071025	Generate institution budget request that displays base and change items.
FIN-Budget Development	General	1071026	Generate sources and uses budget request summary reports by combinations of the Chart of Accounts structure.
FIN-Budget Development	General	1071027	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	General	1071029	Incorporate text and other non-financial data on system reports, along with financial data.
FIN-Budget Development	General	1071030	Report base and change item budget information by any element in the Chart of Accounts.
FIN-Budget Development	General	1071031	Report real-time status on the budget development process.
FIN-Budget Development	General	1071032	Generate reports with drill-down capabilities from budgeted summary categories to line item detail.
FIN-Budget Development	General	1071033	Display information graphically.
FIN-Budget Development	General	1071034	Ability to drill down from budget to all underlying data of the graph by clicking on area of the graphic presentation.
FIN-Budget Development	General	1071035	Ability to drill down from any dollar amount field to supporting data within the budget entry screen.
FIN-Budget Development	General	1071037	System provides the ability for an audit trail of all budget transactions with forward and backward tracking accessible via online queries.
FIN-Budget Development	Budget Guidance	1071040	Capture the budget calendar.
FIN-Budget Development	Budget Guidance	1071041	Notify budget coordinators of the establishment of the calendar.
FIN-Budget Development	Budget Guidance	1071042	Use budget calendar dates as the trigger for user-defined e-mail alerts to budget coordinators to monitor budget completion status.
FIN-Budget Development	Budget Guidance	1071043	Capture revenue estimates in a budget version for comparison reporting.
FIN-Budget Development	Budget Guidance	1071044	Calculate revenue estimates based on user-defined rules applied to actual revenue collected and deposited in the prior 5 years.
FIN-Budget Development	Budget Guidance	1071045	Project revenues based on multiple step calculations.
FIN-Budget Development	Budget Guidance	1071046	Define formulas that will project revenues based on fixed rate adjustments.
FIN-Budget Development	Budget Guidance	1071047	Define formulas that will project revenues based on absolute dollar adjustments.
FIN-Budget Development	Budget Guidance	1071048	Define formulas that will project revenues based on prior year expenditures.
FIN-Budget Development	Budget Guidance	1071049	Define formulas that will project revenues based on grant match rates.
FIN-Budget Development	Budget Guidance	1071050	Define of formulas that will project revenues based on statistical information.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Budget Development	Budget Guidance	1071051	Capture various levels of detail within the revenue estimates including, the fund, and revenue source code (at varying levels of the revenue code hierarchy) grant, and other elements of the Chart of Accounts.
FIN-Budget Development	Budget Guidance	1071052	Ability to 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 Guidance	1071053	Ability to split estimates by month and report against monthly estimates.
FIN-Budget Development	Budget Guidance	1071054	Ability to capture 10 years of revenue projections.
FIN-Budget Development	Budget Guidance	1071055	Ability to seasonalize data before calculating projections.
FIN-Budget Development	Budget Guidance	1071056	Track all sources of revenue including Federal Funds Participation (FFP).
FIN-Budget Development	Budget Guidance	1071057	Capture spending forecasts across any element of the Chart of Accounts and allow values to be set to constants.
FIN-Budget Development	Budget Guidance	1071058	Capture spending forecasts for comparison to revenue estimates.
FIN-Budget Development	Budget Guidance	1071059	Calculate spending forecasts applied to actual or budgeted expenditures in prior or current years.
FIN-Budget Development	Budget Guidance	1071060	Calculate spending forecasts based on multiple step calculations.
FIN-Budget Development	Budget Guidance	1071061	Forecast expenditures based on fixed rate adjustments.
FIN-Budget Development	Budget Guidance	1071062	Forecast expenditures based on absolute dollar adjustments.
FIN-Budget Development	Budget Guidance	1071063	Forecast expenditures based on prior year expenditures.
FIN-Budget Development	Budget Guidance	1071064	Forecast expenditures based on budget amounts.
FIN-Budget Development	Budget Guidance	1071066	Forecast expenditures based on grant match rates.
FIN-Budget Development	Budget Guidance	1071067	Forecast expenditures based on statistical information.
FIN-Budget Development	Budget Guidance	1071068	Capture various levels of detail within the expenditure projections including: the Appropriation Line Item and fund, and expenditure code (at varying levels of the expenditure code hierarchy), grant, project, and other elements of the Chart of Accounts structure.
FIN-Budget Development	Budget Guidance	1071069	Allow definition of budget request control totals by fund or any level of the fund structure.
FIN-Budget Development	Budget Guidance	1071070	Limit users from entering requests that exceed control totals.
FIN-Budget Development	Budget Guidance	1071071	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 Guidance	1071072	Calculate core budget levels based on revenue estimates or spending forecasts.
FIN-Budget Development	Budget Guidance	1071073	Allow core budget levels to be defined at any level of the Chart of Accounts.
FIN-Budget Development	Budget Guidance	1071074	Accept fields for one-time revenues and costs and allow these to be excluded from budget copies.
FIN-Budget Development	Budget Guidance	1071075	Prevent baseline budgets from being loaded into invalid line items.
FIN-Budget Development	Budget Guidance	1071076	Provide detail for personal services estimates at all levels of the Chart of Accounts.
FIN-Budget Development	Budget Guidance	1071077	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 Guidance	1071078	Allow users to calculate payroll projections based on filled and/or vacant (budgeted or planned) positions based on anticipated filled dates.
FIN-Budget Development	Budget Guidance	1071079	Calculate pay raises based on a schedule of planned raises, scheduled pay increase advancement, cost of living adjustments or other user-defined criteria.
FIN-Budget Development	Budget Guidance	1071080	Estimate healthcare and fringe benefit costs based on: personnel assignments to positions and/or historical fringe benefit ratios (by Institution).
FIN-Budget Development	Budget Guidance	1071081	Capture narrative regarding payroll and fringe assumptions.
FIN-Budget Development	Budget Guidance	1071082	Provide aggregate detailed payroll projections across the Chart of Accounts hierarchies.
FIN-Budget Development	Budget Guidance	1071083	Include a narration of the impact of new positions on the budget.
FIN-Budget Development	Budget Guidance	1071084	Link positions to funding sources.
FIN-Budget Development	Budget Guidance	1071085	Ability to include additional compensation items on positions.
FIN-Budget Development	Budget Guidance	1071086	Allow users to define budget forms including instructions, requested amounts for any combination of Chart of Accounts structure, narrative descriptions, and narrative justifications.
FIN-Budget Development	Budget Guidance	1071087	Ability to define business rules for each form (e.g. totals within form or across forms must be within control totals).
FIN-Budget Development	Budget Guidance	1071088	Distribute instructions electronically.
FIN-Budget Development	Budget Guidance	1071089	Ability to identify a program as a continuation or expansion.
FIN-Budget Development	Budget Guidance	1071090	Relate budget line items to a Institution-wide program.
FIN-Budget Development	Budget Guidance	1071092	Provide field to capture narrative explanations of budget variances from one year to the next.
FIN-Budget Development	Internal Institution Budget	1071095	Monitor disbursement estimates by providing previous estimates and variances.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Budget Development	Internal Institution Budget	1071096	Flag disbursement estimates with user-defined variances for review.
FIN-Budget Development	Internal Institution Budget	1071097	Monitor spending at multiple levels of control including central and department levels.
FIN-Budget Development	Internal Institution Budget	1071098	Ability to establish limits on positions and/or FTEs at the lower levels of the organization structure.
FIN-Budget Development	Internal Institution Budget	1071099	Ability to set budgetary control at any level of Chart of Accounts.
FIN-Budget Development	Internal Institution Budget	1071100	Establish effective start and end dates for departments budgets by different elements of the Chart of Accounts.
FIN-Budget Development	Internal Institution Budget	1071101	Capture institution defined controls in a table-based structure.
FIN-Budget Development	Internal Institution Budget	1071102	Ability to override the institution budget controls.
FIN-Budget Development	Internal Institution Budget	1071103	Ability to perform and save what if scenarios (including parameters) at the Institution and Department levels.
FIN-Budget Development	Internal Institution Budget	1071104	Ability to analyze fee-supported activities.
FIN-Budget Development	Internal Institution Budget	1071105	Ability to generate a 5-year forecast for expenditures and revenues.
FIN-Budget Development	Internal Institution Budget	1071106	Ability to produce rolling forecasts based on user-defined forecasting methodology.
FIN-Budget Development	Internal Institution Budget	1071107	Provide a spreadsheet presentation (format) for end-users to prepare or modify the budget request.
FIN-Budget Development	Internal Institution Budget	1071108	Provide for application of percentage increase or decrease to a budgeted category.
FIN-Budget Development	Internal Institution Budget	1071109	Ability to develop standard rates to be established and saved that can be applied during the budget development process.
FIN-Budget Development	Internal Institution Budget	1071110	Push via workflow budget forms out to departments electronically for budget preparation.
FIN-Budget Development	Internal Institution Budget	1071111	Return completed budget forms to the Institution Budget Office electronically via workflow.
FIN-Budget Development	Internal Institution Budget	1071112	Ability to create an institution level/department budget using the following: Zero balances in all accounts.
FIN-Budget Development	Internal Institution Budget	1071113	Ability to create an institution level/department budget using the following: Current year's original budget.
FIN-Budget Development	Internal Institution Budget	1071114	Ability to create an institution level/department budget using the following: Last year's budgeted total.
FIN-Budget Development	Internal Institution Budget	1071115	Ability to create an institution level/department budget using the following: Last year's actuals.
FIN-Budget Development	Internal Institution Budget	1071116	Ability to create an institution level/department budget using the following: Last year's statistics.
FIN-Budget Development	Internal Institution Budget	1071117	Ability to create an institution level/department budget using the following: Current year's budget or actual +/- a percentage.
FIN-Budget Development	Internal Institution Budget	1071118	Ability to create an institution level/department budget using the following: Previous year's budget or actual +/- a percentage.
FIN-Budget Development	Internal Institution Budget	1071119	Ability to create an institution level/department budget using the following: Straight line projection.
FIN-Budget Development	Internal Institution Budget	1071121	Ability to create an institution level/department budget using the following: Projection based on percentage of last year's actual.
FIN-Budget Development	Internal Institution Budget	1071122	Ability to create an institution level/department budget using the following: Projection based on user-defined formula - including statistical information.
FIN-Budget Development	Internal Institution Budget	1071123	Ability to create an institution level/department budget using the following: Projection based on estimated actuals from current year.
FIN-Budget Development	Internal Institution Budget	1071124	Ability to create an institution level/department budget using the following: Last Year's Adjusted Budget.
FIN-Budget Development	Internal Institution Budget	1071125	Ability to create an institution level/department budget using the following: escalations.
FIN-Budget Development	Internal Institution Budget	1071126	Ability to create an institution level/department budget using the following: divided by funding source.
FIN-Budget Development	Internal Institution Budget	1071127	Ability to create an institution level/department budget using the following: non-recurring items.
FIN-Budget Development	Internal Institution Budget	1071128	Ability to create an institution level/department budget using the following: Current year's appropriation.
FIN-Budget Development	Institution Budget Submission	1071131	Designate core or supplemental budget requests within each version.
FIN-Budget Development	Institution Budget Submission	1071132	Ability for departments to invoke the budget caps on a version by version basis.
FIN-Budget Development	Institution Budget Submission	1071133	Capture the grant revenue for grant related budget requests and revenue projections.
FIN-Budget Development	Institution Budget Submission	1071134	Display variances between grant related institution budget requests and federal fund revenue estimates.
FIN-Budget Development	Institution Budget Submission	1071135	Identify collection of revenue by source.
FIN-Budget Development	Institution Budget Submission	1071136	Identify distribution of revenue by source.
FIN-Budget Development	Institution Budget Submission	1071137	Calculate personnel attrition rates for departments and programs.
FIN-Budget Development	Institution Budget Submission	1071138	Calculate early retirement incentives and payoff costs.
FIN-Budget Development	Institution Budget Submission	1071139	Calculate comp time payout for anticipated retirements.
FIN-Budget Development	Institution Budget Submission	1071140	Calculate vacancy rates for positions by any level of the organization structure.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Budget Development	Institution Budget Submission	1071141	Generate a report on a six year basis, for example, prior year actuals, current year actuals, current year budget, and the future year(s) budget.
FIN-Budget Development	Institution Budget Submission	1071142	Ability to control ceilings on planned, budgeted or authorized positions for each institution.
FIN-Budget Development	Institution Budget Submission	1071143	Provide a roster and a view of filled positions, vacant positions, and planned/budgeted positions.
FIN-Budget Development	Institution Budget Submission	1071144	Allow the user to flag positions for inclusion in the salary projections.
FIN-Budget Development	Institution Budget Submission	1071145	Project position salaries based on 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	Institution Budget Submission	1071146	Ability to filter personnel roster and provide view of budgeted and unbudgeted positions.
FIN-Budget Development	Institution Budget Submission	1071147	Provide budget position control at multiple organizational levels.
FIN-Budget Development	Institution Budget Submission	1071148	Provide budget position control at the institution level.
FIN-Budget Development	Institution Budget Submission	1071149	Ability to project position salaries for multiple years.
FIN-Budget Development	Institution Budget Submission	1071150	Flag budgeted positions that have exceeded appropriations.
FIN-Budget Development	Institution Budget Submission	1071151	Ability to manage positions that are planned, authorized and vacant.
FIN-Budget Development	Institution Budget Submission	1071152	Ability to limit aggregated budgeted positions to the attributed funding source appropriated and allotted to those positions.
FIN-Budget Development	Institution Budget Submission	1071153	Record and track justification for position changes.
FIN-Budget Development	Institution Budget Submission	1071154	Ability to reclassify and carry these reclassifications into the salary estimates.
FIN-Budget Development	Institution Budget Submission	1071155	Ability to build salary projections for vacant positions using different assumptions about pay increases.
FIN-Budget Development	Institution Budget Submission	1071157	Ability to project position budget changes at varying levels, including globally.
FIN-Budget Development	Institution Budget Submission	1071158	Ability to project position budget changes at varying levels, including at the individual position level.
FIN-Budget Development	Institution Budget Submission	1071159	Budget for overtime in user-defined increments, shift differentials, and compensatory relief time.
FIN-Budget Development	Institution Budget Submission	1071160	Designate call-back pay as a separate object code.
FIN-Budget Development	Institution Budget Submission	1071161	Effective date changes to positions and provide cost projections and savings at different time periods to maintain position control.
FIN-Budget Development	Institution Budget Submission	1071162	Calculate payroll projections based on an increase or decrease in positions.
FIN-Budget Development	Institution Budget Submission	1071163	Calculate payroll projections based on transfers by different time periods.
FIN-Budget Development	Institution Budget Submission	1071164	Ability to do what if modeling for payroll projections.
FIN-Budget Development	Institution Budget Submission	1071165	Cost out new positions at multiple grades and pay increases by division and department.
FIN-Budget Development	Institution Budget Submission	1071166	Project fringe benefits within a payroll estimate based on position funding assignments.
FIN-Budget Development	Institution Budget Submission	1071167	Ability to project a future fringe factor.
FIN-Budget Development	Institution Budget Submission	1071168	Ability to calculate early retirement projections specific to each institution.
FIN-Budget Development	Institution Budget Submission	1071169	Ability to update healthcare costs to project future payroll costs.
FIN-Budget Development	Institution Budget Submission	1071170	Provide cash forecasting tools for Special Revenue funds.
FIN-Budget Development	Institution Budget Submission	1071171	Provide institution flexibility to build a budget from top-down or bottom-up.
FIN-Budget Development	Institution Budget Submission	1071172	Flag department entries that do not match core levels or that exceed the cap but not restrict them from being saved.
FIN-Budget Development	Institution Budget Submission	1071173	Allow departments to set absolute caps on the number of new proposals or expansions submitted by lower level organizational units.
FIN-Budget Development	Institution Budget Submission	1071174	Allow departments to define their budget build-up by any element of the Chart of Accounts and aggregate the results to the appropriation level.
FIN-Budget Development	Institution Budget Submission	1071175	Ability to set targets for divisions or lower level organization units at absolute numbers for a new proposal or expansion by division or deputy.
FIN-Budget Development	Institution Budget Submission	1071176	Ability to set limits at any level of the Chart of Accounts structure.
FIN-Budget Development	Institution Budget Submission	1071177	Ability to make budget adjustments at any level of the Chart of Accounts structure.
FIN-Budget Development	Institution Budget Submission	1071178	Ability to establish limits on positions and/or FTEs at the lower levels of the organization structure.
FIN-Budget Development	Institution Budget Submission	1071179	Ability to set dollar limits at any level of Chart of Accounts structure.
FIN-Budget Development	Institution Budget Submission	1071180	Allow users to establish effective start and end dates for submissions by different elements of the Chart of Accounts structure.
FIN-Budget Development	Institution Budget Submission	1071181	Capture institution defined controls in a table-based structure.
FIN-Budget Development	Institution Budget Submission	1071183	Provide the ability, for users with the proper authority, to over-ride the institution budget controls.
FIN-Budget Development	Institution Budget Submission	1071184	Ability to freeze the budget from changes.
FIN-Budget Development	Institution Budget Submission	1071185	Ability to default coding for any budget line.
FIN-Budget Development	Institution Budget Submission	1071186	Maintain and track versions for reporting purposes.
FIN-Budget Development	Institution Budget Submission	1071187	Maintain at least 15 versions available to each department for budget preparation.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Budget Development	Institution Budget Submission	1071188	Ability to budget and report by organizational unit.
FIN-Budget Development	Institution Budget Submission	1071189	Ability to make budget adjustments at any level of the Chart of Accounts elements from submitted budget requests.
FIN-Budget Development	Institution Budget Submission	1071190	Flag funds that have a projected negative cash fund balance at the end of the year.
FIN-Budget Development	Institution Budget Submission	1071191	Capture department suggested budget language at either the budget object, task, activity, grant, program, and operating transactions.
FIN-Budget Development	Institution Budget Submission	1071192	Ability to structure the budget presentation for each department by user-defined combinations of the Chart of Accounts elements.
FIN-Budget Development	Institution Budget Submission	1071193	Capture and report standardized data on institution/department mission, goals, and performance measures.
FIN-Budget Development	Institution Budget Submission	1071194	Ability to add accounts/structure for elements not represented in the Financial system.
FIN-Budget Development	Institution Budget Submission	1071195	Ability to 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.
FIN-Budget Development	Institution Budget Submission	1071196	Ability to establish multiple roll-ups of budget data across departments to present enterprise benchmarks, compare department-to-department, function-to-function, etc.
FIN-Budget Development	Institution Budget Submission	1071197	Ability to create multiple, user-definable attributes that can be associated with various expenditures (e.g., institution-wide categories, functional activities, priorities of the Institution, etc.
FIN-Budget Development	Institution Budget Submission	1071198	Ability to divide historical, current, and budgeted data (e.g., by percentage) for purposes of re-categorization and reporting.
FIN-Budget Development	Institution Budget Submission	1071199	Ability to present historical and current budget data for analysis: Six year historical budget and actual data.
FIN-Budget Development	Institution Budget Submission	1071200	Ability to present historical and current budget data for analysis: Monthly and Year-to-Date Actuals.
FIN-Budget Development	Institution Budget Submission	1071201	Ability to present historical and current budget data for analysis: Current Year Budget.
FIN-Budget Development	Institution Budget Submission	1071202	Ability to present historical and current budget data for analysis: Current Year Forecast Actuals.
FIN-Budget Development	Institution Budget Submission	1071203	Ability to present historical and current budget data for analysis: Next Year Budgeted.
FIN-Budget Development	Institution Budget Submission	1071204	Ability to present historical and current budget data for analysis: Minimum of Four Years Projected Budget.
FIN-Budget Development	Institution Budget Submission	1071205	Copy current year appropriations into future budget years.
FIN-Budget Development	Institution Budget Submission	1071206	Forecast revenue detail by department and revenue source, which can be copied into future budget years.
FIN-Budget Development	Institution Budget Submission	1071207	Ability to create adjustments to the base budget at the appropriation account level.
FIN-Budget Development	Institution Budget Submission	1071209	Ability to define adjustment types adjustment categories.
FIN-Budget Development	Institution Budget Submission	1071210	Capture, display, and report descriptive information for base adjustments, forecast updates, and other adjustment types established by the Institution.
FIN-Budget Development	Institution Budget Submission	1071211	Ability to adjust the current year base for forecast programs.
FIN-Budget Development	Institution Budget Submission	1071212	Calculate and apply across-the-board adjustments to the Chart of Accounts elements.
FIN-Budget Development	Institution Budget Submission	1071213	Report current year appropriations +/- base adjustments as the forecast base.
FIN-Budget Development	Institution Budget Submission	1071214	Associate descriptive text on the purpose of forecast updates.
FIN-Budget Development	Institution Budget Submission	1071215	Identify historical and requested transfers between departments and programs and capture descriptive text regarding the purpose of the transfer.
FIN-Budget Development	Institution Budget Submission	1071216	Report and reconcile anticipated transfers between departments and programs to ensure that transfers are properly balanced at the institution-wide level.
FIN-Budget Development	Institution Budget Submission	1071217	Develop expenditure and revenue forecasts at the beginning of the fiscal year, based on prior year actuals.
FIN-Budget Development	Institution Budget Submission	1071218	Apply percentage increase/decrease to any line item category in the budget and assess impact on budget as a whole.
FIN-Budget Development	Institution Budget Submission	1071219	Perform multiple calculation methodologies for statistical, real, nominal (revenue and expenditure) account budget monitoring and forecasting.
FIN-Budget Development	Institution Budget Submission	1071220	Compare current year trend analysis with actual data from ten (10) years prior, either as a report or inquiry.
FIN-Budget Development	Institution Budget Submission	1071221	Ability to apply different forecasting calculations to the same line item in different organizational units.
FIN-Budget Development	Institution Budget Submission	1071222	Ability to apply different forecasting calculations to different line items in the same organizational unit.
FIN-Budget Development	Institution Budget Submission	1071223	Ability to display multiple forecasts for the same line item using different forecasting techniques and permit selection of the most appropriate calculation.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Budget Development	Institution Budget Submission	1071224	Obtain and store data components for budget preparation forecasting (e.g., negotiated salaries, legislative mandates, economic factors, administrative considerations, etc.).
FIN-Budget Development	Institution Budget Submission	1071225	Ability to forecast what if impact of institution restructuring by identifying additional positions, functions, costs, etc.
FIN-Budget Development	Institution Budget Submission	1071226	Ability to project year-end revenues and expenditures using appropriate methodologies (e.g., straight-line, straight-line adjusted, moving average, economic indicators, etc.).
FIN-Budget Development	Prepare Capital Budget	1071228	Capture effective start and end dates for capital budgets.
FIN-Budget Development	Prepare Capital Budget	1071229	Capture capital budgets.
FIN-Budget Development	Prepare Capital Budget	1071230	Manage a one year appropriation period for capital budget.
FIN-Budget Development	Prepare Capital Budget	1071231	Capture, identify, track and view a list of earmarks within the line item.
FIN-Budget Development	Prepare Capital Budget	1071232	Report on earmarks.
FIN-Budget Development	Prepare Capital Budget	1071233	Automatically flag and track status of earmarks in the Institution-Wide Financial system.
FIN-Budget Development	Prepare Capital Budget	1071234	Report from project inception to end date capturing lifetime statistics.
FIN-Budget Development	Prepare Capital Budget	1071235	Report on effective dates and start and end dates for capital projects.
FIN-Budget Development	Produce Budget Book	1071238	Create varying page templates for presentation of budget information by department.
FIN-Budget Development	Produce Budget Book	1071239	Create page templates that incorporate both financial information and supporting information, such as text or graphics.
FIN-Budget Development	Produce Budget Book	1071240	Organize the budget document using a hierarchical structure to place the various components of the document in production order.
FIN-Budget Development	Produce Budget Book	1071241	Ability to either display (printed), suppress, or optionally delete from the structure.
FIN-Budget Development	Produce Budget Book	1071242	Support drag-and-drop functionality to organize the budget document.
FIN-Budget Development	Produce Budget Book	1071243	Ability to produce multiple budget formats/presentation structures.
FIN-Budget Development	Produce Budget Book	1071244	Ability to place change items in the document outline by department.
FIN-Budget Development	Produce Budget Book	1071245	Ability to package cross-department initiatives, including explanatory materials and related change items.
FIN-Budget Development	Produce Budget Book	1071246	Produce high quality (at least 600 dpi) final budget document pages.
FIN-Budget Development	Produce Budget Book	1071247	Produce budget reports and documents in PDF format.
FIN-Budget Development	Produce Budget Book	1071248	Produce ADA compliant budget document.
FIN-Budget Development	Produce Budget Book	1071249	Produce camera-ready output.
FIN-Budget Development	Produce Budget Book	1071250	Produce the table of contents and index for the budget document.
FIN-Budget Development	Produce Budget Book	1071251	Provide the user a function to create or enter footnotes and comments for budget publications.
FIN-Budget Development	Produce Budget Book	1071252	Produce both the Budget and the Budget Overview from a wide variety of source files, including system output from the database.
FIN-Budget Development	Produce Budget Book	1071253	Produce historical, current year projections and proposed budget data at any level of the hierarchical structure in a high quality printed form.
FIN-Budget Development	Produce Budget Book	1071254	Include performance measures and results in the budget document.
FIN-Budget Development	Produce Budget Book	1071255	Incorporate charts, graphs, spreadsheets, etc. in the budget document.
FIN-Budget Development	Produce Budget Book	1071256	Automatically update charts, graphs, spreadsheets, etc., when data stored in budget system is altered.
FIN-Budget Development	Produce Budget Book	1071257	Support desktop publishing capabilities.
FIN-Budget Development	Produce Budget Book	1071258	Incorporates non-budget information into the budget document such as the glossary.
FIN-Budget Development	Produce Budget Book	1071259	Incorporate objects from various sources, including commercial clipart and photos.
FIN-Budget Development	Produce Budget Book	1071260	Perform spell and grammar check.
FIN-Budget Development	Produce Budget Book	1071261	Support concurrent user access to budget document publisher for preparation and editing purposes.
FIN-Budget Development	Produce Budget Book	1071262	Ability to electronically review and approve documents during pre-publication review.
FIN-Budget Development	Produce Budget Book	1071264	Ability to import from and export to standard spreadsheet, word processing, and other OLE compliant packages.
FIN-Budget Development	Produce Budget Book	1071265	Manage online publication processes to create bookmarks, maintain web links embedded in documents, and provide for proper pagination.
FIN-Budget Development	Produce Budget Book	1071266	Utilize a find/replace function to locate specific details and make changes to them across an entire document.
FIN-Budget Development	Produce Budget Book	1071267	Support concurrent user access to budget document for preparation and editing purposes.
FIN-Budget Development	Review and Enact Appropriation Bill	1071269	Provide for two controlling budgets (Appropriation and Institution Operating Budget).
FIN-Budget Development	Review and Enact Appropriation Bill	1071270	Ability to provide Institution-wide program designation at the line item level.
FIN-Budget Development	Review and Enact Appropriation Bill	1071271	Ability to define control levels at the grant, program, or project detail level.
FIN-Budget Development	Review and Enact Appropriation Bill	1071272	Ability to define control levels by grant period versus fiscal year.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Budget Development	Review and Enact Appropriation Bill	1071273	Ability to establish a reserve amount that cannot be expended (un-appropriated).
FIN-Budget Development	Review and Enact Appropriation Bill	1071274	Ability to define the budgetary control period (monthly, quarterly, semi-annual and annual).
FIN-Budget Development	Review and Enact Appropriation Bill	1071275	Permit authorized users to view revenues and revenue component decomposition.
FIN-Budget Development	Review and Enact Appropriation Bill	1071276	Ability to create interim appropriations.
FIN-Budget Development	Review and Enact Appropriation Bill	1071277	Permit Authorized users to view budget request and line item veto in as passed version.
FIN-Budget Development	Review and Enact Appropriation Bill	1071278	Permit Authorized users to view budget request and line item modification in as passed version.
FIN-Budget Development	Review and Enact Appropriation Bill	1071279	Ability to control appropriations and re-appropriations by appropriation, major object, program, and Fiscal Year or relevant levels of detail.
FIN-Budget Development	Review and Enact Appropriation Bill	1071280	Automatically load appropriations and re-appropriations.
FIN-Budget Development	Review and Enact Appropriation Bill	1071281	Capture planned amounts such as General Fund revenue estimates.
FIN-Budget Development	Review and Enact Appropriation Bill	1071282	Establish rules to adjust appropriations based on General Fund revenue estimates.
FIN-Budget Development	Review and Enact Appropriation Bill	1071283	Reconcile the recommended budget to the forecast and enacted budget by identifying net changes.
FIN-Budget Development	Review and Enact Appropriation Bill	1071284	Reconcile the enacted budget to the legal level of control as required in the Institution's Financial system.
FIN-Budget Development	Review and Enact Appropriation Bill	1071285	Ability to select specific budget data and record or export the final adopted budget data.
FIN-Budget Development	Review and Enact Appropriation Bill	1071286	Ability to selectively update budget data from the Financial system.
FIN-Budget Development	Review and Enact Appropriation Bill	1071287	Ability to organize budget data and report enacted budget by omnibus bill.
FIN-Budget Development	Revise Appropriation	1071289	Separately identify, track, and control appropriation adjustments at various levels.
FIN-Budget Development	Revise Appropriation	1071290	Track legal authority for various appropriation adjustments.
FIN-Budget Development	Revise Appropriation	1071291	Track appropriation transfers, re-appropriation, and adjustments.
FIN-Budget Development	Revise Appropriation	1071292	Ability to update ten year revenue forecasts based on user-defined variables.
FIN-Budget Development	Revise Appropriation	1071293	Capture estimated federal reimbursements.
FIN-Budget Development	Revise Appropriation	1071294	Capture and require certification of the amount of local funds when capital funds are used.
FIN-Budget Development	Revise Appropriation	1071295	Assign and un-assign appropriations at the line item level.
FIN-Budget Development	Revise Appropriation	1071296	Capture justification for appropriation adjustments at varying levels of detail.
FIN-Budget Development	Revise Appropriation	1071297	Flag department requests for Office of Budget approval.
FIN-Budget Development	Revise Appropriation	1071298	Ability for Office of Budget to approve, reject or defer request.
FIN-Budget Development	Revise Appropriation	1071299	Ability to trigger additional justification to be captured based on Office of Budget request.
FIN-Budget Development	Revise Appropriation	1071300	Allow multiple authorized users to select requests in the queue for Office of Budget to evaluate.
FIN-Budget Development	Revise Appropriation	1071301	Ability to transfer outstanding encumbrances along with the transferred budget to support institution and program re-organizations.
FIN-Budget Development	Revise Appropriation	1071302	Ability to update current year and projected current spending and revenues for all State funds.
FIN-Budget Development	Revise Appropriation	1071303	Ability to enter forecast adjustments at the appropriation account level and update attached spending detail.
FIN-Budget Development	Revise Appropriation	1071304	Capture changes to the original recommendation and publish changes to the budget document.
FIN-Budget Development	Revise Appropriation	1071305	Reconcile the revised budget to the original budget by identifying changes between the two documents.
FIN-Budget Development	Performance Budget	1071307	Employ selective use of performance measures and budgets.
FIN-Budget Development	Performance Budget	1071308	Provide the ability to perform performance based budgeting
FIN-Budget Development	Performance Budget	1071309	Capture statistical data to track performance measures.
FIN-Budget Development	Performance Budget	1071310	Interface with other systems to capture performance data.
FIN-Budget Development	Performance Budget	1071311	Create reports based on statistical performance measures.
FIN-Budget Development	Performance Budget	1071312	Identify budget fields that are zero based or performance based budgets.
FIN-Budget Development	Performance Budget	1071313	Establish relationships between performance statistics and financial data.
FIN-Budget Development	Performance Budget	1071314	Develop performance budgeting tools.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071318	System produces electronic deposit slips through online data entry of revenue transaction.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071319	System provides for manual online entry of revenue transaction from deposit forms.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071320	System records Institution wide investment activity of funds.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071321	System provides ability to restrict bank accounts by department.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071322	System provides ability to restrict check data by department.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071323	System allocates 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 create a corresponding journal entry, with proper authority.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071324	System integrates with the investment custodian's system to record the following summary data (i.e., amounts per investment holding does not need to be recorded) in the G/L: Realized Earnings

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071325	System integrates with the investment custodian's system to record the following summary data (i.e., amounts per investment holding does not need to be recorded) in the G/L: Unrealized Gains/Losses.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071326	System integrates with the investment custodian's system to record the following summary data (i.e., amounts per investment holding does not need to be recorded) in the G/L: Realized Gains/Loss
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071327	System integrates with the investment custodian's system to record the following summary data (i.e., amounts per investment holding does not need to be recorded) in the G/L: Interest Receivable
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071328	System integrates with the investment custodian's system to record the following summary data (i.e., amounts per investment holding does not need to be recorded) in the G/L: Dividends Receivable
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071329	System allows users to import journal entries from desktop applications (e.g., Microsoft Excel) and validate the entry against the Chart of Accounts and allowed Chart of Accounts code combinations.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071330	System provides ability to attach electronic documents to a deposit record, including, but not limited to, the following: Image Files
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071331	System provides ability to attach electronic documents to a deposit record, including, but not limited to, the following: PDF Files
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071332	System provides ability to attach electronic documents to a deposit record, including, but not limited to, the following: Word Processing Documents
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071333	System provides ability to attach electronic documents to a deposit record, including, but not limited to, the following: Spreadsheets
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071334	System allows for the sweeping of deposits from multiple deposit accounts into consolidation accounts.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071335	System provides ability to upload NACHA files to identify cash receipts.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071336	System provides ability to upload NACHA files to identify returned items by return type (charge back, deposit).
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071337	System allows authorized users to issue a stop payment for checks that have already been distributed.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071338	System provides cash flow monitoring and reporting, including a comprehensive cash receipts/disbursements journal based upon user-specified criteria.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071339	System provides user-defined cash reporting that can be run on a daily or monthly basis.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071340	System provides a cash flow report that ties to the general ledger cash accounts. This requires the ability to track offsetting accounts directly related to a cash transaction.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071341	System is able to drill down from summary deposit or disbursement balances to the supporting detailed transactions.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071342	System provides average clearance reports.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071344	System reports daily transactions by type and projections for user defined periods or days (i.e., 5 day projections) for all wire, ACH, E-Pay, and check transactions.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071345	System provides ability to produce a report that gives information necessary for drawing down funds from grants
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071346	System provides ability to view fund balances online.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071347	System provides ability to produce reports on fund balances.
FIN-Cash Management/Forecasting and Bank Reconciliation	General	1071348	System provides ability to produce reports on cash balances.
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071350	System provides ability to reconcile by Check Number
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071351	System provides ability to reconcile by Payee Name
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071352	System provides ability to reconcile by Issue Date
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071353	System provides ability to reconcile by Issuance Number
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071354	System provides ability to reconcile by Dollar Amount
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071355	System provides the ability to retain cleared checks for inquiry and/or reporting purposes, including the ability to view the remittance advice.
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071356	System provides for an automated reconciliation of all bank activity (including detailed reconciling items) per the system to bank transactions received from the institution's bank accounts through automated means.
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071357	System provides the ability to reconcile treasury cash balances with fund cash balances.
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071358	System provides the ability to accommodate multiple bank accounts with multiple banks through the automated bank reconciliation processes.
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071359	System provides the ability to have a manual reconciliation process that can be used at the user's discretion.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071360	System provides the ability to make corrections or changes during the reconciliation process with appropriate user authorization.
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071361	System provides the ability to reconcile cash in the bank with treasury cash balances.
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071362	System provides the ability to produce a monthly detailed Expired Checks Listing by chart of account fields, check type, department, and/or other user-defined criteria.
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071363	System provides the ability to produce check reconciliation reports by chart of account field and check type on a daily, monthly, or annual basis or by a specified date range.
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071364	System provides the ability to print a daily, monthly, annual, or specified date range report of all cleared checks by check type and chart of account field.
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071365	System provides the ability to print a daily, monthly, annual, or specified date range report of all cleared checks by bank account number, department, and/or chart of account field.
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071366	System provides the ability to produce a daily general ledger accounting report of the check clearing transactions.
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071367	System provides the ability to produce a daily, monthly, annual or specified date range report that shows the total amount and number of outstanding checks for the chart of account field.
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071368	System provides the ability to compute the number and dollar amount of checks written per check run by day, per month, or other user-defined time-period.
FIN-Cash Management/Forecasting and Bank Reconciliation	Payment Reconciliation	1071369	System posts accounting entries to record cancellation information accepted by the system.
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071371	System reconciles bank activity per the cash management/general ledger module to bank transactions received from the institution's bank accounts through automated means at the user's discretion.
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071372	System reconciles bank activity per the cash management/general ledger module to bank transactions received from the institution's bank accounts through manual means at the user's discretion.
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071373	System keeps treasury fund cash balances in sync with general ledger cash balances.
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071374	System provides ability to make corrections or changes during the reconciliation process with appropriate user authorization (i.e., NSF Checks).
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071375	System supports reconciliation of general ledger fund cash balances with department fund cash balances.
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071376	System provides 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
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071377	System provides 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: Convert non standard bank input formats to desired (i.e., BA12) format.
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071378	System provides 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: Accommodate multiple bank accounts
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071379	System provides 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: Identify duplicate matches
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071380	System provides 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: Identify potential matches
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071381	System provides reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the College's bank accounts through automated and/or manual means at the user's discretion, including the following functions / features: Provide inquiry capability with appropriate user authorization
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071382	System provides 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: Provide for manual matching of items not matched via automated matching

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071383	System provides 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: Provide aggregate (one-to-many or many-to-many) items matching
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071384	System provides 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: Provide tolerance (specify variance in amount or date) matching
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071385	System provides 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: Provide exception reporting of outstanding items
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071386	System provides 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: Provide aging reports of reconciling items
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071387	System provides 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: Provide custom reporting of reconciling items
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071388	System provides 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: Provide data export to generate external research correspondence
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071389	System provides ability to download payment file.
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071390	System provides ability to download payment file from bank.
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071391	System provides ability to automatically reconcile payment file and bank payment file using an unique identifying number.
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071393	System provides the ability to accept on a daily basis bank transactions per the cash management/general ledger module 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
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071394	System provides the ability to 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 Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071395	System provides the ability to aggregate (one to many, many to many) items matching 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 Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071396	Provide the ability to download retail lock box files form bank
FIN-Cash Management/Forecasting and Bank Reconciliation	Bank Reconciliation	1071397	Provide the ability to download wholesale lock box files form bank
FIN-Cash Management/Forecasting and Bank Reconciliation	Canceled and Expired Checks	1071399	System provides the ability to generate reports and electronic files of cancelled and expired checks.
FIN-Cash Management/Forecasting and Bank Reconciliation	Canceled and Expired Checks	1071400	System provides the ability to accept and post cancellation status and cancellation date of posted expired checks.
FIN-Cash Management/Forecasting and Bank Reconciliation	Canceled and Expired Checks	1071401	System provides the ability for reporting of expired and cancelled checks at any chart of account field.
FIN-Cash Management/Forecasting and Bank Reconciliation	Canceled and Expired Checks	1071402	System provides the ability to post accounting entries to record cancellation information accepted by the system.
FIN-Cash Management/Forecasting and Bank Reconciliation	Canceled and Expired Checks	1071403	System creates a file in the State of Arkansas Unclaimed Property Reporting format that lists checks that have not cleared within the statutorily defined timeframe from the issue date.
FIN-Cash Management/Forecasting and Bank Reconciliation	Canceled and Expired Checks	1071405	Provide the ability to customize the Unclaimed Property timeframe by Unclaimed Property Type based on State Statute
FIN-Cash Management/Forecasting and Bank Reconciliation	Monitor Cash Position	1071407	System provides ability to calculate daily cash position.
FIN-Cash Management/Forecasting and Bank Reconciliation	Monitor Cash Position	1071408	System provides ability to adjust daily cash balances and create associated accounting entries.
FIN-Cash Management/Forecasting and Bank Reconciliation	Monitor Cash Position	1071409	System provides ability to adjust internal accounts and associated accounting entries.
FIN-Cash Management/Forecasting and Bank Reconciliation	Monitor Cash Position	1071410	System provides ability to provide real-time processing of receivables.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Cash Management/Forecasting and Bank Reconciliation	Cash Forecasting	1071412	System establishes cash flow forecasting time periods such as daily/monthly that can be aggregated to the current year.
FIN-Cash Management/Forecasting and Bank Reconciliation	Cash Forecasting	1071413	System is able to save cash forecasts for historical analysis.
FIN-Cash Management/Forecasting and Bank Reconciliation	Cash Forecasting	1071414	System automatically analyzes historical transactions, such as past payments and receipts, and projects the historical cash trends into the future.
FIN-Cash Management/Forecasting and Bank Reconciliation	Cash Forecasting	1071415	System analyzes past year's data and determine monthly patterns, trends, and allow users to isolate one-time and unusual items.
FIN-Cash Management/Forecasting and Bank Reconciliation	Cash Forecasting	1071416	System allows users to evaluate past/present data and future transactions to conduct what if analysis.
FIN-Cash Management/Forecasting and Bank Reconciliation	Cash Forecasting	1071417	System allows users to make manual adjustments to cash forecasts to address unique circumstances.
FIN-Cash Management/Forecasting and Bank Reconciliation	Cash Forecasting	1071418	System provides variance reports comparing forecasted cash flow with actual cash flows.
FIN-Cash Management/Forecasting and Bank Reconciliation	Cash Forecasting	1071419	System provides a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Retrieval of actual monthly cash receipts and disbursement dollar amounts by each month at the lowest levels, i.e., transaction level with the ability to roll items up to higher levels at user's discretion.
FIN-Cash Management/Forecasting and Bank Reconciliation	Cash Forecasting	1071420	System provides a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Maintain totals and subtotals of receipts and disbursements by month and line.
FIN-Cash Management/Forecasting and Bank Reconciliation	Cash Forecasting	1071421	System provides a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Allow users the flexibility of determining weekly, bi-weekly, monthly projections (using selected projection method, i.e., straight-line, proportionate allocation) down to individual item level.
FIN-Cash Management/Forecasting and Bank Reconciliation	Cash Forecasting	1071422	System provides a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Allow a department to combine multiple line items and apply projection parameters such as: change in billing/paying cycle from monthly to quarterly; change in tax rates; etc.
FIN-Cash Management/Forecasting and Bank Reconciliation	Cash Forecasting	1071423	System provides a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Provide reports comparing cash flow projections to actual at all levels from line item to Departmental level summary.
FIN-Cash Management/Forecasting and Bank Reconciliation	Cash Forecasting	1071424	System provides a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Provide a cash projection for the upcoming fiscal year based on available data (e.g., scheduled payments including debt service payments, billed receipts, etc.) and user defined modeling parameters.
FIN-Cash Management/Forecasting and Bank Reconciliation	Cash Forecasting	1071425	System provides a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Display actual fiscal year months receipts and disbursements data with remaining projection months data.
FIN-Cash Management/Forecasting and Bank Reconciliation	Cash Forecasting	1071426	System provides a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Print reports from the detailed level to the summary level for official reports, i.e., official statements.
FIN-Cash Management/Forecasting and Bank Reconciliation	Cash Forecasting	1071427	System provides a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Provide ability to export cash projection data to spreadsheet format.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	General	1071430	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 Accounting/Cost Allocation/Labor Distribution	General	1071431	Maintain cost account information that is consistent and reconcilable with related general ledger and budget accounts.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	General	1071432	Allocate costs to all Chart of Account elements, as defined in the General Ledger requirements, on a detailed or summary basis.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	General	1071433	Maintain all revenue and expenditure transactions at the lowest level of detail as contained in the chart of accounts (COA) structure.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	General	1071434	Group and summarize detail information according to the COA hierarchy.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	General	1071435	Employ easy to maintain effective-dated system tables that provide edit checks and cross-validation of key fields.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	General	1071436	Provide for multiple user defined cost reports.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	General	1071437	Report expenses, statistics, revenue by any element in the chart of accounts.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	General	1071438	Provide departmental reports broken down by cost accounting codes, fund, department, and organizational unit.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Cost Accounting/Cost Allocation/Labor Distribution	General	1071439	Provide capability to export cost data to excel spreadsheet.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	General	1071440	Provide a set of system assurance reports and control totals that reconcile with data source systems.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	General	1071441	Provide user-defined reports showing any of the labor distribution elements by a user-specified date range.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071444	Maintains the following cost assignment rules: Direct tracking of costs.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071445	Maintains the following cost assignment rules: Cost Allocation.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071446	Maintains the following cost assignment rules: Assigns both productive and non-productive costs.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071447	Maintains the following cost assignment rules: Accommodates both fixed and variable costs.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071448	Supports the following costing methodologies: Actual Fixed Percentage.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071449	Supports the following costing methodologies: Actual Calculated Percentage.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071450	Supports the following costing methodologies: Standard Rate.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071451	Supports the following costing methodologies: Standard Cost per Unit.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071452	Supports the following costing methodologies: Standard Amount.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071453	Supports the following costing methodologies: Activity-Based.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071454	Supports the following costing methodologies: Process.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071455	Supports the following costing methodologies: Job Order.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071456	Supports the following costing methodologies: User-defined methodologies (Vendor should specify in the comments column which other methods have been used with their system).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071457	Accumulates the following resource costs: Rent.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071458	Accumulates the following resource costs: Shipping.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071459	Accumulates the following resource costs: Labor (Salary and Wage).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071460	Accumulates the following resource costs: Labor (Employee Benefits).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071461	Accumulates the following resource costs: Labor (Overtime - various types).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071462	Accumulates the following resource costs: Additional Labor Costs.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071463	Accumulates the following resource costs: Classification of Labor.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071464	Accumulates the following resource costs: Overhead.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071465	Accumulates the following resource costs: Mileage.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071466	Accumulates the following resource costs: Insurance Expense.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071467	Accumulates the following resource costs: Supplies.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071468	Accumulates the following resource costs: Materials.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071470	Accumulates the following resource costs: Equipment.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071471	Accumulates the following resource costs: Inventory.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071472	Accumulates the following resource costs: Contractual Services (multiple items and rates).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071473	Accumulates the following resource costs: Facilities (Rental, Leases, etc.).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071474	Accumulates the following resource costs: Utilities.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071475	Accumulates the following resource costs: Furniture and Fixtures.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071476	Accumulates the following resource costs: Information Technology.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071477	Accumulates the following resource costs: Indirect Costs.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071478	Accumulates the following resource costs: Other Expenditures (Cost Payment Vouchers, journal entries) done separately.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071479	Assigns resource costs to any element of the Chart of Accounts structure.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071480	Provides the following job definition capabilities: Description.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071481	Provides the following job definition capabilities: Location.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071482	Provides the following job definition capabilities: Geographical Information System coordinates.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071483	Provides the following job definition capabilities: Begin Date.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071484	Provides the following job definition capabilities: End Date.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071485	Provides the following job definition capabilities: Elements of the Chart of Accounts Structure.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071486	Provides the following job definition capabilities: Multiple Reporting Code Fields.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071487	Provides the following job definition capabilities: Billing Information.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071488	Provides the following job definition capabilities: Department Service Order.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071489	Provides the following job definition capabilities: Pre-encumbrance.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071490	Provides the following job definition capabilities: Purchase Order.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071491	Provides the following job definition capabilities: Job or Project Code.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071492	Provides the following job definition capabilities: Maximum \$ amount for job.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071493	Provides the following job definition capabilities: Revenue Source.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071494	Provides the following job definition capabilities: Audit Start Date.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071496	Provides the following job definition capabilities: Actual Field Work Date.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071497	Provides the following job definition capabilities: Actual Field Work Completed Date.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071498	Provides the following job definition capabilities: Draft Report Date.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071499	Provides the following job definition capabilities: Report Issued Date.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071500	Provides the following job definition capabilities: Multiple (6 minimum) user-defined fields.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071501	Provides for rollup of several jobs to a project.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071502	Provides the ability to associate a fixed asset with a job.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071503	Record all revenue at the job series level.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071504	Capture costs as direct, intra-entity or inter-entity.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071505	Allows for the creation of multiple user-defined work input categories.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071506	Provides statistical tracking capabilities for the purpose of distributing costs to outputs.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071507	Allows for the distribution of non-labor costs (i.e., vehicle mileage) based upon employee time data.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071508	Classify work activities as value-added or non value-added.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071509	Classify costs as direct expense or asset related.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071510	Classify costs as indirect expense.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071511	Classify costs as reimbursable or non-reimbursable.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071512	Transfer cost information to accounts receivable for billing by job series.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071513	Group job series for billing purposes.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071514	Setup terms for lease or monthly rental costs and automatically generate billing.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071515	Allow for calculation of various user-defined rates, including the ability to calculate different internal and external rates for the same task, job, etc.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071516	Allow overhead rates to be redistributed and amended at user-defined periods.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071517	Maintains identity of source of costs.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071518	Provides ability to drilldown to source of costs.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071519	Provide for jobs that collect costs (pools) and jobs where costs are distributed (bases).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071520	Allows entry of negative overhead rates.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071522	Accommodates the systematic distribution of payroll expense to the job and task level, based on information reported on the timesheet.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071523	Accommodate offsetting entries for the redistribution of salary expenses recorded to clearing account jobs.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071524	Distribute 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).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071525	Allows the costing of usage to a job and the recording of an offsetting entry to a clearing account for the corresponding cost pool.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071526	Distribute indirect costs to multiple indirect cost centers or split funded costs to multiple split funded direct jobs (cost allocation).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071527	Provide an automated mechanism for extracting and costing the following types of resources: Labor.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071528	Provide an automated mechanism for extracting and costing the following types of resources: Equipment.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071529	Provide an automated mechanism for extracting and costing the following types of resources: Material Usage.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071530	Provide an automated mechanism for extracting and costing the following types of resources: Chargeback.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071531	System should provide Labor Costing of time sheet data based on the following factors: Type of job.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071532	System should provide Labor Costing of time sheet data based on the following factors: Type or classification of employee.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071533	System should provide Labor Costing of time sheet data based on the following factors: Contractual Services (multiple items and rates).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071534	System should provide Labor Costing of time sheet data based on the following factors: Other Services.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071535	System should provide Labor Costing of time sheet data based on the following factors: Organization to which employee reports.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071536	System should provide Labor Costing of time sheet data based on the following factors: Rates applied for employee benefits.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071537	System should provide Labor Costing of time sheet data based on the following factors: Rates applied for department, division and section overhead.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071538	System should provide Labor Costing of time sheet data based on the following factors: Type of work such as regular time, overtime, bonus time, time off.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071539	System should provide Labor Costing of time sheet data based on the following factors: Time period worked.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071540	Allow costing of equipment usage based on equipment number and units e.g. hours and miles.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071541	Allow manual entry of equipment usage.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071542	Group equipment into classes, and associate rates with each class in order to perform costing.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071543	Allow the flexibility to apply equipment usage rates by class, equipment, or groups of classes.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071544	Allow for manual entry of materials issued.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071545	Import/export costed or un-costed records for labor, equipment, materials, mileage, reproduction, materials laboratory, or any other Institution-defined usage defined as requiring the information.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071546	Prevents changes to supporting allocation records once the allocation process starts.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071548	Track production and performance units to the individual and system reporting the units.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071549	Reports exception records that fail edits.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071550	Summarize costed transactions at various user-defined levels; i.e. by levels in the GL Chart of Accounts/reporting hierarchy, such as, but not limited to, organization, program, task, project, general reporting category, etc.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071551	Report cost information through a set of predefined parameters (no programming necessary on part of user) and report formats.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071552	Extract statistical data captured as data elements in the system, such as, but not limited to the following: Vehicle hours.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071553	Extract statistical data captured as data elements in the system, such as, but not limited to the following: Kilowatt hours.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071554	Extract statistical data captured as data elements in the system, such as, but not limited to the following: Number of employees who worked on a job.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071555	Extract statistical data captured as data elements in the system, such as, but not limited to the following: Number of Visits.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071556	Extract statistical data captured as data elements in the system, such as, but not limited to the following: Number of tasks used on a project.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071557	Extract statistical data captured as data elements in the system, such as, but not limited to the following: Fixed percentage number of documents processed.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071558	Generates journal entries of summarized cost data for updating of the general ledger.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071559	Support the following for user-specified categories and criteria: Compute rates.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071560	Support the following for user-specified categories and criteria: Provide ability to compare and report past actual to standard allocations.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071561	Support the following for user-specified categories and criteria: Compute Variance.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071562	Support the following for user-specified categories and criteria: Calculate new allocation rates.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071563	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: Labor.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071564	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: Each individual's actual rate per hour.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071565	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: Average rate for a class of personnel or personnel in a user-defined category (e.g. cost center, grant, project, etc.) based on (a) an average calculated from actual cost for a user-defined period, or (b) a predetermined average rate adjusted periodically.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071566	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: Fixed percentage.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071567	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: Non-labor.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071568	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: Actual cost.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071569	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: Moving average actual cost.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071570	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: Average cost over a user-defined time period.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071571	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: Actual cost for user-defined quantity.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071572	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: User specified cost.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071574	Cost contract payments and other direct charges based on actual costs posted to and received from GL.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071575	Cost labor, equipment, mileage, reproduction, or any other user defined usage at predefined fixed or variable rates.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071576	Maintain standard rate tables describing effective dates for rate per unit value, value per unit of each resource (labor hour, mile, etc.), and how the rate is to be applied (hour, unit, etc.).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071577	Allow user to define chargeback/equipment rates to bill by chargeback item/equipment classes.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071578	Track historical fixed and variable costing rates for reporting and for the purpose of reversing and reapplying costs to new accounting distributions.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071579	Adjust the booked cost in a prior period to the actual cost, based on the following: calculated actual rates.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071580	Adjust the booked cost in a prior period to the actual cost, based on the following: preset parameters.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071581	Adjust the booked cost in a prior period to the actual cost, based on the following: user command.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071582	Adjust the booked cost in a prior period to the actual cost, based on the following: selected criteria.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071583	Accept a user-entered adjusted rate to recalculate costs.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071584	Allow estimated actual costs to be used for costing when actual costs are unknown but resource has been utilized.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071585	Calculate and post memo costing entries to jobs.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Design	1071586	Account for and monitor performance measure budgets in order to track dollars spent versus service delivered.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071589	Allows for allocations to: Fund.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071590	Allows for allocations to: Appropriation.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071591	Allows for allocations to: Organization Number.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071592	Allows for allocations to: Program.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071593	Allows for allocations to: General Ledger Account.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071594	Allows for allocations to: Object.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071595	Allows for allocations to: Revenue Source.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071596	Allows for allocations to: Project.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071597	Allows for allocations to: Grant.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071598	Allows for allocations to: Date Worked.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071599	Allows for allocations to: Function Code (i.e., administration, supportive services, etc.).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071600	Allows for allocations to: Budget Code (i.e., Fiscal Operations).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071601	Allows for allocations to: User-defined level.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071602	Integrates with Time and Attendance function in the Human Resources module to identify combinations of budget accounts, projects, grants, programs, funds, and other designated structures to which time was charged and the number of hours charged to each per automated employee timesheets.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071603	Integrate with the Personnel/Payroll module to extract actual payroll costs and codes (including Earnings and Bonus Codes) by employee, cost center or position number.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071604	Allows for the use of year-to-date information by employee for use in projection of remaining fiscal year costs.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071605	Allows users to define specific payroll-related costs to be considered in distribution process.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071606	Retrieve labor cost distribution transactions for audit and reconciliation purposes.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071607	Maintain transaction level detail on line for a minimum of 10 years.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071608	Provide a mechanism to make mass correction/updates to groups of transactions selected by key fields while maintaining an audit trail.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071609	Support a labor distribution process based on random moment time study results or prior history data.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071610	Allow 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.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071611	Account for and distribute department-defined non-labor costs based on hours worked (i.e., inmate labor, volunteers) and should process appropriate transactions (i.e., job costing, general ledger, journal, etc.).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071612	Support distributing costs based upon time reported in quarter hour increments.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071613	Allows timekeeper to 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 Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071615	Provide multiple standard labor distribution reports.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Labor Distribution	1071616	Provide multiple standard labor distribution reports for user defined time periods (i.e., state fiscal year, federal fiscal year, grant period).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071619	Allocate within/across departments by the chart of account elements and other data elements, including, but not limited to the following: Fund.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071620	Allocate within/across departments by the chart of account elements and other data elements, including, but not limited to the following: Appropriation.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071621	Allocate within/across departments by the chart of account elements and other data elements, including, but not limited to the following: Organization Number.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071622	Allocate within/across departments by the chart of account elements and other data elements, including, but not limited to the following: Program.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071623	Allocate within/across departments by the chart of account elements and other data elements, including, but not limited to the following: General Ledger Account.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071624	Allocate within/across departments by the chart of account elements and other data elements, including, but not limited to the following: Object.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071625	Allocate within/across departments by the chart of account elements and other data elements, including, but not limited to the following: Revenue Source.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071626	Allocate within/across departments by the chart of account elements and other data elements, including, but not limited to the following: Project.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071627	Allocate within/across departments by the chart of account elements and other data elements, including, but not limited to the following: Grant.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071628	Allocate within/across departments by the chart of account elements and other data elements, including, but not limited to the following: Function Code (i.e., administration, supportive services, etc.).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071629	Allocate within/across departments by the chart of account elements and other data elements, including, but not limited to the following: Budget Year.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071630	Allocate within/across departments by the chart of account elements and other data elements, including, but not limited to the following: Budget Code (i.e., Fiscal Operations).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071631	Allocate within/across departments by the chart of account elements and other data elements, including, but not limited to the following: User-defined level.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071632	Allocate between transactions with projects and without the project field used.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071633	Allocate between transactions with grants and without the grant field used.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071634	Interface with other activity tracking systems to assign costs and measure performance.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071635	Accommodates both fixed and variable costs.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071636	Allocate financial balances from any account coding distribution to any other account coding distribution.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071637	Provide for intermediate pools to accumulate lower-level allocations and redistribute them under another allocation.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071638	Allows user departments to determine frequency of allocation processing.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071639	Allow user to determine 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 Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071640	Allocate indirect financial balances based on pre-determined rates, ratios, or statistics.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071641	Provide source and disposition information on the results of allocation processing.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071642	Allow users to import allocation pool or statistical information from spreadsheets or other desktop tools as a starting point for allocations.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071643	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 Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071645	Provide allocation screens that reflect totals for percentages allocated.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071646	Capture budgeted and actual non-financial statistical information at indicated levels of the department structure.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071647	Capture non-financial statistical information for various units of service.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071648	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 Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071649	Provide information on the factors and specifications applied during the cost allocation process.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071650	Provide information on the cost per unit of service being delivered by activities.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071651	Provide for a multiple step (at least 50) cost allocation process.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071652	Provide ability to key percentages for use in cost allocation with eight decimal places.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071653	Provide ability to allocate costs using at least eight decimal places.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071654	Provide automated computing and posting of allocation journal entries on a user-defined frequency.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071655	Perform allocations for reporting purposes only.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071656	Provide reversal of actual allocation and spread based on overall rates at the end of the year.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071657	Provide reversal of actual allocation and spread based on overall rates for a specified period.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071658	Allocate variances based on actual costs for a defined period.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071659	Allocate, based on user defined criteria, a difference between selected revenue and expense accounts, leaving the corresponding revenue in place.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071660	Provide the capability of cost allocation among unlimited funds.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071661	Provide multiple standard cost allocation reports.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071663	Provide the ability to drill down from account balances to cost allocation details
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071664	Provide the ability to view online current and previous cost allocations and labor distributions
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071665	Provide the ability to create a new allocation/distribution by copying an existing allocation/distribution making the appropriate changes
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Allocation	1071666	Provide the ability to electronically route and approve cost allocations and labor distributions via automated workflow
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071669	Tracks the total number of transaction processed by: System.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071670	Tracks the total number of transaction processed by: Module.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071671	Tracks the total number of transaction processed by: Organizational unit.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071672	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: Paycheck (persons receiving paychecks).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071673	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: W-2 generation (persons receiving w-2s).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071674	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: Purchase orders.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071675	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: Procurement documents (e.g., rfp, rfq).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071676	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: Asset record.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071677	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: Full time equivalent.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071678	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: Invoice.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071679	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: Deposit.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071680	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: Journal voucher.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071681	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: Payment.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071682	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: Paycheck * charge per paycheck.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071683	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: W-2 generation * charge per W-2.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071684	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: Purchase orders * charge per purchase order.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071685	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: Procurement documents (e.g., rfp, rfq) * charge per procurement document.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071686	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: Asset record * charge per asset record.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071687	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: Full time equivalent * charge per FTE.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071688	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: Invoice * charge per invoice.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071689	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: Deposit * charge per deposit.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071690	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: Journal voucher * charge per journal voucher.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071691	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: Payment * charge per payment.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071692	The cost allocation system allocates dollars based on the number of transactions processed or other user defined criteria.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071693	The cost allocation system tracks the following operational statistics by month by organizational unit: Paycheck (persons receiving paychecks).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071695	The cost allocation system tracks the following operational statistics by month by organizational unit: W-2 generation (persons receiving W-2s).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071696	The cost allocation system tracks the following operational statistics by month by organizational unit: Purchase orders.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071697	The cost allocation system tracks the following operational statistics by month by organizational unit: Procurement documents (e.g., rfp, rfq).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071698	The cost allocation system tracks the following operational statistics by month by organizational unit: Asset record.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071699	The cost allocation system tracks the following operational statistics by month by organizational unit: Full time equivalent.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071700	The cost allocation system tracks the following operational statistics by month by organizational unit: Invoice.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071701	The cost allocation system tracks the following operational statistics by month by organizational unit: Deposit.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071702	The cost allocation system tracks the following operational statistics by month by organizational unit: Journal voucher.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Recovery	1071703	The cost allocation system tracks the following operational statistics by month by organizational unit: Payment.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071706	Create interdepartmental billings from detailed cost information and data.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071707	Create an interdepartmental contract for department to department charges that create an encumbrance.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071708	Create an internal voucher that charges expenses to the user department and credits the service department.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071709	Transmits interdepartmental billings with line-item detailed charges.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071710	Collect units of service and bill at pre-determined rates.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071711	Process chargebacks that create journal vouchers with the offsets to appropriate accounts to be able to measure what is billed out at rates against the actual costs.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071712	Provides the ability for the department receiving charges to establish parameters that determine where items are charged.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071713	Provides on-line accounts receivable status by user-defined data fields and parameters (i.e. by customer name or number).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071714	Allow for user definition of long-term receivables, segregation from standard receivables, and tracking and control through a control account and subsidiary detail.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071715	Generate automated billings from time and material and /or non-direct charges such as surcharges and sales tax, and rates and units of service data.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071716	Generate customized billings based on user-defined parameters.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071717	System will generate invoices that can be scanned with a user-defined scan line.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071718	Provide the option to bill by work order, job, project, task, program, and activity code.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071719	System will exclude or include billing detail data elements, allowable charges, and overheads on specific bills/invoices or on all billings.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071720	Use different overhead rates, employee benefits, and other factors for billing purposes depending on the entity being billed.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071721	Determine the lower of actual cost or department allowable charges for billing purposes.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071722	Accommodate billings with multiple work orders, jobs, projects, tasks, programs, and activity codes.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071723	Generate progress and final billings.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071724	Provide the following billing capabilities: Actual cost billings.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071725	Provide the following billing capabilities: Fixed fee billings.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071726	Provide the following billing capabilities: Hourly rate billings.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071727	Provide the following billing capabilities: Fixed rate billings.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071728	Provide the following billing capabilities: Combination of actual cost and/or hourly rate and/or fixed rate billings.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071729	Provide the following billing capabilities: Federal and State reimbursed projects' billings.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071730	Provide the following billing capabilities: Time payments (annual, monthly, semiannual, quarterly).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071732	Provide the following billing capabilities: Billings to other departments.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071733	Provide the following billing capabilities: Unit Based.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071734	Provide the following billing capabilities: Prorated - for example utility charge by square footage allocated.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071735	Establish contractual billings on-line which will support automated cost recovery for interdepartmental services.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071736	Establish contractual billings on-line which will support automated cost recovery for external customers.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071737	Produce trial billings for users to review before producing the actual bill.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071738	Cancel billings and re-establish billing parameters directly into the billing application prior to transmittal to the GL.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071739	Provide for invoices that have the ability to include location of work performed by date.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071740	Provide for the accumulation of charges for multiple fiscal years.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071741	Provide for date sensitivity for all billing-related tables, including contract liability insurance rates, billing rates, and sales tax tables.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071742	Provide for maintenance of tables for overheads and allowable charges for Federal, State, and department requirements for user-defined time periods.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071743	Support invoices with a report of detailed cost information, including all labor, equipment, material, and other expenditure transactions for a specified job.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071744	Maintains detail of unbilled charges and memo billed charges.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071745	Provide a billing indicator to be used to indicate type of account, (e.g. department, project).
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071746	Creates a single record and distributes costs to both the financials and the cost accounting systems.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071747	Costs agree with costs recorded in the budget system.
FIN-Cost Accounting/Cost Allocation/Labor Distribution	Cost Accounting Billing	1071748	Accommodate multiple billing arrangements.
FIN-Asset Management	General	1071752	System provides the ability to enter and maintain fixed asset records online and properly accounts for assets in accordance with the Institution's chart of accounts.
FIN-Asset Management	General	1071753	System provides the ability to 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	General	1071754	System provides the ability to 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 but have been deemed to be secured by institution policy (mobile phones, laptops, etc.).
FIN-Asset Management	General	1071755	System provides the ability to allow modification of asset capitalization and control rules per institution policy, as necessary (i.e., no hard coding of rules).

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Asset Management	General	1071756	System provides the following Asset Management functionality: Additions
FIN-Asset Management	General	1071757	System provides the following Asset Management functionality: 'Changes to asset information
FIN-Asset Management	General	1071758	System provides the following Asset Management functionality: 'Impairments/Disposals/Theft
FIN-Asset Management	General	1071759	System provides the following Asset Management functionality: Updates to accounting balances based on changed asset information (e.g., changing useful life posts catch-up or corrections to depreciation).
FIN-Asset Management	General	1071760	System provides the following Asset Management functionality: 'Transfers
FIN-Asset Management	General	1071761	System provides the following Asset Management functionality: 'Inquiries
FIN-Asset Management	General	1071762	System provides the following Asset Management functionality: 'Betterments
FIN-Asset Management	General	1071763	System provides the following Asset Management functionality: 'Depreciation
FIN-Asset Management	General	1071764	Provide the ability to capture and track Intangible Assets
FIN-Asset Management	General	1071765	System allows the reversal of any asset related transaction, including depreciation. With complete audit trail
FIN-Asset Management	General	1071766	System security provides the ability to limit the Asset Management functions based on the access granted to users by each department.
FIN-Asset Management	General	1071767	System security provides ability to define separate institution, departmental, and central accounting asset management roles with abilities to restrict the update of specific data elements (e.g., accounting information) to the central accounting role.
FIN-Asset Management	General	1071768	System provides the ability to generate mass asset transactions (such as mass additions, mass disposals, mass transfers, and mass changes) by user-defined criteria, with proper security/authority.
FIN-Asset Management	General	1071769	System provides the ability to support a physical location hierarchy (i.e., parent/child relationship) of at least four levels. For example, (1) a parcel of land can have multiple buildings on it, and each building can have multiple rooms, etc.
FIN-Asset Management	General	1071770	System provides the ability to attach multiple electronic documents (including photos) to an asset record.
FIN-Asset Management	General	1071771	System Integrates with MS Office
FIN-Asset Management	General	1071772	System provides the ability to integrate between the General Ledger module and Asset Management module to identify expenditure transactions as capitalized assets when items meet user-defined criteria (e.g., capitalize if individual item cost is greater than \$1,000 and minimum 3 year useful life).
FIN-Asset Management	General	1071773	System is able to distinguish between General Government and Proprietary Funds
FIN-Asset Management	General	1071774	System provides the ability to generate standard governmental fixed asset reports and user-defined fixed asset reports in compliance with GASB 34 and 51, and report on all fixed asset balances in the standard CAFR format (with supporting notes and schedules).
FIN-Asset Management	General	1071775	System provides the ability to support a hierarchical asset definition (e.g., a piece of equipment can be comprised of multiple component levels).
FIN-Asset Management	General	1071776	System is able to capitalize right of way easements as intangible assets.
FIN-Asset Management	General	1071778	Ability to create and maintain infrastructure classes for reporting (CAFR) including: bridges
FIN-Asset Management	General	1071779	Ability to create and maintain infrastructure classes for reporting (CAFR) including: paving (e.g. priority and general)
FIN-Asset Management	General	1071780	Ability to create and maintain infrastructure classes for reporting (CAFR) including: Construction In Process
FIN-Asset Management	General	1071781	Ability to create and maintain infrastructure classes for reporting (CAFR) including: piers and docks
FIN-Asset Management	General	1071782	Ability to create and maintain infrastructure classes for reporting (CAFR) including: lane miles
FIN-Asset Management	General	1071783	Ability to create and maintain infrastructure classes for reporting (CAFR) including: telecommunication systems (data, voice, wireless)
FIN-Asset Management	General	1071784	Ability to create and maintain infrastructure classes for reporting (CAFR) including: road signs and markers
FIN-Asset Management	General	1071785	Ability to create and maintain infrastructure classes for reporting (CAFR) including: intelligent transportation systems (embedded sensors, cameras, etc.)
FIN-Asset Management	General	1071786	Ability to send automated notifications of change in asset (e.g. issue, receipt, transfer, etc.
FIN-Asset Management	General	1071787	Provide an audit trail of Custodian History (e.g. who had what assets and for what time periods)
FIN-Asset Management	General	1071788	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	General	1071789	System is able to report on assets for all fields required for financial reporting purposes.
FIN-Asset Management	General	1071790	System is able to generate standard governmental fixed asset reports and user-defined fixed asset reports in compliance with GASB 34 and 51.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Asset Management	General	1071791	System should produce CAFR forms automatically
FIN-Asset Management	General	1071792	System can display or print a report of surplus property, including each item's history.
FIN-Asset Management	General	1071793	System produces a transaction register audit trail of all acquisitions, transfers, changes and retirements during a user-defined time period by asset type, department, transaction date or purchase amount.
FIN-Asset Management	General	1071794	System has the ability to produce depreciation reports by multiple levels (e.g., All Chart of Account Elements, asset type, responsibility area, etc.).
FIN-Asset Management	General	1071795	System provides the ability to summarize fixed asset balances by asset type.
FIN-Asset Management	General	1071796	System can produce a report that facilitates reconciliation to physical inventory counts.
FIN-Asset Management	General	1071797	System provides a report of all property changes as of a user specified date.
FIN-Asset Management	General	1071798	System allows users to filter asset management reports between capital and non-capital assets.
FIN-Asset Management	General	1071799	System provides an asset detail report that lists most data elements including person asset was last issued to for an asset on a single page.
FIN-Asset Management	General	1071800	System can provide an extract of surplus assets that lists Asset Number, Asset Description, Property Tag Number, and Asset Category (e.g., Vehicle, Computer, or Other).
FIN-Asset Management	General	1071801	System is able to report which surplus assets were sold at: Each auction
FIN-Asset Management	General	1071802	System is able to report which surplus assets were sold at: Within a user-defined period of time
FIN-Asset Management	General	1071804	System allows users to create exception reports that shows mismatches between the commodity code and the sub-object used when purchasing the item. For example, the report would identify computers purchased with a construction sub-object.
FIN-Asset Management	General	1071805	Add missing and stolen report
FIN-Asset Management	General	1071806	Provide the ability to query asset records via email
FIN-Asset Management	General	1071807	Provide the ability to capture and identify inspection and refurbish due dates and send alerts
FIN-Asset Management	General	1071808	Report all fixed asset balances in the standard CAFR format.
FIN-Asset Management	General	1071809	Provide a schedule of assets grouped by CAFR function and/or departments.
FIN-Asset Management	General	1071811	Provide the ability to transfer surplus property to the State of Arkansas Department of Finance and Administration for disposal
FIN-Asset Management	General	1071812	Provide the ability to receive and allocate surplus sale proceeds received from the State Department of Finance and Administration
FIN-Asset Management	Asset Additions and Maintenance	1071815	System is fully integrated with General Ledger, Procurement, and Accounts Payable to carry forward relevant purchasing, descriptive, invoice and accounting information as a starting point for recording the asset.
FIN-Asset Management	Asset Additions and Maintenance	1071816	System tracks the following categories of assets: 'Land
FIN-Asset Management	Asset Additions and Maintenance	1071817	System tracks the following categories of assets: 'Land Improvements
FIN-Asset Management	Asset Additions and Maintenance	1071818	System tracks the following categories of assets: 'Landfill
FIN-Asset Management	Asset Additions and Maintenance	1071819	System tracks the following categories of assets: 'Buildings
FIN-Asset Management	Asset Additions and Maintenance	1071820	System tracks the following categories of assets: 'Building Improvements
FIN-Asset Management	Asset Additions and Maintenance	1071821	System tracks the following categories of assets: 'Improvements Other than Buildings
FIN-Asset Management	Asset Additions and Maintenance	1071822	System tracks the following categories of assets: 'Leasehold improvements
FIN-Asset Management	Asset Additions and Maintenance	1071823	System tracks the following categories of assets: 'Equipment
FIN-Asset Management	Asset Additions and Maintenance	1071824	System tracks the following categories of assets: 'Communication Equipment
FIN-Asset Management	Asset Additions and Maintenance	1071825	System tracks the following categories of assets: 'Furniture and fixtures
FIN-Asset Management	Asset Additions and Maintenance	1071826	System tracks the following categories of assets: 'Vehicles
FIN-Asset Management	Asset Additions and Maintenance	1071827	System tracks the following categories of assets: 'Trailers
FIN-Asset Management	Asset Additions and Maintenance	1071828	System tracks the following categories of assets: Equipment acquired through capital leases
FIN-Asset Management	Asset Additions and Maintenance	1071829	System tracks the following categories of assets: 'Work in progress
FIN-Asset Management	Asset Additions and Maintenance	1071830	System tracks the following categories of assets: 'Infrastructure
FIN-Asset Management	Asset Additions and Maintenance	1071831	System tracks the following categories of assets: 'Works of Art
FIN-Asset Management	Asset Additions and Maintenance	1071832	System tracks the following categories of assets: 'Historical Treasures
FIN-Asset Management	Asset Additions and Maintenance	1071833	System tracks the following categories of assets: 'Right of Way Easements
FIN-Asset Management	Asset Additions and Maintenance	1071834	System tracks the following categories of assets: 'Software Development
FIN-Asset Management	Asset Additions and Maintenance	1071835	System tracks the following categories of assets: 'Software Over \$30K
FIN-Asset Management	Asset Additions and Maintenance	1071836	System tracks the following categories of assets: 'Intangible assets
FIN-Asset Management	Asset Additions and Maintenance	1071837	System tracks the following categories of assets: 'Other user-defined categories
FIN-Asset Management	Asset Additions and Maintenance	1071838	System provides a table to be used for establishing and associating standard asset descriptive data for all assets.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Asset Management	Asset Additions and Maintenance	1071839	System provides the ability to have a free-form narrative long description of each asset item.
FIN-Asset Management	Asset Additions and Maintenance	1071841	System provides the ability to identify users of assets, in addition to recording property custodian.
FIN-Asset Management	Asset Additions and Maintenance	1071842	System provides the ability to automatically create and assign an alpha-numeric asset number to a single item or multiple items purchased.
FIN-Asset Management	Asset Additions and Maintenance	1071843	System provides the ability to assign an asset number based on asset classes: Manually
FIN-Asset Management	Asset Additions and Maintenance	1071844	System provides the ability to assign an asset number based on asset classes: Automatically
FIN-Asset Management	Asset Additions and Maintenance	1071845	System provides the ability to track the detailed cost for each item that makes up a whole asset.
FIN-Asset Management	Asset Additions and Maintenance	1071846	System provides the ability to store multiple different asset numbers/references for assembled assets.
FIN-Asset Management	Asset Additions and Maintenance	1071847	System prevents users without sufficient authority to change the asset number/reference.
FIN-Asset Management	Asset Additions and Maintenance	1071848	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: 'Asset Number
FIN-Asset Management	Asset Additions and Maintenance	1071849	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Property Tag Number (inventory control number)
FIN-Asset Management	Asset Additions and Maintenance	1071850	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: User Defined Fields (at least 3)
FIN-Asset Management	Asset Additions and Maintenance	1071851	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Property Officer
FIN-Asset Management	Asset Additions and Maintenance	1071852	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Location Segments (e.g., address, building, floor, section, room)
FIN-Asset Management	Asset Additions and Maintenance	1071853	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Multiple Organizational Ownership Info. (including assets loaned to/from other entities)
FIN-Asset Management	Asset Additions and Maintenance	1071854	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Multiple Accounting distributions from original acquisition
FIN-Asset Management	Asset Additions and Maintenance	1071855	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Requisition Number
FIN-Asset Management	Asset Additions and Maintenance	1071856	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Purchasing Document Numbers
FIN-Asset Management	Asset Additions and Maintenance	1071857	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Asset Acquisition Date
FIN-Asset Management	Asset Additions and Maintenance	1071858	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: In-Service Date
FIN-Asset Management	Asset Additions and Maintenance	1071859	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Asset Condition
FIN-Asset Management	Asset Additions and Maintenance	1071860	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Asset Type
FIN-Asset Management	Asset Additions and Maintenance	1071861	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Delivery Date
FIN-Asset Management	Asset Additions and Maintenance	1071862	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Payment Number (Check Number)
FIN-Asset Management	Asset Additions and Maintenance	1071863	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Asset Status (e.g., active, inactive, surplus/salvage)
FIN-Asset Management	Asset Additions and Maintenance	1071864	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Unit Cost/Value
FIN-Asset Management	Asset Additions and Maintenance	1071865	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Book Value
FIN-Asset Management	Asset Additions and Maintenance	1071867	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Fair market value

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Asset Management	Asset Additions and Maintenance	1071868	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Trade-in Credit
FIN-Asset Management	Asset Additions and Maintenance	1071869	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Item Classification Code (user-defined) with multiple sub-class codes.
FIN-Asset Management	Asset Additions and Maintenance	1071870	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Vendor Number
FIN-Asset Management	Asset Additions and Maintenance	1071871	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Vendor Name
FIN-Asset Management	Asset Additions and Maintenance	1071872	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Asset Descriptive Information
FIN-Asset Management	Asset Additions and Maintenance	1071873	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Manufacturer Number
FIN-Asset Management	Asset Additions and Maintenance	1071874	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Manufacturer Name
FIN-Asset Management	Asset Additions and Maintenance	1071875	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Model Year
FIN-Asset Management	Asset Additions and Maintenance	1071876	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Model Number
FIN-Asset Management	Asset Additions and Maintenance	1071877	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: End User Contact Information
FIN-Asset Management	Asset Additions and Maintenance	1071878	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Salvage Value
FIN-Asset Management	Asset Additions and Maintenance	1071879	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Serial Number
FIN-Asset Management	Asset Additions and Maintenance	1071880	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Secondary Serial Numbers
FIN-Asset Management	Asset Additions and Maintenance	1071881	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: License Number (if applicable)
FIN-Asset Management	Asset Additions and Maintenance	1071882	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Warranty/Maintenance Information
FIN-Asset Management	Asset Additions and Maintenance	1071883	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Betterments
FIN-Asset Management	Asset Additions and Maintenance	1071884	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Disposal Information
FIN-Asset Management	Asset Additions and Maintenance	1071885	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Lease Asset Information (if applicable)
FIN-Asset Management	Asset Additions and Maintenance	1071886	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Estimated Useful Life
FIN-Asset Management	Asset Additions and Maintenance	1071887	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Estimated Residual Value (Trade-in Value)
FIN-Asset Management	Asset Additions and Maintenance	1071888	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Replacement Cost -- This field can be updated as needed by users
FIN-Asset Management	Asset Additions and Maintenance	1071889	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Depreciation Method

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Asset Management	Asset Additions and Maintenance	1071890	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Depreciation Frequency and Convention (Annual, Beginning of Month, Half-Year, Mid-Month, or user defined)
FIN-Asset Management	Asset Additions and Maintenance	1071891	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Budget Year (from which asset was purchased)
FIN-Asset Management	Asset Additions and Maintenance	1071893	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Last Inventory Date
FIN-Asset Management	Asset Additions and Maintenance	1071894	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Last Inventory Performed By
FIN-Asset Management	Asset Additions and Maintenance	1071895	System provides the ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Next scheduled inventory date
FIN-Asset Management	Asset Additions and Maintenance	1071896	System allows user defined fields to be either entered as free form text or selected from a configured drop-down list.
FIN-Asset Management	Asset Additions and Maintenance	1071897	User entered data should be searchable and includable in any screen/page
FIN-Asset Management	Asset Additions and Maintenance	1071898	System allows both centrally defined (Institution) use of user defined fields as well as departmentally determined use of user defined fields.
FIN-Asset Management	Asset Additions and Maintenance	1071899	System is able to link component units (parent/child relationship) whereby each component maintains a financial life of its own.
FIN-Asset Management	Asset Additions and Maintenance	1071900	System captures and displays an audit trail of changes to the asset record, including User ID, timestamp, old value, and new value).
FIN-Asset Management	Asset Additions and Maintenance	1071901	System allows for drill-down to original procurement documents from the asset record.
FIN-Asset Management	Asset Additions and Maintenance	1071902	System provides for the addition and maintenance of 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 Additions and Maintenance	1071903	System provides the ability to copy an asset record to create a similar asset record.
FIN-Asset Management	Asset Additions and Maintenance	1071904	Identify source as a copied record
FIN-Asset Management	Asset Additions and Maintenance	1071905	Authorized users are able to 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 Additions and Maintenance	1071906	System provides approval workflows for changes to the asset record.
FIN-Asset Management	Asset Additions and Maintenance	1071907	In addition to asset information listed previously, system maintains detailed property information required to identify, properly account for, and safeguard lands, including, but not limited to the following: 'Legal description per survey
FIN-Asset Management	Asset Additions and Maintenance	1071908	In addition to asset information listed previously, system maintains detailed property information required to identify, properly account for, and safeguard lands, including, but not limited to the following: 'Property's full address
FIN-Asset Management	Asset Additions and Maintenance	1071909	In addition to asset information listed previously, system maintains detailed property information required to identify, properly account for, and safeguard lands, including, but not limited to the following: Acquisition information (purchased from whom, etc.)
FIN-Asset Management	Asset Additions and Maintenance	1071910	In addition to asset information listed previously, system maintains detailed property information required to identify, properly account for, and safeguard lands, including, but not limited to the following: Number of acres
FIN-Asset Management	Asset Additions and Maintenance	1071911	In addition to asset information listed previously, system maintains detailed property information required to identify, properly account for, and safeguard lands, including, but not limited to the following: Value per acre
FIN-Asset Management	Asset Additions and Maintenance	1071912	In addition to asset information listed previously, system maintains detailed property information required to identify, properly account for, and safeguard lands, including, but not limited to the following: Fair market value (e.g., for donated land)
FIN-Asset Management	Asset Additions and Maintenance	1071913	In addition to asset information listed previously, system maintains detailed property information required to identify, properly account for, and safeguard lands, including, but not limited to the following: Cost per acre (multiple)

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Asset Management	Asset Additions and Maintenance	1071914	In addition to asset information listed previously, system maintains detailed property information required to identify, properly account for, and safeguard lands, including, but not limited to the following: Deed information
FIN-Asset Management	Asset Additions and Maintenance	1071915	In addition to asset information listed previously, system maintains detailed property information required to identify, properly account for, and safeguard lands, including, but not limited to the following: Other user-defined fields
FIN-Asset Management	Asset Additions and Maintenance	1071916	During mass additions process, System allows user to split asset record entries for identical items and then assign separate property tag / inventory control numbers (e.g., purchase of 20 identical personal computers).
FIN-Asset Management	Asset Additions and Maintenance	1071917	System provides the ability to transfer fixed assets within or between departments at the individual asset level and to generate the appropriate accounting entries.
FIN-Asset Management	Asset Additions and Maintenance	1071919	System captures explanation of transfer (free-form narrative).
FIN-Asset Management	Asset Additions and Maintenance	1071920	System captures explanation of reason for transfer (standard text drop down list).
FIN-Asset Management	Asset Additions and Maintenance	1071921	System supports assignment of a single department as managing an asset, regardless of how many departments funded it.
FIN-Asset Management	Asset Additions and Maintenance	1071922	System tracks assets purchased with various funding sources (i.e., grants) using a searchable reportable field.
FIN-Asset Management	Asset Additions and Maintenance	1071923	System allows for decoupling assembled asset components and reassembling them in a different configuration (such as moving thermal imager from a fire apparatus and assigning it to a different one).
FIN-Asset Management	Asset Additions and Maintenance	1071924	System provides the ability for commodity line items to contain a Fixed Asset Indicator (new, replacement, or enhancement; if replacement or enhancement, need existing tag number).
FIN-Asset Management	Asset Additions and Maintenance	1071925	System provides the ability to capture a fixed asset indicator (determine whether commodity is an asset based on dollar amount and expenditure object code).
FIN-Asset Management	Asset Additions and Maintenance	1071926	System provides the ability to drop the asset indicator that was established at the time a requisition was created, if the associated PO amount is less than the user-specified dollar threshold, based on the Institution's business rules.
FIN-Asset Management	Asset Additions and Maintenance	1071927	System provides the ability to assign multiple expenditure line items to a single fixed asset record.
FIN-Asset Management	Asset Additions and Maintenance	1071928	System provides the ability to capture items such as lot number, serial number, asset tag number, and expiration date at time of receipt.
FIN-Asset Management	Asset Additions and Maintenance	1071929	System provides the ability to flag purchases as placed in service as fixed assets upon receipt of good.
FIN-Asset Management	Asset Additions and Maintenance	1071930	System allows placed in service date to be changed for assets that require assembly before placing in service.
FIN-Asset Management	Asset Additions and Maintenance	1071931	System evaluates purchase order line items and applies the following edit: If the unit price is greater than the capitalization threshold and the expenditure account is not capital outlay and the commodity code indicates that it may be a fixed asset, then the transaction should produce a warning if the fixed asset indicator is not selected.
FIN-Asset Management	Asset Additions and Maintenance	1071932	System allows users to denote whether an asset contains hazardous materials.
FIN-Asset Management	Asset Additions and Maintenance	1071933	System allows users to update the useful life for a specific asset that differs from the default useful life for the associated asset class.
FIN-Asset Management	Asset Additions and Maintenance	1071934	Capture and track outside locations in case an asset is sent out for repair
FIN-Asset Management	Asset Additions and Maintenance	1071935	Mask certain asset information for police work
FIN-Asset Management	Asset Additions and Maintenance	1071936	Ability to interface with vendor system to get asset info serial number, VIN, etc.
FIN-Asset Management	Asset Additions and Maintenance	1071937	Ability to have vendor tag assets before delivery
FIN-Asset Management	Asset Additions and Maintenance	1071938	Separately Identify Assets on Loan from Federal Government
FIN-Asset Management	Asset Additions and Maintenance	1071939	Ability to maintain multiple fixed asset books, including: book of record (for CAFR)
FIN-Asset Management	Asset Additions and Maintenance	1071940	Identify the Vehicle Number of the vehicle that an Asset is assigned to
FIN-Asset Management	Asset Additions and Maintenance	1071941	Include as a status Asset Assigned but not yet Issued
FIN-Asset Management	Asset Additions and Maintenance	1071943	System provides the ability to bundle items into groups or kits. A group or kit consists of items which are always issued together.
FIN-Asset Management	Asset Warranties	1071945	System is able to maintain warranty/service agreement information for assets including but not limited to expiration date.
FIN-Asset Management	Asset Warranties	1071946	System captures insurance information for fixed assets (insured value, roof type, construction information, square footage, insured contents, etc.)
FIN-Asset Management	Asset Warranties	1071947	System provides the ability to inquire on warranty information through the entry of a serial number and property tag/inventory control number.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Asset Management	Asset Warranties	1071948	System provides the ability to notify of warranty agreement expiration.
FIN-Asset Management	Capital Projects	1071950	System is able to identify/record all capitalizable costs associated with the construction or purchase/acquisition of an asset.
FIN-Asset Management	Capital Projects	1071951	System identifies, records, and depreciates betterments associated with an asset, including optional unique identification of betterments associated with components.
FIN-Asset Management	Capital Projects	1071952	System provides the ability to capture activity/costs resulting from several institution departments working concurrently on a project.
FIN-Asset Management	Capital Projects	1071953	System captures and maintains 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.
FIN-Asset Management	Depreciation	1071955	System can generate either financial or memo transactions to the General Ledger for capital asset depreciation expense by specified funds.
FIN-Asset Management	Depreciation	1071956	System uses an depreciation effective date when calculating depreciation.
FIN-Asset Management	Depreciation	1071957	System allows user the option to approve automatically generated asset depreciation transactions before these transactions are posted.
FIN-Asset Management	Depreciation	1071958	System provides the option to process depreciation on-line or in batch mode.
FIN-Asset Management	Depreciation	1071959	System provides the following depreciation functionality: 'Provide depreciation schedules on individual fixed assets
FIN-Asset Management	Depreciation	1071960	System provides the following depreciation functionality: 'Generate periodic depreciation by asset for any element in the classification structure.
FIN-Asset Management	Depreciation	1071961	System provides the following depreciation functionality: 'Automatically calculate depreciation in accordance with the depreciation method and convention where designated for an asset.
FIN-Asset Management	Depreciation	1071962	System provides the following depreciation functionality: Maintain multiple asset basis values for each asset if desired, utilizing industry-standard depreciation methods.
FIN-Asset Management	Depreciation	1071963	System allows for multiple depreciation schedules to be applied to an asset to support varying depreciation reporting requirements (such as a federal useful life or capitalization thresholds different than the institution's).
FIN-Asset Management	Depreciation	1071964	System allows for changing 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	Depreciation	1071965	System provides the ability to simulate depreciation calculations for individual assets or a group of assets without being required to post the results.
FIN-Asset Management	Depreciation	1071966	System provides allocation tables that can be user-defined to allocate asset cost and depreciation expense.
FIN-Asset Management	Depreciation	1071967	System provides the ability to store an acquisition date and a depreciation start date, without the dates having to be the same.
FIN-Asset Management	Depreciation	1071968	System provides multiple depreciation methods, including but not limited to: Straight Line
FIN-Asset Management	Depreciation	1071969	System provides multiple depreciation methods, including but not limited to: Hours/Mileage
FIN-Asset Management	Depreciation	1071970	System provides multiple depreciation methods, including but not limited to: User-Defined
FIN-Asset Management	Depreciation	1071971	System prevents the depreciation of an asset's value below zero.
FIN-Asset Management	Depreciation	1071972	System calculates depreciation adjustments based on the remaining useful life.
FIN-Asset Management	Depreciation	1071973	System provides the ability to allow individual assets to be designated as non-depreciable (e.g., land).
FIN-Asset Management	Physical Inventory	1071975	System fully integrates with bar-code technology for physical inventory tagging upon acquisition/purchase and annual inventory certification(s).
FIN-Asset Management	Physical Inventory	1071976	System provides ability to create a scanned record file from bar-coding for comparison to fixed asset and portable equipment records.
FIN-Asset Management	Physical Inventory	1071977	System provides the ability to 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	1071978	Ability to integrate with mobile device for physical inventory
FIN-Asset Management	Physical Inventory	1071979	System is able to record multiple updates to asset location information and last inventoried date for an asset.
FIN-Asset Management	Physical Inventory	1071980	Provide a free form field to further identify location
FIN-Asset Management	Physical Inventory	1071981	System provides the ability to report and adjust variances between system amounts and physical counts.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Asset Management	Physical Inventory	1071982	System is able to 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	1071983	System provides the ability to enter data manually, in addition to using bar coding technology.
FIN-Asset Management	Physical Inventory	1071984	System provides the ability to update asset information real time from bar code scanners.
FIN-Asset Management	Physical Inventory	1071985	System provides the ability to support the use of bar-coding/Radio Frequency Identification (RFID) technology when performing physical inventories.
FIN-Asset Management	Physical Inventory	1071986	System provides the ability to perform an integrated physical count of consumable inventory and capital assets. For example, a institution has some high cost consumable inventory items that are capitalized and tracked as both consumable inventory and capital assets. During a physical count, the System updates the consumable inventory and capital asset records.
FIN-Asset Management	Physical Inventory	1071987	Support cycle counting of assets
FIN-Asset Management	Asset Disposition, Retirement, and Theft	1071989	System can 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 Disposition, Retirement, and Theft	1071990	System allows for recording of the following information related to disposals, trade-ins, missing, lost, or stolen assets: 'Property tag / inventory control number
FIN-Asset Management	Asset Disposition, Retirement, and Theft	1071991	System allows for recording of the following information related to disposals, trade-ins, missing, lost, or stolen assets: 'Reporting individual
FIN-Asset Management	Asset Disposition, Retirement, and Theft	1071992	System allows for recording of the following information related to disposals, trade-ins, missing, lost, or stolen assets: 'Date of occurrence or date first noticed missing
FIN-Asset Management	Asset Disposition, Retirement, and Theft	1071993	System allows for recording of the following information related to disposals, trade-ins, missing, lost, or stolen assets: 'Description (free form text to allow for entering date of occurrence, date first noticed missing, police report number, circumstances surrounding the disappearance/disposition, steps taken to locate items, etc.).
FIN-Asset Management	Asset Disposition, Retirement, and Theft	1071994	System allows for recording of the following information related to disposals, trade-ins, missing, lost, or stolen assets: 'Steps taken to locate item
FIN-Asset Management	Asset Disposition, Retirement, and Theft	1071995	System allows for recording of the following information related to disposals, trade-ins, missing, lost, or stolen assets: 'Disposal date
FIN-Asset Management	Asset Disposition, Retirement, and Theft	1071996	System allows for recording of the following information related to disposals, trade-ins, missing, lost, or stolen assets: 'Disposal amount
FIN-Asset Management	Asset Disposition, Retirement, and Theft	1071997	System allows for recording of the following information related to disposals, trade-ins, missing, lost, or stolen assets: 'Disposal method
FIN-Asset Management	Asset Disposition, Retirement, and Theft	1071998	System allows for recording of the following information related to disposals, trade-ins, missing, lost, or stolen assets: Proceeds from sales of disposed property
FIN-Asset Management	Asset Disposition, Retirement, and Theft	1071999	System records grant asset dispositions and proceeds of sales which integrate with the Grants Management module.
FIN-Asset Management	Asset Disposition, Retirement, and Theft	1072000	System provides the ability to flag assets with disposal restrictions and display the restriction message for user handling (e.g., federal grant items that must be returned to the federal government, proceeds returned to federal government, etc.)
FIN-Asset Management	Asset Disposition, Retirement, and Theft	1072001	System supports asset cannibalization (i.e., removing of parts from one asset to use in the creation or repair of another asset).
FIN-Asset Management	Asset Disposition, Retirement, and Theft	1072002	System provides approval workflows for the following: Asset Transfers
FIN-Asset Management	Asset Disposition, Retirement, and Theft	1072003	System provides approval workflows for the following: Asset Dispositions
FIN-Asset Management	Asset Disposition, Retirement, and Theft	1072004	System provides asset replacement planning functionality to support asset budgeting decisions.
FIN-Asset Management	Asset Disposition, Retirement, and Theft	1072005	Ability to record and attach justification and approval of donated assets (e.g. weapons).
FIN-Asset Management	Surplus Property	1072007	System provides the ability to split and distribute the proceeds of an asset sale as surplus property.
FIN-Asset Management	Surplus Property	1072008	System provides the option to establish an electronic approval path for sales from surplus property.
FIN-Asset Management	Surplus Property	1072009	System provides the ability to transfer from surplus to retired status.
FIN-Asset Management	Surplus Property	1072010	System provides ability to support electronic advertisement of items for sale (e.g., on the web) to designated customers.
FIN-Asset Management	Surplus Property	1072011	System supports receipt of sealed bid responses through electronic means.
FIN-Asset Management	Surplus Property	1072012	System prohibits the acceptance of a bid through electronic means if the bid opening date and time has expired.
FIN-Asset Management	Surplus Property	1072013	System supports the publishing of surplus properties to be sold on a web site.
FIN-Asset Management	Surplus Property	1072014	System maintains a file of customers that commonly bid on surplus properties.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Asset Management	Surplus Property	1072015	System allows for sale of items via sealed bid and perform bid tabulations to show highest bidder.
FIN-Asset Management	Surplus Property	1072016	System allows for grouping of items into lots for sale while retaining specific item owner information.
FIN-Asset Management	Surplus Property	1072017	System allows for recording of proceeds from sales of assets when item is sold.
FIN-Asset Management	Surplus Property	1072018	System produces a bill of sale for property sales.
FIN-Asset Management	Surplus Property	1072019	System allows users to enter an auction number for each asset.
FIN-Asset Management	Leases	1072021	System tracks assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including but not limited to: Recording of the capital lease or operating lease and the corresponding leasehold improvements
FIN-Asset Management	Leases	1072022	System tracks assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including but not limited to: 'Tracking lease payments
FIN-Asset Management	Leases	1072023	System tracks assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including but not limited to: 'Periodic cost recognition
FIN-Asset Management	Leases	1072024	System tracks assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including but not limited to: 'Tracking lessee and lessor
FIN-Asset Management	Leases	1072025	System tracks assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including but not limited to: 'Tracking facility accessibility and responsible party for making accessibility modifications (lessee or lessor)
FIN-Asset Management	Leases	1072026	System tracks assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including but not limited to: 'Tracking purchase options
FIN-Asset Management	Leases	1072027	System tracks assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including but not limited to: 'Tracking lease terms
FIN-Asset Management	Leases	1072028	System tracks assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including but not limited to: 'Tracking lease type (e.g., capital, operating, etc.)
FIN-Asset Management	Leases	1072029	System tracks assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including but not limited to: 'Tracking schedule of lease payments
FIN-Asset Management	Leases	1072030	System is able to differentiate between leased assets and purchased assets.
FIN-Asset Management	Leases	1072031	System facilitates determination of FASB 13 lease type (i.e., capital, operating, etc.) based on terms and conditions of lease agreement.
FIN-Asset Management	Leases	1072032	System provides the ability to perform lease/purchase comparative analyses.
FIN-Asset Management	Leases	1072033	System provides the ability to record the transfer of leases to a institution.
FIN-Asset Management	Leases	1072034	System provides the ability to amortize capital leases in compliance with FASB 13 and GASB 13.
FIN-Asset Management	Leases	1072035	System supports changes required due to lease amendments.
FIN-Asset Management	Leases	1072036	System provides the ability to automatically generate a notification that a lease is going to expire within a certain timeframe as specified by the user.
FIN-Asset Management	Leases	1072037	System is able to maintain lease payment schedules.
FIN-Asset Management	Leases	1072038	Ability to create an Asset Shell Record for all leases that meet the criteria as defined by DFA Capital Lease requirements for CAFR reporting.
FIN-Asset Management	Leases	1072039	Ability to create an Asset Shell Record for all leases that meet the criteria as defined by DFA Capital Lease requirements for CAFR stewardship reporting.
FIN-Debt Management	General	1072043	General Ledger Debt Management is fully integrated with other financial system modules.
FIN-Debt Management	General	1072044	Provide automated alerts to authorized users based on due date (e.g. debt service payments, arbitrage calculation, etc.).
FIN-Debt Management	General	1072045	Route debt service payment requests for approval through automated workflow.
FIN-Debt Management	General	1072046	Provide ability to report on all detailed data for up to 6 years from the date the bond matures to meet legislative and management reporting needs both on a standard and ad-hoc reporting basis.
FIN-Debt Management	General	1072047	Produce bond amortization schedules.
FIN-Debt Management	General	1072048	Provide ability to report on all bond funds by: Funding Authority.
FIN-Debt Management	General	1072049	Provide ability to report on all bond funds by: Bond Issue.
FIN-Debt Management	General	1072050	Provide ability to report on all bond funds by: Issue Date.
FIN-Debt Management	General	1072051	Provide ability to report on all bond funds by: Issue Amount.
FIN-Debt Management	General	1072052	Provide ability to report on all bond proceeds investment revenue by: Funding Authority.
FIN-Debt Management	General	1072053	Provide ability to report on all bond proceeds investment revenue by: Bond Issue.
FIN-Debt Management	General	1072054	Provide ability to report on all bond proceeds investment revenue by: Issue Date.
FIN-Debt Management	General	1072055	Provide ability to report on all bond proceeds investment revenue by: Issue Amount.
FIN-Debt Management	General	1072056	Provide ability to report on all bond proceeds investment revenue by: Proceeds invested.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Debt Management	General	1072057	Provide ability to report on all bond proceeds investment revenue by: Revenue Earned.
FIN-Debt Management	General	1072058	Provide ability to report on all bond expenditures by: Funding Authority.
FIN-Debt Management	General	1072059	Provide ability to report on all bond expenditures by: Bond Issue.
FIN-Debt Management	General	1072060	Provide ability to report on all bond expenditures by: Issue Date.
FIN-Debt Management	General	1072061	Provide ability to report on all bond expenditures by: Issue Amount.
FIN-Debt Management	General	1072062	Provide ability to report on all bond expenditures by: Expenditure Amount.
FIN-Debt Management	General	1072063	Provide ability to report on all bond repayment by: Funding Authority.
FIN-Debt Management	General	1072064	Provide ability to report on all bond repayment by: Bond Issue.
FIN-Debt Management	General	1072065	Provide ability to report on all bond repayment by: Issue Date.
FIN-Debt Management	General	1072066	Provide ability to report on all bond repayment by: Issue Amount.
FIN-Debt Management	General	1072067	Provide ability to report on all bond repayment by: Repayment Amount.
FIN-Debt Management	General	1072069	Provide ability to report on all bond repayment by: Remaining Balance.
FIN-Debt Management	General	1072070	Produce reports needed to support CAFR Financial Statements and Schedules.
FIN-Debt Management	General	1072072	Provide the ability to produce separate amortization schedules for each funding source for an individual bond issue
FIN-Debt Management	General	1072073	Provide the ability to summarize Debt Accounting at the UASYS level
FIN-Debt Management	Bond Accounting	1072076	Track Bonds by bond type and bond issue.
FIN-Debt Management	Bond Accounting	1072077	Record each bond by issue date and original amount.
FIN-Debt Management	Bond Accounting	1072078	Track Bond activity including: Proceeds invested.
FIN-Debt Management	Bond Accounting	1072079	Track Bond activity including: Expenditures.
FIN-Debt Management	Bond Accounting	1072080	Track Bond activity including: Repayments.
FIN-Debt Management	Bond Accounting	1072081	Track Bonds by issuing authority.
FIN-Debt Management	Bond Accounting	1072082	Track individual bond maturities within each bond issue using the 9 character CUSIP number.
FIN-Debt Management	Bond Accounting	1072083	Allocate investment income to participating funds.
FIN-Debt Management	Bond Accounting	1072084	Allocate unrealized gain to participating funds based on average daily cash balance.
FIN-Debt Management	Bond Accounting	1072085	Split investments into short and long term -- this will more appropriately distribute investment income.
FIN-Debt Management	Bond Accounting	1072086	Apply expenditures and proceeds on the same basis that the rebate calculation rules are applied 6 months, 12 months, and 18 months
FIN-Debt Management	Bond Accounting	1072087	Establish bond spending business rules (e.g. 75% of bond proceeds must be spent on construction projects).
FIN-Debt Management	Bond Accounting	1072088	Provide ability to record bond fund purpose and description.
FIN-Debt Management	Bond Accounting	1072089	Provide ability to record Arbitrage Investment Account for each bond fund.
FIN-Debt Management	Bond Accounting	1072090	Provide ability to make retro-active adjustments to distributions for up to 18 months.
FIN-Debt Management	Bond Accounting	1072091	Sale of Fixed Assets proceeds need to be tracked to the original bond issue.
FIN-Debt Management	Bond Accounting	1072092	Track accreted interest on Capital Appreciation Bonds and post to bond interest expense.
FIN-Debt Management	Bond Accounting	1072093	Track Bond issuance costs.
FIN-Debt Management	Bond Accounting	1072094	Capture and record trustee fees by bond issue.
FIN-Debt Management	Bond Accounting	1072095	Amortize discounts and premiums over the life of the bond.
FIN-Debt Management	Bond Accounting	1072096	Record bond premiums as an offset to interest expense.
FIN-Debt Management	Bond Accounting	1072097	Identify projects funded by bonds.
FIN-Debt Management	Bond Accounting	1072098	Provide an audit trail tying newly issued Refund Bonds to the original bonds being refunded.
FIN-Debt Management	Bond Accounting	1072099	For each bond issue track Continuing Disclosure Agreements to include: Responsible Party.
FIN-Debt Management	Bond Accounting	1072100	For each bond issue track Continuing Disclosure Agreements to include: Continuing Disclosure Agreement completed (yes or no).
FIN-Debt Management	Bond Accounting	1072102	For each bond issue track Continuing Disclosure Agreement to include: Material Event Notice.
FIN-Debt Management	Bond Accounting	1072103	Identify bonds that have been defeased along with the Trustee's: Name.
FIN-Debt Management	Bond Accounting	1072104	Identify bonds that have been defeased along with the Trustee's: Address.
FIN-Debt Management	Bond Accounting	1072105	Identify bonds that have been defeased along with the Trustee's: Contact Name.
FIN-Debt Management	Bond Accounting	1072106	Identify bonds that have been defeased along with the Trustee's: Contact Phone Number.
FIN-Debt Management	Bond Accounting	1072107	Identify bonds that have been defeased along with the Trustee's: Contact email address.
FIN-Debt Management	Bond Accounting	1072108	Identify bonds that have been defeased along with the Trustee's: Date Defeased.
FIN-Debt Management	Bond Accounting	1072110	Provide the ability to easily update arbitrage rebate and discount rules to accommodate changes to these rules made by the Federal Government
FIN-Debt Management	Federal Reimbursement	1072112	Track Projects funded by bonds.
FIN-Debt Management	Federal Reimbursement	1072113	Apply Federal reimbursement of bond funded project costs to the Revenue Bond as a Bond repayment.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Debt Management	Federal Reimbursement	1072114	Apply interest payments from the Federal Government for Federally supported bonds (e.g. Build America Bonds) to Debt Service accounts.
FIN-Debt Management	Special Obligation Notes	1072117	Record Special Obligation Notes (e.g. Certificate of Participation) by date issued and original amount.
FIN-Debt Management	Special Obligation Notes	1072118	Track Special Obligation Note activity including: Proceeds invested.
FIN-Debt Management	Special Obligation Notes	1072119	Track Special Obligation Note activity including: Expenditures.
FIN-Debt Management	Special Obligation Notes	1072120	Track Special Obligation Note activity including: Repayments.
FIN-Debt Management	Special Obligation Notes	1072121	Track Special Obligation Notes by issuing authority.
FIN-Debt Management	Special Obligation Notes	1072122	Track individual note maturities using the 9 character CUSIP number.
FIN-Debt Management	Special Obligation Notes	1072123	Allocate investment income to participating funds.
FIN-Debt Management	Special Obligation Notes	1072124	Allocate unrealized gain to participating funds based on average daily cash balance.
FIN-Debt Management	Special Obligation Notes	1072125	Split investments into short and long term -- this will more appropriately distribute investment income.
FIN-Debt Management	Special Obligation Notes	1072126	Apply expenditures and proceeds on the same basis that the rebate calculation rules are applied 6 months, 12 months, and 18 months would be more beneficial to the Institution.
FIN-Debt Management	Special Obligation Notes	1072127	Establish special obligation spending business rules (e.g. 75% of proceeds must be spent on construction projects).
FIN-Debt Management	Special Obligation Notes	1072128	Provide ability to record special obligation note purpose and description.
FIN-Debt Management	Special Obligation Notes	1072129	Provide ability to record Arbitrage Investment Account for each special obligation fund.
FIN-Debt Management	Special Obligation Notes	1072130	Provide ability to make retro-active adjustments to distributions for up to 18 months.
FIN-Debt Management	Special Obligation Notes	1072131	Sale of Fixed Assets proceeds need to be tracked to the original special obligation note.
FIN-Debt Management	Special Obligation Notes	1072132	Track special obligation note issuance costs.
FIN-Debt Management	Special Obligation Notes	1072133	Capture and record trustee fees by special obligation note.
FIN-Debt Management	Special Obligation Notes	1072134	Amortize discounts and premiums over the life of the note.
FIN-Debt Management	Special Obligation Notes	1072135	Record note premiums as an offset to interest expense.
FIN-Debt Management	Special Obligation Notes	1072136	Identify projects funded by special obligation notes.
FIN-Debt Management	Special Obligation Notes	1072137	For each special obligation note track Continuing Disclosure Agreements to include: Responsible Party.
FIN-Debt Management	Special Obligation Notes	1072138	For each special obligation note track Continuing Disclosure Agreements to include: Continuing Disclosure Agreements completed (yes or no).
FIN-Debt Management	Special Obligation Notes	1072139	For each special obligation note track Continuing Disclosure Agreements to include: Material Event Notice.
FIN-Debt Management	Special Obligation Notes	1072140	Identify notes that have been defeased along with the Trustee's: Name.
FIN-Debt Management	Special Obligation Notes	1072141	Identify notes that have been defeased along with the Trustee's: Address.
FIN-Debt Management	Special Obligation Notes	1072143	Identify notes that have been defeased along with the Trustee's: Contact Name.
FIN-Debt Management	Special Obligation Notes	1072144	Identify notes that have been defeased along with the Trustee's: Contact Phone Number.
FIN-Debt Management	Special Obligation Notes	1072145	Identify notes that have been defeased along with the Trustee's: Contact email address.
FIN-Debt Management	Special Obligation Notes	1072146	Identify notes that have been defeased along with the Trustee's: Date Defeased.
FIN-Debt Management	Capital Leases	1072148	Track Capital Leases including: Principal.
FIN-Debt Management	Capital Leases	1072149	Track Capital Leases including: Interest.
FIN-Debt Management	Capital Leases	1072150	Identify Revenue Bonds supported by Capital Leases.
FIN-Grant Management	General	1072154	System provides the ability to track grant activity over multiple years while maintaining inception to date balances.
FIN-Grant Management	General	1072155	System provides the ability to track and report grant operations over several different periods, including: Institution fiscal year.
FIN-Grant Management	General	1072156	System provides the ability to track and report grant operations over several different periods, including: State fiscal year.
FIN-Grant Management	General	1072157	System provides the ability to track and report grant operations over several different periods, including: Federal fiscal year.
FIN-Grant Management	General	1072158	System provides the ability to track and report grant operations over several different periods, including: Program fiscal year (e.g., for privately funded grants).
FIN-Grant Management	General	1072159	System provides the ability to track and report grant operations over several different periods, including: Calendar year.
FIN-Grant Management	General	1072160	System provides the ability to track and report grant operations over several different periods, including: Multi-year grant period.
FIN-Grant Management	General	1072161	System provides the ability to track and report grant operations over several different periods, including: Any specified period within a grant period.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Grant Management	General	1072162	System provides the ability to perform roll-ups and drill-downs at various levels within the coding block hierarchy including the grant hierarchy.
FIN-Grant Management	General	1072163	System provides coding reduction of the grant accounting distribution for other elements of the coding block (e.g., entering the grant number infers the fund).
FIN-Grant Management	General	1072164	System provides the ability to make journal entry adjustments to grants for any open accounting period.
FIN-Grant Management	General	1072165	System provides the ability to track grant expenditures to multiple funding sources.
FIN-Grant Management	General	1072166	System provides the ability to allow recording of memo and statistical transactions to grants.
FIN-Grant Management	General	1072167	System provides the ability to produce the Schedule of Expenditures of Federal Awards and State Financial Assistance (for the Single Audit Report).
FIN-Grant Management	General	1072168	System provides the ability to close grant fund revenue and expenditure balances to fund balance while maintaining inception to date balances for grant reporting purposes.
FIN-Grant Management	General	1072169	System provides the ability to provide budget to actual variance for year-to-date and inception-to-date or user-defined time period by grant for any element of the financial data classification structure.
FIN-Grant Management	General	1072170	System provides the ability to generate reports by grant attributes (e.g. the Catalog of Federal Domestic Assistance (CFDA) number or Catalog of State Financial Assistance (CSFA) number.
FIN-Grant Management	General	1072171	System provides the ability to report grant revenues/expenditures at all budgetary levels of the grant.
FIN-Grant Management	General	1072172	System provides the ability to report sub-recipient activity by grant.
FIN-Grant Management	General	1072173	System provides the ability to summarize grant activities by grantor for user-defined time periods.
FIN-Grant Management	General	1072174	System provides the ability to modify grant reports for federal, state, and private sponsor reporting purposes without programming knowledge.
FIN-Grant Management	General	1072175	System provides the ability to convert inception to date balances for grant tracking purposes.
FIN-Grant Management	General	1072176	System provides the ability to report direct and indirect costs by grant for all levels of the financial data classification structure.
FIN-Grant Management	General	1072177	System calculates outstanding grant award balance.
FIN-Grant Management	General	1072178	System provides the ability to perform mass updates to grant reference data.
FIN-Grant Management	General	1072180	System provides the ability to allocate investment income to a grant.
FIN-Grant Management	General	1072181	System provides the ability to track how investment allocations are spent.
FIN-Grant Management	General	1072182	System will facilitate notification of grant / grant phase applications, approvals and awards via workflow.
FIN-Grant Management	General	1072183	System provides the ability to utilize workflow to notify user-defined grant administrators and other users (at use defined time periods) of grant milestones (expiration dates etc.).
FIN-Grant Management	General	1072184	System provides the ability for workflow to notify user-defined grant administrators when a review and/or approval of expenditure or encumbering transactions.
FIN-Grant Management	General	1072185	System notifies users when expenditures are within a user specified threshold of the grant budget.
FIN-Grant Management	General	1072186	System contains an escalation procedure for items in workflow.
FIN-Grant Management	General	1072188	System provides the ability to track and report grant operations over several different periods, including: Pre-Grant Activity.
FIN-Grant Management	General	1072189	System provides the ability to produce the Schedule of Expenditures of Federal Awards and State Financial Assistance (for the Single Audit Report).in compliance with the State of Arkansas Department of Finance and Administration Requirements
FIN-Grant Management	Apply for Grant	1072191	System provides the ability to upload grant applications and proposals to potential funders.
FIN-Grant Management	Apply for Grant	1072192	System provides the ability to track grant application's status.
FIN-Grant Management	Apply for Grant	1072193	System provides the ability to attach files to the grant application transaction.
FIN-Grant Management	Apply for Grant	1072194	System provides report of grant applications by status.
FIN-Grant Management	Apply for Grant	1072195	Add information requirements for applications - Solicitation Name
FIN-Grant Management	Apply for Grant	1072196	Add information requirements for applications - Solicitation Number
FIN-Grant Management	Apply for Grant	1072197	Add information requirements for applications - Application Number
FIN-Grant Management	Apply for Grant	1072198	Add information requirements for applications - Status
FIN-Grant Management	Apply for Grant	1072199	Add information requirements for applications - Grant approved/denied date
FIN-Grant Management	Apply for Grant	1072200	Add information requirements for applications Date application submitted -
FIN-Grant Management	Apply for Grant	1072201	System links to federal grants website and notifies grant administrator of new grants of interest based on selected criteria.
FIN-Grant Management	Define Grantor	1072203	System captures the following grantor information in addition to other customer information Grantor Contact Name(s)

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Grant Management	Define Grantor	1072204	System captures the following grantor information in addition to other customer information Grantor Contact Role
FIN-Grant Management	Define Grantor	1072205	System captures the following grantor information in addition to other customer information Grantor's mailing address
FIN-Grant Management	Define Grantor	1072206	System captures the following grantor information in addition to other customer information Grantor's email address
FIN-Grant Management	Define Grantor	1072207	System captures the following grantor information in addition to other customer information Phone number (office, fax)
FIN-Grant Management	Define Grantor	1072208	System captures the following grantor information in addition to other customer information User defined grantor identification code
FIN-Grant Management	Define Grantor	1072209	System captures the following grantor information in addition to other customer information User defined grantor identification description
FIN-Grant Management	Define Grantor	1072210	System captures the following grantor information in addition to other customer information Range of valid CFDA Numbers (multiple)
FIN-Grant Management	Define Grantor	1072211	System captures the following grantor information in addition to other customer information Grant Accountant Responsible
FIN-Grant Management	Define Grant Award	1072214	System provides the ability to uniquely identify each grant through the assignment of a institution-defined grant number and maintain grant-related descriptive information in a grant table.
FIN-Grant Management	Define Grant Award	1072215	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Grant Award number (internally assigned)
FIN-Grant Management	Define Grant Award	1072216	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Grant Award name
FIN-Grant Management	Define Grant Award	1072217	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Grant Application Number
FIN-Grant Management	Define Grant Award	1072218	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Grant description
FIN-Grant Management	Define Grant Award	1072219	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Grantor
FIN-Grant Management	Define Grant Award	1072220	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Grantor Program Classifications
FIN-Grant Management	Define Grant Award	1072221	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Total grant approval amount
FIN-Grant Management	Define Grant Award	1072222	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Grant Original budget
FIN-Grant Management	Define Grant Award	1072223	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Grant amendments
FIN-Grant Management	Define Grant Award	1072224	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Grant carryovers
FIN-Grant Management	Define Grant Award	1072225	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Grantor fiscal year
FIN-Grant Management	Define Grant Award	1072226	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Grant beginning date
FIN-Grant Management	Define Grant Award	1072227	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Grant expiration date
FIN-Grant Management	Define Grant Award	1072228	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Letter of Intent to Award Date
FIN-Grant Management	Define Grant Award	1072229	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Approved Contract Date
FIN-Grant Management	Define Grant Award	1072230	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Grant Extension Date
FIN-Grant Management	Define Grant Award	1072231	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Grant Budget Begin Date (TO CONTROL ABILITY TO SPEND)
FIN-Grant Management	Define Grant Award	1072232	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Grant Budget End Date (TO CONTROL ABILITY TO SPEND)

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Grant Management	Define Grant Award	1072233	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Release of funds Date (to prevent expenditures before this date)
FIN-Grant Management	Define Grant Award	1072234	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Close-out End Date
FIN-Grant Management	Define Grant Award	1072235	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Department contact and phone number
FIN-Grant Management	Define Grant Award	1072236	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Reimbursement schedule
FIN-Grant Management	Define Grant Award	1072237	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Grantor's Contract/Project Number
FIN-Grant Management	Define Grant Award	1072238	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Original Request Amount
FIN-Grant Management	Define Grant Award	1072240	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Amounts of matching funds (multiple)
FIN-Grant Management	Define Grant Award	1072241	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Amounts of Federal matching funds (multiple)
FIN-Grant Management	Define Grant Award	1072242	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Amounts of In-kind matching funds (multiple)
FIN-Grant Management	Define Grant Award	1072243	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Amounts of 3rd Party matching funds (multiple)
FIN-Grant Management	Define Grant Award	1072244	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Amounts of Maintenance of Effort (MOE) (multiple)
FIN-Grant Management	Define Grant Award	1072245	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Description for each of the matching funds and Maintenance of Effort amounts
FIN-Grant Management	Define Grant Award	1072246	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Contact information for each of the matching entities
FIN-Grant Management	Define Grant Award	1072247	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Matching funds rates (multiple by phase)
FIN-Grant Management	Define Grant Award	1072248	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Federal Indirect Cost Reimbursement (FICR) Allowable indicator (yes/no)
FIN-Grant Management	Define Grant Award	1072249	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: FICR Rate
FIN-Grant Management	Define Grant Award	1072250	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: FICR Type (provision, pre-determined, fixed, final)
FIN-Grant Management	Define Grant Award	1072251	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Grant Type (Federal, state, private, etc.)
FIN-Grant Management	Define Grant Award	1072252	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: CFDA number
FIN-Grant Management	Define Grant Award	1072253	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: CFDA title
FIN-Grant Management	Define Grant Award	1072254	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Funding Source - user defined (Federal grant, Foundation grant, Other, etc.)
FIN-Grant Management	Define Grant Award	1072255	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Comment field
FIN-Grant Management	Define Grant Award	1072256	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Original sub-recipient approval amount
FIN-Grant Management	Define Grant Award	1072257	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Current sub-recipient budget
FIN-Grant Management	Define Grant Award	1072258	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Sub-recipient amendments
FIN-Grant Management	Define Grant Award	1072259	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Sub-recipient carryovers

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Grant Management	Define Grant Award	1072260	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Sub-recipient fiscal period
FIN-Grant Management	Define Grant Award	1072261	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Sub-recipient grant manager contact and phone number (multiple)
FIN-Grant Management	Define Grant Award	1072262	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Original Grant Award Number
FIN-Grant Management	Define Grant Award	1072263	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: Grant Activities (hierarchical organization of grant phases/tasks)
FIN-Grant Management	Define Grant Award	1072264	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: User Defined Field 1
FIN-Grant Management	Define Grant Award	1072266	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: User Defined Field 2
FIN-Grant Management	Define Grant Award	1072267	System provides the ability to track grant information, with the ability for the department to require or make optional the following fields: User Defined Field 3
FIN-Grant Management	Define Grant Award	1072268	System provides an edit that ensures the CFDA number is valid for the grantor assigned to the grant.
FIN-Grant Management	Define Grant Award	1072269	System provides the ability to duplicate pre-existing grant data to establish templates for new grants.
FIN-Grant Management	Define Grant Award	1072270	System provides the ability to add, modify, or inactivate grant award information online with audit trail of all changes.
FIN-Grant Management	Define Grant Award	1072271	System provides the ability to distinguish between grants, loans and contracts. Grants: monies / financial assistance which are not a loan, and do not need to be paid back.
FIN-Grant Management	Define Grant Award	1072272	System provides the ability to distinguish between grants, loans and contracts. Loans: are monies / financial assistance that do need to be paid back, either with or without interest.
FIN-Grant Management	Define Grant Award	1072273	System provides the ability to distinguish between grants, loans and contracts. Contracts: are agreements to provide a tangible service or product for the government's exclusive use in return for compensation.
FIN-Grant Management	Define Grant Award	1072274	System provides the ability for establishing grant activity hierarchies at lower levels of detail than grant number and track financial activity associated with each lower level.
FIN-Grant Management	Define Grant Award	1072275	System provides the ability for user-defined fields that document the required submissions for grant reimbursement.
FIN-Grant Management	Define Grant Award	1072276	System allows changing the CFDA number with an audit trail of the change.
FIN-Grant Management	Approve Grant Budget	1072278	System provides the ability to create a budget for a grant and its activities.
FIN-Grant Management	Approve Grant Budget	1072279	System captures the following grant matching information within the budget: Amounts of institution matching funds (multiple)
FIN-Grant Management	Approve Grant Budget	1072280	System captures the following grant matching information within the budget: Amounts of institution non-matching funds (multiple)
FIN-Grant Management	Approve Grant Budget	1072281	System captures the following grant matching information within the budget: Amounts of in-kind match (multiple)
FIN-Grant Management	Approve Grant Budget	1072282	System captures the following grant matching information within the budget: Amounts of 3rd Party matching funds (multiple)
FIN-Grant Management	Approve Grant Budget	1072283	System captures the following grant matching information within the budget: Amounts of Maintenance of Effort (MOE) (multiple)
FIN-Grant Management	Approve Grant Budget	1072284	System captures the following grant matching information within the budget: Amounts of Other Resources non-match
FIN-Grant Management	Approve Grant Budget	1072285	System captures the following grant matching information within the budget: Description for each of the matching and non-matching funds and Maintenance of Efforts
FIN-Grant Management	Approve Grant Budget	1072286	System provides the ability to establish grant budgets at varying user-defined levels and combinations of the financial data classification structure for both anticipated receipts and expenditures.
FIN-Grant Management	Approve Grant Budget	1072287	System allows the grant budget to be separate and independent of all other budgets (i.e., appropriation, organization, project, and contract).
FIN-Grant Management	Approve Grant Budget	1072288	System provides the ability to establish budgets at varying levels of the grant hierarchy.
FIN-Grant Management	Approve Grant Budget	1072289	System provides the ability to do phased budgeting for multi-year awards when funding is received in installments.
FIN-Grant Management	Approve Grant Budget	1072290	System provides the ability for positions to be funded from multiple grants.
FIN-Grant Management	Approve Grant Budget	1072291	System provides the ability to record a billable budget (revenue budget) for grants.
FIN-Grant Management	Expend Grant Funds	1072293	System provides the ability to apply multiple or split funding sources.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Grant Management	Expend Grant Funds	1072294	System provides the ability to check actual expenditures and encumbrances against a list of eligible expenditure types for the grant.
FIN-Grant Management	Expend Grant Funds	1072295	System provides the ability to route grant expenditures according to different workflow rules than those that affect an operating budget (as defined by either the fund or grant codes).
FIN-Grant Management	Expend Grant Funds	1072296	System provides the ability to track retainage withheld on contracts by grant.
FIN-Grant Management	Expend Grant Funds	1072297	System allows users to manually encumber grant funds outside of the procurement process (e.g., A grant requires that we reserve (not spend) 5 percent of the grant award).
FIN-Grant Management	Expend Grant Funds	1072299	Provide the ability to produce the Effort Certification required for Federal Grants
FIN-Grant Management	Expend Grant Funds	1072300	Provide the ability to monitor Effort Certification activity online real time by position by grant
FIN-Grant Management	Budgetary Control	1072302	System provides the ability for grant budgetary control options as follows: Absolute Control - prevents transaction from processing, may not be overridden;
FIN-Grant Management	Budgetary Control	1072303	System provides the ability for grant budgetary control options as follows: Override Control - prevents transaction from processing with the ability to override error with appropriate security;
FIN-Grant Management	Budgetary Control	1072304	System provides the ability for grant budgetary control options as follows: Warning - provides warning message but allows transaction to process.
FIN-Grant Management	Budgetary Control	1072305	System provides the ability for grant budgetary control options as follows: No control - allows transaction to process without warning.
FIN-Grant Management	Budgetary Control	1072306	System supports the inception-to-date budgetary control for grant budgets, rather than annual budgetary control
FIN-Grant Management	Budgetary Control	1072307	System controls grant expenditure budgets for the total award amount.
FIN-Grant Management	Budgetary Control	1072308	System controls grant expenditure budgets at lower levels of the account coding block.
FIN-Grant Management	Define Sub-Recipient	1072310	System provides the ability to 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
FIN-Grant Management	Define Sub-Recipient	1072311	System provides the ability to track sub-recipient information in addition to other vendor related fields, with the ability to require or make optional the following fields: Sub-Recipient name (different than vendor name)
FIN-Grant Management	Define Sub-Recipient	1072312	System provides the ability to track sub-recipient information in addition to other vendor related fields, with the ability to require or make optional the following fields: Organization type (user-defined)
FIN-Grant Management	Define Sub-Recipient	1072313	System provides the ability to track sub-recipient information in addition to other vendor related fields, with the ability to require or make optional the following fields: FEIN
FIN-Grant Management	Define Sub-Recipient	1072314	System provides the ability to track sub-recipient information in addition to other vendor related fields, with the ability to require or make optional the following fields: DUNS number
FIN-Grant Management	Define Sub-Recipient	1072315	System provides the ability to track sub-recipient information in addition to other vendor related fields, with the ability to require or make optional the following fields: Vendor ID (linked to vendor file)
FIN-Grant Management	Define Sub-Recipient	1072316	System provides the ability to track sub-recipient information in addition to other vendor related fields, with the ability to require or make optional the following fields: Sub-recipient description
FIN-Grant Management	Define Sub-Recipient	1072317	System provides the ability to track sub-recipient information in addition to other vendor related fields, with the ability to require or make optional the following fields: Sub-Recipient Contact Name(s)
FIN-Grant Management	Define Sub-Recipient	1072318	System provides the ability to track sub-recipient information in addition to other vendor related fields, with the ability to require or make optional the following fields: Sub-Recipient Contact Role
FIN-Grant Management	Define Sub-Recipient	1072319	System provides the ability to track sub-recipient information in addition to other vendor related fields, with the ability to require or make optional the following fields: Sub-Recipient's mailing address and email
FIN-Grant Management	Define Sub-Recipient	1072320	System provides the ability to track sub-recipient information in addition to other vendor related fields, with the ability to require or make optional the following fields: Sub-Recipient Phone number (office, fax)
FIN-Grant Management	Define Sub-Recipient	1072322	Provide the ability to identify pass thru grant sub-awards that are FFATA reportable
FIN-Grant Management	Define Sub-Recipient	1072323	Provide the ability to capture information concerning sub-recipient's conflict of interest policy
FIN-Grant Management	Define Sub-Recipient	1072324	Provide the ability to perform a sub-recipient risk assessment as required by 2 CFR 2003 331(b)
FIN-Grant Management	Define Sub-Recipient	1072325	System provides the ability to track sub-recipient information in addition to other vendor related fields, with the ability to require or make optional the following fields: Sub-recipient/Sub-award Number
FIN-Grant Management	Pass Through Grant Funds	1072327	System provides the ability to 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

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Grant Management	Pass Through Grant Funds	1072328	System provides the ability to 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 funds received from federal government (or other sources) for pass-through purposes as either revenue or as liabilities.
FIN-Grant Management	Pass Through Grant Funds	1072329	System provides the ability to 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 funds disbursed from the institution as expenditures or as reductions of liabilities.
FIN-Grant Management	Pass Through Grant Funds	1072330	System provides the ability to 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 group sub-recipient budget and actual amounts by categories as defined by the grant contract.
FIN-Grant Management	Pass Through Grant Funds	1072331	System provides the ability to 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 enter as memo or statistical entries sub-recipient actual expenditures by categories while processing invoices to pay sub-recipients.
FIN-Grant Management	Pass Through Grant Funds	1072332	System provides the ability to 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 capture the effective beginning and end date of the sub recipient's participation on a grant.
FIN-Grant Management	Pass Through Grant Funds	1072333	System provides the ability to 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 warn user if draw-down or reimbursement request exceeds a threshold for the grant award to a sub-recipient.
FIN-Grant Management	Processing Indirect Costs	1072335	System provides the ability to record indirect costs associated with a grant / activity as either memo or actual entries, as: Fixed Dollar Amounts
FIN-Grant Management	Processing Indirect Costs	1072336	System provides the ability to record indirect costs associated with a grant / activity as either memo or actual entries, as: Standard Rates extended to actual expenditures for pre-defined categories of expense (e.g., 5 percent of salaries)
FIN-Grant Management	Processing Indirect Costs	1072337	System provides the ability to record indirect costs associated with a grant / activity as either memo or actual entries, as: Standard Rates extended to statistical balances (e.g., 5 percent of head count)
FIN-Grant Management	Processing Indirect Costs	1072338	System automatically generates the indirect costs entries for grants.
FIN-Grant Management	Processing Indirect Costs	1072339	System allows for indirect revenue to be defined as the off-set for indirect expenses.
FIN-Grant Management	Processing Indirect Costs	1072340	System provides the ability to store different indirect cost rates for different departments along with the effective time period for each grant / activity.
FIN-Grant Management	Record Grant Advances	1072342	System provides the ability to account for advance payments as unearned revenue and recognize revenue periodically based on expended amounts.
FIN-Grant Management	Record Grant In-Kind and Match	1072344	System provides the ability to record institution match and/or 3rd party match amounts by grant / activity using any elements of the financial data classification structure.
FIN-Grant Management	Record Grant In-Kind and Match	1072345	System provides the ability to track institution match and/or 3rd party match amounts by fiscal period.
FIN-Grant Management	Record Grant In-Kind and Match	1072346	System provides the ability to 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	Record Grant In-Kind and Match	1072347	System provides the ability to define posting requirements for grant match and in-kind transactions that are unique to each grant award.
FIN-Grant Management	Record Grant In-Kind and Match	1072348	System allows for in-kind revenue to be defined as the off-set for in-kind expenses.
FIN-Grant Management	Record Grant In-Kind and Match	1072350	System provides the ability to 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	Bill Grantors	1072352	System provides automated matching of cash receipts to outstanding invoices.
FIN-Grant Management	Bill Grantors	1072353	System notifies specified users of exceptions that occur during automated matching of grant payments to grant receivables.
FIN-Grant Management	Bill Grantors	1072354	System allows for manual matching of payments received through bank interfaces to outstanding invoices.
FIN-Grant Management	Bill Grantors	1072355	System provides the ability to accumulate total costs without regard to the funding source and then bill each funding source according to the user-defined percentage and limits.
FIN-Grant Management	Bill Grantors	1072356	System allows for individual transactions to be excluded from the automated split of expenditures to different funding sources.
FIN-Grant Management	Bill Grantors	1072357	System provides the ability to identify and bill grants on a reimbursement basis to predefined combinations of the financial data classification structure (e.g., fund, grant, activity, account, program).
FIN-Grant Management	Bill Grantors	1072358	System provides the ability to generate grant billing transactions from grants expenditure balances.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Grant Management	Bill Grantors	1072359	System provides the ability to recognize revenue only after expenditures have been incurred for grants that are on a reimbursement basis.
FIN-Grant Management	Bill Grantors	1072360	System allows uncollected receivables to be carried forward at year-end.
FIN-Grant Management	Bill Grantors	1072361	System provides a report to initiate grant billing on a user-specified schedule (monthly, quarterly, etc.).
FIN-Grant Management	Bill Grantors	1072362	System generates revenue accruals for grant expenditures that are incurred but not billed.
FIN-Grant Management	Bill Grantors	1072363	System provides the ability to apply payments received to more than one grant receivable transaction.
FIN-Grant Management	Bill Grantors	1072364	System provides the ability to bill grant phases in total or individually.
FIN-Grant Management	Bill Grantors	1072365	System provides the ability to bill multiple sponsors of a grant (grantor and local match).
FIN-Grant Management	Bill Grantors	1072366	System provides the ability for an edit to ensure that grant billings do not exceed the grant's reimbursable budget (does not apply to fee-for-service contracts).
FIN-Grant Management	Bill Grantors	1072367	System notifies users of outstanding receivables according to a user-specified aging schedule.
FIN-Grant Management	Bill Grantors	1072368	System provides the ability to integrate with Accounts Receivable to provide all billing, aging, and tracking capabilities.
FIN-Grant Management	Bill Grantors	1072369	System provides the ability to 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 user-defined rules.
FIN-Grant Management	Bill Grantors	1072370	System provides the ability to track program income by source as either: recycled funds - program income is to be returned to the department
FIN-Grant Management	Bill Grantors	1072371	System provides the ability to track program income by source as either: reduction of future federal draws - increase estimated revenue for program income and decrease the estimated revenue for the federal portion
FIN-Grant Management	Bill Grantors	1072372	System provides the ability to track program income by source as either: furtherance of the program goals - increase estimated revenue for program income and increase the total appropriations so the program income could be spent
FIN-Grant Management	Bill Grantors	1072373	System provides the ability to report on all receipts and expenditures of program income by grant.
FIN-Grant Management	Bill Grantors	1072374	System provides the ability to generate invoices/payments based on defined milestones.
FIN-Grant Management	Bill Grantors	1072375	System provides the ability to produce an invoice that can differ for each funding source.
FIN-Grant Management	Bill Grantors	1072377	System provides the ability to recognize revenue based on invoiced milestones or deliverable schedule
FIN-Grant Management	Prepare Grantor Reports	1072379	System provides the ability to group accounting structures into grantor expense categories.
FIN-Grant Management	Prepare Grantor Reports	1072380	System provides the ability to group program or organizational classifications into grantor groupings.
FIN-Grant Management	Prepare Grantor Reports	1072381	System allows grantor report groups to be defined independently of the institution's fiscal year.
FIN-Grant Management	Grant Close-Out	1072383	System provides the ability to process expenditures and billing to a grant for a user-defined period beyond the grant end-date.
FIN-Grant Management	Grant Close-Out	1072384	System allows users to 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 Close-Out	1072385	System notifies users with an error message if a transaction contains an inactive grant / activity number.
FIN-Grant Management	Grant Close-Out	1072386	System provides the ability to close grants / activities independently of the fiscal or grant year.
FIN-Grant Management	Grant Close-Out	1072387	System provides the ability to support any cut-off date for a grant.
FIN-Grant Management	Grant Close-Out	1072388	System provides standard notifications when closing out grants for: Outstanding Retainage
FIN-Grant Management	Grant Close-Out	1072389	System provides standard notifications when closing out grants for: Unbilled Expenditures
FIN-Grant Management	Grant Close-Out	1072390	System provides standard notifications when closing out grants for: Outstanding requests for reimbursement
FIN-Grant Management	Grant Close-Out	1072391	System provides standard notifications when closing out grants for: Open Procurement Encumbrances
FIN-Grant Management	Grant Close-Out	1072392	System provides standard notifications when closing out grants for: Revenues in excess of expenditures for a grant
FIN-Grant Management	Grant Close-Out	1072393	System provides standard notifications when closing out grants for: Grant funded positions tied to the grant
FIN-Grant Management	Interfaces	1072395	System provides the ability to interface CFDA information for Grantors from the federally provided catalog.
FIN-Grant Management	Integration with Other Modules	1072397	System provides the ability for integration with other relevant Financial System modules. Grant Expenditures originate in Procurement and/or Payables and/or General Ledger
FIN-Grant Management	Integration with Other Modules	1072398	System provides the ability for integration with other relevant Financial System modules. Appropriations originate in the Budgetary Control module

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Grant Management	Integration with Other Modules	1072399	System provides the ability for integration with other relevant Financial System modules. Grant Billing updates Accounts Receivable
FIN-Grant Management	Integration with Other Modules	1072400	System provides the ability for integration with other relevant Financial System modules. Sub-Recipients are set up as Vendors
FIN-Grant Management	Integration with Other Modules	1072401	System provides the ability for integration with other relevant Financial System modules. Grantors are set up as Customers
FIN-Grant Management	Integration with Other Modules	1072402	System provides the ability for integration with other relevant Financial System modules. Payroll expenses originate with Payroll
FIN-Grant Management	Integration with Other Modules	1072403	System provides the ability for integration with other relevant Financial System modules. Position funding is tied to the grant
FIN-Grant Management	Integration with Other Modules	1072404	System updates all financial ledgers automatically when posting individual accounting transactions.
FIN-Grant Management	Integration with Other Modules	1072405	System provides the ability to link a grant to multiple projects.
FIN-Grant Management	Integration with Other Modules	1072406	System provides the ability to link multiple grants to a single project.
FIN-Grant Management	Integration with Other Modules	1072407	System provides the ability to access financial information from other modules (e.g., Procurement, Accounts Payable, etc.) at a detail and summary level for each grant / activity.
FIN-Grant Management	Integration with Other Modules	1072408	System provides the ability to access detail transaction information from line item detail reports (e.g., drill down to the individual expenditure and revenue invoices from a list of transactions for a grant).
FIN-Grant Management	Integration with Other Modules	1072409	System provides the ability to accommodate differing capital outlay thresholds for grant funded assets and assets acquired from other funding sources.
FIN-Grant Management	Integration with Other Modules	1072410	System provides the ability to report parallel depreciation for grant funded assets using differing depreciation methods and useful life for grantor requirements than assets procured from other funding sources.
FIN-Grant Management	Integration with Other Modules	1072411	System provides the ability to report on open purchase orders by grant and activity.
FIN-Grant Management	Integration with Other Modules	1072412	System records grant payments that are received from bank interfaces.
FIN-Grant Management	Integration with Other Modules	1072413	System tracks the dollar amount of payments to MBE vendors by grant.
FIN-Project Accounting	General	1072417	System provides the ability to upload and download project data from the following sources/targets: MS Project
FIN-Project Accounting	General	1072418	System provides the ability to upload and download project data from the following sources/targets: Primavera
FIN-Project Accounting	General	1072419	System provides the ability to upload and download project data from the following sources/targets: Excel
FIN-Project Accounting	General	1072420	System provides the ability to upload and download project data from the following sources/targets: Word
FIN-Project Accounting	General	1072421	System provides the ability to upload and download project data from the following sources/targets: External databases
FIN-Project Accounting	General	1072422	System provides the ability to maintain historical data for all projects independent of general ledger data (across multiple fiscal years).
FIN-Project Accounting	General	1072423	System provides the ability to post non-financial transactions to project ledgers without corresponding posting to general ledger accounts.
FIN-Project Accounting	General	1072424	System provides the ability to block postings to a project when: Entire project is closed.
FIN-Project Accounting	General	1072425	System provides the ability to block postings to a project when: User has insufficient authority.
FIN-Project Accounting	General	1072426	System provides the ability to block postings to a specific sub-project or phase that is not active.
FIN-Project Accounting	General	1072427	System provides the ability for the Project Accounting module to integrate with other relevant modules, including but not limited to: Budget for capturing project budgets and controlling expenditures against budget
FIN-Project Accounting	General	1072428	System provides the ability for the Project Accounting module to integrate with other relevant modules, including but not limited to: Procurement for capturing projects: on procurement contracts
FIN-Project Accounting	General	1072429	System provides the ability for the Project Accounting module to integrate with other relevant modules, including but not limited to: Procurement for capturing projects: on encumbrances
FIN-Project Accounting	General	1072430	System provides the ability for the Project Accounting module to integrate with other relevant modules, including but not limited to: Procurement for capturing projects: on retainage balances for vendors
FIN-Project Accounting	General	1072431	System provides the ability for the Project Accounting module to integrate with other relevant modules, including but not limited to: Accounts Receivable for capturing project receivables

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Project Accounting	General	1072432	System provides the ability for the Project Accounting module to integrate with other relevant modules, including but not limited to: Asset Management for integrating in: capturing WIP
FIN-Project Accounting	General	1072433	System provides the ability for the Project Accounting module to integrate with other relevant modules, including but not limited to: Asset Management for integrating in: establishing assets as they are placed in service
FIN-Project Accounting	General	1072434	System provides the ability for the Project Accounting module to integrate with other relevant modules, including but not limited to: Accounts Payable for capturing: vendor invoices related to projects
FIN-Project Accounting	General	1072435	System provides the ability for the Project Accounting module to integrate with other relevant modules, including but not limited to: Accounts Payable for capturing: retainage balances for vendors
FIN-Project Accounting	General	1072436	System provides the ability for the Project Accounting module to integrate with other relevant modules, including but not limited to: Cost Accounting for supporting full project costing through cost allocations
FIN-Project Accounting	General	1072437	System provides the ability for the Project Accounting module to integrate with other relevant modules, including but not limited to: Time and Attendance by capturing: Hours spent on projects
FIN-Project Accounting	General	1072438	System provides the ability for the Project Accounting module to integrate with other relevant modules, including but not limited to: Time and Attendance by capturing: Payroll expenses for projects
FIN-Project Accounting	General	1072439	System provides the ability for the Project Accounting module to integrate with other relevant modules, including but not limited to: Time and Attendance by capturing: Hours to bill other departments for services delivered
FIN-Project Accounting	General	1072440	System provides the ability for the Project Accounting module to integrate with other relevant modules, including but not limited to: General Ledger
FIN-Project Accounting	General	1072441	System captures the MBE subcontractor goals when a user sets up a contract for a project.
FIN-Project Accounting	General	1072443	System allows users to capture and report on the dollar amount of each contract payment that is tied to each MBE working on a project.
FIN-Project Accounting	General	1072444	System provides reports for project variance, year-to-date, inception-to-date, and user-defined time period reporting.
FIN-Project Accounting	General	1072445	System provides reports for capital project master data based on user defined parameters (e.g., projects within two months of their end date)
FIN-Project Accounting	General	1072446	System provides reports for project budget variances by: Dollar Amount.
FIN-Project Accounting	General	1072447	System provides reports for project budget variances by: Percentage.
FIN-Project Accounting	General	1072448	System provides reports for reconciling between Project Ledger and General Ledger.
FIN-Project Accounting	General	1072449	System provides reports for monitoring project spending across one or multiple departments.
FIN-Project Accounting	General	1072450	System provides reports for project expenditures at summary and detail levels of the financial data classification structure.
FIN-Project Accounting	General	1072451	System provides reports that summarize by user-defined time periods for reporting purposes.
FIN-Project Accounting	General	1072452	System provides the ability to download reports to Microsoft Office Desktop applications.
FIN-Project Accounting	Define Project	1072455	System captures the following attributes for each project: Project Number
FIN-Project Accounting	Define Project	1072456	System captures the following attributes for each project: Project Type
FIN-Project Accounting	Define Project	1072457	System captures the following attributes for each project: Program / Comprehensive Project
FIN-Project Accounting	Define Project	1072458	System captures the following attributes for each project: Project Begin Date
FIN-Project Accounting	Define Project	1072459	System captures the following attributes for each project: Project End Date
FIN-Project Accounting	Define Project	1072460	System captures the following attributes for each project: Project Title
FIN-Project Accounting	Define Project	1072461	System captures the following attributes for each project: Project Approval Request Date
FIN-Project Accounting	Define Project	1072462	System captures the following attributes for each project: Project Approval Status (Planned, Submitted, Approved for Funding)
FIN-Project Accounting	Define Project	1072463	System captures the following attributes for each project: Project Approval Action Date
FIN-Project Accounting	Define Project	1072464	System captures the following attributes for each project: Descriptive Information/Comments
FIN-Project Accounting	Define Project	1072465	System captures the following attributes for each project: Project Roles (e.g., Project Manager, Supervisor) - Table driven with user-defined values
FIN-Project Accounting	Define Project	1072466	System captures the following attributes for each project: Project Role Employee Name
FIN-Project Accounting	Define Project	1072467	System captures the following attributes for each project: Managing Department
FIN-Project Accounting	Define Project	1072468	System captures the following attributes for each project: Managing Department Contact
FIN-Project Accounting	Define Project	1072469	System captures the following attributes for each project: Sponsoring Department
FIN-Project Accounting	Define Project	1072470	System captures the following attributes for each project: Sponsoring Department Contact

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Project Accounting	Define Project	1072471	System captures the following attributes for each project: Group Code (i.e., value used to group like or associated projects together)
FIN-Project Accounting	Define Project	1072472	System captures the following attributes for each project: Asset Descriptive information for construction projects
FIN-Project Accounting	Define Project	1072473	System captures the following attributes for each project: Project Status (e.g., Open for planning, Open for GL Entry, Closed) - Table driven with user-defined values
FIN-Project Accounting	Define Project	1072474	System captures the following attributes for each project: GIS (x,y)
FIN-Project Accounting	Define Project	1072475	System captures the following attributes for each project: GIS (non-linear)
FIN-Project Accounting	Define Project	1072476	System captures the following attributes for each project: Start point (linear projects)
FIN-Project Accounting	Define Project	1072477	System captures the following attributes for each project: End point (linear projects)
FIN-Project Accounting	Define Project	1072478	System captures the following attributes for each project: Multiple user-defined fields
FIN-Project Accounting	Define Project	1072479	System provides for lower level breakdown of projects into at least five levels. Program
FIN-Project Accounting	Define Project	1072481	System provides for lower level breakdown of projects into at least five levels. Project
FIN-Project Accounting	Define Project	1072482	System provides for lower level breakdown of projects into at least five levels. Sub-project
FIN-Project Accounting	Define Project	1072483	System provides for lower level breakdown of projects into at least five levels. Phase
FIN-Project Accounting	Define Project	1072484	System provides for lower level breakdown of projects into at least five levels. Job
FIN-Project Accounting	Define Project	1072485	System captures the following attributes for each breakdown of the project hierarchy: Estimated Start Date
FIN-Project Accounting	Define Project	1072486	System captures the following attributes for each breakdown of the project hierarchy: Estimated End Date
FIN-Project Accounting	Define Project	1072487	System captures the following attributes for each breakdown of the project hierarchy: Actual Start Date
FIN-Project Accounting	Define Project	1072488	System captures the following attributes for each breakdown of the project hierarchy: Actual End Date
FIN-Project Accounting	Define Project	1072489	System captures the following attributes for each breakdown of the project hierarchy: Title
FIN-Project Accounting	Define Project	1072490	System captures the following attributes for each breakdown of the project hierarchy: Descriptive Information/Comments
FIN-Project Accounting	Define Project	1072491	System captures the following attributes for each breakdown of the project hierarchy: Status (Open for Planning, Open for GL Entry, Close)
FIN-Project Accounting	Define Project	1072492	System has the ability to support the following hierarchical organization for capital programs: Capital Program (i.e. 2008 bond)
FIN-Project Accounting	Define Project	1072493	System has the ability to support the following hierarchical organization for capital programs: Program Area (i.e. Streets)
FIN-Project Accounting	Define Project	1072494	System has the ability to support the following hierarchical organization for capital programs: Service Type (i.e. Street Lights)
FIN-Project Accounting	Define Project	1072495	System has the ability to support the following hierarchical organization for capital programs: Sub-fund (i.e. new, replacement)
FIN-Project Accounting	Define Project	1072496	System has the ability to support the following hierarchical organization for capital programs: Project
FIN-Project Accounting	Define Project	1072497	System has the ability to support the following hierarchical organization for capital programs: Sub-project
FIN-Project Accounting	Define Project	1072498	System has the ability to support the following hierarchical organization for capital programs: Phase
FIN-Project Accounting	Define Project	1072499	System has the ability to support the following hierarchical organization for capital programs: Job
FIN-Project Accounting	Define Project	1072500	System has the ability to support the following hierarchical organization for capital programs: Grant(s)
FIN-Project Accounting	Define Project	1072501	System allows users to attach files in any of the following formats: MS Project
FIN-Project Accounting	Define Project	1072502	System allows users to attach files in any of the following formats: Primavera
FIN-Project Accounting	Define Project	1072503	System allows users to attach files in any of the following formats: MS Word
FIN-Project Accounting	Define Project	1072504	System allows users to attach files in any of the following formats: Excel
FIN-Project Accounting	Define Project	1072505	System allows users to attach files in any of the following formats: PDF
FIN-Project Accounting	Financial Controls	1072507	System provides the ability to establish project accounts to record project budgets, pre-encumbrances/encumbrances, expenditures, anticipated revenues, receivables, and receipts.
FIN-Project Accounting	Financial Controls	1072508	System provides inception to date accounting and budgeting that does not require a carry forward each fiscal year of available appropriations.
FIN-Project Accounting	Financial Controls	1072509	System provides the ability to 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	Financial Controls	1072510	System provides the ability to prevent contractors from receiving payment prior to certain user-defined criteria being met (e.g., prior to the official start date of the project or until other requirements are met).

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Project Accounting	Financial Controls	1072511	System provides the ability to allow processing of project-related revenue transactions outside of the project service dates.
FIN-Project Accounting	Plan/Budget Projects	1072513	System provides the ability to perform inception to date budgeting/budgetary control for capital and operating projects as opposed to annual budgeting for operating funds.
FIN-Project Accounting	Plan/Budget Projects	1072514	System provides the ability to create project budgets with multiple funding sources (e.g., general fund, capital projects funds, grant funds, bond funds).
FIN-Project Accounting	Plan/Budget Projects	1072515	System provides the ability to forecast budgets for multi-year periods.
FIN-Project Accounting	Plan/Budget Projects	1072516	System provides the ability to establish total project budgets.
FIN-Project Accounting	Plan/Budget Projects	1072517	System provides the ability to establish budgets for each level of the project hierarchy in combination with any other elements of the financial data classification structure.
FIN-Project Accounting	Plan/Budget Projects	1072518	System provides the ability to adjust project budgets.
FIN-Project Accounting	Plan/Budget Projects	1072519	System provides the ability to capture the following: original budget and adjustments to the budget.
FIN-Project Accounting	Plan/Budget Projects	1072520	System provides the ability to lock the original budget, once finalized.
FIN-Project Accounting	Plan/Budget Projects	1072521	System has the ability to distinguish between total project budget and appropriated budget.
FIN-Project Accounting	Plan/Budget Projects	1072522	System has the ability to track the following variances: Between appropriated budget and total (revised) budget.
FIN-Project Accounting	Plan/Budget Projects	1072523	System has the ability to track the following variances: Between appropriated budget and expenditures.
FIN-Project Accounting	Plan/Budget Projects	1072524	System has the ability to track the following variances: Between expenditures and total (revised) budget.
FIN-Project Accounting	Plan/Budget Projects	1072525	Project budgets are maintained through project budget transactions, including description of the transaction.
FIN-Project Accounting	Plan/Budget Projects	1072526	All project budget transactions are posted to a project budget ledger that maintains project budget balances.
FIN-Project Accounting	Plan/Budget Projects	1072527	System provides the ability to establish project budgets and track/control revenues and expenditures against the project budget.
FIN-Project Accounting	Plan/Budget Projects	1072528	System provides the ability to 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 Billing and Funding	1072530	System provides the ability to accumulate and bill for all reimbursable portions of projects.
FIN-Project Accounting	Project Billing and Funding	1072531	System provides the ability to edit transactions to ensure that project billings do not exceed the reimbursable budget.
FIN-Project Accounting	Project Billing and Funding	1072532	System provides for other means of recognizing revenue that funds projects (bond funds, grant funds, operating transfers)
FIN-Project Accounting	Project Billing and Funding	1072533	System captures project team member contributions as revenue receipts tied to a project.
FIN-Project Accounting	Project Billing and Funding	1072534	System provides the ability to bill other departments or internal organizational units for services or commodities rendered. Hours are captured during time and attendance entry to a project (as well as other elements of the data classification structure such as a fund)
FIN-Project Accounting	Project Billing and Funding	1072535	System provides the ability to bill other departments or internal organizational units for services or commodities rendered. Recorded hours are passed to the Project module.
FIN-Project Accounting	Project Billing and Funding	1072536	System provides the ability to bill other departments or internal organizational units for services or commodities rendered. Hours are billed out to other departments using one of the following methods: Established rate per hour
FIN-Project Accounting	Project Billing and Funding	1072537	System provides the ability to bill other departments or internal organizational units for services or commodities rendered. Hours are billed out to other departments using one of the following methods: Actual cost times an inflation factor (percent of actual).
FIN-Project Accounting	Project Billing and Funding	1072538	System provides the ability to bill other departments or internal organizational units for services or commodities rendered. Hours are billed out to other departments using one of the following methods: Actual cost plus a markup amount (actual dollar amount).
FIN-Project Accounting	Project Billing and Funding	1072539	System provides the ability to move funding from one project to another.
FIN-Project Accounting	Project Billing and Funding	1072540	System provides the ability to increase or decrease project funding after project is set up without having to set up the project again.
FIN-Project Accounting	Project Billing and Funding	1072541	System provides the ability to associate multiple funding sources to multiple phases within projects.
FIN-Project Accounting	Capture Project Costs	1072543	System provides the ability to allocate direct costs to projects through expenditure transactions.
FIN-Project Accounting	Capture Project Costs	1072544	System provides the ability to allocate indirect costs to projects using cost allocation functions.
FIN-Project Accounting	Capture Project Costs	1072545	System provides the ability to link multiple projects to a grant.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
FIN-Project Accounting	Capture Project Costs	1072546	System provides the ability to access all transaction history for a project (i.e., cannot purge project data for active projects).
FIN-Project Accounting	Capture Project Costs	1072547	System provides the ability to track financial activity associated with each phase or job within a phase.
FIN-Project Accounting	Capture Project Costs	1072548	System provides the ability to track projects: Over multiple years.
FIN-Project Accounting	Capture Project Costs	1072549	System provides the ability to track projects: By Institution fiscal year(s).
FIN-Project Accounting	Capture Project Costs	1072550	System provides the ability to track projects: By State fiscal year(s).
FIN-Project Accounting	Capture Project Costs	1072551	System provides the ability to track projects: By Federal fiscal year(s).
FIN-Project Accounting	Capture Project Costs	1072552	System provides the ability to track projects: By calendar year(s).
FIN-Project Accounting	Capture Project Costs	1072553	System allows users to 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.
FIN-Project Accounting	Capture Project Costs	1072554	System allows users to record developer contributions of fixed assets to a capital project with the following dual accounting requirements: At the Institution level a debit to fixed assets and a credit to equity.
FIN-Project Accounting	Budget Control	1072556	System provides the ability for project budgetary control options by project budget line as follows: Absolute control - prevents transaction from processing, may not be overridden.
FIN-Project Accounting	Budget Control	1072557	System provides the ability for project budgetary control options by project budget line as follows: Override Control - prevents transaction from processing with the ability to override error with appropriate security.
FIN-Project Accounting	Budget Control	1072558	System provides the ability for project budgetary control options by project budget line as follows: Warning -- provides warning message but allows transaction to process.
FIN-Project Accounting	Budget Control	1072559	System provides the ability for project budgetary control options by project budget line as follows: No control -- allows transaction to process without warning.
FIN-Project Accounting	Budget Control	1072560	System provides the option to alert user with a flag or warning when appropriated project budget is overcharged at the following level(s) and allows the overcharge only with proper security. Program
FIN-Project Accounting	Budget Control	1072561	System provides the option to alert user with a flag or warning when appropriated project budget is overcharged at the following level(s) and allows the overcharge only with proper security. Project
FIN-Project Accounting	Budget Control	1072562	System provides the option to alert user with a flag or warning when appropriated project budget is overcharged at the following level(s) and allows the overcharge only with proper security. Sub-project
FIN-Project Accounting	Budget Control	1072563	System provides the option to alert user with a flag or warning when appropriated project budget is overcharged at the following level(s) and allows the overcharge only with proper security. Phase
FIN-Project Accounting	Budget Control	1072564	System provides the option to alert user with a flag or warning when appropriated project budget is overcharged at the following level(s) and allows the overcharge only with proper security. Job
FIN-Project Accounting	Budget Control	1072565	System provides the ability to establish and track capital appropriation budgets at user-defined levels of the financial data classification structure.
FIN-Project Accounting	Budget Control	1072566	System provides the ability to optionally generate on-line, user-defined warnings when project and phase expenditures approach or exceed the adjusted project budget.
FIN-Project Accounting	Close-Out	1072568	System provides the ability to identify projects lacking financial activity for a user-defined period for possible closeout.
FIN-Project Accounting	Close-Out	1072569	System allows the user/administrator to specify and control the project closing process through: User tables.
FIN-Project Accounting	Close-Out	1072570	System allows the user/administrator to specify and control the project closing process through: Security.
FIN-Project Accounting	Close-Out	1072571	System provides the ability to support closing multiple projects at once.
FIN-Project Accounting	Close-Out	1072572	System provides the ability to close projects partially (allow revenues but no expenditures) or completely (block all transactions).
FIN-Project Accounting	Close-Out	1072573	System prevents final close for a project if revenues and expenses are not equal.
FIN-Project Accounting	Close-Out	1072574	System prevents final close for a project if estimated revenues do not equal actual revenues and the expenditure budget does not equal actual expenditures.
FIN-Project Accounting	Close-Out	1072575	System provides the ability for an automated procedure to purge and archive data for closed projects.
FIN-Project Accounting	Close-Out	1072576	System provides the ability to re-open a closed project with proper security.
FIN-Project Accounting	Close-Out	1072577	System provides the ability to close projects independent of the fiscal year.
FIN-Project Accounting	Close-Out	1072578	System prevents final close of a project if any balance sheet account has a balance.
FIN-Project Accounting	Close-Out	1072579	System prevents final close of a project if any encumbrances are outstanding.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
FIN-Project Accounting	Close-Out	1072580	System allows authorized users to capitalize WIP to the asset defined for the project once the asset has been placed in service.
FIN-Project Accounting	Periodic Processing	1072582	System generates Construction in Progress (WIP) entries during month end close for expenditures incurred during the period.
FIN-Project Accounting	Periodic Processing	1072583	System allows users to post WIP entries to a different fund than the original expense.
FIN-Project Accounting	Periodic Processing	1072584	System records allocations of funding to project phases on a periodic basis using the following methodologies: Fixed percent per funding source.
FIN-Project Accounting	Periodic Processing	1072585	System records allocations of funding to project phases on a periodic basis using the following methodologies: Fixed amount per funding source .
FIN-Project Accounting	Periodic Processing	1072586	System records allocations of funding to project phases on a periodic basis using the following methodologies: Fixed amount per funding source (up to a fixed amount).
FIN-Project Accounting	Periodic Processing	1072587	System records allocations of funding to project phases on a periodic basis using the following methodologies: Based off planned amounts.
FIN-Project Accounting	Workflow	1072589	System provides the ability to utilize workflow to notify project administrators and other users (at user-defined time periods) of project milestones (expiration dates etc.).
FIN-Project Accounting	Workflow	1072590	System provides the ability for workflow to notify project administrators when a review and/or approval of financial transactions is required.
FIN-Project Accounting	Workflow	1072591	System notifies users when expenditures are within a user specified threshold of the project budget.
HCM-Applicant Services	Recruiting	1072594	Provide ability to track recruiting sources and events (e.g., job fairs, special events).
HCM-Applicant Services	Recruiting	1072595	Provide ability to manage and track the effectiveness of intern recruiting.
HCM-Applicant Services	Recruiting	1072596	Provide ability to track the effectiveness of recruiting, including identifying number of recruits, applicants, hires, and retained recruits.
HCM-Applicant Services	Recruiting	1072597	Provide ability to track recruiting sources by job and their effectiveness in terms of candidates interviewed, offers made and positions accepted.
HCM-Applicant Services	Recruiting	1072598	Provide ability to capture recruitment activity information by department to include underutilized job groups, affirmative action goals, and recruiting sources used.
HCM-Applicant Services	Recruiting	1072599	Provide ability to conduct recruitment analysis, including individual demographics and diversity analysis.
HCM-Applicant Services	Recruiting	1072600	Provide ability to track recruiting prospects and ability to query the database, including, but not limited to the following: prospect name and identifying information.
HCM-Applicant Services	Recruiting	1072601	Provide ability to track recruiting prospects and ability to query the database, including, but not limited to the following: classifications of interest.
HCM-Applicant Services	Recruiting	1072602	Provide ability to track recruiting prospects and ability to query the database, including, but not limited to the following: source of prospect contact.
HCM-Applicant Services	Recruiting	1072603	Provide ability to track recruiting prospects and ability to query the database, including, but not limited to the following: history of contacts.
HCM-Applicant Services	Recruiting	1072604	Provide ability to track recruiting prospects and ability to query the database, including, but not limited to the following: next contact type.
HCM-Applicant Services	Recruiting	1072605	Provide ability to track recruiting prospects and ability to query the database, including, but not limited to the following: next contact date.
HCM-Applicant Services	Recruiting	1072606	Provide ability to track recruiting prospects and ability to query the database, including, but not limited to the following: veterans status.
HCM-Applicant Services	Recruiting	1072607	Provide ability to specify department defined pre-hire assessment questions with each job classification and job posting.
HCM-Applicant Services	Recruiting	1072608	Provide ability to define geographic recruiting regions.
HCM-Applicant Services	Recruiting	1072609	Provide ability to maintain recruit lists, distribution lists, and mailing labels by user specified criteria (e.g. organizational unit).
HCM-Applicant Services	Recruiting	1072611	Provide ability to track recruiting prospects and ability to query the database, including, but not limited to the following: disability status.
HCM-Applicant Services	Register and Eligibility List Management	1072614	Provide ability to track all applicants that are eligible for consideration for hire of a position by classification.
HCM-Applicant Services	Register and Eligibility List Management	1072615	Provide ability to generate a preview list to be created for an approved opening by the following categories, ordered by institution defined criteria: internal mobility.
HCM-Applicant Services	Register and Eligibility List Management	1072616	Provide ability to generate a preview list to be created for an approved opening by the following categories, ordered by institution defined criteria: veteran status.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Applicant Services	Register and Eligibility List Management	1072617	Provide ability to generate a preview list to be created for an approved opening by the following categories, ordered by department defined criteria: open competitive.
HCM-Applicant Services	Register and Eligibility List Management	1072618	Provide ability to generate a preview list to be created for an approved opening by the following categories, ordered by institution defined criteria: promotional.
HCM-Applicant Services	Register and Eligibility List Management	1072619	Provide ability to generate a preview list to be created for an approved opening by the following categories, ordered by institution defined criteria: employee demographics (EEO).
HCM-Applicant Services	Register and Eligibility List Management	1072620	Provide ability to generate a preview list to be created for an approved opening by the following categories, ordered by institution defined criteria: re-employments.
HCM-Applicant Services	Register and Eligibility List Management	1072621	Provide ability to generate a preview list to be created for an approved opening by the following categories, ordered by institution defined criteria: Pool Posting.
HCM-Applicant Services	Register and Eligibility List Management	1072622	Provide ability to generate a preview list to be created for an approved opening by the following categories, ordered by institution defined criteria: Graduate Assistants NonAppointed Faculty and extra help
HCM-Applicant Services	Register and Eligibility List Management	1072623	Provide ability to generate lists for internal mobility registers filtered by current organization of employees (institution-wide, department-wide, division, work unit, etc.).
HCM-Applicant Services	Register and Eligibility List Management	1072624	Provide ability to apply preference point adjustments when creating the list for an approved opening, based on institution defined parameters on which adjustments apply to which types of openings (final ranking is based on test/ranking scores).
HCM-Applicant Services	Register and Eligibility List Management	1072625	Provide ability to sort and filter lists by approved special qualification parameters based on: geographic designation.
HCM-Applicant Services	Register and Eligibility List Management	1072626	Provide ability to sort and filter lists by approved special qualification parameters based on: county of preference
HCM-Applicant Services	Register and Eligibility List Management	1072627	Provide ability to sort and filter lists by approved special qualification parameters based on: county (e.g. county of residence).
HCM-Applicant Services	Register and Eligibility List Management	1072628	Provide ability to sort and filter lists by approved special qualification parameters based on: work county.
HCM-Applicant Services	Register and Eligibility List Management	1072629	Provide ability to sort and filter lists by approved special qualification parameters based on: department
HCM-Applicant Services	Register and Eligibility List Management	1072630	Provide ability to sort and filter lists by approved special qualification parameters based on: work schedule preference.
HCM-Applicant Services	Register and Eligibility List Management	1072631	Provide ability to sort and filter lists by approved special qualification parameters based on: part time / full time preference.
HCM-Applicant Services	Register and Eligibility List Management	1072632	Provide ability to sort and filter lists by approved special qualification parameters based on: shift preference.
HCM-Applicant Services	Register and Eligibility List Management	1072633	Provide ability to create rules for selecting candidates for inclusion on a list.
HCM-Applicant Services	Register and Eligibility List Management	1072635	Provide ability to close certified registers based on: expiration after institution defined time period.
HCM-Applicant Services	Register and Eligibility List Management	1072636	Provide ability to close certified registers based on: position(s) have been filled.
HCM-Applicant Services	Register and Eligibility List Management	1072637	Provide ability to close certified registers based on: return with no action taken.
HCM-Applicant Services	Register and Eligibility List Management	1072638	Provide ability to restore applicants to the register once they have been removed.
HCM-Applicant Services	Register and Eligibility List Management	1072639	Provide ability to generate letters / emails to candidates who have been interviewed, with institution defined format and selection criteria.
HCM-Applicant Services	Register and Eligibility List Management	1072640	Provide ability to correct a certification error.
HCM-Applicant Services	Register and Eligibility List Management	1072641	Provide ability to track the status of all individual register requests from request to completion (including any status within the process).
HCM-Applicant Services	Register and Eligibility List Management	1072642	Provide ability to track approvals for certified registers.
HCM-Applicant Services	Register and Eligibility List Management	1072643	Provide ability to track the use of existing and previous registers for recruitment purposes.
HCM-Applicant Services	Register and Eligibility List Management	1072644	Provide ability to define timing for certification deadlines (e.g., 6 months).
HCM-Applicant Services	Register and Eligibility List Management	1072645	Provide ability to automatically remove applicants from a register for institution defined reasons.
HCM-Applicant Services	Register and Eligibility List Management	1072646	Provide ability to automatically remove candidates from registers, and provide notification, once they are hired into a position of equal or higher level.
HCM-Applicant Services	Register and Eligibility List Management	1072647	Provide ability to create and change multiple certification rules, which provide the logic to select candidates for a certification list for consideration in filling a vacancy(s).
HCM-Applicant Services	Register and Eligibility List Management	1072649	Provide ability to enter register requests to include: part time/full time.
HCM-Applicant Services	Register and Eligibility List Management	1072650	Provide ability to enter register requests to include: contact information.
HCM-Applicant Services	Register and Eligibility List Management	1072651	Provide ability to enter register requests to include: job classification.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Applicant Services	Register and Eligibility List Management	1072652	Provide ability to flag certified applicants who are non-responsive for removal from the register.
HCM-Applicant Services	Register and Eligibility List Management	1072653	Provide ability to notify the hiring department based on institution defined timeframe prior to a Certification expires.
HCM-Applicant Services	Register and Eligibility List Management	1072654	Provide ability to report on the certification list as of a specified point in time, for historical purposes.
HCM-Applicant Services	Register and Eligibility List Management	1072656	Provide ability to generate a preview list to be created for an approved opening by the following categories, ordered by institution defined criteria: disability status.
HCM-Applicant Services	Register and Eligibility List Management	1072657	Provide ability to sort and filter lists by approved special qualification parameters based on: user defined geographic area
HCM-Applicant Services	Register and Eligibility List Management	1072658	Provide ability to sort and filter lists by approved special qualification parameters based on: MSA (federal census Metropolitan Statistical Area)
HCM-Applicant Services	Register and Eligibility List Management	1072659	Provide the ability to keep a job posting open until filled, then automatically close upon a date.
HCM-Applicant Services	Register and Eligibility List Management	1072660	Provide the ability to create interview templates.
HCM-Applicant Services	Register and Eligibility List Management	1072661	Provide the ability to store interview notes based on interview templates.
HCM-Applicant Services	Register and Eligibility List Management	1072662	Provide the ability to establish user defined interview evaluation worksheets/annotations for hiring managers and recruiters as needed.
HCM-Applicant Services	Self-Service	1072665	Provide ability to provide online capability for applicant to complete job application /profile manually or populate field based on an uploaded resume.
HCM-Applicant Services	Self-Service	1072666	Provide ability to provide online capability for the applicant to: review opportunities.
HCM-Applicant Services	Self-Service	1072667	Provide ability to provide online capability for the applicant to: review application status.
HCM-Applicant Services	Self-Service	1072668	Provide ability to provide online capability for the applicant to: update applicant demographics on registers.
HCM-Applicant Services	Self-Service	1072669	Provide ability to provide online capability for the applicant to: update of candidate resume or application if requested from hiring organization while preserving the original version of the resume/application.
HCM-Applicant Services	Self-Service	1072670	Provide ability to provide online capability for the applicant to: update of applicant account information.
HCM-Applicant Services	Self-Service	1072671	Provide ability to allow candidates to submit multiple applications/resumes and/or resume profiles online which include: dates worked.
HCM-Applicant Services	Self-Service	1072672	Provide ability to allow candidates to submit multiple applications/resumes and/or resume profiles online which include: job duties.
HCM-Applicant Services	Self-Service	1072673	Provide ability to allow candidates to submit multiple applications/resumes and/or resume profiles online which include: job contact information.
HCM-Applicant Services	Self-Service	1072674	Provide ability to allow candidates to submit multiple applications/resumes and/or resume profiles online which include: skills attained.
HCM-Applicant Services	Self-Service	1072675	Provide ability to allow candidates to submit multiple applications/resumes and/or resume profiles online which include: certification or degrees earned.
HCM-Applicant Services	Self-Service	1072676	Provide ability to allow candidates to submit multiple applications/resumes and/or resume profiles online which include: hours per week or percentage of full-time work for a given job title (full-time, part-time).
HCM-Applicant Services	Self-Service	1072677	Provide ability to allow candidates to link multiple documents to the application and any associated updates.
HCM-Applicant Services	Self-Service	1072678	Provide ability to view job opening information on web site(s)for internal candidates and external candidates.
HCM-Applicant Services	Self-Service	1072679	Provide ability to allow applicants to store work-in-progress and continue at a later date.
HCM-Applicant Services	Self-Service	1072680	Provide ability to have spell check capability for applicants, hiring managers and recruiters.
HCM-Applicant Services	Self-Service	1072681	Provide ability to allow applicants to establish and maintain multiple electronic resumes and applications through the use of an industry-standard web browser.
HCM-Applicant Services	Self-Service	1072682	Provide ability to allow for institution defined, job specific informational statements to be displayed (job description, salary, benefits, etc.).
HCM-Applicant Services	Self-Service	1072683	Provide ability to allow for supplemental questions to be responded to by the applicant depending on the job applied for (e.g., common questions pertaining to skills, licenses and/or certifications, benefits, etc.). These questions should: be institution defined.
HCM-Applicant Services	Self-Service	1072684	Provide ability to allow for supplemental questions to be responded to by the applicant depending on the job applied for (e.g., common questions pertaining to skills, licenses and/or certifications, benefits, etc.). These questions should: associated with a job posting, job class or category.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Applicant Services	Self-Service	1072685	Provide ability to allow for supplemental questions to be responded to by the applicant depending on the job applied for (e.g., common questions pertaining to skills, licenses and/or certifications, benefits, etc.). These questions should: assigned a predetermined value.
HCM-Applicant Services	Self-Service	1072686	Provide ability to allow for supplemental questions to be responded to by the applicant depending on the job applied for (e.g., common questions pertaining to skills, licenses and/or certifications, benefits, etc.). These questions should: allow for response calculations and score generation.
HCM-Applicant Services	Self-Service	1072687	Provide ability for applicants to view the status of their records based on: test results.
HCM-Applicant Services	Self-Service	1072689	Provide ability for applicants to view the status of their records based on: tracking of all open jobs applied for.
HCM-Applicant Services	Self-Service	1072690	Provide ability to allow applicants to apply for multiple positions at once and to leverage common application steps across multiple job openings.
HCM-Applicant Services	Self-Service	1072691	Provide ability to allow applicants to request reuse of prior exam scores.
HCM-Applicant Services	Self-Service	1072692	Provide ability to allow interested applicants to create profiles for job announcement (posting) notification based on job class, job category, department, and other pertinent data (career agent function).
HCM-Applicant Services	Self-Service	1072693	Provide ability to all applicant to change password and generate email notification of the change to the applicant.
HCM-Applicant Services	Self-Service	1072694	Provide ability to create a resume using system generated template online for a job application.
HCM-Applicant Services	Self-Service	1072695	Provide ability to allow applicants to request placement on a register once dropped, including a comment field to indicate why they believe the request to be justified.
HCM-Applicant Services	Self-Service	1072696	Provide ability to allow individuals to enter online applicant referrals.
HCM-Applicant Services	Testing and Examinations	1072699	Provide ability to track continuous and scheduled testing.
HCM-Applicant Services	Testing and Examinations	1072700	Provide ability to manage the administration of tests to include: computer based.
HCM-Applicant Services	Testing and Examinations	1072701	Provide ability to manage the administration of tests to include: written.
HCM-Applicant Services	Testing and Examinations	1072702	Provide ability to manage the administration of tests to include: oral.
HCM-Applicant Services	Testing and Examinations	1072703	Provide ability to manage the administration of tests to include: training and work experience.
HCM-Applicant Services	Testing and Examinations	1072704	Provide ability to manage the administration of tests to include: skills based.
HCM-Applicant Services	Testing and Examinations	1072705	Provide ability to schedule tests once the applications are received.
HCM-Applicant Services	Testing and Examinations	1072706	Provide ability to notify applicant of testing arrangements, including date, location, logistical information, etc. via mail or email as specified by the applicant.
HCM-Applicant Services	Testing and Examinations	1072707	Provide ability to designate testing components as general and applicable to many positions.
HCM-Applicant Services	Testing and Examinations	1072708	Provide ability to record test results and transfer test scores for applicants who have applied for multiple positions.
HCM-Applicant Services	Testing and Examinations	1072709	Provide ability to bypass general test components for individual applicants that have passed this step for another application process.
HCM-Applicant Services	Testing and Examinations	1072710	Provide ability to create multiple evaluation methods (e.g., Scoring / Pass / Fail).
HCM-Applicant Services	Testing and Examinations	1072711	Provide ability to record test data linked to the applicant's information based on: exam center or location.
HCM-Applicant Services	Testing and Examinations	1072712	Provide ability to record test data linked to the applicant's information based on: exam results.
HCM-Applicant Services	Testing and Examinations	1072713	Provide ability to record test data linked to the applicant's information based on: unique test number (version of the test taken).
HCM-Applicant Services	Testing and Examinations	1072714	Provide ability to record test data linked to the applicant's information based on: test date and time.
HCM-Applicant Services	Testing and Examinations	1072715	Provide ability to record test data linked to the applicant's information based on: person or persons conducting the specific test.
HCM-Applicant Services	Testing and Examinations	1072716	Provide ability to record test data linked to the applicant's information based on: response by question.
HCM-Applicant Services	Testing and Examinations	1072717	Provide ability to record test data linked to the applicant's information based on: preference points (e.g., veterans).
HCM-Applicant Services	Testing and Examinations	1072718	Provide ability to record test data linked to the applicant's information based on: comments.
HCM-Applicant Services	Testing and Examinations	1072719	Provide ability to analyze test data that computes and displays standard statistics, with statistics at the item and exam level to include: test score means.
HCM-Applicant Services	Testing and Examinations	1072720	Provide ability to analyze test data that computes and displays standard statistics, with statistics at the item and exam level to include: standard error measurements.
HCM-Applicant Services	Testing and Examinations	1072721	Provide ability to analyze test data that computes and displays standard statistics, with statistics at the item and exam level to include: standard deviations.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Applicant Services	Testing and Examinations	1072722	Provide ability to analyze test data that computes and displays standard statistics, with statistics at the item and exam level to include: frequency distributions and item difficulties.
HCM-Applicant Services	Testing and Examinations	1072723	Provide ability to analyze test data that computes and displays standard statistics, with statistics at the item and exam level to include: response frequencies.
HCM-Applicant Services	Testing and Examinations	1072725	Provide ability to record multiple scores for the same applicant and the same test.
HCM-Applicant Services	Testing and Examinations	1072726	Provide ability to identify and use the highest test score in rankings. (e.g. Rule of 10).
HCM-Applicant Services	Testing and Examinations	1072727	Provide ability to record and calculate ratings for experience, education, etc.
HCM-Applicant Services	Testing and Examinations	1072728	Provide ability to calculate a final score once all testing components are completed to enable placement on the register for each classification applied for, using institution defined variables within specified time parameters.
HCM-Applicant Services	Testing and Examinations	1072729	Provide ability to create user-definable results notification templates which contains: a test description.
HCM-Applicant Services	Testing and Examinations	1072730	Provide ability to create results notification templates which contains: the score.
HCM-Applicant Services	Testing and Examinations	1072731	Provide ability to create results notification templates which contains: the score range.
HCM-Applicant Services	Testing and Examinations	1072732	Provide ability to create results notification templates which contains: a register rank.
HCM-Applicant Services	Testing and Examinations	1072733	Provide ability to create results notification templates which contains: the number of correct/incorrect answers.
HCM-Applicant Services	Testing and Examinations	1072734	Provide ability to create results notification templates which contains: the disqualification criteria.
HCM-Applicant Services	Testing and Examinations	1072735	Provide ability to create results notification templates which contains: the eligibility date.
HCM-Applicant Services	Testing and Examinations	1072736	Provide ability to create results notification templates which contains: commented text.
HCM-Applicant Services	Testing and Examinations	1072737	Provide ability to create results notification templates which contains: preference points (if applicable).
HCM-Applicant Services	Testing and Examinations	1072738	Provide ability to create password/ID retrieval for applicants.
HCM-Applicant Services	Testing and Examinations	1072739	Provide ability to link tests with specific job classes, and change the exam/job class relationship in real-time or at a future date.
HCM-Applicant Services	Testing and Examinations	1072740	Provide ability to print formatted tests and answer keys based on user security profiles.
HCM-Applicant Services	Testing and Examinations	1072741	Provide ability to post test results, in real time (online and/or printable), with access for the proctor, Personnel Staff and applicant.
HCM-Applicant Services	Testing and Examinations	1072742	Provide ability to track test start/end time.
HCM-Applicant Services	Testing and Examinations	1072743	Provide ability to track a time/date stamp for test scores.
HCM-Applicant Services	Testing and Examinations	1072744	Provide ability to track applicant test taking statistics, such as number of times and how often a test is taken.
HCM-Applicant Services	Testing and Examinations	1072745	Provide ability to have multilingual support option on all tests.
HCM-Applicant Services	Testing and Examinations	1072746	Provide ability to track multiple institution defined answer keys with unique identifiers and user definable fields.
HCM-Applicant Services	Testing and Examinations	1072747	Provide ability to create online test that can be routed through approval levels and posted in real time.
HCM-Applicant Services	Testing and Examinations Content Management	1072749	Provide ability to have a searchable question pool by categories and grouped by skill level.
HCM-Applicant Services	Testing and Examinations Content Management	1072750	Provide ability to create types of test question to include: computer adaptive testing (CAT).
HCM-Applicant Services	Testing and Examinations Content Management	1072751	Provide ability to create types of test question to include: multiple choice.
HCM-Applicant Services	Testing and Examinations Content Management	1072752	Provide ability to create types of test question to include: true or false.
HCM-Applicant Services	Testing and Examinations Content Management	1072753	Provide ability to create types of test question to include: essay (with automated grading).
HCM-Applicant Services	Testing and Examinations Content Management	1072754	Provide ability to create types of test question to include: audio.
HCM-Applicant Services	Testing and Examinations Content Management	1072755	Provide ability to create types of test question to include: photographs.
HCM-Applicant Services	Testing and Examinations Content Management	1072756	Provide ability to create types of test question to include: flash modules.
HCM-Applicant Services	Testing and Examinations Content Management	1072757	Provide ability to create types of test question to include: software simulations.
HCM-Applicant Services	Applicant Tracking	1072759	Provide ability to create and maintain an applicant tracking system for both external and internal job applicants.
HCM-Applicant Services	Applicant Tracking	1072760	Provide ability to allow interested applicants to create profile(s) online for job announce notification via email based on job class, job category, job title, department and other pertinent data.
HCM-Applicant Services	Applicant Tracking	1072761	Provide ability to generate a unique applicant tracking number.
HCM-Applicant Services	Applicant Tracking	1072762	Provide ability to capture education and experience on the application.
HCM-Applicant Services	Applicant Tracking	1072763	Provide ability to evaluate application data against institution defined criteria for job opening (for example, application is scored using knowledge, skill and experience codes).
HCM-Applicant Services	Applicant Tracking	1072764	Provide ability to maintain original rank order on a certified list regardless of contact results for applicants on that list (For example, hired, not available, failed to reply etc.).
HCM-Applicant Services	Applicant Tracking	1072765	Provide ability to 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.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Applicant Services	Applicant Tracking	1072766	Provide ability to automatically purge or archive the applicant data based on institution defined criteria.
HCM-Applicant Services	Applicant Tracking	1072767	Provide ability to define application forms (web based) based on job specifications.
HCM-Applicant Services	Applicant Tracking	1072768	Provide ability to define steps in the hiring process, including non-testing steps and track the event dates, status, and results of these steps.
HCM-Applicant Services	Applicant Tracking	1072769	Provide ability to identify, score and rank veterans for claiming points for service records.
HCM-Applicant Services	Applicant Tracking	1072770	Provide ability to integrate applicant and employee information with all other components to eliminate duplicate data input.
HCM-Applicant Services	Applicant Tracking	1072771	Provide ability to track and process prospective employee referrals.
HCM-Applicant Services	Applicant Tracking	1072772	Provide ability to capture reference information including contact dates.
HCM-Applicant Services	Applicant Tracking	1072773	Provide ability to integrate staffing and hiring events to a calendar function.
HCM-Applicant Services	Applicant Tracking	1072774	Provide ability to allow Applicants to apply for multiple job openings with one application or multiple applications based on institution requirements.
HCM-Applicant Services	Applicant Tracking	1072775	Provide ability to allow for applicants to be assigned to multiple job openings.
HCM-Applicant Services	Applicant Tracking	1072776	Provide ability to allow for multiple qualified applicants to be assigned to multiple registers.
HCM-Applicant Services	EEO	1072778	Provide ability to designate EEO-related staffing events for review/approval: at the time of job posting and through recruitment.
HCM-Applicant Services	EEO	1072779	Provide ability to designate EEO-related staffing events for review/approval: for area of competition (e.g., creation or use of limited register (not institution-wide).
HCM-Applicant Services	EEO	1072780	Provide ability to designate EEO-related staffing events for review/approval: for use of related register, extend a register or reactivate a register.
HCM-Applicant Services	EEO	1072781	Provide ability to designate EEO-related staffing events for review/approval: of interview results.
HCM-Applicant Services	EEO	1072782	Provide ability to designate EEO-related staffing events for review/approval: of interview questionnaires.
HCM-Applicant Services	EEO	1072783	Provide ability to designate EEO-related staffing events for review/approval: for hiring review for underutilized positions when targeted group members have been certified.
HCM-Applicant Services	EEO	1072784	Provide ability to designate EEO-related staffing events for review/approval: for administrative removals or suspensions of EEO candidates from register or certification list.
HCM-Applicant Services	EEO	1072785	Provide ability to designate EEO-related staffing events for review/approval: for recruitment activity plan.
HCM-Applicant Services	EEO	1072786	Provide ability to track affirmative action hiring goals and produce statistical performance measures for specified positions by organization unit.
HCM-Applicant Services	General	1072788	Provide ability to track and process external applicants (e.g., competitive) as well as current employees (e.g., internal mobility), and former employees with reemployment rights applying for open positions.
HCM-Applicant Services	General	1072789	Provide ability to track functions within the institution to include: creation of an inventory report for vacant positions.
HCM-Applicant Services	General	1072790	Provide ability to track functions within the institution to include: approval of register request.
HCM-Applicant Services	General	1072791	Provide ability to track functions within the institution to include: tracking of register request status (pending, filled, complete, on-hold).
HCM-Applicant Services	General	1072792	Provide ability to track functions within the institution to include: tracking of applicants.
HCM-Applicant Services	General	1072793	Provide ability to track functions within the institution to include: processing of registers and eligibility lists.
HCM-Applicant Services	General	1072794	Provide ability to track functions within the institution to include: management of testing and interview process.
HCM-Applicant Services	General	1072795	Provide ability to track functions within the institution to include: tracking of the interview process.
HCM-Applicant Services	General	1072796	Provide ability to track functions within the institution to include: management of historical staffing and hiring history.
HCM-Applicant Services	General	1072797	Provide ability to produce applicant email notifications or letters based on institution defined option.
HCM-Applicant Services	General	1072798	Provide ability to prohibit reapplication for a user define period of time set by posted job.
HCM-Applicant Services	General	1072799	Provide ability to post a position based on a future date and have the position automatically become available on the website on that date.
HCM-Applicant Services	General	1072800	Provide ability to post a position based on a future expected vacancy date (assuming current job position is currently filled).
HCM-Applicant Services	General	1072801	Provide ability to perform a full text search on resumes and applications.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Applicant Services	General	1072802	Provide ability to integrate with Microsoft Outlook to utilize standard institution settings and use of the Global Address Book and email structure to facilitate all communication with candidates and hiring managers.
HCM-Applicant Services	General	1072803	Provide ability to notify institution EEO representative of upcoming interview events for underutilized positions in which targeted group certified candidates are included so that interview panels can be briefed.
HCM-Applicant Services	General	1072804	Provide ability to notify institution EEO representative of other staffing events where targeted group candidates are included such as referrals for interim, limited-time federally funded, contract employees, internships, and stipend/scholarship trainees.
HCM-Applicant Services	General	1072805	Provide ability to create and maintain a rating panel resource directory to identify potential members of balanced interview and rating panels.
HCM-Applicant Services	General	1072807	Provide ability to generate reports of applicants at different stages of recruitment process (e.g. applying, meets qualifications, and hired).
HCM-Applicant Services	General	1072808	Provide the ability for applicants 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, video.
HCM-Applicant Services	General	1072809	Provide the ability to produce a system-wide standard list of former employees with an Ineligible for Rehire
HCM-Applicant Services	General	1072810	Provide the ability to configure user-defined qualifying questions to be appended to the application. For example to create a set of questions based on Executive Order 98-04.
HCM-Applicant Services	Inquiry and Reporting	1072812	Provide ability to conduct full text searches, including degree, certificate, training, skill, competency specified on the resume or application, etc.
HCM-Applicant Services	Inquiry and Reporting	1072813	Provide ability to allow recruiters or hiring managers to produce and distribute reports electronically.
HCM-Applicant Services	Inquiry and Reporting	1072814	Provide ability to produce and distribute a searchable certified list of applicants meeting minimum requirements for a vacancy based on candidate selection method in rank order, competitive or internal mobility.
HCM-Applicant Services	Inquiry and Reporting	1072815	Provide ability to produce correspondence to applicants and certified applicants based on response.
HCM-Applicant Services	Inquiry and Reporting	1072816	Provide ability to produce multiple job opening listings for web posting and/or Open Continuous Bulletins.
HCM-Applicant Services	Inquiry and Reporting	1072817	Provide ability to report applicant status.
HCM-Applicant Services	Inquiry and Reporting	1072818	Provide ability to produce EEO hiring reports.
HCM-Applicant Services	Inquiry and Reporting	1072819	Provide ability to print mailing lists and/or labels and/or email for all applicant correspondence.
HCM-Applicant Services	Inquiry and Reporting	1072820	Provide ability to print letters or send emails for all employee correspondence.
HCM-Applicant Services	Inquiry and Reporting	1072821	Provide ability to produce statistical reports reflecting historical EEO data on applicants.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072824	Provide ability to support the following types of job openings: Classified.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072825	Provide ability to support the following types of job openings: Nonclassified
HCM-Applicant Services	Job Authorization Requests and Tracking	1072826	Provide ability to support the following types of job openings: Temporary.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072827	Provide ability to support the following types of job openings: UASYS-wide.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072828	Provide ability to support the following types of job openings: Employee transfer.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072829	Provide ability to support the following types of job openings: Graduate Assistants - Non-Appointed Faculty
HCM-Applicant Services	Job Authorization Requests and Tracking	1072830	Provide ability to support the following types of job openings: Per Diem Board Members.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072831	Provide ability to support the following types of job openings: Internship Program.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072832	Provide ability to support the following types of job openings: Promotional.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072833	Provide ability to support the following types of job openings: limited-time federally funded.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072834	Provide ability to post multiple customized job openings based on the same job specification.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072835	Provide ability to provide requesting departments with a valid eligibility list when a job request is approved.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072836	Provide ability to initiate a request to fill a position vacancy within an department and route through multiple hiring authorities at the department electronically.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072837	Provide ability to provide hiring authorities the right to approve a request to fill.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072838	Provide ability to post job openings to a web site by organizational unit.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072839	Provide ability to control access to job openings to existing employees.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072840	Provide ability to regulate job posting requirements based on institution policy and procedure manuals and state administrative regulations and statutes.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Applicant Services	Job Authorization Requests and Tracking	1072841	Provide ability to produce job announcement based on defined posting authorization and rules by institution guidelines.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072842	Provide ability to produce external or internal job announcements to include: organization unit and name.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072843	Provide ability to produce external or internal job announcements to include: contact name, number and address
HCM-Applicant Services	Job Authorization Requests and Tracking	1072844	Provide ability to produce external or internal job announcements to include: announcement type.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072845	Provide ability to produce external or internal job announcements to include: position status (full time, part time, interim, etc.).
HCM-Applicant Services	Job Authorization Requests and Tracking	1072846	Provide ability to produce external or internal job announcements to include: FTE indicator.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072847	Provide ability to produce external or internal job announcements to include: job class.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072848	Provide ability to produce external or internal job announcements to include: job announcement code.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072850	Provide ability to produce external or internal job announcements to include: working title.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072851	Provide ability to produce external or internal job announcements to include: location.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072852	Provide ability to produce external or internal job announcements to include: work shifts.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072853	Provide ability to produce external or internal job announcements to include: special qualifications.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072854	Provide ability to produce external or internal job announcements to include: online application indicator.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072855	Provide ability to produce external or internal job announcements to include: resume required indicator.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072856	Provide ability to produce external or internal job announcements to include: minimum requirements.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072857	Provide ability to produce external or internal job announcements to include: notes.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072858	Provide ability to produce external or internal job announcements to include: knowledge, skills and abilities.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072859	Provide ability to produce external or internal job announcements to include 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 records, background check, financial/credit history check, driving license record.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072860	Provide ability to produce external or internal job announcements to include: how to apply and hiring process associated with the job announcement.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072861	Provide ability to produce external or internal job announcements to include: classified, nonclassified, faculty and hourly.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072862	Provide ability to produce external or internal job announcements to include: position/job description.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072863	Provide ability to produce external or internal job announcements to include: work schedule and hours.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072864	Provide ability to produce external or internal job announcements to include: opening and closing date.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072865	Provide ability to produce external or internal job announcements to include: preferred skills.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072866	Provide ability to produce external or internal job announcements to include: salary range.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072867	Provide ability to produce external or internal job announcements to include: pay grade.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072868	Provide ability to produce external or internal job announcements with preloaded text from stored class specifications.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072869	Provide ability to link a job announcement to an exam.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072870	Provide ability to automatically remove job postings from the website once the posting date has expired.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072871	Provide ability to retain and track information for expired or filled job posting.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072872	Provide ability to link job postings generated to institution internet or intranet sites, job bank sites, or other third party sites.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072874	Provide ability to support the following types of job openings: Hourly
HCM-Applicant Services	Job Authorization Requests and Tracking	1072875	Provide ability to support the following types of job openings: Student
HCM-Applicant Services	Job Authorization Requests and Tracking	1072876	Provide ability to support the following types of job openings: Demotion (opening when job is posted to facilitate demotion) variance when special circumstance create a job outside of current HR structure; labor market tests when a non-us worker has to be verified he/she is the only qualified candidate.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072877	Provide ability to support the following types of job openings: Variance (when special circumstances create a job outside of current HR structure)
HCM-Applicant Services	Job Authorization Requests and Tracking	1072878	Provide ability to support the following types of job openings: Labor Market Tests (when a non-us worker has to be verified under federal criteria that he/she is the only qualified candidate)

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Applicant Services	Job Authorization Requests and Tracking	1072879	Provide ability to add physical demands as identified in the position description.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072880	Provide ability to create job posting from position descriptions and job type and position type or copy other job postings.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072881	Provide ability to create job posting from position descriptions and job type and position type or copy other job postings.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072882	Provide ability to allow upload of large media files (50 mb).
HCM-Applicant Services	Job Authorization Requests and Tracking	1072883	Provide ability to generate graphical representation of applicant responses to user defined supplemental multiple choice questions.
HCM-Applicant Services	Job Authorization Requests and Tracking	1072884	Provide ability for applicants to upload applications from other systems (e.g. linkedin, Indeed, Vitae etc..)
HCM-Applicant Services	Job Authorization Requests and Tracking	1072885	Provide ability to establish user defined codes to be applied to expenses for goods and services related to recruitment on a posting by posting basis.
HCM-Personnel Administration	Affirmative Action	1072888	Provide ability to 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, institution workforce data, regional, institution and national census data, college and technical school graduation data, external requisite skills data and feeder group data (movement in and out of job groups).
HCM-Personnel Administration	Affirmative Action	1072889	Provide ability to support area of competition (AOC) analysis to view how feeder groups are used to fill underutilized positions.
HCM-Personnel Administration	Affirmative Action	1072890	Provide ability to support Federal government reporting requirements (e.g., EEO-4).
HCM-Personnel Administration	Affirmative Action	1072891	Provide ability to perform workforce analysis based on a institution defined formula by organization unit and institution-wide for each Affirmative Action group, HR events for: hiring (original appointment, promotions).
HCM-Personnel Administration	Affirmative Action	1072892	Provide ability to perform workforce analysis based on a institution defined formula by organization unit and institution wide foreach Affirmative Action group, for HR events for: classification (reclass, reallocation).
HCM-Personnel Administration	Affirmative Action	1072893	Provide ability to perform workforce analysis based on a institution defined formula by organization unit and institution wide for each AA group for HR events for: terminations.
HCM-Personnel Administration	Affirmative Action	1072894	Provide ability to perform workforce analysis based on a institution defined formula by organization unit and institution wide for each AA group for HR events for: layoffs (planned and actual).
HCM-Personnel Administration	Affirmative Action	1072895	Provide ability to perform workforce analysis based on a institution defined formula by organization unit and institution wide for each AA group for HR events for: training.
HCM-Personnel Administration	Affirmative Action	1072896	Provide ability to perform workforce analysis based on a institution defined formula by organization unit and institution wide for each AA group for HR events for: compensation (salary, discretionary pay).
HCM-Personnel Administration	Affirmative Action	1072897	Provide ability to perform workforce analysis based on a institution defined formula by organization unit and institution wide for each AA group for HR events for: disciplinary actions.
HCM-Personnel Administration	Affirmative Action	1072898	Provide ability to perform workforce analysis based on a institution defined formula by organization unit and institution wide for each AA group for HR events for: performance evaluations.
HCM-Personnel Administration	Affirmative Action	1072899	Provide ability to track a census identifier code (CIC - geographic identifier) for each job class.
HCM-Personnel Administration	Affirmative Action	1072900	Provide ability to track and monitor reports of personnel actions for affirmative action statistical analyses.
HCM-Personnel Administration	Affirmative Action	1072901	Provide ability to analyze employment event history and trends for AA groups including hiring, retention, and upward mobility.
HCM-Personnel Administration	Affirmative Action	1072902	Provide ability to notify department representatives when a institution job classification change occurs for validation of CIC, and EEO category.
HCM-Personnel Administration	Affirmative Action	1072903	Provide ability to track alternative work patterns (compressed schedule, deviated schedule) programs used by AA groups.
HCM-Personnel Administration	Affirmative Action	1072904	Provide ability to track affirmative action analysis, employee movements and other employee events precipitated by employee performance.
HCM-Personnel Administration	Affirmative Action	1072905	Provide ability to flag targeted groups for affirmative action to review disciplinary, discharge, and layoff actions.
HCM-Personnel Administration	Affirmative Action	1072906	Provide ability to notify affirmative action triggered by disciplinary actions on targeted employee groups.
HCM-Personnel Administration	Employee History	1072909	Provide ability to access employee profile information contained in the employee record information based on point in time historical date for: employee name, Employee ID and SSN.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Personnel Administration	Employee History	1072910	Provide ability to access employee profile information contained in the employee record information based on point in time historical date for: demographic data.
HCM-Personnel Administration	Employee History	1072911	Provide ability to access employee profile information contained in the employee record information based on point in time historical date for: position data (full time, permanent, temporary, part-time, seasonal, interns, etc.)
HCM-Personnel Administration	Employee History	1072912	Provide ability to access employee profile information contained in the employee record information based on point in time historical date for: organizational information.
HCM-Personnel Administration	Employee History	1072913	Provide ability to access employee profile information contained in the employee record information based on point in time historical date for: benefit plan participation.
HCM-Personnel Administration	Employee History	1072914	Provide ability to access employee profile information contained in the employee record information based on point in time historical date for: salary data (hourly, salary, statutory, etc.).
HCM-Personnel Administration	Employee History	1072915	Provide ability to access employee profile information contained in the employee record information based on point in time historical date for: classification data.
HCM-Personnel Administration	Employee History	1072916	Provide ability to access employee profile information contained in the employee record information based on point in time historical date for: EEO / job group / CIC.
HCM-Personnel Administration	Employee History	1072917	Provide ability to access employee profile information contained in the employee record information based on point in time historical date for: beneficiaries.
HCM-Personnel Administration	Employee History	1072918	Provide ability to access employee profile information contained in the employee record information based on point in time historical date for: funding source/type.
HCM-Personnel Administration	Employee History	1072919	Provide ability to access employee profile information contained in the employee record information based on point in time historical date for: P-CARD assignment/participation.
HCM-Personnel Administration	Employee History	1072920	Provide ability to access employee profile information contained in the employee record information based on point in time historical date for: Workers' compensation status.
HCM-Personnel Administration	Employee History	1072921	Provide ability to track employee history and change transactions associated with: employee name, Employee ID and SSN.
HCM-Personnel Administration	Employee History	1072922	Provide ability to track employee history and change transactions associated with: demographic data.
HCM-Personnel Administration	Employee History	1072923	Provide ability to track employee history and change transactions associated with: position data (full time, permanent, temporary, part-time, seasonal, interns, etc.).
HCM-Personnel Administration	Employee History	1072924	Provide ability to track employee history and change transactions associated with: organizational information.
HCM-Personnel Administration	Employee History	1072925	Provide ability to track employee history and change transactions associated with: benefit plan participation.
HCM-Personnel Administration	Employee History	1072926	Provide ability to track employee history and change transactions associated with: salary data (hourly, salary, statutory, etc.).
HCM-Personnel Administration	Employee History	1072927	Provide ability to track employee history and change transactions associated with: classification data.
HCM-Personnel Administration	Employee History	1072928	Provide ability to track employee history and change transactions associated with: EEO / job group / CIC.
HCM-Personnel Administration	Employee History	1072929	Provide ability to track employee history and change transactions associated with: beneficiaries.
HCM-Personnel Administration	Employee History	1072930	Provide ability to track employee history and change transactions associated with: funding source/type.
HCM-Personnel Administration	Employee History	1072931	Provide ability to track employee history and change transactions associated with: P-CARD assignment/participation.
HCM-Personnel Administration	Employee History	1072932	Provide ability to track employee history and change transactions associated with: Workers' compensation status.
HCM-Personnel Administration	Employee History	1072933	Provide ability to generate confirmation letters to the employee verifying personnel changes for user specified events with the ability to edit the letter or override the production of a letter and/or e-mail on individual transactions.
HCM-Personnel Administration	Employee History	1072935	Provide ability to track at risk status for employees in jeopardy of losing their position.
HCM-Personnel Administration	Employee History	1072936	Provide ability to attach notes to personnel transactions and/or fields.
HCM-Personnel Administration	Employee History	1072937	Provide ability to track multiple hire dates and multiple periods of institution service, including short and long term employee leave.
HCM-Personnel Administration	Employee Maintenance	1072940	Provide ability to control employee data changes with proper security, including what may be changed, who can make changes, and time and date tracking of when changes are made.
HCM-Personnel Administration	Employee Maintenance	1072941	Provide ability to transfer employees within their institution and between universities on any day of the month and provide accurate pay calculations.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Personnel Administration	Employee Maintenance	1072942	Provide ability to make multiple salary adjustments for the same pay period with different effective dates and provide accurate pay calculations.
HCM-Personnel Administration	Employee Maintenance	1072943	Provide ability to automatically produce a letter to the employee verifying personnel data or changes for certain events as defined by the user with the ability to override the production of a letter on individual transactions.
HCM-Personnel Administration	Employee Maintenance	1072944	Provide ability to automatically produce an email message to the employee verifying personnel data or changes for certain events as defined by the user with the ability to override the production of the email message on individual transactions.
HCM-Personnel Administration	Employee Maintenance	1072945	Provide ability to automatically calculate salary changes based on salary policy established for individual transactions.
HCM-Personnel Administration	Employee Maintenance	1072946	Provide ability to maintain and track historical percentage increase or flat rate/amount for all salary adjustments.
HCM-Personnel Administration	Employee Maintenance	1072947	Provide ability to create, edit, and view adjusting transactions and maintain history.
HCM-Personnel Administration	Employee Maintenance	1072948	Provide ability to process adjusting transactions for an employee that has separated from institution service.
HCM-Personnel Administration	Employee Maintenance	1072949	Provide ability to back out adjusting transactions.
HCM-Personnel Administration	Employee Maintenance	1072950	Provide ability to perform adjustment process based on the related effective date rules and appropriately reflect the updated data through any actions between the adjustment date and current rules.
HCM-Personnel Administration	Employee Maintenance	1072951	Provide ability to create summary screen for adjusting transactions which includes detailed history and actions as they occurred.
HCM-Personnel Administration	Employee Maintenance	1072952	Provide ability to process mass changes (adjustment, current and future) of salary and non-salary related data.
HCM-Personnel Administration	Employee Maintenance	1072953	Provide ability to identify employee population based on different selection criteria for mass change.
HCM-Personnel Administration	Employee Maintenance	1072954	Provide ability to generate edit reports prior to and after mass changes for those records that should be adjusted and for those records that were not adjusted.
HCM-Personnel Administration	Employee Maintenance	1072955	Provide ability to define the order in which multiple effective dated employee changes will be made.
HCM-Personnel Administration	Employee Maintenance	1072956	Provide ability to develop criteria (random testing) and track the job classes or positions requiring drug and alcohol testing and: the type of test.
HCM-Personnel Administration	Employee Maintenance	1072957	Provide ability to develop criteria (random testing) and track the job classes or positions requiring drug and alcohol testing and: who performed the test (third party).
HCM-Personnel Administration	Employee Maintenance	1072958	Provide ability to develop criteria (random testing) and track the job classes or positions requiring drug and alcohol testing and: the test results.
HCM-Personnel Administration	Employee Maintenance	1072959	Provide ability to develop criteria (random testing) and track the job classes or positions requiring drug and alcohol testing and: the location of test.
HCM-Personnel Administration	Employee Maintenance	1072960	Provide ability to develop criteria (random testing) and track the job classes or positions requiring drug and alcohol testing and: the date of test.
HCM-Personnel Administration	Employee Maintenance	1072961	Provide ability to develop criteria (random testing) and track the job classes or positions requiring drug and alcohol testing and: the invoice number / date.
HCM-Personnel Administration	Employee Maintenance	1072962	Provide ability to develop criteria (random testing) and track the job classes or positions requiring drug and alcohol testing and: the Employee ID.
HCM-Personnel Administration	Employee Maintenance	1072963	Provide ability to develop criteria (random testing) and track the job classes or positions requiring drug and alcohol testing and: when the next periodic test should be given.
HCM-Personnel Administration	Employee Maintenance	1072964	Provide ability to develop random drug testing criteria based on the job classes or positions requiring drug and alcohol testing and record the employee's method of testing, test results, where the test was taken.
HCM-Personnel Administration	Employee Maintenance	1072966	Provide ability to calculate critical dates based on the employee status and the effective date of the transaction (e.g., end of probationary period, Visa, etc.) User has the ability to define date driven events.
HCM-Personnel Administration	Employee Maintenance	1072967	Provide ability to store multiple service start and end dates used to calculate service time. Service credits are based on a minimum number of hours paid, including leave hours paid.
HCM-Personnel Administration	Employee Maintenance	1072968	Provide ability to link spouses when both work for the institution.
HCM-Personnel Administration	Employee Maintenance	1072969	Provide ability to track FMLA eligibility and usage.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Personnel Administration	Employee Maintenance	1072970	Provide ability to 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 other data to be updated).
HCM-Personnel Administration	Employee Maintenance	1072971	Provide ability to track employment actions for a single employee with the transaction type associated with: an appointment.
HCM-Personnel Administration	Employee Maintenance	1072972	Provide ability to track employment actions for a single employee with the transaction type associated with: a reinstatement.
HCM-Personnel Administration	Employee Maintenance	1072973	Provide ability to track employment actions for a single employee with the transaction type associated with: a transfer.
HCM-Personnel Administration	Employee Maintenance	1072974	Provide ability to track employment actions for a single employee with the transaction type associated with: re-employments.
HCM-Personnel Administration	Employee Maintenance	1072975	Provide ability to track employment actions for a single employee with the transaction type associated with: a title change.
HCM-Personnel Administration	Employee Maintenance	1072976	Provide ability to track employment actions for a single employee with the transaction type associated with: a transfer within.
HCM-Personnel Administration	Employee Maintenance	1072977	Provide ability to track employment actions for a single employee with the transaction type associated with: a reorganization.
HCM-Personnel Administration	Employee Maintenance	1072978	Provide ability to track employment actions for a single employee with the transaction type associated with: a detail to special duty.
HCM-Personnel Administration	Employee Maintenance	1072979	Provide ability to track employment actions for a single employee with the transaction type associated with: a reversion.
HCM-Personnel Administration	Employee Maintenance	1072980	Provide ability to track employment actions for a single employee with the transaction type associated with: a SSN change.
HCM-Personnel Administration	Employee Maintenance	1072981	Provide ability to track employment actions for a single employee with the transaction type associated with: an employment status.
HCM-Personnel Administration	Employee Maintenance	1072982	Provide ability to track employment actions for a single employee with the transaction type associated with: a personal status.
HCM-Personnel Administration	Employee Maintenance	1072983	Provide ability to track employment actions for a single employee with the transaction type associated with: an overlapping effective dates.
HCM-Personnel Administration	Employee Maintenance	1072984	Provide ability to track employment actions for a single employee with the transaction type associated with: a pilot project.
HCM-Personnel Administration	Employee Maintenance	1072985	Provide ability to track employment actions for a single employee with the transaction type associated with: a location / crew change.
HCM-Personnel Administration	Employee Maintenance	1072986	Provide ability to track employment actions for a single employee with the transaction type associated with: a return without pay.
HCM-Personnel Administration	Employee Maintenance	1072987	Provide ability to track employment actions for a single employee with the transaction type associated with: a return with pay.
HCM-Personnel Administration	Employee Maintenance	1072988	Provide ability to track employment actions for a single employee with the transaction type associated with: a temporary assignment.
HCM-Personnel Administration	Employee Maintenance	1072989	Provide ability to track actions effecting an employee to include: reasonable accommodation.
HCM-Personnel Administration	Employee Maintenance	1072990	Provide ability to track actions effecting an employee to include: fitness for duty.
HCM-Personnel Administration	Employee Maintenance	1072992	Provide ability to track employment/personnel actions impacting an employee to include: telecommuting.
HCM-Personnel Administration	Employee Maintenance	1072993	Provide ability to track employment/personnel actions impacting an employee to include: other institution defined actions.
HCM-Personnel Administration	Employee Maintenance	1072994	Provide ability to track appointment actions for a single employee for: a regular appointment to existing position.
HCM-Personnel Administration	Employee Maintenance	1072995	Provide ability to track appointment actions for a single employee for: no service break, same institution and department.
HCM-Personnel Administration	Employee Maintenance	1072996	Provide ability to track appointment actions for a single employee for: no service break, different institution and/or department.
HCM-Personnel Administration	Employee Maintenance	1072997	Provide ability to track appointment actions for a single employee for: previous service, different institution
HCM-Personnel Administration	Employee Maintenance	1072998	Provide ability to track appointment actions for a single employee for: previous service, same institution and department.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Personnel Administration	Employee Maintenance	1072999	Provide ability to track appointment actions for a single employee for: new appointment to new position.
HCM-Personnel Administration	Employee Maintenance	1073000	Provide ability to track appointment actions for a single employee for: returning retiree.
HCM-Personnel Administration	Employee Maintenance	1073001	Provide ability to track appointment actions for a single employee for: other institution defined appointment actions.
HCM-Personnel Administration	Employee Maintenance	1073002	Provide ability to track reason codes for an employee taking a break in service for: leave without pay - military duty.
HCM-Personnel Administration	Employee Maintenance	1073003	Provide ability to track reason codes for an employee taking a break in service for: leave without pay - education.
HCM-Personnel Administration	Employee Maintenance	1073004	Provide ability to track reason codes for an employee taking a break in service for: leave without pay - government service.
HCM-Personnel Administration	Employee Maintenance	1073005	Provide ability to track reason codes for an employee taking a break in service for: leave without pay - special assignment.
HCM-Personnel Administration	Employee Maintenance	1073006	Provide ability to track reason codes for an employee taking a break in service for: leave without pay - sick.
HCM-Personnel Administration	Employee Maintenance	1073007	Provide ability to track reason codes for an employee taking a break in service for: leave without pay - best interest of the institution.
HCM-Personnel Administration	Employee Maintenance	1073008	Provide ability to track reason codes for an employee taking a break in service for: leave without pay - other, e.g. FMLA.
HCM-Personnel Administration	Employee Maintenance	1073009	Provide ability to track reason codes for an employee taking a break in service for: special leave with pay - investigation.
HCM-Personnel Administration	Employee Maintenance	1073010	Provide ability to track salary adjustment actions for a single employee for: reclassifications.
HCM-Personnel Administration	Employee Maintenance	1073011	Provide ability to track salary adjustment actions for a single employee for: reallocations.
HCM-Personnel Administration	Employee Maintenance	1073012	Provide ability to track salary adjustment actions for a single employee for: step increases.
HCM-Personnel Administration	Employee Maintenance	1073013	Provide ability to track salary adjustment actions for a single employee for: grade changes.
HCM-Personnel Administration	Employee Maintenance	1073014	Provide ability to track salary adjustment actions for a single employee for: range changes.
HCM-Personnel Administration	Employee Maintenance	1073015	Provide ability to track salary adjustment actions for a single employee for: promotions.
HCM-Personnel Administration	Employee Maintenance	1073016	Provide ability to track salary adjustment actions for a single employee for: retentions.
HCM-Personnel Administration	Employee Maintenance	1073018	Provide ability to track salary adjustment actions for a single employee for: demotions.
HCM-Personnel Administration	Employee Maintenance	1073019	Provide ability to track salary adjustment actions for a single employee for: increments.
HCM-Personnel Administration	Employee Maintenance	1073020	Provide ability to track salary adjustment actions for a single employee for: probationary increase.
HCM-Personnel Administration	Employee Maintenance	1073021	Provide ability to track salary adjustment actions for a single employee for: educational increase.
HCM-Personnel Administration	Employee Maintenance	1073022	Provide ability to track salary adjustment actions for a single employee for: shift / weekend premium.
HCM-Personnel Administration	Employee Maintenance	1073023	Provide ability to track salary adjustment actions for a single employee for: pay type (hourly, salary).
HCM-Personnel Administration	Employee Maintenance	1073024	Provide ability to track salary adjustment actions for a single employee for: salary changes (based on scheduled grade change).
HCM-Personnel Administration	Employee Maintenance	1073025	Provide ability to track salary adjustment actions for a single employee for: salary changes (based on institution personnel actions).
HCM-Personnel Administration	Employee Maintenance	1073026	Provide ability to track salary adjustment actions for a single employee for: salary changes (based on performance).
HCM-Personnel Administration	Employee Maintenance	1073027	Provide ability to track salary adjustment actions for a single employee for: salary changes (based on employee recognition award - ERA).
HCM-Personnel Administration	Employee Maintenance	1073028	Provide ability to track salary adjustment actions for a single employee for: salary changes (based on new appointee salary).
HCM-Personnel Administration	Employee Maintenance	1073029	Provide ability to track salary adjustment actions for a single employee for: salary adjustment (based on job duties).
HCM-Personnel Administration	Employee Maintenance	1073030	Provide ability to track salary adjustment actions for a single employee for: salary adjustment (per budget).
HCM-Personnel Administration	Employee Maintenance	1073031	Provide ability to track salary adjustment actions for a single employee for: temporary upgrade/assignment.
HCM-Personnel Administration	Employee Maintenance	1073032	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: suspension (time and attendance).
HCM-Personnel Administration	Employee Maintenance	1073033	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: suspension (work performance).

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Personnel Administration	Employee Maintenance	1073034	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: suspension (job abandonment).
HCM-Personnel Administration	Employee Maintenance	1073035	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: suspension (patient / client abuse).
HCM-Personnel Administration	Employee Maintenance	1073036	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: suspension (sleeping on the job).
HCM-Personnel Administration	Employee Maintenance	1073037	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: suspension (license revocation).
HCM-Personnel Administration	Employee Maintenance	1073038	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: suspension (policy violation).
HCM-Personnel Administration	Employee Maintenance	1073039	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: suspension (pending completion of investigation).
HCM-Personnel Administration	Employee Maintenance	1073040	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: suspension (insubordination).
HCM-Personnel Administration	Employee Maintenance	1073041	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: suspension (alcohol / drug use).
HCM-Personnel Administration	Employee Maintenance	1073042	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: suspension (misconduct).
HCM-Personnel Administration	Employee Maintenance	1073044	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: suspension (with fines as payroll deductions).
HCM-Personnel Administration	Employee Maintenance	1073045	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: suspension (other).
HCM-Personnel Administration	Employee Maintenance	1073046	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: return from suspension.
HCM-Personnel Administration	Employee Maintenance	1073047	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: dismissal (time and attendance).
HCM-Personnel Administration	Employee Maintenance	1073048	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: dismissal (work performance).
HCM-Personnel Administration	Employee Maintenance	1073049	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: dismissal (job abandonment).
HCM-Personnel Administration	Employee Maintenance	1073050	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: dismissal (patient / client abuse).
HCM-Personnel Administration	Employee Maintenance	1073051	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: dismissal (sleeping on the job).
HCM-Personnel Administration	Employee Maintenance	1073052	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: dismissal (license revocation).
HCM-Personnel Administration	Employee Maintenance	1073053	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: dismissal (pending completion of investigation).
HCM-Personnel Administration	Employee Maintenance	1073054	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: dismissal (policy violation).
HCM-Personnel Administration	Employee Maintenance	1073055	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: dismissal (insubordination).
HCM-Personnel Administration	Employee Maintenance	1073056	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: dismissal (alcohol / drug use).
HCM-Personnel Administration	Employee Maintenance	1073057	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: dismissal (misconduct).
HCM-Personnel Administration	Employee Maintenance	1073058	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: dismissal (from suspension).
HCM-Personnel Administration	Employee Maintenance	1073059	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: dismissal (from leave).
HCM-Personnel Administration	Employee Maintenance	1073060	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: dismissal (other).
HCM-Personnel Administration	Employee Maintenance	1073061	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: transfer out.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Personnel Administration	Employee Maintenance	1073062	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: terminate - time limit.
HCM-Personnel Administration	Employee Maintenance	1073063	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: terminate - non-classified.
HCM-Personnel Administration	Employee Maintenance	1073064	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: terminate - classified.
HCM-Personnel Administration	Employee Maintenance	1073065	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: terminate - at will.
HCM-Personnel Administration	Employee Maintenance	1073066	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: terminate - fail to report.
HCM-Personnel Administration	Employee Maintenance	1073067	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: terminate - refused job.
HCM-Personnel Administration	Employee Maintenance	1073068	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: layoffs (lack of work).
HCM-Personnel Administration	Employee Maintenance	1073070	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: layoffs (lack of funds).
HCM-Personnel Administration	Employee Maintenance	1073071	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: layoffs (reorganization).
HCM-Personnel Administration	Employee Maintenance	1073072	Provide ability to track personnel actions taken by the institution that impact employee's employment status for: layoffs (other).
HCM-Personnel Administration	Employee Maintenance	1073073	Provide ability to track personnel actions taken by the employee for: resignation - salary.
HCM-Personnel Administration	Employee Maintenance	1073074	Provide ability to track personnel action reason codes indicated by the employee for: resignation - lack of opportunity.
HCM-Personnel Administration	Employee Maintenance	1073075	Provide ability to track personnel actions taken by the employee for: resignation - personal conflict.
HCM-Personnel Administration	Employee Maintenance	1073076	Provide ability to track personnel actions indicated by the employee for: resignation - marriage.
HCM-Personnel Administration	Employee Maintenance	1073077	Provide ability to track personnel actions taken by the employee for: resignation - job incompatibility.
HCM-Personnel Administration	Employee Maintenance	1073078	Provide ability to track personnel actions taken by the employee for: resignation - return to school.
HCM-Personnel Administration	Employee Maintenance	1073079	Provide ability to track personnel actions indicated by the employee for: resignation - health.
HCM-Personnel Administration	Employee Maintenance	1073080	Provide ability to track personnel actions taken by the employee for: resignation - family reasons.
HCM-Personnel Administration	Employee Maintenance	1073081	Provide ability to track personnel actions taken by the employee for: resignation - transportation.
HCM-Personnel Administration	Employee Maintenance	1073082	Provide ability to track personnel actions taken by the employee for: resignation - moving.
HCM-Personnel Administration	Employee Maintenance	1073083	Provide ability to track personnel actions taken by the employee for: resignation - to be reappointed to same/different department.
HCM-Personnel Administration	Employee Maintenance	1073084	Provide ability to track personnel actions taken by the employee for: resignation - to be reappointed same department.
HCM-Personnel Administration	Employee Maintenance	1073085	Provide ability to track personnel actions taken by the employee for: resignation - from leave.
HCM-Personnel Administration	Employee Maintenance	1073086	Provide ability to track personnel actions taken by the employee for: resignation - other.
HCM-Personnel Administration	Employee Maintenance	1073087	Provide ability to track personnel actions taken by the employee for: retirement - disability.
HCM-Personnel Administration	Employee Maintenance	1073088	Provide ability to track personnel actions taken by the employee for: retirement - early.
HCM-Personnel Administration	Employee Maintenance	1073089	Provide ability to track personnel actions taken by the employee for: retirement - mandatory.
HCM-Personnel Administration	Employee Maintenance	1073090	Provide ability to track personnel actions taken by the employee for: retirement - normal.
HCM-Personnel Administration	Employee Maintenance	1073091	Provide ability to track personnel actions taken by the employee for: retirement - from leave.
HCM-Personnel Administration	Employee Maintenance	1073092	Provide ability to track personnel actions taken by the employee for: death.
HCM-Personnel Administration	Employee Maintenance	1073093	Provide ability to track personnel actions taken by the employee for: resignation from suspension.
HCM-Personnel Administration	Employee Maintenance	1073094	Provide ability to track personnel actions taken by the employee for: resignation - job abandonment.
HCM-Personnel Administration	Employee Maintenance	1073096	Provide ability to track personnel actions taken by the employee for: resignation - promotional opportunity.
HCM-Personnel Administration	Employee Maintenance	1073097	Provide ability to automatically extend probation dates when the employee is on leave, based on institution defined parameters.
HCM-Personnel Administration	Employee Maintenance	1073098	Provide ability to track leave of absence actions for a single employee for: medical leave.
HCM-Personnel Administration	Employee Maintenance	1073099	Provide ability to track leave of absence actions for a single employee for: maternity and/or paternity leave.
HCM-Personnel Administration	Employee Maintenance	1073100	Provide ability to track leave of absence actions for a single employee for: parental leave.
HCM-Personnel Administration	Employee Maintenance	1073101	Provide ability to track leave of absence actions for a single employee for: educational leave without pay.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Personnel Administration	Employee Maintenance	1073102	Provide ability to track leave of absence actions for a single employee for: Workers' Comp.
HCM-Personnel Administration	Employee Maintenance	1073103	Provide ability to track leave of absence actions for a single employee for: military leave without pay.
HCM-Personnel Administration	Employee Maintenance	1073104	Provide ability to track leave of absence actions for a single employee for: FMLA (Federal and State).
HCM-Personnel Administration	Employee Maintenance	1073105	Provide ability to track additional institution defined employee actions.
HCM-Personnel Administration	Employee Maintenance	1073106	Provide ability to track information relating to the employee's work for: alternative work patterns (e.g., flex, compressed, deviated, job share).
HCM-Personnel Administration	Employee Maintenance	1073107	Provide ability to track information relating to the employee's work for: hours scheduled to work by day.
HCM-Personnel Administration	Employee Maintenance	1073108	Provide ability to track information relating to the employee's work for: telecommuting.
HCM-Personnel Administration	Employee Maintenance	1073109	Provide ability to track military status for an employee (e.g., active, reserve).
HCM-Personnel Administration	Employee Maintenance	1073110	Provide ability to establish institution defined edits for employee initiated change transactions and provide appropriate notification to HR department.
HCM-Personnel Administration	Employee Maintenance	1073111	Provide ability to create institution defined employee checklists for various processing activities such as new hire and separation.
HCM-Personnel Administration	Employee Maintenance	1073112	Provide ability to generate COBRA notifications for those eligible.
HCM-Personnel Administration	Employee Maintenance	1073113	Provide ability to update employee status for those affected by layoffs or reorganizations (i.e., reversion or reverting to the previous status).
HCM-Personnel Administration	Employee Maintenance	1073114	Provide ability to transfer employees between agencies with all historical data for the employee accessible to the new organization.
HCM-Personnel Administration	Employee Maintenance	1073115	Provide ability to track reason codes for an employee returning from a break in service for: reinstatement after a break of more than 12 months.
HCM-Personnel Administration	Employee Maintenance	1073116	Provide ability to track reason codes for an employee returning from a break in service for: reinstatement after a break of less than 12 months.
HCM-Personnel Administration	Employee Maintenance	1073117	Provide ability to track reason codes for an employee returning from a break in service for: reinstatement by a board or court order.
HCM-Personnel Administration	Employee Maintenance	1073118	Provide ability to track reason codes for an employee returning from a break in service for: re-employments after layoff.
HCM-Personnel Administration	Employee Maintenance	1073119	Provide ability to track reason codes for an employee returning from a break in service for: return without pay - military duty.
HCM-Personnel Administration	Employee Maintenance	1073121	Provide ability to track reason codes for an employee returning from a break in service for: return without pay - education.
HCM-Personnel Administration	Employee Maintenance	1073122	Provide ability to track reason codes for an employee returning from a break in service for: return without pay - government service.
HCM-Personnel Administration	Employee Maintenance	1073123	Provide ability to track reason codes for an employee returning from a break in service for: return without pay - special assignment.
HCM-Personnel Administration	Employee Maintenance	1073124	Provide ability to track reason codes for an employee returning from a break in service for: return without pay - sick.
HCM-Personnel Administration	Employee Maintenance	1073125	Provide ability to track reason codes for an employee returning from a break in service for: return without pay - best interest of the institution.
HCM-Personnel Administration	Employee Maintenance	1073126	Provide ability to track reason codes for an employee returning from a break in service for: return without pay - other.
HCM-Personnel Administration	Employee Maintenance	1073128	Provide ability to track salary adjustment actions for a single employee for: demotions.
HCM-Personnel Administration	General	1073131	Provide ability to workflow Employee Self Service transactions to designated users when further attention is indicated.
HCM-Personnel Administration	General	1073132	Provide ability for entry and approval routing of future-dated personnel transactions, including an ability to apply future-dated transactions based on their effective date.
HCM-Personnel Administration	General	1073133	Provide ability to route requests for termination during probation based on institution-defined criteria to Human Resources specialists for review.
HCM-Personnel Administration	General	1073134	Provide ability to generate e-mail or letter notification to employees and other appropriate staff of transaction approvals.
HCM-Personnel Administration	General	1073135	Provide ability to automatically flag employees that require personnel action (e.g., transactions placed in pending status) and generate notification to appropriate personnel.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Personnel Administration	General	1073136	Provide ability to flag employees that require scheduled personnel actions (e.g., performance evaluations, service recognition, semi-automatic pay adjustments, and annual pay increments) and generate notification to appropriate personnel (e.g., employee, supervisor, organization unit leader) based on agency defined criteria.
HCM-Personnel Administration	General	1073137	Provide ability to link an unique and permanent Employee ID to employee SSN and employee email address (if available) for all employees.
HCM-Personnel Administration	General	1073138	Provide ability to generate a unique and permanent employee ID.
HCM-Personnel Administration	General	1073139	Provide ability to track employee-related information, including employee demographics and chronological history of employment.
HCM-Personnel Administration	General	1073140	Provide ability to track employee data in numerous individual and aggregated employee group formats for such purposes as affirmative action, employee suggestion program, FMLA, FLSA and EEO-4 reporting, grievances, disciplinary actions, compensation, staffing and employee training history and skills bank, and classification.
HCM-Personnel Administration	General	1073141	Provide ability to maintain and control employee's data for each employing department to review/edit their employees' personnel data by individual, organizational unit, and function.
HCM-Personnel Administration	General	1073142	Provide ability to control how far in advance personnel transactions may be entered.
HCM-Personnel Administration	General	1073143	Provide ability to cancel future-dated personnel transactions.
HCM-Personnel Administration	General	1073144	Provide ability to configure and apply data entry defaults in compliance with rulings, state law, Federal requirements, and institution Policies and Procedures.
HCM-Personnel Administration	General	1073145	Provide ability to 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 (i.e., beginning with the individual's application for employment consideration through the hiring process, through all promotions, transfers, job changes, and other personnel change events through and beyond separation from the institution).
HCM-Personnel Administration	General	1073146	Provide ability to track non-employee groups including contract workers, volunteer workers, work study, interns, inmate workers, patient workers, community service jobs, per-diem board members, higher education employees, and other non-employees.
HCM-Personnel Administration	General	1073147	Provide ability to link the original employee ID record and data for rehired employees.
HCM-Personnel Administration	General	1073148	Provide ability to purge personnel transactions based on court orders.
HCM-Personnel Administration	General	1073149	Provide ability to purge personnel transaction history based on court orders.
HCM-Personnel Administration	General	1073150	Provide ability to maintain employee data by department and use security profiles to control review/edit of employee data.
HCM-Personnel Administration	General	1073151	Provide ability to automatically set up default security access to the system as employees are hired based upon established security roles and functions.
HCM-Personnel Administration	General	1073152	Provide ability to track personnel status changes for all employees.
HCM-Personnel Administration	General	1073153	Provide ability to designate any institution defined group of employees as confidential and restrict access accordingly with proper security.
HCM-Personnel Administration	General	1073154	Provide ability to use an everify case number to track Employment Eligibility Verification (I-9s) and Visa.
HCM-Personnel Administration	General	1073155	Provide ability to designate employee data such as salary and department name as available for release.
HCM-Personnel Administration	General	1073157	Provide ability to create employee directory for use within the institution containing business address, business phone, function, location, supervisor, backup personnel, and e-mail viewable through the use of an industry-standard web browser.
HCM-Personnel Administration	General	1073158	Provide ability to assign and track institution issued property to an employee.
HCM-Personnel Administration	General	1073159	Provide ability to track the return of institution issued property and non-property items such as id/security badge purchase card, and other institution equipment.
HCM-Personnel Administration	General	1073161	Provide ability to use annotate by memo or comment field the Employment Eligibility Verification (I-9s) and Visa.
HCM-Personnel Administration	Inquiry and Reporting	1073164	Provide ability to access, modify, delete, or update all information in the employee information table(s) based on appropriate authorization with the integrity of the transaction log maintained (e.g., what was changed, by who and when the change was made).
HCM-Personnel Administration	Inquiry and Reporting	1073165	Provide ability to track all open record requests.
HCM-Personnel Administration	Inquiry and Reporting	1073166	Provide ability to access standard reports which will include selection criteria based on such data items as employee class, status, organization, date ranges, etc.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Personnel Administration	Inquiry and Reporting	1073167	Provide ability to produce reports based upon specific personnel actions for any given time period. The report would include information such as employee name, ID and SSN, old classification, old budget unit, new classification, new budget unit, EEO information (i.e., race, ethnicity, gender, persons with disabilities, job group).
HCM-Personnel Administration	Inquiry and Reporting	1073168	Provide ability to produce EEO/affirmative action report based upon: workforce analysis.
HCM-Personnel Administration	Inquiry and Reporting	1073169	Provide ability to produce EEO/affirmative action report based upon: EEO-4.
HCM-Personnel Administration	Inquiry and Reporting	1073170	Provide ability to produce EEO/affirmative action report based upon: veteran's annual.
HCM-Personnel Administration	Inquiry and Reporting	1073171	Provide ability to produce EEO/affirmative action report based upon: workforce fact book.
HCM-Personnel Administration	Inquiry and Reporting	1073172	Provide ability to produce EEO/affirmative action report based upon: underutilization analysis.
HCM-Personnel Administration	Inquiry and Reporting	1073173	Provide ability to produce management reports, including employment trends, workforce planning, retirement impacts, FMLA participants and COBRA participants.
HCM-Personnel Administration	Inquiry and Reporting	1073174	Provide ability to produce workforce planning reports to reflect: workforce supply analysis comparing institution job classifications and seniority demographics by business function.
HCM-Personnel Administration	Inquiry and Reporting	1073175	Provide ability to produce workforce planning reports to reflect: workforce supply analysis comparing institution job classifications and age demographics by business function.
HCM-Personnel Administration	Inquiry and Reporting	1073176	Provide ability to produce workforce planning reports to reflect: retirement vulnerability assessment comparing projected retirements by fiscal year by job class and org. unit.
HCM-Personnel Administration	Inquiry and Reporting	1073177	Provide ability to produce workforce planning reports to reflect: workforce turnover analysis by demographic, organization unit, job class and reason category.
HCM-Personnel Administration	Inquiry and Reporting	1073178	Provide ability to produce workforce planning reports to reflect: workforce gap analysis illustrating projected skill mix vs. skill requirements.
HCM-Personnel Administration	Inquiry and Reporting	1073179	Provide ability to produce workforce planning reports to reflect: workforce development plans by organization unit that compare to strategic goals and objectives.
HCM-Personnel Administration	Inquiry and Reporting	1073180	Provide ability to produce workforce planning reports to reflect: feeder groups / positions across organizational units.
HCM-Personnel Administration	Inquiry and Reporting	1073181	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: gender.
HCM-Personnel Administration	Inquiry and Reporting	1073182	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: ethnicity.
HCM-Personnel Administration	Inquiry and Reporting	1073183	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: appointment to class date.
HCM-Personnel Administration	Inquiry and Reporting	1073184	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: transfer.
HCM-Personnel Administration	Inquiry and Reporting	1073185	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: age.
HCM-Personnel Administration	Inquiry and Reporting	1073186	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: classification.
HCM-Personnel Administration	Inquiry and Reporting	1073187	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: probation release.
HCM-Personnel Administration	Inquiry and Reporting	1073188	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: termination.
HCM-Personnel Administration	Inquiry and Reporting	1073190	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: ADA qualified.
HCM-Personnel Administration	Inquiry and Reporting	1073191	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: promotion.
HCM-Personnel Administration	Inquiry and Reporting	1073192	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: geographic location.
HCM-Personnel Administration	Inquiry and Reporting	1073193	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: disciplinary release.
HCM-Personnel Administration	Inquiry and Reporting	1073194	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: demotion.
HCM-Personnel Administration	Inquiry and Reporting	1073195	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: resignation.
HCM-Personnel Administration	Inquiry and Reporting	1073196	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: organization unit.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Personnel Administration	Inquiry and Reporting	1073197	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: seniority.
HCM-Personnel Administration	Inquiry and Reporting	1073198	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: range of pay.
HCM-Personnel Administration	Inquiry and Reporting	1073199	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: employee type (e.g., permanent, provisional, temporary, full time, part time, non-employee groups, etc.).
HCM-Personnel Administration	Inquiry and Reporting	1073200	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: reasonable accommodation.
HCM-Personnel Administration	Inquiry and Reporting	1073201	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: fitness for duty.
HCM-Personnel Administration	Inquiry and Reporting	1073202	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: underutilization.
HCM-Personnel Administration	Inquiry and Reporting	1073203	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: special recruitment.
HCM-Personnel Administration	Inquiry and Reporting	1073204	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: retirement.
HCM-Personnel Administration	Inquiry and Reporting	1073205	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: reinstatement.
HCM-Personnel Administration	Inquiry and Reporting	1073206	Provide ability to track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: death.
HCM-Personnel Administration	Length of Service	1073208	Provide ability to track and maintain a comprehensive longevity program for institution service, including allowing for breaks in service.
HCM-Personnel Administration	Length of Service	1073209	Provide ability to generate reports and notifications for forthcoming length of service events.
HCM-Personnel Administration	Length of Service	1073210	Provide ability to track length of service by: days of service.
HCM-Personnel Administration	Length of Service	1073211	Provide ability to track length of service by: months of service.
HCM-Personnel Administration	Length of Service	1073212	Provide ability to track length of service by: years of service.
HCM-Personnel Administration	Length of Service	1073213	Provide ability to track length of service by: service credits based on minimum hours paid per month, including leave hours paid.
HCM-Personnel Administration	Length of Service	1073214	Provide ability to aggregate institution service across multiple employment periods and accommodate transfer of credits from other institutions and/or other government entities.
HCM-Personnel Administration	Length of Service	1073215	Provide ability to calculate institution service credits based on: employing department.
HCM-Personnel Administration	Length of Service	1073216	Provide ability to calculate institution service credits based on: type of employment (per-diem, elected, etc.).
HCM-Personnel Administration	Length of Service	1073217	Provide ability to calculate institution service credits based on: classification of employment (permanent, classified, classified exempt, faculty).
HCM-Personnel Administration	Length of Service	1073218	Provide ability to calculate institution service credits based on: eligible service from other government entities.
HCM-Personnel Administration	Length of Service	1073219	Provide ability to track length of service based on time in classification and position.
HCM-Personnel Administration	Length of Service	1073220	Provide ability to track the issuance of length of service pay as integrated within the payroll system.
HCM-Personnel Administration	Length of Service	1073221	Provide ability to track an employee's receipt of length of service recognition.
HCM-Personnel Administration	Safety and Workers Comp	1073224	Provide ability to track Employee payments and provide back to the institution the amount received while awaiting to be paid temporary disability benefits.
HCM-Personnel Administration	Safety and Workers Comp	1073225	Provide ability to enter and track first reports of illness or injury based upon OSHA 300, 300A and 301 form, including the automated assignment of a claim number.
HCM-Personnel Administration	Safety and Workers Comp	1073226	Provide ability to interface incident reporting with multiple third party administrator (TPA) workers' comp claims management and reporting system.
HCM-Personnel Administration	Safety and Workers Comp	1073227	Provide ability to track the flow of information from injury/illness event from employee to the Worker's Comp Coordinator.
HCM-Personnel Administration	Safety and Workers Comp	1073228	Provide ability to track injury/illness data based upon the IA-1 and OSHA 300 standards to include: employee name and employee id number.
HCM-Personnel Administration	Safety and Workers Comp	1073229	Provide ability to track injury/illness data based upon the IA-1 and OSHA 300 standards to include: institution.
HCM-Personnel Administration	Safety and Workers Comp	1073230	Provide ability to track injury/illness data based upon the IA-1 and OSHA 300 standards to include: department.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Personnel Administration	Safety and Workers Comp	1073231	Provide ability to track injury/illness data based upon the IA-1 and OSHA 300 standards to include: institution property/assets involved in incident.
HCM-Personnel Administration	Safety and Workers Comp	1073232	Provide ability to track injury/illness data based upon the IA-1 and OSHA 300 standards to include: job class.
HCM-Personnel Administration	Safety and Workers Comp	1073233	Provide ability to track injury/illness data based upon the IA-1 and OSHA 300 standards to include: demographics.
HCM-Personnel Administration	Safety and Workers Comp	1073234	Provide ability to track injury/illness data based upon the IA-1 and OSHA 300 standards to include: location.
HCM-Personnel Administration	Safety and Workers Comp	1073235	Provide ability to track injury/illness data based upon the IA-1 and OSHA 300 standards to include: date of injury.
HCM-Personnel Administration	Safety and Workers Comp	1073236	Provide ability to track injury/illness data based upon the IA-1 and OSHA 300 standards to include: date injury reported.
HCM-Personnel Administration	Safety and Workers Comp	1073237	Provide ability to track injury/illness data based upon the IA-1 and OSHA 300 standards to include: accident description.
HCM-Personnel Administration	Safety and Workers Comp	1073238	Provide ability to track injury/illness data based upon the IA-1 and OSHA 300 standards to include: hospital information (e.g., none, refused, first aid only, treatment facility or doctor visit, emergency room).
HCM-Personnel Administration	Safety and Workers Comp	1073239	Provide ability to track injury/illness data based upon the IA-1 and OSHA 300 standards to include: physician.
HCM-Personnel Administration	Safety and Workers Comp	1073240	Provide ability to track injury/illness data based upon the IA-1 and OSHA 300 standards to include: witness name and employee id number.
HCM-Personnel Administration	Safety and Workers Comp	1073241	Provide ability to track injury/illness data based upon the IA-1 and OSHA 300 standards to include: severity (e.g. no medical treatment, first aid only, lost time, returned to work with restrictions, etc.).
HCM-Personnel Administration	Safety and Workers Comp	1073242	Provide ability to track injury/illness data based upon the IA-1 and OSHA 300 standards to include: nature of injury (e.g., injury, skin disorder, respiratory, poisoning, hearing loss, other illness).
HCM-Personnel Administration	Safety and Workers Comp	1073243	Provide ability to track transitional duty assignments.
HCM-Personnel Administration	Safety and Workers Comp	1073244	Provide ability to track permanent and temporary work restrictions based on doctor orders.
HCM-Personnel Administration	Safety and Workers Comp	1073245	Provide ability to track accidents (OSHA 300 form) by: death.
HCM-Personnel Administration	Safety and Workers Comp	1073246	Provide ability to track accidents (OSHA 300 form) by: days restricted work.
HCM-Personnel Administration	Safety and Workers Comp	1073247	Provide ability to track accidents (OSHA 300 form) by: days lost from work.
HCM-Personnel Administration	Safety and Workers Comp	1073248	Provide ability to track accidents (OSHA 300 form) by: other recordable case (no transfer or restrictions required).
HCM-Personnel Administration	Safety and Workers Comp	1073250	Provide ability to track accidents (OSHA 300 form) by: supervisor name.
HCM-Personnel Administration	Safety and Workers Comp	1073251	Provide ability to track accident history by employee: and flag if on restricted duty.
HCM-Personnel Administration	Safety and Workers Comp	1073252	Provide ability to track accident history by employee: for actual date of return to work.
HCM-Personnel Administration	Safety and Workers Comp	1073253	Provide ability to track accident history by employee: for date temporary restricted duty should end.
HCM-Personnel Administration	Safety and Workers Comp	1073254	Provide ability to track accident history by employee: for lost time hours.
HCM-Personnel Administration	Safety and Workers Comp	1073255	Provide ability to track accident history by employee: for type of restriction.
HCM-Personnel Administration	Safety and Workers Comp	1073256	Provide ability to process temporary partial disability assignments, including adjustment to employee work schedule.
HCM-Personnel Administration	Safety and Workers Comp	1073257	Provide ability to generate notice to the Worker's Comp Coordinator when the maximum period of eligibility for TTD has expired based on beginning date of TTD.
HCM-Personnel Administration	Security	1073259	Provide ability to automatically delete security access to the system as employees are separated from service using a institution-defined date parameter.
HCM-Personnel Administration	Self-Service	1073261	Provide ability to 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	1073262	Provide ability to produce verification reports for Employee Self Service transactions, including change notices with confirmation numbers for each type of change showing old and new information.
HCM-Personnel Administration	Self-Service	1073263	Provide ability to maintain history, track, and report against all Employee Self Service transactions by employee.
HCM-Personnel Administration	Self-Service	1073264	Provide ability to allows the ability to apply consistent edits of all Employee Self Service transactions as if they were entered through normal system functions, as well as additional edits as defined by the user.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Personnel Administration	Self-Service	1073265	Provide ability to allow employee self-service changes to selected parts of employee records (e.g., name and address, marital status change, change in dependents, withholdings, benefits enrollment or benefit changes). The data the employee can change online may vary by functionality, employee group, etc., and other flexible, institution defined criteria.
HCM-Personnel Administration	Self-Service	1073266	Provide ability to notify employee of required supporting documentation and the process for submitting required documents (varies by organizational unit, employee group, etc.).
HCM-Personnel Administration	Self-Service	1073267	Provide ability to have employees request verification of employment, including the production of letters to send to third parties.
HCM-Personnel Administration	Self-Service	1073268	Provide ability to allow employees to inquire into their own personnel records for: current job class code and title.
HCM-Personnel Administration	Self-Service	1073269	Provide ability to allow employees to inquire into their own personnel records for: current grade.
HCM-Personnel Administration	Self-Service	1073270	Provide ability to allow employees to inquire into their own personnel records for: current salary and hourly rate.
HCM-Personnel Administration	Self-Service	1073271	Provide ability to allow employees to inquire into their own personnel records for: demographics.
HCM-Personnel Administration	Self-Service	1073272	Provide ability to allow employees to inquire into their own personnel records for: personnel action history.
HCM-Personnel Administration	Self-Service	1073273	Provide ability to allow employees to inquire into their own personnel records for: past performance appraisals.
HCM-Personnel Administration	Self-Service	1073274	Provide ability to allow employees to inquire into their own personnel records for: past training classes.
HCM-Personnel Administration	Self-Service	1073275	Provide ability to allow employees to inquire into their own personnel records for: last salary adjustment.
HCM-Personnel Administration	Self-Service	1073276	Provide ability to allow employees to inquire into their own personnel records for: skills, certificates, licenses, education/degrees.
HCM-Personnel Administration	Self-Service	1073277	Provide ability to allow Employees to have access to specified timeframes prior to license / certification expiration. Timeframe is definable by license and certification type / code. Employees are able to query the system for this information, as well as define how far in advance of the license / certification expiration they want to be notified.
HCM-Personnel Administration	Self-Service	1073278	Provide ability to allow Exit interviews by organization unit to be done online.
HCM-Personnel Administration	Self-Service	1073279	Provide ability to allow employees and/or their immediate supervisor to view online and print employee performance evaluation reports for current and previous years.
HCM-Personnel Administration	Self-Service	1073280	Provide ability to allow employees to maintain more than one email address for notifications (work and personal).
HCM-Personnel Administration	Self-Service	1073281	Provide ability to 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	1073282	Provide ability to track and report self service activity by employee.
HCM-Personnel Administration	Self-Service	1073283	Provide ability to create option of employees submitting their portion of performance evaluations using online documents.
HCM-Personnel Administration	Self-Service	1073284	Provide ability to create employer surveys to be completed through self service.
HCM-Personnel Administration	Self-Service	1073285	Provide ability to respond to employee surveys for designated groups (e.g. performance evaluation participants).
HCM-Personnel Administration	Skills Inventory	1073288	Provide ability to 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	Skills Inventory	1073289	Provide ability to establish license requirements, including hours required per user specified period.
HCM-Personnel Administration	Skills Inventory	1073290	Provide ability to track qualified training and education toward meeting continuing education requirements for licensure status.
HCM-Personnel Administration	Skills Inventory	1073291	Provide ability to track skills and competencies for employees.
HCM-Personnel Administration	Skills Inventory	1073292	Provide ability to track skill requirements and qualifications stored for a job class or position.
HCM-Personnel Administration	Skills Inventory	1073293	Provide ability to track attributes for each skill by employee for: skill code.
HCM-Personnel Administration	Skills Inventory	1073294	Provide ability to track attributes for each skill by employee for: skill description.
HCM-Personnel Administration	Skills Inventory	1073295	Provide ability to track attributes for each skill by employee for: experience level.
HCM-Personnel Administration	Skills Inventory	1073296	Provide ability to track attributes for each skill by employee for: last year used.
HCM-Personnel Administration	Skills Inventory	1073297	Provide ability to track attributes for each skill by employee for: last location used.
HCM-Personnel Administration	Skills Inventory	1073298	Provide ability to track attributes for each skill by employee for: proficiency level.
HCM-Personnel Administration	Skills Inventory	1073299	Provide ability to track attributes for each skill by employee for: effective date.
HCM-Personnel Administration	Skills Inventory	1073300	Provide ability to track attributes for each skill by employee for: expiration date.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Personnel Administration	Skills Inventory	1073301	Provide ability to identify different groups of individuals to assess gaps in current skills vs. skills for: new hires.
HCM-Personnel Administration	Skills Inventory	1073302	Provide ability to identify different groups of individuals to assess gaps in current skills vs. skills for: Federal funded time limited (FFTL).
HCM-Personnel Administration	Skills Inventory	1073303	Provide ability to identify different groups of individuals to assess gaps in current skills vs. skills for: project employees.
HCM-Personnel Administration	Skills Inventory	1073304	Provide ability to identify different groups of individuals to assess gaps in current skills vs. skills for: interns, interims, contract employees.
HCM-Personnel Administration	Skills Inventory	1073305	Provide ability to identify different groups of individuals to assess gaps in current skills vs. skills for: recruits and applicants.
HCM-Personnel Administration	Skills Inventory	1073306	Provide ability to identify different groups of individuals to assess gaps in current skills vs. skills for: transfers.
HCM-Personnel Administration	Skills Inventory	1073307	Provide ability to grant permission to review staff skills.
HCM-Personnel Administration	Skills Inventory	1073308	Provide ability to link training investments to skill development needs and individual training and employee development plans.
HCM-Personnel Administration	Skills Inventory	1073309	Provide ability to codify skills including department defined text fields.
HCM-Personnel Administration	Skills Inventory	1073310	Provide ability to search employees with specified skills.
HCM-Personnel Administration	Skills Inventory	1073311	Provide ability for employees to self-identify interest levels and self assessed proficiency levels for specified skills.
HCM-Personnel Administration	Skills Inventory	1073312	Provide ability to administer tests and track employee's assessed skills and proficiency levels.
HCM-Personnel Administration	Skills Inventory	1073314	Provide ability to allow employees to review skills needed for job classification or position and identify skills they may be lacking to be qualified.
HCM-Personnel Administration	Workforce Planning	1073316	Provide ability to 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	1073317	Provide ability to capture strategic plan goals and objectives that will impact each department's workforce.
HCM-Personnel Administration	Workforce Planning	1073318	Provide ability to roll up workforce planning by organization unit to the institution-wide level.
HCM-Personnel Administration	Workforce Planning	1073319	Provide ability to conduct future workforce demand analysis to model workforce changes, workforce skill requirements, and workforce size demands.
HCM-Personnel Administration	Workforce Planning	1073320	Provide ability to conduct workforce supply analysis to help assess whether the institution has the workforce skill to meet the future demands, including analysis based on gender, age, ethnicity, disability, and seniority.
HCM-Personnel Administration	Workforce Planning	1073321	Provide ability to analyze workforce supply factors such as retirement eligibility, recruitment and retention trends, turnover trends, and workforce skill requirements.
HCM-Personnel Administration	Workforce Planning	1073322	Provide ability to analyze exit interview trends and the impact of workforce changes.
HCM-Personnel Administration	Workforce Planning	1073323	Provide ability to analyze workforce gaps comparing projected workforce skill mix (from historical trends and progression history) with future anticipated workforce needs.
HCM-Personnel Administration	Workforce Planning	1073324	Provide ability to 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	1073325	Provide ability to define institution core business functions including descriptions.
HCM-Personnel Administration	Workforce Planning	1073326	Provide ability to model and track the effect of multiple layoff or reorganization scenarios for: proposed what-if future organizational actions.
HCM-Personnel Administration	Workforce Planning	1073327	Provide ability to model and track the effect of multiple layoff or reorganization scenarios for: impact on employee classification and salary by organizational unit.
HCM-Personnel Administration	Workforce Planning	1073328	Provide ability to model and track the effect of multiple layoff or reorganization scenarios for: reason behind proposed personnel action.
HCM-Personnel Administration	Workforce Planning	1073329	Provide ability to model and track the effect of multiple layoff or reorganization scenarios for: impact on budget and projected cost.
HCM-Personnel Administration	Workforce Planning	1073330	Provide ability to model and track the effect of multiple layoff or reorganization scenarios for: impact on affirmative action goals.
HCM-Personnel Administration	Workforce Planning	1073331	Provide ability to produce at risk listings based upon layoff scenario planning, accounting for potential transfers, etc.
HCM-Position Control	Costing and Budget Projections	1073335	Provide ability to spread position allocations across multiple funding sources.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Position Control	Costing and Budget Projections	1073336	Provide ability to allocate each position to up to 100 different program budgets.
HCM-Position Control	Costing and Budget Projections	1073337	Provide ability to calculate salary requirements for positions by each Chart of Accounts elements for filled positions.
HCM-Position Control	Costing and Budget Projections	1073338	Provide ability to calculate salary requirements for positions by each Chart of Accounts elements for vacant positions.
HCM-Position Control	Costing and Budget Projections	1073339	Provide ability to calculate salary requirements for positions by each Chart of Accounts elements for new positions budgeted.
HCM-Position Control	Costing and Budget Projections	1073340	Provide ability to calculate salary requirements for position by each Chart of Accounts elements for positions to be abolished.
HCM-Position Control	Costing and Budget Projections	1073341	Provide ability to change Chart of Accounts distributions (funding sources) associated with positions and the individuals within those positions.
HCM-Position Control	Costing and Budget Projections	1073342	Provide ability to track fringe benefits associated with a new position.
HCM-Position Control	Costing and Budget Projections	1073343	Provide ability to calculate projected cost for remaining fiscal year.
HCM-Position Control	Costing and Budget Projections	1073344	Provide ability to model reorganizations at various levels of the organization hierarchy including moving divisions/departments.
HCM-Position Control	Costing and Budget Projections	1073345	Provide ability to model reorganizations at various levels of the organization hierarchy including combining agencies.
HCM-Position Control	Costing and Budget Projections	1073346	Provide ability to model reorganizations at various levels of the organization hierarchy including creating, modifying, and abolishing divisions/departments.
HCM-Position Control	Costing and Budget Projections	1073347	Provide ability to perform what-if cost analysis for all budgeting and staffing control functions (e.g., proposed salary increases, reclassifications, salary adjustments).
HCM-Position Control	Costing and Budget Projections	1073348	Provide ability to perform what-if incremental costs by Department and Chart of Accounts.
HCM-Position Control	Costing and Budget Projections	1073349	Provide ability for 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	1073350	Provide ability to calculate salary requirements on budget and actual payroll for each position's category including position type.
HCM-Position Control	Costing and Budget Projections	1073351	Provide ability to calculate salary requirements on budget and actual payroll for each position's category including department.
HCM-Position Control	Costing and Budget Projections	1073352	Provide ability to calculate salary requirements on budget and actual payroll for each position's category including class.
HCM-Position Control	Costing and Budget Projections	1073353	Provide ability to allow for the creation of new (to be requested) positions in the budget system.
HCM-Position Control	Costing and Budget Projections	1073354	Provide ability to control minimum and maximum salary levels for selected positions and/or agencies.
HCM-Position Control	Costing and Budget Projections	1073355	Provide ability to produce system edits or warnings for position budgeting.
HCM-Position Control	Costing and Budget Projections	1073356	Provide ability to store FTE count to 3 decimal positions.
HCM-Position Control	Costing and Budget Projections	1073357	Provide ability to project payroll costs based on pay range adjustments including annualization of costs.
HCM-Position Control	Costing and Budget Projections	1073358	Provide ability to maintain budgeted salary information by payroll type and retirement type.
HCM-Position Control	Costing and Budget Projections	1073359	Provide ability to limit positions to a maximum of one FTE.
HCM-Position Control	Costing and Budget Projections	1073361	Provide ability to allow institution to establish limits on positions and/or FTEs at the lower levels of the organization structure.
HCM-Position Control	Costing and Budget Projections	1073362	Provide ability to access multiple insurance premium 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	1073363	Provide ability to track employee additional employee payments e.g. annual increment, auto usage, etc.
HCM-Position Control	General	1073366	Provide ability to route all position action requests to designated agencies for approval.
HCM-Position Control	General	1073367	Provide ability for workflow routing of position change requests to various staff members for approval by designated approvers.
HCM-Position Control	General	1073368	Provide ability to generate unique position numbers institution-wide.
HCM-Position Control	General	1073369	Provide ability to generate unique position numbers within a given inter-institution
HCM-Position Control	General	1073370	Provide ability to associate an employee ID number (PID) and SSN to a position identification number.
HCM-Position Control	General	1073371	Provide ability to track and manage attributes for a worker identification number (contract worker).
HCM-Position Control	General	1073372	Provide ability to capture and manage positions based on: position number.
HCM-Position Control	General	1073373	Provide ability to capture and manage positions based on: position status (e.g., active, pending).
HCM-Position Control	General	1073374	Provide ability to capture and manage positions based on: including position type (authorization type) e.g. Temp, per diem, etc.
HCM-Position Control	General	1073375	Provide ability to capture and manage positions based on: position type (classified/non-classified).

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Position Control	General	1073376	Provide ability to capture and manage positions based on: authorization date.
HCM-Position Control	General	1073377	Provide ability to capture and manage positions based on: department.
HCM-Position Control	General	1073378	Provide ability to capture and manage positions based on: occupation code (Job Class).
HCM-Position Control	General	1073379	Provide ability to capture and manage positions based on: occupation title.
HCM-Position Control	General	1073380	Provide ability to capture and manage positions based on: salary ranges.
HCM-Position Control	General	1073381	Provide ability to capture and manage positions based on: additional/special compensation.
HCM-Position Control	General	1073382	Provide ability to capture and manage positions based on: the not to exceed statutory salary amount.
HCM-Position Control	General	1073383	Provide ability to capture and manage positions based on: the FLSA status.
HCM-Position Control	General	1073384	Provide ability to capture and manage positions based on: the FTE equivalent.
HCM-Position Control	General	1073385	Provide ability to capture and manage positions based on: work schedule.
HCM-Position Control	General	1073386	Provide ability to capture and manage positions based on: county code.
HCM-Position Control	General	1073387	Provide ability to capture and manage positions based on: geographic location.
HCM-Position Control	General	1073388	Provide ability to capture and manage positions based on: funding source.
HCM-Position Control	General	1073389	Provide ability to capture and manage positions based on: program.
HCM-Position Control	General	1073391	Provide ability to capture and manage positions based on: the Chart of Accounts.
HCM-Position Control	General	1073392	Provide ability to capture and manage positions based on: the budget appropriation in which the position is authorized.
HCM-Position Control	General	1073393	Provide ability to capture and manage positions based on: position end date.
HCM-Position Control	General	1073394	Provide ability to capture and manage positions based on: all institution sponsored retirement systems.
HCM-Position Control	General	1073395	Provide ability to capture and manage positions based on: EEO-4 indicator.
HCM-Position Control	General	1073396	Provide ability to capture and manage positions based on: RIF reason.
HCM-Position Control	General	1073397	Provide ability to capture and manage positions based on: the Performance Appraisal Required indicator.
HCM-Position Control	General	1073398	Provide ability to track positions based on: the Performance Appraisal Required sort code.
HCM-Position Control	General	1073399	Provide ability to capture and manage positions based on: paid months (e.g., 9 or 12 for teachers).
HCM-Position Control	General	1073400	Provide ability to capture and manage positions based on: payroll status: Exempt or Non-Exempt or Non-Appointed.
HCM-Position Control	General	1073401	Provide ability to capture and manage positions based on: pay frequency.
HCM-Position Control	General	1073402	Provide ability to capture and manage positions based on: warrant sort code.
HCM-Position Control	General	1073403	Provide ability to capture and manage positions based on: Non-Pay or Volunteer or Affiliate or Visiting-Faculty or Visiting-Student or UASYS General Counsel or other Institution-defined indicator.
HCM-Position Control	General	1073404	Provide ability to capture and manage positions based on: position fill date.
HCM-Position Control	General	1073405	Provide ability to capture and manage positions based on: position vacancy date.
HCM-Position Control	General	1073406	Provide ability to capture and manage positions based on: multiple institution defined fields.
HCM-Position Control	General	1073407	Provide ability to designate fields that control institution-wide access and update capabilities based on data element values such as position number.
HCM-Position Control	General	1073408	Provide ability to link one position to another for the purpose of identifying superior/subordinate relationships.
HCM-Position Control	General	1073409	Provide ability to establish a one-to one or many-to-one relationship between supervisor(s) positions and subordinate position.
HCM-Position Control	General	1073410	Provide ability to assign multiple employees to a single position based on institution defined parameters (i.e., overlap).
HCM-Position Control	General	1073411	Provide ability to maintain all proposed, authorized, budgeted, filled, vacant, escalated and abolished positions.
HCM-Position Control	General	1073412	Provide ability to track a position based on authorization for creating the position.
HCM-Position Control	General	1073413	Provide ability to create institution defined position groups.
HCM-Position Control	General	1073414	Provide ability for hour-limited and/or month-limited positions to be established for deriving FTE-equivalent.
HCM-Position Control	General	1073416	Provide ability to maintain multiple institution defined position types.
HCM-Position Control	General	1073417	Provide ability to assign and track multiple requirements for positions (e.g., physical requirements/restrictions, licenses, fingerprinting, drug program, criminal history, certifications, language requirements, etc.).
HCM-Position Control	General	1073418	Provide ability to flag a position that is under a recruitment status.
HCM-Position Control	General	1073419	Provide ability to track skill requirements and qualifications for a position.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Position Control	General	1073420	Provide ability to designate a primary position when an employee occupies more than one position.
HCM-Position Control	General	1073422	Provide the ability to override line item maximum (LIM) salary amount on a position.
HCM-Position Control	General	1073423	Provide ability to capture and manage positions based on: EEO-6 indicator.
HCM-Position Control	General	1073424	Provide ability to capture and manage positions based on: IPEDS reporting criteria.
HCM-Position Control	General	1073425	Provide the ability to flag an employee record as Student for the purposes of editing for Institutional-defined exception processing.
HCM-Position Control	General	1073426	Provide the ability to configure Institutionally-defined Tenure codes for use in editing during processing.
HCM-Position Control	General	1073427	Provide the ability to flag an employee record as Tenure Track for the purpose of editing for Institutional-defined exception processing.
HCM-Position Control	General	1073428	Provide the ability to flag positions as Non-Tenure Track for the purpose of editing during processing.
HCM-Position Control	General	1073429	Provide the ability to create and track an Institutionally-defined Position title in addition to the official Position Title and Job Title.
HCM-Position Control	Inquiry and Reporting	1073431	Provide ability to produce reports for a specific time period for all elements of position control.
HCM-Position Control	Inquiry and Reporting	1073432	Provide ability to track hours and pay received by pay period, MTD, federal fiscal year, grant period, program fiscal year, institution fiscal YTD, accounting YTD, YTD pay received and calendar YTD hours by position.
HCM-Position Control	Inquiry and Reporting	1073433	Provide ability to report or inquire on total FTEs authorized as well as total authorized for full-time and part-time positions at institution specified points in time.
HCM-Position Control	Inquiry and Reporting	1073434	Provide ability to reconcile position type totals from one point in time to another.
HCM-Position Control	Inquiry and Reporting	1073435	Provide ability to capture, tally and report pay increases and general pay adjustments by position number and by reason.
HCM-Position Control	Inquiry and Reporting	1073436	Provide ability to allow sorting of positions into logical sequence.
HCM-Position Control	Inquiry and Reporting	1073437	Provide ability to produce an organization chart for a selected portion of the institution, department, program or function with the option of displaying employees and/or positions.
HCM-Position Control	Inquiry and Reporting	1073438	Provide ability to generate a report of actual headcount by position.
HCM-Position Control	Inquiry and Reporting	1073439	Provide ability to inquire and/or report on positions by type including overlap and detail positions.
HCM-Position Control	Inquiry and Reporting	1073440	Provide ability to generate projections of payroll liabilities from filled positions and savings from vacant positions.
HCM-Position Control	Inquiry and Reporting	1073441	Provide ability to track the length of time a position is vacant.
HCM-Position Control	Inquiry and Reporting	1073442	Provide ability to support turnover analysis by position for both external (leaving the Institution) and internal (movement from one dept to another)
HCM-Position Control	Inquiry and Reporting	1073443	Provide ability to support turnover analysis by position and location.
HCM-Position Control	Inquiry and Reporting	1073444	Provide ability to track and report all positions authorized to fill at institution defined levels.
HCM-Position Control	Inquiry and Reporting	1073445	Provide ability to track and report all budgeted positions and currently authorized positions.
HCM-Position Control	Inquiry and Reporting	1073446	Provide ability to track and report employees by position.
HCM-Position Control	Inquiry and Reporting	1073447	Provide ability to track and report proposed, abolished and other position variances by institution defined fields.
HCM-Position Control	Inquiry and Reporting	1073448	Provide ability to produce position reports (new, moved, vacant, changed, etc.).
HCM-Position Control	Inquiry and Reporting	1073449	Provide ability to generate filled position and budgeted position list by salary and anniversary date.
HCM-Position Control	Inquiry and Reporting	1073450	Provide ability to generate filled/vacant position report.
HCM-Position Control	Inquiry and Reporting	1073451	Provide ability to report by position in dollars and hours various wage types, including overtime, comp time, shift differential, weekend option, other pay.
HCM-Position Control	Inquiry and Reporting	1073452	Provide ability to Link to a classification associated with each position.
HCM-Position Control	Inquiry and Reporting	1073453	Provide ability to locate a position by institution defined fields.
HCM-Position Control	Inquiry and Reporting	1073454	Provide ability to report actual payroll costs and codes (including Earning Codes) by employee, position number, hours, Chart of Accounts, and/or pay period.
HCM-Position Control	Position Maintenance	1073457	Provide ability to perform position actions including additions.
HCM-Position Control	Position Maintenance	1073458	Provide ability to perform position actions including abolishments, modifications, and purges.
HCM-Position Control	Position Maintenance	1073459	Provide ability to perform position actions including reinstating abolished positions.
HCM-Position Control	Position Maintenance	1073460	Provide ability to perform position actions including transfers.
HCM-Position Control	Position Maintenance	1073461	Provide ability to perform position actions including reclassifications/reallocations.
HCM-Position Control	Position Maintenance	1073462	Provide ability to copy selected fields for like positions to a new unique position number.
HCM-Position Control	Position Maintenance	1073463	Provide ability to transfer position descriptions from one position number to another.
HCM-Position Control	Position Maintenance	1073464	Provide ability to allow transactions to be effective-date driven.
HCM-Position Control	Position Maintenance	1073465	Provide ability to process position changes.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Position Control	Position Maintenance	1073466	Provide ability to have a comment field for all position changes.
HCM-Position Control	Position Maintenance	1073467	Provide ability to limit the number of hours associated with a position for an institution defined period.
HCM-Position Control	Position Maintenance	1073468	Provide ability to have a chronological history (e.g., reverse chronological order) of authorized positions and all position actions.
HCM-Position Control	Position Maintenance	1073469	Provide ability to have a chronological history (e.g., reverse chronological order) of employees by position.
HCM-Position Control	Position Maintenance	1073470	Provide ability to update personnel, payroll, budget, and funding source information as appropriate once reorganizations are approved and accepted.
HCM-Position Control	Position Maintenance	1073471	Provide ability to link the FLSA status to a position and provide the option to modify the FLSA status.
HCM-Position Control	Position Maintenance	1073472	Provide ability to track all positions whether filled or vacant.
HCM-Position Control	Position Maintenance	1073473	Provide ability to flag personnel actions conflicting with position constraints.
HCM-Position Control	Position Maintenance	1073474	Provide ability to have inter-institution agreements impacting positions including tracking the original institution, program, etc.
HCM-Position Control	Position Maintenance	1073475	Provide ability to have inter-institution agreements impacting positions including tracking the new receiving institution, program, etc.
HCM-Position Control	Position Maintenance	1073476	Provide ability to compare between positions authorized vs. positions filled vs. escalated positions and vacant by institution defined criteria.
HCM-Position Control	Position Maintenance	1073477	Provide ability to freeze (suspend authorization to hire) and unfreeze position(s) at different levels based on institution defined parameters.
HCM-Position Control	Position Maintenance	1073478	Provide ability to control or suppress payroll by position unless it is authorized.
HCM-Position Control	Position Maintenance	1073479	Provide ability to track chronological history of incumbents by positions.
HCM-Position Control	Position Maintenance	1073480	Provide ability to link personnel transactions to Position Control, such that position and payroll data is verified/updated at the completion of each transaction (e.g., new hire, termination, transfer, etc.).
HCM-Position Control	Position Maintenance	1073481	Provide ability to archive and retrieve positions.
HCM-Position Control	Position Maintenance	1073483	Provide ability to change account coding distributions (funding sources) associated with positions and the individuals within those positions.
HCM-Position Control	Position Maintenance	1073485	Provide ability to override the limit set on the number of hours associated with a position.
HCM-Benefits Administration	General	1073488	Provide ability to configure a single-step or multi-step workflow for all benefits administration events (e.g. enrollment, qualifying event, stop coverage, etc.).
HCM-Benefits Administration	General	1073489	Provide ability to maintain employee and employer insurance premium cost, by plan year, for various type of insurance plans offered to: institution employees.
HCM-Benefits Administration	General	1073490	Provide ability to maintain employee and employer insurance premium cost, by plan year, for various type of insurance plans offered to: institution employees on leave without pay.
HCM-Benefits Administration	General	1073491	Provide ability to maintain employee and employer insurance premium cost, by plan year, for various type of insurance plans offered to: institution retirees.
HCM-Benefits Administration	General	1073492	Provide ability to maintain employee and employer insurance premium cost, by plan year, for various type of insurance plans offered to: affiliated entity participants.
HCM-Benefits Administration	General	1073493	Provide ability to track employee data to disallow duplicate coverage within the same plan and/or program. (Employee can be member in institution plan and State Government or Local Education plan but cannot be a member / participant or a dependent in the same plan).
HCM-Benefits Administration	General	1073494	Provide ability to track dependent data UA system-wide to disallow duplicate coverage within the same plan and/or program (Dependents can be covered in different plans but not twice under the same plan).
HCM-Benefits Administration	General	1073495	Provide ability to track current and historical beneficiary information (including multiple beneficiaries per insurance product) visible to the insured and plan administrator (UASYS plan administrator).
HCM-Benefits Administration	General	1073496	Provide ability to enter and track relationship between spouses (and their dependents) working for different employers to ensure coverage rules are applied.
HCM-Benefits Administration	General	1073497	Provide ability to maintain complete insurance transaction history by participant (including premium payment history and history with multiple employers) including dates of coverage.
HCM-Benefits Administration	General	1073498	Provide ability to meet requirements of COBRA.
HCM-Benefits Administration	General	1073499	Provide ability to meet requirements of HIPAA.
HCM-Benefits Administration	General	1073500	Provide ability to allow Benefit transactions to be retroactive by transaction type.
HCM-Benefits Administration	General	1073501	Provide ability to cancel transactions (rather than reverse and reenter) subject to pre-defined edit criteria and security.
HCM-Benefits Administration	General	1073502	Provide ability to provide a flexible notification capability that allows the user to define content, rules for production, and distribution method (email or US mail).

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Benefits Administration	General	1073503	Provide ability to record in the employees history when notifications are sent.
HCM-Benefits Administration	General	1073504	Provide ability to allow copies of notifications to be sent to benefits administrator / benefits coordinator based on user option.
HCM-Benefits Administration	General	1073505	Provide ability to allow copies of notifications to be retrievable by benefits administration based on user option.
HCM-Benefits Administration	General	1073506	Provide ability for entry of comments for employees, participants, dependents, vendors, etc.
HCM-Benefits Administration	General	1073507	Provide ability to inquire on the status of a pending benefits transaction online.
HCM-Benefits Administration	General	1073508	Provide ability to automatically notify the institution's benefits staff when an employee has been on leave without pay.
HCM-Benefits Administration	General	1073509	Provide ability to track the employee and/or dependent benefit status, including premiums, coverage dates and payments.
HCM-Benefits Administration	General	1073510	Provide ability to nullify transactions so that they do not appear in selected reports e.g. corrections (they will still be on the database for audit purposes).
HCM-Benefits Administration	General	1073512	Provide ability for analysis of plans by: location (e.g. AES, CJI, COEX)
HCM-Benefits Administration	Inquiry and Reporting	1073515	Provide ability to have online access for all employee, plan, and vendor data with appropriate security.
HCM-Benefits Administration	Inquiry and Reporting	1073516	Provide ability for flexible report writing capability that will allow reports to be formatted easily by user.
HCM-Benefits Administration	Inquiry and Reporting	1073517	Provide ability to project and inquire on future premiums due by individual, group, etc.
HCM-Benefits Administration	Inquiry and Reporting	1073518	Provide ability to utilize data from vendor for analysis of specific plans based on: costs by plan.
HCM-Benefits Administration	Inquiry and Reporting	1073519	Provide ability to utilize data from vendor for analysis of specific plans based on: costs by benefit type.
HCM-Benefits Administration	Inquiry and Reporting	1073520	Provide ability to utilize data from vendor for analysis of specific plans based on: costs by vendor.
HCM-Benefits Administration	Inquiry and Reporting	1073521	Provide ability to utilize data from vendor for analysis of specific plans based on: utilization.
HCM-Benefits Administration	Inquiry and Reporting	1073522	Provide ability to utilize data from vendor for analysis of specific plans based on: comparison reporting.
HCM-Benefits Administration	Inquiry and Reporting	1073523	Provide ability for analysis of plans by: department
HCM-Benefits Administration	Inquiry and Reporting	1073524	Provide ability for analysis of plans by: benefit type.
HCM-Benefits Administration	Inquiry and Reporting	1073525	Provide ability for analysis of plans by: plan.
HCM-Benefits Administration	Inquiry and Reporting	1073526	Provide ability for analysis of plans by: vendor.
HCM-Benefits Administration	Inquiry and Reporting	1073527	Provide ability for analysis of plans by: participant.
HCM-Benefits Administration	Inquiry and Reporting	1073528	Provide ability for analysis of plans by: other COA field.
HCM-Benefits Administration	Inquiry and Reporting	1073529	Provide ability for analysis of plans by: utilization.
HCM-Benefits Administration	Inquiry and Reporting	1073530	Provide ability for analysis of plans by: plan year.
HCM-Benefits Administration	Inquiry and Reporting	1073531	Provide ability for analysis of plans by: comparison reporting.
HCM-Benefits Administration	Inquiry and Reporting	1073532	Provide ability for online access to current and historical employee/participant information to include: employee/participant.
HCM-Benefits Administration	Inquiry and Reporting	1073533	Provide ability for online access to current and historical employee/participant information to include: dependents.
HCM-Benefits Administration	Inquiry and Reporting	1073534	Provide ability for online access to current and historical employee/participant information to include: benefit elections and dates.
HCM-Benefits Administration	Inquiry and Reporting	1073535	Provide ability for online access to current and historical employee/participant information to include: hire date.
HCM-Benefits Administration	Inquiry and Reporting	1073536	Provide ability for online access to current and historical employee/participant information to include: various billing attributes (tobacco, living will, wellness participation, etc.).
HCM-Benefits Administration	Inquiry and Reporting	1073537	Provide ability for online access to current and historical employee/participant information to include: funding source.
HCM-Benefits Administration	Inquiry and Reporting	1073538	Provide ability for online access to current and historical employee/participant information to include: appointment start date.
HCM-Benefits Administration	Inquiry and Reporting	1073539	Provide ability for online access to current and historical employee/participant information to include: institution start date.
HCM-Benefits Administration	Inquiry and Reporting	1073541	Provide ability for online access to current and historical employee/participant information to include: coverage date.
HCM-Benefits Administration	Inquiry and Reporting	1073542	Provide ability for online access to current and historical employee/participant information to include: adjusted continuous service date.
HCM-Benefits Administration	Inquiry and Reporting	1073543	Provide ability for online access to current and historical employee/participant information to include: benefit history.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Benefits Administration	Inquiry and Reporting	1073544	Provide ability for online access to current and historical employee/participant information to include: costs and contributions.
HCM-Benefits Administration	Inquiry and Reporting	1073545	Provide ability for online access to current and historical employee/participant information to include: beneficiaries.
HCM-Benefits Administration	Inquiry and Reporting	1073546	Provide ability to perform name search on policy holder and dependents.
HCM-Benefits Administration	Inquiry and Reporting	1073547	Provide ability to track and monitor utilization (eligible vs. participating) of benefit plans.
HCM-Benefits Administration	Inquiry and Reporting	1073548	Provide ability to produce vendor reports that provides information on detailed and summary levels for: plan participation.
HCM-Benefits Administration	Inquiry and Reporting	1073549	Provide ability to produce vendor reports that provides information on detailed and summary levels for: plan revenues.
HCM-Benefits Administration	Inquiry and Reporting	1073550	Provide ability to produce vendor reports that provides information on detailed and summary levels for: institution costs by vendor.
HCM-Benefits Administration	Inquiry and Reporting	1073551	Provide ability for reporting for departments and participating organizations that provides detailed and summary level for: employee participation by plan.
HCM-Benefits Administration	Inquiry and Reporting	1073552	Provide ability for reporting for departments and participating organizations that provides detailed and summary level for: costs by plan.
HCM-Benefits Administration	Inquiry and Reporting	1073553	Provide ability for reporting for departments and participating organizations that provides detailed and summary level for: costs by organizational unit.
HCM-Benefits Administration	Inquiry and Reporting	1073554	Provide ability for reporting for departments and participating organizations that provides detailed and summary level for: costs by benefit type.
HCM-Benefits Administration	Inquiry and Reporting	1073555	Provide ability for reporting for departments and participating organizations that provides detailed and summary level for: employees eligible but not participating.
HCM-Benefits Administration	Inquiry and Reporting	1073556	Provide ability to print mailing labels for: all employees/participants.
HCM-Benefits Administration	Inquiry and Reporting	1073557	Provide ability to print mailing labels for: employees/participants within a given benefit plan.
HCM-Benefits Administration	Inquiry and Reporting	1073558	Provide ability to print mailing labels for: employees/participants within a given benefit status.
HCM-Benefits Administration	Inquiry and Reporting	1073559	Provide ability to print mailing labels for: employees/participants within a given job class.
HCM-Benefits Administration	Inquiry and Reporting	1073560	Provide ability to print mailing labels for: employees/participants by residential and/or work locations.
HCM-Benefits Administration	Inquiry and Reporting	1073561	Provide ability to print mailing labels for: employees/participants within a given department, by index, by location code.
HCM-Benefits Administration	Inquiry and Reporting	1073562	Provide ability to generate reports reflecting eligible employees not enrolled in benefit plans.
HCM-Benefits Administration	Inquiry and Reporting	1073563	Provide ability to report employees that will have premium increases or decrease on the next cycle.
HCM-Benefits Administration	Inquiry and Reporting	1073564	Provide ability to have an inquiry showing all excess payments amounts for a employee participating in a cap-based benefit plan.
HCM-Benefits Administration	Inquiry and Reporting	1073566	Provide ability to produce rosters of employees in specific benefit plans in various sequences.
HCM-Benefits Administration	Inquiry and Reporting	1073567	Provide ability to produce premiums due report.
HCM-Benefits Administration	Inquiry and Reporting	1073568	Provide ability to produce collections applied report.
HCM-Benefits Administration	Inquiry and Reporting	1073569	Provide ability to produce overpayment report.
HCM-Benefits Administration	Inquiry and Reporting	1073570	Provide ability to produce retroactive transaction report.
HCM-Benefits Administration	Inquiry and Reporting	1073571	Provide ability to produce monthly enrollment report.
HCM-Benefits Administration	Inquiry and Reporting	1073572	Provide ability to produce refunds report.
HCM-Benefits Administration	Inquiry and Reporting	1073573	Provide ability to cross-reference eligibility transaction report (multiple participants per family).
HCM-Benefits Administration	Inquiry and Reporting	1073574	Provide ability to produce dual transaction report (multiple appointments per participant).
HCM-Benefits Administration	Inquiry and Reporting	1073575	Provide ability to produce cancellation report.
HCM-Benefits Administration	Inquiry and Reporting	1073576	Provide ability to produce direct pay employee report.
HCM-Benefits Administration	Inquiry and Reporting	1073577	Provide ability to produce employee turning 65 report.
HCM-Benefits Administration	Inquiry and Reporting	1073578	Provide ability to produce Leave of Absence Participant report for a specified time period.
HCM-Benefits Administration	Inquiry and Reporting	1073579	Provide ability to produce mismatched payment report.
HCM-Benefits Administration	Inquiry and Reporting	1073580	Provide ability to produce report listing participants and projected premiums for specified period(s).
HCM-Benefits Administration	Inquiry and Reporting	1073581	Provide ability to produce certificates for participants in specific benefit plans based.
HCM-Benefits Administration	Inquiry and Reporting	1073582	Provide ability to produce activity report by specified time period.
HCM-Benefits Administration	Inquiry and Reporting	1073583	Provide ability to produce grandfathered eligibility report.
HCM-Benefits Administration	Inquiry and Reporting	1073584	Provide ability to produce annual premiums report with what if analysis capabilities.
HCM-Benefits Administration	Plan Administration	1073587	Provide ability to support institution sponsored benefit plans such as: 457 deferred compensation plan.
HCM-Benefits Administration	Plan Administration	1073588	Provide ability to support institution sponsored benefit plans such as: 403b retirement savings plan.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Benefits Administration	Plan Administration	1073589	Provide ability to support institution sponsored benefit plans such as: the Arkansas Teachers Retirement System (ATRS) defined benefit retirement plan.
HCM-Benefits Administration	Plan Administration	1073590	Provide ability to support institution sponsored benefit plans such as: the Arkansas Public Employees Retirement System (APERS) defined benefit retirement plan.
HCM-Benefits Administration	Plan Administration	1073591	Provide ability to support institution sponsored benefit plans such as: Unemployment Insurance.
HCM-Benefits Administration	Plan Administration	1073592	Provide ability to support institution sponsored benefit plans such as: Medical/Health.
HCM-Benefits Administration	Plan Administration	1073593	Provide ability to support institution sponsored benefit plans such as: Life Insurance.
HCM-Benefits Administration	Plan Administration	1073594	Provide ability to support institution sponsored benefit plans such as: Accidental Death Insurance (ADD).
HCM-Benefits Administration	Plan Administration	1073595	Provide ability to support institution sponsored benefit plans such as: Dental.
HCM-Benefits Administration	Plan Administration	1073596	Provide ability to support institution sponsored benefit plans such as: Flexible spending accounts.
HCM-Benefits Administration	Plan Administration	1073597	Provide ability to support institution sponsored benefit plans such as: Optional life/accident insurance.
HCM-Benefits Administration	Plan Administration	1073598	Provide ability to support institution sponsored benefit plans such as: Long term disability.
HCM-Benefits Administration	Plan Administration	1073599	Provide ability to support institution sponsored benefit plans such as: Short term disability.
HCM-Benefits Administration	Plan Administration	1073600	Provide ability to support institution sponsored benefit plans such as: Day Care.
HCM-Benefits Administration	Plan Administration	1073601	Provide ability to support institution sponsored benefit plans such as: Retirement.
HCM-Benefits Administration	Plan Administration	1073602	Provide ability to support institution sponsored benefit plans such as: Long term care.
HCM-Benefits Administration	Plan Administration	1073603	Provide ability to support institution sponsored benefit plans such as: Medicare supplement.
HCM-Benefits Administration	Plan Administration	1073604	Provide ability to support institution sponsored benefit plans such as: Wellness.
HCM-Benefits Administration	Plan Administration	1073605	Provide ability to support institution sponsored benefit plans such as: Employee Assistance Program.
HCM-Benefits Administration	Plan Administration	1073606	Provide ability to support institution sponsored benefit plans such as: Variable Annuities.
HCM-Benefits Administration	Plan Administration	1073607	Provide ability to support institution sponsored benefit plans such as: Additional retirement.
HCM-Benefits Administration	Plan Administration	1073608	Provide ability to support institution sponsored benefit plans such as: Vision Care.
HCM-Benefits Administration	Plan Administration	1073609	Provide ability to support institution sponsored benefit plans such as: Charitable Deductions.
HCM-Benefits Administration	Plan Administration	1073610	Provide ability to support institution sponsored benefit plans such as: Qualified Transportation Benefits.
HCM-Benefits Administration	Plan Administration	1073611	Provide ability to support institution sponsored benefit plans such as: Various new benefit plans as may be approved in the future.
HCM-Benefits Administration	Plan Administration	1073613	Provide ability to support various types of non-institution sponsor benefit plans for supplemental insurance vendors.
HCM-Benefits Administration	Plan Administration	1073614	Provide ability to define data defaults that comply with institution personnel Policies and Procedures, Court Orders, State law, Federal requirements.
HCM-Benefits Administration	Plan Administration	1073615	Provide ability to support multiple versions of benefit plans. Plan versions are processed based on effective date.
HCM-Benefits Administration	Plan Administration	1073616	Provide ability to approve and reimburse contribution overpayments for FSA accounts.
HCM-Benefits Administration	Plan Administration	1073617	Provide ability to record on-line enrollment/changes by plan year in medical/child care reimbursements accounts
HCM-Benefits Administration	Plan Administration	1073618	Provide ability to provide enrollment/change notification to employees via email or letter.
HCM-Benefits Administration	Plan Administration	1073619	Provide ability for employee or department benefit administrators to view benefits enrollment data based on security access.
HCM-Benefits Administration	Plan Administration	1073620	Provide ability to send benefits enrollment confirmation indicating choices and associated information (i.e., levels of coverage, deduction amounts etc.) to the participant via hardcopy or electronic.
HCM-Benefits Administration	Plan Administration	1073621	Provide ability to display potential tax savings on FSA accounts.
HCM-Benefits Administration	Plan Administration	1073622	Provide ability to handle missed insurance premiums by creating an arrearage for missing premium.
HCM-Benefits Administration	Plan Administration	1073623	Provide ability to adjust the arrearage for insurance premiums based on payments made directly by the employee or employer.
HCM-Benefits Administration	Plan Administration	1073624	Provide ability to handle FSA contribution by pro-rating the deduction of the remaining schedule of the plan year.
HCM-Benefits Administration	Plan Administration	1073625	Provide ability to adjust the remaining contribution amounts based on payments made directly by the employee to a Third Party Administrator (TPA).
HCM-Benefits Administration	Plan Administration	1073626	Provide ability to handle missed premiums by a one-time catch-up method.
HCM-Benefits Administration	Plan Administration	1073627	Provide ability to view online year to date summary of reimbursement accounts with pending activity.
HCM-Benefits Administration	Plan Administration	1073628	Provide ability to notify employees on or returning from leave of absence concerning benefit restrictions or limitations, and re-enrollment.
HCM-Benefits Administration	Plan Administration	1073629	Provide ability to track demographic and enrollment data for analysis of plans.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Benefits Administration	Plan Administration	1073630	Provide ability to change groups of employees from one program to another.
HCM-Benefits Administration	Plan Administration	1073631	Provide ability to terminate groups of employees and maintain history.
HCM-Benefits Administration	Plan Administration	1073632	Provide ability to allow for employees to self enroll and update status in seminars and special events for wellness and employee assistance programs.
HCM-Benefits Administration	Plan Administration	1073633	Provide ability to add and accurately process premiums for short term enrollments. (COBRA enrollment for one or two month period).
HCM-Benefits Administration	Plan Administration	1073634	Provide ability to identify and report all employees that were previously associated with a particular institution.
HCM-Benefits Administration	Plan Administration	1073635	Provide ability to allow for option to elect or not elect pre-tax medical insurance premium deductions.
HCM-Benefits Administration	Plan Administration	1073636	Provide ability to automatically notify employees of: program eligibility.
HCM-Benefits Administration	Plan Administration	1073637	Provide ability to automatically notify employees of: program terminations or changes.
HCM-Benefits Administration	Plan Administration	1073639	Provide ability to automatically notify employees of: dependents ineligibility.
HCM-Benefits Administration	Plan Administration	1073640	Provide ability to automatically notify employees of: COBRA eligible for policy holder or dependent.
HCM-Benefits Administration	Plan Administration	1073641	Provide ability to enter all elected benefits at one time or separate time if within the enrollment time frame.
HCM-Benefits Administration	Plan Administration	1073642	Provide ability to enter effective dates of enrollment across plan years or premium years.
HCM-Benefits Administration	Plan Administration	1073643	Provide ability to add, change, or terminate coverage with a future effective date.
HCM-Benefits Administration	Plan Administration	1073644	Provide ability to coordinate transfer of individuals between departments with a future effective date.
HCM-Benefits Administration	Plan Administration	1073645	Provide ability to add COBRA dental coverage and automatically calculate the correct begin date, end date, and amount due, for a terminating/retiring individual.
HCM-Benefits Administration	Plan Administration	1073646	Provide ability to maintain all notifications for a period as determined by the Benefits Administrator.
HCM-Benefits Administration	Plan Administration	1073647	Provide ability to have Section 125 benefit plans and the specification of whether a particular benefit type is part of a Section 125 plan.
HCM-Benefits Administration	Plan Costs	1073650	Provide ability to have financial processes associated with benefits administration to include: institution FICA savings on Section 125 participation.
HCM-Benefits Administration	Plan Costs	1073651	Provide ability to automate financial processes associated with benefits administration to include: produce billing for insurance for an entire group (while maintaining individual eligibility status).
HCM-Benefits Administration	Plan Costs	1073652	Provide ability to automate financial processes associated with benefits administration to include: calculation and processing of payments to benefit vendors.
HCM-Benefits Administration	Plan Costs	1073653	Provide ability to automate financial processes associated with benefits administration to include: electronic transmission of eligibility information to benefit vendors.
HCM-Benefits Administration	Plan Costs	1073654	Provide ability to automate financial processes associated with benefits administration to include: refund of insurance premiums to employees.
HCM-Benefits Administration	Plan Costs	1073655	Provide ability to automate financial processes associated with benefits administration to include: refund of insurance premiums to institutions.
HCM-Benefits Administration	Plan Costs	1073656	Provide ability to automate financial processes associated with benefits administration to include: accounting entries must have the ability to track to individual employees.
HCM-Benefits Administration	Plan Costs	1073657	Provide ability to automate financial processes associated with benefits administration to include: integration of financial entries to the financial system.
HCM-Benefits Administration	Plan Costs	1073658	Provide ability to automate financial processes associated with benefits administration to include: ability to split premium cost between employee and employer.
HCM-Benefits Administration	Plan Costs	1073659	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: percentage (base salary).
HCM-Benefits Administration	Plan Costs	1073660	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: flat amount.
HCM-Benefits Administration	Plan Costs	1073661	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: wage type(s) to include in calculation.
HCM-Benefits Administration	Plan Costs	1073662	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: wage as of date for calculations.
HCM-Benefits Administration	Plan Costs	1073663	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: at minimum, individual, 2 party, family, cross-reference eligibility or individual and children.
HCM-Benefits Administration	Plan Costs	1073664	Provide ability to calculate employee/institution premium costs or contribution amounts by individual, individual and spouse, family, individual and child(ren).

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Benefits Administration	Plan Costs	1073665	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: pre or post taxable income calculation.
HCM-Benefits Administration	Plan Costs	1073666	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: monthly limit.
HCM-Benefits Administration	Plan Costs	1073667	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: quarterly limits.
HCM-Benefits Administration	Plan Costs	1073668	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: annual limits.
HCM-Benefits Administration	Plan Costs	1073669	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: Medicare, end staged renal disease eligibility.
HCM-Benefits Administration	Plan Costs	1073670	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: age.
HCM-Benefits Administration	Plan Costs	1073671	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: date of birth.
HCM-Benefits Administration	Plan Costs	1073672	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: date of death.
HCM-Benefits Administration	Plan Costs	1073673	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: amount of coverage.
HCM-Benefits Administration	Plan Costs	1073674	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: frequency.
HCM-Benefits Administration	Plan Costs	1073676	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: group.
HCM-Benefits Administration	Plan Costs	1073677	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: premium level.
HCM-Benefits Administration	Plan Costs	1073678	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: benefit/product.
HCM-Benefits Administration	Plan Costs	1073679	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: institution.
HCM-Benefits Administration	Plan Costs	1073680	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: administrative fee.
HCM-Benefits Administration	Plan Costs	1073681	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: 9/12 calculation (nine month appointment paid over twelve, etc.) 10/12 calculation, and 11/12 calculation including administration of escrow balance.
HCM-Benefits Administration	Plan Costs	1073682	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: retiree's retirement date (interfaced from the retirement system).
HCM-Benefits Administration	Plan Costs	1073683	Provide ability to include at least the following methods of calculating employee/institution premium costs or contribution amounts: income (to receive premium assistance).
HCM-Benefits Administration	Plan Costs	1073684	Provide ability to calculate employee/institution premium costs or contribution amounts based on multiple attributes listed above.
HCM-Benefits Administration	Plan Costs	1073685	Provide ability to calculate costs based on effective date with more than one cost effective during a particular period.
HCM-Benefits Administration	Plan Costs	1073686	Provide ability to collect employer portion of delinquent premium when employee portion is paid.
HCM-Benefits Administration	Plan Costs	1073687	Provide ability to input specific premium amounts for any coverage for any period (override system calculated amount).
HCM-Benefits Administration	Plan Costs	1073688	Provide ability for deferral of premium costs if pay or premium paid is insufficient based on institution defined option and duration.
HCM-Benefits Administration	Plan Costs	1073689	Provide ability to automatically cancel employees insurance after specified period of unpaid premiums.
HCM-Benefits Administration	Plan Costs	1073690	Provide ability to support for the refunding or applying overpayments.
HCM-Benefits Administration	Plan Costs	1073691	Provide ability to track, refund, and apply excess funds to all transactions.
HCM-Benefits Administration	Plan Costs	1073692	Provide ability to apply retroactive changes to: adjust groups of employees when rates change.
HCM-Benefits Administration	Plan Costs	1073693	Provide ability to apply retroactive changes to: verify eligibility if eligibility rules change.
HCM-Benefits Administration	Plan Costs	1073694	Provide ability to apply retroactive changes to: apply retroactive changes to a single employee or a combination of employee and employer.
HCM-Benefits Administration	Plan Costs	1073695	Provide ability to accumulate benefit costs by one or a combination of: department (organization at user specified level).

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Benefits Administration	Plan Costs	1073696	Provide ability to accumulate benefit costs by one or a combination of: accounting distribution.
HCM-Benefits Administration	Plan Costs	1073697	Provide ability to accumulate benefit costs by one or a combination of: benefit type.
HCM-Benefits Administration	Plan Costs	1073698	Provide ability to accumulate benefit costs by one or a combination of: transfers.
HCM-Benefits Administration	Plan Costs	1073699	Provide ability to accumulate benefit costs by one or a combination of: plan year.
HCM-Benefits Administration	Plan Costs	1073700	Provide ability to accumulate benefit costs by one or a combination of: plan.
HCM-Benefits Administration	Plan Costs	1073702	Provide ability to accumulate benefit costs by one or a combination of: plan type.
HCM-Benefits Administration	Plan Costs	1073703	Provide ability to accumulate benefit costs by one or a combination of: vendor.
HCM-Benefits Administration	Plan Costs	1073704	Provide ability to accumulate benefit costs by one or a combination of: employee/participant.
HCM-Benefits Administration	Plan Costs	1073705	Provide ability to accumulate benefit costs by one or a combination of: other charts of accounts.
HCM-Benefits Administration	Plan Costs	1073706	Provide ability to maintain employee premium or contribution history and employer cost history on-line by: plan.
HCM-Benefits Administration	Plan Costs	1073707	Provide ability to maintain employee premium or contribution history and employer cost history on-line by: plan type.
HCM-Benefits Administration	Plan Costs	1073708	Provide ability to maintain employee premium or contribution history and employer cost history on-line by: employee/participant.
HCM-Benefits Administration	Plan Costs	1073709	Provide ability to maintain employee premium or contribution history and employer cost history on-line by: vendor.
HCM-Benefits Administration	Plan Costs	1073710	Provide ability to maintain employee premium or contribution history and employer cost history on-line by: accounting distribution.
HCM-Benefits Administration	Plan Costs	1073711	Provide ability to maintain employee premium or contribution history and employer cost history on-line by: benefit type.
HCM-Benefits Administration	Plan Costs	1073712	Provide ability to maintain employee premium or contribution history and employer cost history on-line by: transfers.
HCM-Benefits Administration	Plan Costs	1073713	Provide ability to maintain employee premium or contribution history and employer cost history on-line by: plan year.
HCM-Benefits Administration	Plan Costs	1073714	Provide ability to maintain employee premium or contribution history and employer cost history on-line by: employer.
HCM-Benefits Administration	Plan Costs	1073715	Provide ability to maintain employee premium or contribution history and employer cost history on-line by: other chart of accounts field.
HCM-Benefits Administration	Plan Costs	1073716	Provide ability to maintain employee premium or contribution history and employer cost history on-line by: notification to employees.
HCM-Benefits Administration	Plan Costs	1073717	Provide ability to automate refunds through payroll to maintain integrity of W2 information.
HCM-Benefits Administration	Plan Eligibility	1073720	Provide ability to maintain multiple eligibility dates for different benefit plans based on different rules for the plan and the employee.
HCM-Benefits Administration	Plan Eligibility	1073721	Provide ability to determine employee's eligibility/ineligibility, enrollment effective/end dates as well as premium amounts due from employee and/or employer.
HCM-Benefits Administration	Plan Eligibility	1073722	Provide ability to maintain eligibility rules by benefit plan with variables that include: plan type.
HCM-Benefits Administration	Plan Eligibility	1073723	Provide ability to maintain eligibility rules by benefit plan with variables that include: group.
HCM-Benefits Administration	Plan Eligibility	1073724	Provide ability to maintain eligibility rules by benefit plan with variables that include: required employee's status for coverage (permanent or temporary).
HCM-Benefits Administration	Plan Eligibility	1073725	Provide ability to maintain eligibility rules by benefit plan with variables that include: required participant status for coverage.
HCM-Benefits Administration	Plan Eligibility	1073726	Provide ability to maintain eligibility rules by benefit plan with variables that include: geographic coverage.
HCM-Benefits Administration	Plan Eligibility	1073727	Provide ability to maintain eligibility rules by benefit plan with variables that include: waiting period.
HCM-Benefits Administration	Plan Eligibility	1073728	Provide ability to maintain eligibility rules by benefit plan with variables that include: minimum hours worked.
HCM-Benefits Administration	Plan Eligibility	1073729	Provide ability to maintain eligibility rules by benefit plan with variables that include: dependent coverage.
HCM-Benefits Administration	Plan Eligibility	1073730	Provide ability to maintain eligibility rules by benefit plan with variables that include: which dependents are eligible.
HCM-Benefits Administration	Plan Eligibility	1073731	Provide ability to maintain eligibility rules by benefit plan with variables that include: split coverage (multiple participants per family).
HCM-Benefits Administration	Plan Eligibility	1073732	Provide ability to maintain eligibility rules by benefit plan with variables that include: Medicare eligibility.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Benefits Administration	Plan Eligibility	1073733	Provide ability to maintain eligibility rules by benefit plan with variables that include: COBRA requirements.
HCM-Benefits Administration	Plan Eligibility	1073734	Provide ability to maintain eligibility rules by benefit plan with variables that include: HIPAA requirements.
HCM-Benefits Administration	Plan Eligibility	1073735	Provide ability to maintain eligibility rules by benefit plan with variables that include: ability to enroll during annual enrollment (yes, no, only if in another plan).
HCM-Benefits Administration	Plan Eligibility	1073736	Provide ability to maintain eligibility rules by benefit plan with variables that include: prior plan requirement (which plans qualify).
HCM-Benefits Administration	Plan Eligibility	1073737	Provide ability to maintain eligibility rules by benefit plan with variables that include: may continue on leave without pay (FMLA).
HCM-Benefits Administration	Plan Eligibility	1073738	Provide ability to maintain eligibility rules by benefit plan with variables that include: how long eligible after leave begins.
HCM-Benefits Administration	Plan Eligibility	1073739	Provide ability to maintain eligibility rules by benefit plan with variables that include: type of leave (military, workers compensation, etc.).
HCM-Benefits Administration	Plan Eligibility	1073740	Provide ability to maintain eligibility rules by benefit plan with variables that include: may continue if disabled.
HCM-Benefits Administration	Plan Eligibility	1073741	Provide ability to maintain eligibility rules by benefit plan with variables that include: dependents eligible after employee's death.
HCM-Benefits Administration	Plan Eligibility	1073742	Provide ability to maintain eligibility rules by benefit plan with variables that include: how long eligible after employee's death.
HCM-Benefits Administration	Plan Eligibility	1073743	Provide ability to maintain eligibility rules by benefit plan with variables that include: re-enrollment after return from leave without pay.
HCM-Benefits Administration	Plan Eligibility	1073744	Provide ability to maintain eligibility rules by benefit plan with variables that include: re-enrollment period.
HCM-Benefits Administration	Plan Eligibility	1073746	Provide ability to maintain eligibility rules by benefit plan with variables that include: re-enrollment rules after return from military leave.
HCM-Benefits Administration	Plan Eligibility	1073747	Provide ability to maintain eligibility rules by benefit plan with variables that include: reinstatable after return from leave without pay.
HCM-Benefits Administration	Plan Eligibility	1073748	Provide ability to maintain eligibility rules by benefit plan with variables that include: reinstatement period.
HCM-Benefits Administration	Plan Eligibility	1073749	Provide ability to maintain eligibility rules by benefit plan with variables that include: reinstatement rules after return from military leave.
HCM-Benefits Administration	Plan Eligibility	1073750	Provide ability to maintain eligibility rules by benefit plan with variables that include: continue after retirement.
HCM-Benefits Administration	Plan Eligibility	1073751	Provide ability to maintain eligibility rules by benefit plan with variables that include: job classification code/title.
HCM-Benefits Administration	Plan Eligibility	1073752	Provide ability to maintain eligibility rules by benefit plan with variables that include: effective date.
HCM-Benefits Administration	Plan Eligibility	1073753	Provide ability to maintain eligibility rules by benefit plan with variables that include: hire date.
HCM-Benefits Administration	Plan Eligibility	1073754	Provide ability to maintain eligibility rules by benefit plan with variables that include: age of employee.
HCM-Benefits Administration	Plan Eligibility	1073755	Provide ability to maintain eligibility rules by benefit plan with variables that include: age of dependents.
HCM-Benefits Administration	Plan Eligibility	1073756	Provide ability to maintain eligibility rules by benefit plan with variables that include: hours worked by period.
HCM-Benefits Administration	Plan Eligibility	1073757	Provide ability to maintain eligibility rules by benefit plan with variables that include: yearly health screening.
HCM-Benefits Administration	Plan Eligibility	1073758	Provide ability to maintain eligibility rules by benefit plan with variables that include: living will.
HCM-Benefits Administration	Plan Eligibility	1073759	Provide ability to maintain eligibility rules by benefit plan with variables that include: tobacco usage (policy holder, dependents).
HCM-Benefits Administration	Plan Eligibility	1073760	Provide ability to maintain eligibility rules by benefit plan with variables that include: required documentation (birth certificates, marriage license, etc.).
HCM-Benefits Administration	Plan Eligibility	1073761	Provide ability to maintain eligibility rules by benefit plan with variables that include: wage base.
HCM-Benefits Administration	Plan Eligibility	1073762	Provide ability to maintain eligibility rules by benefit plan with variables that include: track leave without pay for limitations.
HCM-Benefits Administration	Plan Eligibility	1073763	Provide ability to maintain eligibility rules by benefit plan with variables that include: over-ride of eligibility with proper security.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Benefits Administration	Plan Eligibility	1073764	Provide ability to maintain eligibility rules by benefit plan with variables that include: flexible spending account eligibility as defined in Internal Revenue Code Section 125 and Section 129.
HCM-Benefits Administration	Plan Eligibility	1073765	Provide ability to maintain eligibility rules by benefit plan with variables that include: monitor and prevent overages from employee contribution on deferred compensation based on federal guideline.
HCM-Benefits Administration	Plan Eligibility	1073766	Provide ability to maintain eligibility rules by benefit plan with variables that include: adjusted continuous service date.
HCM-Benefits Administration	Plan Eligibility	1073767	Provide ability to maintain eligibility rules by benefit plan with variables that include: meet all other state and federal laws, policies and guidelines pertaining to flexible spending accounts and deferred compensation.
HCM-Benefits Administration	Plan Eligibility	1073768	Provide ability to maintain eligibility rules by benefit plan with variables that include: base salary.
HCM-Benefits Administration	Plan Eligibility	1073769	Provide ability to maintain eligibility rules by benefit plan with variables that include: annual earnings.
HCM-Benefits Administration	Plan Eligibility	1073770	Provide ability to maintain eligibility rules by benefit plan with variables that include: coverage date.
HCM-Benefits Administration	Plan Eligibility	1073772	Provide ability to maintain eligibility rules by benefit plan with variables that include: qualifying events.
HCM-Benefits Administration	Plan Eligibility	1073773	Provide ability for various types of enrollment consistent with eligibility rules to include: enrollment of new hires and rehires within a specified period of hire date.
HCM-Benefits Administration	Plan Eligibility	1073774	Provide ability for various types of enrollment consistent with eligibility rules to include: annual open enrollment period.
HCM-Benefits Administration	Plan Eligibility	1073775	Provide ability for various types of enrollment consistent with eligibility rules to include: enrollment of employee for qualifying event.
HCM-Benefits Administration	Plan Eligibility	1073776	Provide ability for various types of enrollment consistent with eligibility rules to include: late enrollment due to qualifying event.
HCM-Benefits Administration	Plan Eligibility	1073777	Provide ability for various types of enrollment consistent with eligibility rules to include: late enrollment with medical underwriting.
HCM-Benefits Administration	Plan Eligibility	1073778	Provide ability for various types of enrollment consistent with eligibility rules to include: special enrollment due to HIPAA qualifying event.
HCM-Benefits Administration	Plan Eligibility	1073779	Provide ability to apply statuses to insurance programs: open - in this case, employees may be enrolled in this program as of the effective date of the program. All normal processing may be done against open programs including retroactive transactions.
HCM-Benefits Administration	Plan Eligibility	1073780	Provide ability to apply statuses to insurance programs: closed but active - in this status, employees cannot be newly enrolled in the program after the close effective date, however all normal processing, including retroactive transactions may be carried out against the program. Interfaces for a user specified period after the program becomes inactive.
HCM-Benefits Administration	Plan Eligibility	1073781	Provide ability to apply statuses to insurance programs: pended - open but all information is not complete.
HCM-Benefits Administration	Plan Eligibility	1073782	Provide ability to apply statuses to insurance programs: inactive - inactive programs may not have any processing done against them.
HCM-Benefits Administration	Plan Eligibility	1073783	Provide ability for detailed notifications to employees of benefit eligibility when eligibility begins or changes and as part of the annual enrollment /transfer process (email and letter).
HCM-Benefits Administration	Plan Eligibility	1073784	Provide ability for notification (email or letter) to benefits administration that employee's eligibility is beginning or changing.
HCM-Benefits Administration	Plan Eligibility	1073785	Provide ability to process cross-reference eligibility (both spouses work for the institution) for certain types of benefits.
HCM-Benefits Administration	Plan Eligibility	1073786	Provide ability to process split eligibility (both spouses both work for the institution, one spouse works for institution and other works for participating entity, one spouse works for institution and one is retired institution) for certain types of benefits based on options, to include: notification to the 2nd party spouse and their institution designated benefits assistant of changes including but not limited to the cancellation of the 1st party spouse's enrollment so appropriate changes can be completed.
HCM-Benefits Administration	Plan Eligibility	1073787	Provide ability to process split eligibility (both spouses both work for the institution, one spouse works for institution and other works for participating entity, one spouse works for institution and one is retired institution) for certain types of benefits, to include: notification to the 2nd party spouse showing the additional amounts owed and requesting dependent enrollment of the terminating spouse.
HCM-Benefits Administration	Plan Eligibility	1073788	Provide ability to process split eligibility (both spouses both work for the institution, one spouse works for institution and other works for participating entity, one spouse works for institution and one is retired institution) for certain types of benefits, to include: linkage between both parties.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Benefits Administration	Plan Eligibility	1073789	Provide ability to 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	1073790	Provide ability to process benefits eligibility events to include: establishment and maintenance of employee/participant information.
HCM-Benefits Administration	Plan Eligibility	1073791	Provide ability to process benefits eligibility events to include: activation of coverage for employee/participant, spouse, and non-spouse dependents.
HCM-Benefits Administration	Plan Eligibility	1073792	Provide ability to process benefits eligibility events to include: activation of coverage for survivors (former dependents of employees that are allowed to continue their benefits coverage).
HCM-Benefits Administration	Plan Eligibility	1073793	Provide ability to process benefits eligibility events to include: maintenance of beneficiary information for multiple products.
HCM-Benefits Administration	Plan Eligibility	1073794	Provide ability to process benefits eligibility events to include: extended coverage of dependent.
HCM-Benefits Administration	Plan Eligibility	1073795	Provide ability to process benefits eligibility events to include: Medicare, end staged renal disease eligibility.
HCM-Benefits Administration	Plan Eligibility	1073797	Provide ability to process benefits eligibility events to include: initiation of conversion process (life insurance specific).
HCM-Benefits Administration	Plan Eligibility	1073798	Provide ability to process benefits eligibility events to include: initiation of COBRA processing when an individual's coverage is terminated due to a COBRA qualifying event.
HCM-Benefits Administration	Plan Eligibility	1073799	Provide ability to process benefits eligibility events to include: evidence of insurability.
HCM-Benefits Administration	Plan Eligibility	1073800	Provide ability to process benefits eligibility events to include: terminating/retiring employees.
HCM-Benefits Administration	Plan Eligibility	1073801	Provide ability to process benefits eligibility events to include: termination of coverage for employee/participant, spouse, and non-spouse dependents.
HCM-Benefits Administration	Plan Eligibility	1073802	Provide ability to automatically generates notifications (email or letter) to participants based on certain events, with the ability to change ages and notifications in the future as needed such as: prior to obtaining Medicare eligibility by virtue of age.
HCM-Benefits Administration	Plan Eligibility	1073803	Provide ability to automatically generate notifications (email or letter) to plan participants based on plan-specific events and milestones (e.g. individual ages).
HCM-Benefits Administration	Plan Eligibility	1073804	Provide ability to automatically generates notifications (email or letter) to participants based on certain events, with the ability to change ages and notifications in the future as needed such as: prior to dependent's 26th birthday.
HCM-Benefits Administration	Plan Eligibility	1073805	Provide ability to automatically generates notifications (email or letter) to participants based on certain events, with the ability to change ages and notifications in the future as needed such as: prior to health/ life insurance specific events.
HCM-Benefits Administration	Plan Eligibility	1073806	Provide ability to automatically generates notifications (email or letter) to participants based on certain events, with the ability to change ages and notifications in the future as needed such as: prior to 60th birthday (life insurance specific).
HCM-Benefits Administration	Plan Eligibility	1073807	Provide ability to automatically generates notifications (email or letter) to participants based on certain events, with the ability to change ages and notifications in the future as needed such as: proof of continuing eligibility (receipt of proof, i.e. college transcript).
HCM-Benefits Administration	Plan Eligibility	1073808	Provide ability to automatically generates notifications (email or letter) to participants based on certain events, with the ability to change ages and notifications in the future as needed such as: by semester for ages 19-25.
HCM-Benefits Administration	Plan Eligibility	1073809	Provide ability to automatically generates notifications (email or letter) to participants based on certain events, with the ability to change ages and notifications in the future as needed such as: beginning and end of COBRA eligibility or ineligibility.
HCM-Benefits Administration	Plan Eligibility	1073810	Provide ability for employee benefits enrollment election verification notification (email or letter) indicating choices and associated information (i.e., levels of coverage, dependent enrollment and deduction amounts).
HCM-Benefits Administration	Plan Eligibility	1073811	Provide ability for chronological history of benefits elections.
HCM-Benefits Administration	Plan Eligibility	1073812	Provide ability to process COBRA eligible individuals based on: tracking of cobra eligibility based on institution defined criteria.
HCM-Benefits Administration	Plan Eligibility	1073813	Provide ability to process COBRA eligible individuals based on: establishing appropriate qualifying events that will initiate cobra processing, and should generate standard letters notifying employee or dependent of COBRA eligibility.
HCM-Benefits Administration	Plan Eligibility	1073814	Provide ability to process COBRA eligible individuals based on: extending COBRA eligibility and enrollment due to disability.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Benefits Administration	Plan Eligibility	1073815	Provide ability to process COBRA eligible individuals based on: preparing COBRA billings and issue accordingly.
HCM-Benefits Administration	Plan Eligibility	1073816	Provide ability to process COBRA eligible individuals based on: tracking COBRA payments based on pre-defined criteria.
HCM-Benefits Administration	Plan Eligibility	1073817	Provide ability to record and monitor dependent demographic data.
HCM-Benefits Administration	Plan Eligibility	1073818	Provide ability to allow for dependent to become policy holder and track appropriate history.
HCM-Benefits Administration	Plan Eligibility	1073819	Provide ability for automated detection of expiration of insurance eligibility (on Leave Without Pay, Layoff, etc) and subsequent termination of enrollment based on pre-defined criteria. Automatically provide notifications advising of pending cancellation.
HCM-Benefits Administration	Plan Eligibility	1073820	Provide ability to monitor name, work location, and residence address changes and trigger notification of those events affecting all insurance and eligibility.
HCM-Benefits Administration	Plan Eligibility	1073821	Provide ability to maintain an alternate address record for all participants.
HCM-Benefits Administration	Plan Eligibility	1073823	Provide ability to allow for addresses outside of the United States.
HCM-Benefits Administration	Plan Eligibility	1073824	Provide ability to track, refund, and apply excess funds to all transactions, when applicable.
HCM-Benefits Administration	Plan Eligibility	1073825	Provide ability to maintain history of eligibility as well as a history of enrollments for employee.
HCM-Benefits Administration	Plan Eligibility	1073826	Provide ability to maintain history of eligibility as well as a history of enrollments for the dependents.
HCM-Benefits Administration	Plan Eligibility	1073827	Provide ability to extend COBRA enrollments for an additional specified period and bill the individual accordingly.
HCM-Benefits Administration	Plan Eligibility	1073828	Provide ability for electronic transmission of eligibility information to/and from Retirement systems.
HCM-Benefits Administration	Plan Eligibility	1073829	Provide ability for electronic transmission of eligibility information to/and from benefit vendors.
HCM-Benefits Administration	Retiree Processing	1073831	Provide ability to force 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	Retiree Processing	1073832	Provide ability to track retirees who are Medicare eligible.
HCM-Benefits Administration	Retiree Processing	1073833	Provide ability for controls that restrict the enrollment of retirees' health plan selection if they are Medicare eligible at retirement (or become Medicare eligible during retirement).
HCM-Benefits Administration	Retiree Processing	1073834	Provide ability to reduce basic life insurance coverage amount for retirees at retirement and at other used-defined retiree age(s).
HCM-Benefits Administration	Retiree Processing	1073835	Provide ability to limit the cap of life insurance available to retirees based on their date of retirement.
HCM-Benefits Administration	Retiree Processing	1073836	Provide ability to have a institution defined number of optional life insurance levels for retirees.
HCM-Benefits Administration	Retiree Processing	1073837	Provide ability to allow user to specify percentage reductions in life coverage at user designated retiree ages(s).
HCM-Benefits Administration	Retiree Processing	1073838	Provide ability to track evidence of insurability information for retirees (and coverage for their dependents) when life coverage amounts are increased.
HCM-Benefits Administration	Retiree Processing	1073839	Provide ability for business rule creation that links retirement plans to retiree health coverage plans, including age and years of service requirements.
HCM-Benefits Administration	Retiree Processing	1073840	Provide ability for retirees to have the option to use accrued leave at retirement to extend employer paid insurance coverage, requiring the need to overage insurance premium amounts.
HCM-Benefits Administration	Retiree Processing	1073841	Provide ability to utilize the date employee's obtained health coverage and the amount of accrued leave at retirement to determine the duration and reduction of premium cost.
HCM-Benefits Administration	Retiree Processing	1073842	Provide ability to include online support for the submission of information related to retiree events for: application of basic life / optional life / dependent life / beneficiary designation(s).
HCM-Benefits Administration	Retiree Processing	1073843	Provide ability to include online support for the submission of information related to retiree events for: health benefits enrollment.
HCM-Benefits Administration	Retiree Processing	1073844	Provide ability to include online support for the submission of information related to retiree events for: surviving dependents health enrollment.
HCM-Benefits Administration	Retiree Processing	1073845	Provide ability to include online support for the submission of information related to retiree events for: change in status .
HCM-Benefits Administration	Self-Service	1073847	Provide ability for browser based employee/participant self service capability for benefits administration functions such as: current benefits elections and costs (if available).
HCM-Benefits Administration	Self-Service	1073848	Provide ability for browser based employee/participant self service capability for benefits administration functions such as: explanation of benefit options.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Benefits Administration	Self-Service	1073849	Provide ability for browser based employee/participant self service capability for benefits administration functions such as: enrollment for all benefits (including insurance, retirement (multiple plans), etc.) for both employees and dependents consistent with eligibility rules defined in benefits administration including attachment of supporting documentation.
HCM-Benefits Administration	Self-Service	1073850	Provide ability for browser based employee/participant self service capability for benefits administration functions such as: maintenance of dependent information with ability to attached supporting documentation.
HCM-Benefits Administration	Self-Service	1073851	Provide ability for browser based employee/participant self service capability for benefits administration functions such as: benefit package pricing worksheet for employee costs.
HCM-Benefits Administration	Self-Service	1073852	Provide ability for browser based employee/participant self service capability for benefits administration functions such as: benefit eligibility checking at time of enrollment.
HCM-Benefits Administration	Self-Service	1073853	Provide ability for browser based employee/participant self service capability for benefits administration functions such as: enrollment options (e.g., single vs. family coverage).
HCM-Benefits Administration	Self-Service	1073854	Provide ability for browser based employee/participant self service capability for benefits administration functions such as: review of premiums paid and current premiums due.
HCM-Benefits Administration	Self-Service	1073855	Provide ability for browser based employee/participant self service capability for benefits administration functions such as: link to third party administrators as appropriate to provide detailed information concerning program participation.
HCM-Benefits Administration	Self-Service	1073856	Provide ability for browser based employee/participant self service capability for benefits administration functions such as: view and update FSA account.
HCM-Benefits Administration	Self-Service	1073857	Provide ability for browser based employee/participant self service capability for benefits administration functions such as: ability to provide a third party link to employee's self service options.
HCM-Benefits Administration	Self-Service	1073858	Provide ability to inquire on the status of a pending transaction.
HCM-Benefits Administration	Self-Service	1073859	Provide ability for requesting reimbursements for eligible medical/child care expenses and scanning required documents.
HCM-Benefits Administration	Self-Service	1073860	Provide ability for inquiry to all benefit related data.
HCM-Benefits Administration	Self-Service	1073861	Provide ability to allow for employee to initiate a qualifying event.
HCM-Benefits Administration	Self-Service	1073862	Provide ability to allow for employees to view their current benefits elections.
HCM-Benefits Administration	Self-Service	1073863	Provide ability to allow for employees to view an explanation of benefit options.
HCM-Benefits Administration	Self-Service	1073864	Provide ability to link to third party administrators or benefit providers as appropriate to provide detailed information as available.
HCM-Benefits Administration	Vendor / Contract Administration	1073866	Provide ability to interfaces to and from vendor for: plan costs.
HCM-Benefits Administration	Vendor / Contract Administration	1073867	Provide ability to interfaces to and from vendor for: deduction amount.
HCM-Benefits Administration	Vendor / Contract Administration	1073868	Provide ability to interfaces to and from vendor for: enrollment and/or eligibility.
HCM-Benefits Administration	Vendor / Contract Administration	1073869	Provide ability to interfaces to and from vendor for: utilization.
HCM-Benefits Administration	Vendor / Contract Administration	1073870	Provide ability to support payments (through financial system) to vendors for administrative fees.
HCM-Benefits Administration	Vendor / Contract Administration	1073871	Provide ability to support payments (through financial system) to vendors for premiums (employee and employer).
HCM-Benefits Administration	Vendor / Contract Administration	1073872	Provide ability to track vendors compliance with contract performance guarantees.
HCM-Benefits Administration	Vendor / Contract Administration	1073873	Provide ability to terminate coverage for all employees/participants of an institution when the institution terminates coverage.
HCM-Benefits Administration	Vendor / Contract Administration	1073874	Provide ability to retain program information when vendors are replaced.
HCM-Benefits Administration	Vendor / Contract Administration	1073875	Provide ability to terminate all coverage associated with a vendor that is being replaced.
HCM-Benefits Administration	Vendor / Contract Administration	1073876	Provide ability to allow for daily vendor notification when coverage is certified, when a past due premium is received.
HCM-Benefits Administration	Vendor / Contract Administration	1073877	Provide ability to allow for daily vendor notification of un-certified coverage, if a payment is marked insufficient or coverage is cancelled for non-payment of premium.
HCM-Benefits Administration	Vendor / Contract Administration	1073878	Provide ability to transfer whole groups to new vendor coverage.
HCM-Employee Relations	Appeals and Hearings	1073881	Provide ability to track 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, etc.).
HCM-Employee Relations	Appeals and Hearings	1073882	Provide ability to generate automatically or manually appeal numbers to each appeal filed and produce an inventory of appeals by number, department and person filing.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Employee Relations	Appeals and Hearings	1073883	Provide ability to create steps and periods (timeframes) for each step in the appeals process (e.g., filing, pre-hearing, motion, evidentiary hearing, interim order, exceptions filing, mediation, final order, appeals outcome).
HCM-Employee Relations	Appeals and Hearings	1073884	Provide ability to maintain and track resolution information and authorized approver for each appeal.
HCM-Employee Relations	Appeals and Hearings	1073885	Provide ability to track types of resolutions by employee and mediation/arbitration and grievances status by: active (awaiting arbitration date).
HCM-Employee Relations	Appeals and Hearings	1073886	Provide ability to track types of resolutions by employee and mediation/arbitration and grievances status by: inactive and open.
HCM-Employee Relations	Appeals and Hearings	1073887	Provide ability to track types of resolutions by employee and mediation / arbitration status by: mediation / arbitration scheduled.
HCM-Employee Relations	Appeals and Hearings	1073888	Provide ability to track types of resolutions by employee and mediation/arbitration and grievances status by: mediation/arbitration/grievance awaiting decision.
HCM-Employee Relations	Appeals and Hearings	1073889	Provide ability to track types of resolutions by employee and mediation/arbitration and grievances status by: mediated/arbitrated/grieved and follow up required.
HCM-Employee Relations	Appeals and Hearings	1073890	Provide ability to track types of resolutions by employee and mediation/arbitration and grievances status by: resolved.
HCM-Employee Relations	Appeals and Hearings	1073891	Provide ability to track types of resolutions by employee and mediation/arbitration and grievances status by: closed.
HCM-Employee Relations	Appeals and Hearings	1073892	Provide ability to input and track how resolution information has been implemented.
HCM-Employee Relations	Appeals and Hearings	1073894	Provide ability to enter and track information in an employee's file based on: grievance hearings and grievance appeals (internal to organization).
HCM-Employee Relations	Appeals and Hearings	1073895	Provide ability to track grievance hearings and grievance appeals by employee and grievance status by: closed.
HCM-Employee Relations	Appeals and Hearings	1073896	Provide ability to track grievance hearings and grievance appeals by employee and grievance status by: resolved.
HCM-Employee Relations	Appeals and Hearings	1073897	Provide ability to track grievance hearings and grievance appeals by employee and grievance status by: follow-up required.
HCM-Employee Relations	Appeals and Hearings	1073898	Provide ability to track grievance hearings and grievance appeals by employee and grievance status by: awaiting decision.
HCM-Employee Relations	Appeals and Hearings	1073899	Provide ability to track grievance hearings and grievance appeals by employee and grievance status by: inactive and open.
HCM-Employee Relations	Appeals and Hearings	1073900	Provide ability to track grievance hearings and grievance appeals by employee and grievance status by: active (awaiting date).
HCM-Employee Relations	Disciplinary Actions	1073903	Provide ability to initiate disciplinary actions.
HCM-Employee Relations	Disciplinary Actions	1073904	Provide ability to 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	1073905	Provide ability to enter and track information in an employee's file based on: incident date.
HCM-Employee Relations	Disciplinary Actions	1073906	Provide ability to enter and track information in an employee's file based on: rule or policy violation.
HCM-Employee Relations	Disciplinary Actions	1073907	Provide ability to enter and track information in an employee's file based on: proposed disciplinary/corrective action.
HCM-Employee Relations	Disciplinary Actions	1073908	Provide ability to enter and track information in an employee's file based on: incident (that gave rise to discipline).
HCM-Employee Relations	Disciplinary Actions	1073909	Provide ability to enter and track information in an employee's file based on: step narratives and responses.
HCM-Employee Relations	Disciplinary Actions	1073910	Provide ability to enter and track information in an employee's file based on: actual discipline.
HCM-Employee Relations	Disciplinary Actions	1073911	Provide ability to enter and track information in an employee's file based on: effective dates.
HCM-Employee Relations	Disciplinary Actions	1073912	Provide ability to enter and track information in an employee's file based on: end dates.
HCM-Employee Relations	Disciplinary Actions	1073913	Provide ability to enter and track information in an employee's file based on: resolutions.
HCM-Employee Relations	Disciplinary Actions	1073914	Provide ability to enter and track information in an employee's file based on: appeal information (internal to organization).
HCM-Employee Relations	Disciplinary Actions	1073915	Provide ability to enter and track information in an employee's file based on: meeting dates.
HCM-Employee Relations	Disciplinary Actions	1073916	Provide ability to enter and track information in an employee's file based on: mediation/arbitration and grievances steps (internal to organization).

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Employee Relations	Disciplinary Actions	1073917	Provide ability to enter and track information in an employee's file based on: individual authorizing the discipline action.
HCM-Employee Relations	Disciplinary Actions	1073918	Provide ability to link filed complaints to employee.
HCM-Employee Relations	Disciplinary Actions	1073919	Provide ability to track disciplinary steps, events, actions and outcomes for employees.
HCM-Employee Relations	Disciplinary Actions	1073920	Provide ability to set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: counseling.
HCM-Employee Relations	Disciplinary Actions	1073921	Provide ability to set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: plan of improvement.
HCM-Employee Relations	Disciplinary Actions	1073922	Provide ability to set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: verbal reprimand or warning.
HCM-Employee Relations	Disciplinary Actions	1073923	Provide ability to set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: written reprimand or warning.
HCM-Employee Relations	Disciplinary Actions	1073924	Provide ability to set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: pre-disciplinary notice.
HCM-Employee Relations	Disciplinary Actions	1073925	Provide ability to set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: demotion for cause.
HCM-Employee Relations	Disciplinary Actions	1073926	Provide ability to set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: suspensions.
HCM-Employee Relations	Disciplinary Actions	1073927	Provide ability to set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: investigatory notices.
HCM-Employee Relations	Disciplinary Actions	1073929	Provide ability to set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: dismissal.
HCM-Employee Relations	Disciplinary Actions	1073930	Provide ability to set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: intent to dismiss.
HCM-Employee Relations	Disciplinary Actions	1073931	Provide ability to set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: intent to discipline.
HCM-Employee Relations	Disciplinary Actions	1073932	Provide ability to track all events in the disciplinary process to include: event dates.
HCM-Employee Relations	Disciplinary Actions	1073933	Provide ability to track all events in the disciplinary process to include: event issues.
HCM-Employee Relations	Disciplinary Actions	1073934	Provide ability to track all events in the disciplinary process to include: event outcomes.
HCM-Employee Relations	Disciplinary Actions	1073935	Provide ability to record and report data to produce statistical analyses of all disciplinary actions by employee and institutional criteria.
HCM-Employee Relations	Disciplinary Actions	1073936	Provide ability to control disciplinary actions by level of authority.
HCM-Employee Relations	Disciplinary Actions	1073937	Provide ability to track historical information for all disciplinary actions with parameters to modify, archive, and purge with the proper security.
HCM-Employee Relations	Disciplinary Actions	1073938	Provide ability to allow disciplinary action history to be maintained for an institution specified time.
HCM-Employee Relations	Disciplinary Actions	1073939	Provide ability to link FLSA status with approved disciplinary actions based on regulations.
HCM-Employee Relations	Disciplinary Actions	1073940	Provide ability to automatically route information to HR, supervisor, manager, etc. regarding disciplinary actions based upon institution defined criteria.
HCM-Employee Relations	Disciplinary Actions	1073941	Provide ability to define steps in the disciplinary action process.
HCM-Employee Relations	Disciplinary Actions	1073942	Provide ability to track disciplinary actions by: institution.
HCM-Employee Relations	Disciplinary Actions	1073943	Provide ability to track disciplinary actions by: department.
HCM-Employee Relations	Disciplinary Actions	1073944	Provide ability to track disciplinary actions by: job classification.
HCM-Employee Relations	Disciplinary Actions	1073945	Provide ability to track disciplinary actions by: disability.
HCM-Employee Relations	Disciplinary Actions	1073946	Provide ability to track disciplinary actions by: age.
HCM-Employee Relations	Disciplinary Actions	1073947	Provide ability to track disciplinary actions by: national origin.
HCM-Employee Relations	Disciplinary Actions	1073948	Provide ability to track disciplinary actions by: military status.
HCM-Employee Relations	Disciplinary Actions	1073949	Provide ability to track disciplinary actions by: count.
HCM-Employee Relations	Disciplinary Actions	1073950	Provide ability to track disciplinary actions by: supervisor.
HCM-Employee Relations	Disciplinary Actions	1073951	Provide ability to track disciplinary actions by: race.
HCM-Employee Relations	Disciplinary Actions	1073952	Provide ability to track disciplinary actions by: gender
HCM-Employee Relations	Disciplinary Actions	1073953	Provide ability to track disciplinary actions by: time period.
HCM-Employee Relations	Disciplinary Actions	1073955	Provide ability to track number of written warnings by department or institution-wide.
HCM-Employee Relations	Disciplinary Actions	1073956	Provide ability to track multiple written warnings per day.
HCM-Employee Relations	Disciplinary Actions	1073957	Provide ability to flag and limit pay increases or promotions based upon disciplinary action results.
HCM-Employee Relations	Employee Complaints	1073960	Provide ability to create incident codes / types (e.g. violation of employee conduct rule).

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Employee Relations	Employee Complaints	1073961	Provide ability to create narrative text fields for incident.
HCM-Employee Relations	Employee Complaints	1073962	Provide ability to create discipline codes (e.g. counseling, suspension, and dismissal).
HCM-Employee Relations	Employee Complaints	1073963	Provide ability to create the ability to measure in numbers of hours, days, weeks, and months for the length of suspensions.
HCM-Employee Relations	Employee Complaints	1073964	Provide ability to create narrative text for disciplinary descriptions.
HCM-Employee Relations	Employee Complaints	1073965	Provide ability to capture the date complaint or discipline was received (different from file date).
HCM-Employee Relations	Employee Complaints	1073966	Provide ability to track data regarding each complaint: to include organization unit for which the complaint is filed against.
HCM-Employee Relations	Employee Complaints	1073967	Provide ability to track data regarding each complaint: by unique complaint number.
HCM-Employee Relations	Employee Complaints	1073968	Provide ability to track data regarding each complaint: by type of complaint (EEO, human rights, etc.).
HCM-Employee Relations	Employee Complaints	1073969	Provide ability to track data regarding each complaint: by type of venue/forum (EEOC, human rights commission, etc.).
HCM-Employee Relations	Employee Complaints	1073970	Provide ability to track data regarding each complaint: by complainant (e.g. employee number, address, phone number, email address, name of representative and their contact information, etc.).
HCM-Employee Relations	Employee Complaints	1073971	Provide ability to track data regarding each complaint: by complainant's supervisor (e.g. employee number, address, phone number, email address, name of representative and their contact information, etc.).
HCM-Employee Relations	Employee Complaints	1073972	Provide ability to track data regarding each complaint: by mediator including name, address, phone number, email address, and other information as defined by user.
HCM-Employee Relations	Employee Complaints	1073973	Provide ability to track data regarding each complaint: to include create narrative text for mediation, arbitration, and institution personnel board/department results.
HCM-Employee Relations	Employee Complaints	1073974	Provide ability to track data regarding each complaint: to track all costs (employee / intervener / employer) of private mediation or arbitration.
HCM-Employee Relations	Employee Complaints	1073975	Provide ability to track data regarding each complaint: by job title / classification.
HCM-Employee Relations	Employee Complaints	1073976	Provide ability to track data regarding each complaint: by intervener (e.g. employee number, address, phone number, email address, name of representative and their contact information, etc.).
HCM-Employee Relations	Employee Complaints	1073977	Provide ability to track events in the complaint process (by step) to include: event codes (e.g. continuance, consolidation, motions, discovery requests, order to show cause, subpoena, etc.).
HCM-Employee Relations	Employee Complaints	1073978	Provide ability to track events in the complaint process (by step) to include: event dates (e.g., filed on this date, answered on this date, hearing dates, deadlines, etc.).
HCM-Employee Relations	Employee Complaints	1073979	Provide ability to track events in the complaint process (by step) to include: outcome.
HCM-Employee Relations	Employee Complaints	1073980	Provide ability to develop complaint process schedule which identifies key dates, events, and required participants.
HCM-Employee Relations	Employee Complaints	1073981	Provide ability to track complaint outcomes including the step in which the outcome was reached for: settled.
HCM-Employee Relations	Employee Complaints	1073982	Provide ability to track complaint outcomes including the step in which the outcome was reached for: denied.
HCM-Employee Relations	Employee Complaints	1073983	Provide ability to track complaint outcomes including the step in which the outcome was reached for: denied in part.
HCM-Employee Relations	Employee Complaints	1073984	Provide ability to track complaint outcomes including the step in which the outcome was reached for: granted.
HCM-Employee Relations	Employee Complaints	1073986	Provide ability to track complaint outcomes including the step in which the outcome was reached for: granted in part.
HCM-Employee Relations	Employee Complaints	1073987	Provide ability to track complaint outcomes including the step in which the outcome was reached for: dismissed.
HCM-Employee Relations	Employee Complaints	1073988	Provide ability to track complaint outcomes including the step in which the outcome was reached for: withdrawn (with or without prejudice).
HCM-Employee Relations	Employee Complaints	1073989	Provide ability to track complaint outcomes including the step in which the outcome was reached for: others defined by venue (EEOC adjudicator, etc.).
HCM-Employee Relations	Employee Complaints	1073990	Provide ability to track events in the appeal process (by step) for: event codes (e.g. continuance, consolidation, motions, discovery requests, order to show cause, subpoena, writ of mandamus, etc.).
HCM-Employee Relations	Employee Complaints	1073991	Provide ability to track events in the appeal process (by step) for: event dates (e.g., filed on this date, answered on this date, hearing dates, deadlines, etc.).
HCM-Employee Relations	Employee Complaints	1073992	Provide ability to track events in the appeal process (by step) for: outcome.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Employee Relations	Employee Complaints	1073993	Provide ability to track events in the appeal process (by step) for: identification coding for related matters.
HCM-Employee Relations	Employee Complaints	1073994	Provide ability to maintain historical information for all complaints for a user specified period of time.
HCM-Employee Relations	Employee Complaints	1073995	Provide ability to track, route, and summarize EEO and human rights related complaints (e.g., discrimination, sexual harassment, reasonable accommodations, etc.).
HCM-Employee Relations	Employee Complaints	1073996	Provide ability to statistically analyze complaint data by type, organization unit, classification, venue, and outcome.
HCM-Employee Relations	Employee Complaints	1073997	Provide ability to automatically assign a randomly generated identification number to each complaint or to accept input of a docket number assigned by an organization unit.
HCM-Employee Relations	Employee Complaints	1073998	Provide ability to track categories and sub-categories of complaints based on: performance evaluations.
HCM-Employee Relations	Employee Complaints	1073999	Provide ability to track categories and sub-categories of complaints based on: disciplinary actions.
HCM-Employee Relations	Employee Complaints	1074000	Provide ability to track categories and sub-categories of complaints based on: rule or policy violation.
HCM-Employee Relations	Employee Complaints	1074001	Provide ability to track categories and sub-categories of complaints based on: classification and compensation.
HCM-Employee Relations	Employee Complaints	1074002	Provide ability to track categories and sub-categories of complaints based on: working conditions.
HCM-Employee Relations	Employee Complaints	1074003	Provide ability to track categories and sub-categories of complaints based on: non-selection.
HCM-Employee Relations	Employee Complaints	1074004	Provide ability to track categories and sub-categories of complaints by: organization unit.
HCM-Employee Relations	Employee Complaints	1074005	Provide ability to track categories and sub-categories of complaints by: division.
HCM-Employee Relations	Employee Complaints	1074006	Provide ability to track categories and sub-categories of complaints by: institution / department.
HCM-Employee Relations	Employee Complaints	1074007	Provide ability to track categories and sub-categories of complaints by: time period.
HCM-Employee Relations	Employee Complaints	1074008	Provide ability to track categories and sub-categories of complaints by: disposition / resolution.
HCM-Employee Relations	Employee Complaints	1074009	Provide ability to track categories and sub-categories of complaints by: complainant and respondent(s).
HCM-Employee Relations	Employee Complaints	1074011	Provide ability to track settlement type by employee for: reduction in discipline.
HCM-Employee Relations	Employee Complaints	1074012	Provide ability to track settlement type by employee for: sunset of discipline.
HCM-Employee Relations	Employee Complaints	1074013	Provide ability to track settlement type by employee for: withdrawal of discipline.
HCM-Employee Relations	Employee Complaints	1074014	Provide ability to track settlement type by employee for: back pay/retroactive pay/benefits.
HCM-Employee Relations	Employee Complaints	1074015	Provide ability to track settlement type by employee for: cash settlement.
HCM-Employee Relations	Employee Complaints	1074016	Provide ability to track settlement type by employee for: conditions to meet.
HCM-Employee Relations	General	1074018	Provide ability to provide configurable workflow for the routing of employee grievances, disciplinary actions, and dispute / appeal processes.
HCM-Employee Relations	General	1074019	Provide ability to enable multiple dates for responses and deadlines by employer / employee or other party, and send notifications.
HCM-Employee Relations	General	1074020	Provide ability to route workflow information to appropriate departments based upon settlement type (e.g. payroll needs the information related to a status of back pay or retroactive pay).
HCM-Employee Relations	General	1074021	Provide ability to enable workflow and update employee file when settlement types relate to total compensation (e.g. need to update accruals by employee).
HCM-Employee Relations	General	1074022	Provide ability to enable workflow and update employee file when action relates to prohibition of future employment with the institution.
HCM-Employee Relations	General	1074023	Provide ability to enable warnings in advance of when complaint or discipline responses / decisions are due based on user specified time period.
HCM-Employee Relations	General	1074024	Provide ability to enable workflows based upon the type of complaint or discipline.
HCM-Employee Relations	General	1074025	Provide ability to enable workflows based upon employee characteristics (e.g. veteran or not).
HCM-Employee Relations	General	1074026	Provide ability to enable workflows based upon an action code (e.g. suspension without pay routed to payroll).
HCM-Employee Relations	General	1074027	Provide ability to enable workflow and update employee file for performance review, discipline records by employee.
HCM-Employee Relations	General	1074028	Provide ability to enable workflow and update employee record for disciplinary actions: dismissal, suspension, demotion.
HCM-Employee Relations	General	1074029	Provide ability to establish business rules for automated routing and tracking of discipline information as specified.
HCM-Employee Relations	General	1074030	Provide ability to add or link attachments (scan, file, etc) to a complaint or disciplinary record per employee (e.g. letter, affidavit).
HCM-Employee Relations	General	1074031	Provide ability to extend due dates for responses (e.g. Employer or employee requests and agrees upon an extension).

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Employee Relations	Inquiry and Reporting	1074033	Provide ability to inquire or generate ad hoc reports by employee, complaint or discipline type, status, and multiple dates.
HCM-Employee Relations	Inquiry and Reporting	1074034	Provide ability to track the history of disciplines and complaints by employee.
HCM-Employee Relations	Inquiry and Reporting	1074035	Provide ability to track and report on disciplines and complaints institution wide by department and/or division.
HCM-Employee Relations	Inquiry and Reporting	1074036	Provide ability to track and report on disciplines and complaints by supervisor.
HCM-Employee Relations	Inquiry and Reporting	1074037	Provide ability to create a report of all appeals filed, including their filing date, department, name and employee id, status, disposition, and ruling.
HCM-Employee Relations	Inquiry and Reporting	1074038	Provide ability to report on number, type, and outcome of disciplines, and complaints as defined by user.
HCM-Employee Relations	Inquiry and Reporting	1074039	Provide ability to report on the percentages of disciplines which resulted in complaints.
HCM-Employee Performance	Employee Evaluations	1074042	Provide ability to track all employees on performance improvement plan, including anticipated performance improvement goals, and trigger follow-up and assessment at specified intervals.
HCM-Employee Performance	Employee Evaluations	1074043	Provide ability to track all employees on employee development plan, including anticipated employee development goals, and trigger follow-up and assessment at specified intervals.
HCM-Employee Performance	Employee Evaluations	1074044	Provide ability to make performance evaluation data edits required to ensure information is provided. (e.g. mandatory vs. optional fields).
HCM-Employee Performance	Employee Evaluations	1074045	Provide ability to supplement standard performance evaluation forms (online and printed) with institution defined information based on class, unit, department, etc.
HCM-Employee Performance	Employee Evaluations	1074046	Provide ability to identify employees eligible to receive annual performance reviews based on merit status, no break in service for the year, and not on initial probation.
HCM-Employee Performance	Employee Evaluations	1074047	Provide ability to record performance evaluation meetings including performance plan, interim reviews and final meeting at the conclusion of the evaluation period.
HCM-Employee Performance	Employee Evaluations	1074048	Provide ability to track the completion of employee performance evaluation training for all supervisors and identify un-trained supervisors who are serving as evaluators and notify department designee.
HCM-Employee Performance	Employee Evaluations	1074049	Provide ability to allow supervisors to enter performance incident reports on-line and notify institution designee of such incident.
HCM-Employee Performance	Employee Evaluations	1074050	Provide ability to track performance incident reporting for inclusion into interim or annual evaluations.
HCM-Employee Performance	Employee Evaluations	1074051	Provide ability to link compensation to performance evaluation.
HCM-Employee Performance	Employee Evaluations	1074053	Provide ability to identify employees eligible to receive annual performance reviews based on position type
HCM-Employee Performance	General	1074055	Provide ability to generate e-mail notifications or letters to supervisors based on schedule of events for each evaluation cycle.
HCM-Employee Performance	General	1074056	Provide ability to define the format and content of the annual employee performance plan including specifying performance criteria and performance measurement standards.
HCM-Employee Performance	General	1074057	Provide ability to track periodic Performance Evaluations including self assessment, peer assessment, and management assessment of employee performance.
HCM-Employee Performance	General	1074058	Provide ability to tracks counts of evaluations complete, not complete due to on leave status, suspension, exit from the merit system and supervisors not in compliance.
HCM-Employee Performance	General	1074059	Provide ability to produce institution-wide and department statistical analysis of annual evaluation ratings by EEO categories and employee groups.
HCM-Employee Performance	General	1074060	Provide ability to select a random list of a user specified percentage of evaluations to audit by department.
HCM-Employee Performance	General	1074061	Provide ability to create a qualified list of user specified criteria for evaluations to audit by department and institution-wide.
HCM-Employee Performance	General	1074062	Provide ability to identify employees detailed to special duty from a classified to a classified exempt position.
HCM-Employee Performance	General	1074063	Provide ability to maintain history of all performance evaluations.
HCM-Employee Performance	General	1074064	Provide ability to identify performance liaisons' role in each department who can monitor the completion of the performance review process.
HCM-Employee Performance	General	1074065	Provide ability to randomly select a user specified percentage of employee performance evaluations for the annual audit process, including the ability to add audit response scores and comments.
HCM-Employee Performance	General	1074066	Provide ability for performance reviewer has the option of completing performance evaluations online.
HCM-Employee Performance	General	1074067	Provide ability to generate a catalog of defined job duties for creating performance plans specific to established job classifications or job categories.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Employee Performance	General	1074068	Provide ability to accommodate different appraisal formats such as 360 degree; checklist and skill/competency based reviews.
HCM-Employee Performance	General	1074069	Provide ability to create a set of instruction guidelines for each performance criteria and each performance evaluation form as defined by individual agencies.
HCM-Employee Performance	General	1074070	Provide ability to incorporate customer related factors in the performance evaluation (e.g. cost per customer, response to customers, and customer service).
HCM-Employee Performance	General	1074072	Provide ability to communicate policies and announcements to employees and record read-receipts
HCM-Employee Performance	General	1074073	Provide ability for ad hoc reporting on succession planning by employee id, position number or unit
HCM-Employee Performance	General	1074074	Provide the ability to track employee status of tenure and rank (i.e. progress toward and attainment of).
HCM-Employee Performance	General	1074075	Provide the ability to track an employee's status of competencies for their current and future positions in the succession plan.
HCM-Employee Performance	General	1074076	Provide ability to generate a graphic display of the manager's direct report organization.
HCM-Employee Performance	Inquiry and Reporting	1074078	Provide ability to perform ad hoc evaluation reporting on any employee performance data.
HCM-Employee Performance	Inquiry and Reporting	1074079	Provide ability to create a report of notifications generated for each employee evaluation for audit purposes before the notifications are sent.
HCM-Employee Performance	Inquiry and Reporting	1074080	Provide ability to produce a report of all performance evaluations due in a user-specified period of time, by type of performance evaluation, taking into consideration any leave statuses (e.g., FMLA, disability, etc.).
HCM-Employee Performance	Inquiry and Reporting	1074081	Provide ability to query performance evaluation status and outcomes by supervisor or manager and produce comparable statistics (e.g., % evaluations late, evaluation scores, etc.).
HCM-Employee Performance	Inquiry and Reporting	1074082	Provide ability to perform what if and modeling scenarios for projecting evaluation scores (current, future, average, past) and pay for performance salary increase (financial) impact.
HCM-Employee Performance	Inquiry and Reporting	1074083	Provide ability to create a comprehensive report of employee performance specific to classification, department, or any institution defined characteristic (average performance rating in Departments A, B, and C).
HCM-Employee Performance	Performance Goals	1074085	Provide ability to track multiple types of probation associated with a position, an employee, or invoked through specified personnel actions: to include initial probation (user specified duration).
HCM-Employee Performance	Performance Goals	1074086	Provide ability to track multiple types of probation associated with a position, an employee, or invoked through specified personnel actions: to include extended probation.
HCM-Employee Performance	Performance Goals	1074087	Provide ability to track multiple types of probation associated with a position, an employee, or invoked through specified personnel actions: to include Provisional Appointment.
HCM-Employee Performance	Performance Goals	1074088	Provide ability to track multiple types of probation associated with a position, an employee, or invoked through specified personnel actions: to include promotional probation.
HCM-Employee Performance	Performance Goals	1074089	Provide ability to track multiple types of probation associated with a position, an employee, or invoked through specified personnel actions: to include demotion (where appropriate).
HCM-Employee Performance	Performance Goals	1074090	Provide ability to override system generated performance evaluation dates.
HCM-Employee Performance	Performance Goals	1074091	Provide ability to track variable probationary periods, based on institution defined rules for each position.
HCM-Employee Performance	Performance Goals	1074092	Provide ability to generate notices for personnel evaluations not received.
HCM-Employee Performance	Performance Goals	1074093	Provide ability to generate statistical reporting on performance evaluation results.
HCM-Employee Performance	Performance Goals	1074095	Provide ability to configure performance plans based on position type
HCM-Employee Performance	Performance Goals	1074096	Provide ability to evaluate job duty standards
HCM-Employee Performance	Performance Goals	1074097	Provide ability to add personal goals or objectives
HCM-Employee Performance	Performance Goals	1074098	Provide ability to configure individually weighted job duties and goals
HCM-Employee Performance	Performance Goals	1074099	Provide ability to summarize performance reviews in a printable format
HCM-Employee Performance	Performance Goals	1074100	Provide ability to maintain notes on performance reviews
HCM-Employee Performance	Performance Goals	1074101	Provide ability to prompt supervisors to place employee on probation when overall performance evaluation score is unsatisfactory
HCM-Employee Performance	Performance Goals	1074102	Provide ability for ad hoc reporting on succession planning by employee id, position number or unit
HCM-Employee Performance	Performance Goals	1074103	Provide ability to stores multiple iterations of succession plans for each team/leader position.
HCM-Employee Performance	Performance Goals	1074104	Provide ability to print/PDF succession plans.
HCM-Employee Performance	Performance Goals	1074105	Provide ability to identify and track positions with critical roles and employees with critical talent.
HCM-Employee Performance	Performance Goals	1074106	Provide ability to track employee core competencies required for next/future job in succession plan.
HCM-Employee Performance	Performance Goals	1074107	Provide ability to track the date/timeframe an employee will be ready for the next position.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Employee Performance	Performance Goals	1074108	Provide ability for employees and managers to create a development plan based on multiple criteria: license, skills, training, education, and competencies.
HCM-Employee Performance	Performance Goals	1074109	Provide ability to track multiple language proficiency criteria for each employee: speaking, reading, and writing
HCM-Employee Performance	Performance Goals	1074110	Provide ability to track education information for each employee: schools attended, dates of attendance, degrees, and course of study.
HCM-Employee Performance	Performance Goals	1074111	Provide ability to track and search on the following data: skill description
HCM-Employee Performance	Performance Goals	1074112	Provide ability to track and search on the following data: experience level
HCM-Employee Performance	Performance Goals	1074113	Provide ability to track and search on the following data: proficiency level
HCM-Employee Performance	Performance Goals	1074114	Provide ability to track and search on the following data: competency description
HCM-Employee Performance	Performance Goals	1074115	Provide ability to track employee licenses and certification and expiration dates.
HCM-Employee Performance	Performance Goals	1074116	Provide ability to track employee professional associations, related to current position as well as future positions.
HCM-Employee Performance	Performance Goals	1074117	Provide ability to track where employees are in their current performance and potential growth.
HCM-Employee Performance	Performance Goals	1074118	Provide the ability to track employee status (i.e. progress toward and attainment of) of credentials (e.g. licenses, certifications, degrees).
HCM-Employee Performance	Performance Goals	1074119	Provide the ability to track employee status of tenure and rank (i.e. progress toward and attainment of).
HCM-Learning Management	Certification - Continuing Education	1074122	Provide ability to maintain a central list of all designations/certifications.
HCM-Learning Management	Certification - Continuing Education	1074123	Provide ability to allow for a variable number of requirements to be entered per designation/certification.
HCM-Learning Management	Certification - Continuing Education	1074124	Provide ability to show that an employee has received a specific designation/certification.
HCM-Learning Management	Certification - Continuing Education	1074125	Provide ability to show employee's progress toward obtaining designation/certification.
HCM-Learning Management	Certification - Continuing Education	1074126	Provide ability to show what classes are required to reach a designation/certification or level.
HCM-Learning Management	Certification - Continuing Education	1074127	Provide ability to show required period of experience for a designation.
HCM-Learning Management	Certification - Continuing Education	1074128	Provide ability to show what tests are required for a designation or level.
HCM-Learning Management	Certification - Continuing Education	1074129	Provide ability to indicate as to whether the designation is state, federal or organizational. If organizational, which organization?.
HCM-Learning Management	Certification - Continuing Education	1074130	Provide ability to show the number of continuous education hours required for a level or designation.
HCM-Learning Management	Certification - Continuing Education	1074131	Provide ability to calibrate cycle from beginning of certification year through a variable year cycle dependent upon certification.
HCM-Learning Management	Certification - Continuing Education	1074132	Provide ability to support a Recertification Needed in current year flags.
HCM-Learning Management	Certification - Continuing Education	1074133	Provide ability to allow a person to be designated as a institution employee, vendor or contract employee.
HCM-Learning Management	Certification - Continuing Education	1074134	Provide ability to include a designator for indication that the training counts toward recertification.
HCM-Learning Management	Certification - Continuing Education	1074135	Provide ability to include a field stating the number of hours that the training counts toward recertification.
HCM-Learning Management	Certification - Continuing Education	1074136	Provide ability to change the thresholds (hours to certify, duration of certification, etc) per certification requirements with effective dates.
HCM-Learning Management	General	1074139	Provide ability to support on-line approval of training budget requests.
HCM-Learning Management	General	1074140	Provide ability to establish flexible approval routing/workflow for all training events, including requests, approval to attend, completion notices, etc.
HCM-Learning Management	General	1074141	Provide ability to automatically notify employee of upcoming required training.
HCM-Learning Management	General	1074142	Provide ability to attach external files to a training course (e.g., class syllabus, lesson plan).
HCM-Learning Management	General	1074143	Provide ability to track all training course history, including internal, institution-wide, or external events.
HCM-Learning Management	General	1074144	Provide ability to manually update training history and control which training events are reflected in employee training history.
HCM-Learning Management	General	1074145	Provide ability to schedule recurring dates for ongoing courses.
HCM-Learning Management	General	1074146	Provide ability to manually override dates for recurring classes where conflicts arise.
HCM-Learning Management	General	1074147	Provide ability to interface with other UASYS institutions for: registration.
HCM-Learning Management	General	1074148	Provide ability to interface with other UASYS institutions for: attendance (including credit hours certifications, grades, etc.).
HCM-Learning Management	General	1074149	Provide ability to interface with other UASYS institutions for: billing.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Learning Management	General	1074150	Provide ability to set up and track mentors for designated groups as part of a career development initiative, including name, e-mail address, business address and phone number.
HCM-Learning Management	General	1074151	Provide ability to analyze training participation for designated institution defined groups, including amount spent to train groups, number of courses offered, enrollment, participation and number of hours of training successfully completed.
HCM-Learning Management	General	1074152	Provide ability to interface with MS Outlook to calendar training events for invitees or enrollees.
HCM-Learning Management	General	1074153	Provide ability to produce notifications to instructors and registered participants of conflicts or changes regarding training schedules or training facilities.
HCM-Learning Management	General	1074154	Provide ability to interface with 3rd party course development systems (i.e. Lectora, Adobe systems, etc) with lesson and course specific information.
HCM-Learning Management	General	1074155	Provide ability to track ADA features associated with training facilities.
HCM-Learning Management	General	1074156	Provide ability to match trainee special needs with facility accommodations.
HCM-Learning Management	General	1074157	Provide ability to archive training history for breaks in service and reactivate training history upon employee's return.
HCM-Learning Management	General	1074158	Provide ability to track and record attendance at mandatory training.
HCM-Learning Management	General	1074159	Provide ability to track and record attendance at the AA/EEO/diversity component of the employee orientation training.
HCM-Learning Management	General	1074160	Provide ability to analyze training participation for designated AA groups as part of adverse impact analysis, including amount spent to train minority groups, number of courses offered, minority enrollment and participation, and number of hours of training successfully completed.
HCM-Learning Management	General	1074161	Provide ability to track the host contact at the facility where the training will be held, including name, phone, email, and street address.
HCM-Learning Management	General	1074162	Provide ability for planning of future training (Full Fiscal Year) for: classes/sessions to be given and location.
HCM-Learning Management	General	1074163	Provide ability for planning of future training (Full Fiscal Year) for: number of employees to be trained.
HCM-Learning Management	General	1074165	Provide ability for planning of future training (Full Fiscal Year) for: track actual against plan.
HCM-Learning Management	General	1074166	Provide ability for planning of future training (Full Fiscal Year) for: scheduling of require future training.
HCM-Learning Management	General	1074167	Provide ability to create a training plan by division and employee each fiscal year.
HCM-Learning Management	General	1074168	Provide ability to create, track and maintain the lowest grouping of items taught - (same lesson can belong to more than one class).
HCM-Learning Management	General	1074169	Provide ability to create, track, and maintain classes (a group of one or more lessons - same class can belong to more than one course).
HCM-Learning Management	General	1074170	Provide ability to create, track and maintain courses (a group of one or more classes - same course can belong to more than one program).
HCM-Learning Management	General	1074171	Provide ability to create, track, and maintain programs / curriculums (a group of one or more courses).
HCM-Learning Management	General	1074172	Provide ability to track Outside Training - training provided by other agencies, vendors, and organizations.
HCM-Learning Management	General	1074173	Provide ability to track employee training and enrollment (current and historical) in classes, courses, programs, and outside training, including Continuing Professional Education (CPE), Continuing Legal Education (CLE) Board of Accountancy, or Continuing Legal Education (CLE) credits.
HCM-Learning Management	General	1074174	Provide ability to track hours and type of training by certification.
HCM-Learning Management	General	1074175	Provide ability to track and report upon completion of a lesson, class, course, program, or outside training for: skills.
HCM-Learning Management	General	1074176	Provide ability to track and report upon completion of a lesson, class, course, program, or outside training for: certifications.
HCM-Learning Management	General	1074177	Provide ability to track and report upon completion of a lesson, class, course, program, or outside training for: licenses.
HCM-Learning Management	General	1074178	Provide ability to track and report upon completion of a lesson, class, course, program, or outside training for: continuing professional education (CPE).
HCM-Learning Management	General	1074179	Provide ability to track and report upon completion of a lesson, class, course, program, or outside training for: continuing education units (CPE).
HCM-Learning Management	General	1074180	Provide ability to track and report upon completion of a lesson, class, course, program, or outside training for: continuing legal.
HCM-Learning Management	General	1074181	Provide ability to reference travel authorization associated with training.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Learning Management	General	1074182	Provide ability to book conference rooms directly or through on-line links to facilities management programs.
HCM-Learning Management	General	1074183	Provide ability to generate notification regarding conference room conflicts.
HCM-Learning Management	General	1074184	Provide ability to generate notification regarding conference room overrides.
HCM-Learning Management	General	1074185	Provide ability to generate a Training Evaluation (email or letter) and send to attendees by class upon completion. Training Evaluation emails will be routed back to training organization and Training Session Coordinator summarized by course, class, etc.
HCM-Learning Management	General	1074186	Provide ability to track type of training taken such as web based, classroom, lecture, self-study, etc.
HCM-Learning Management	General	1074187	Provide ability to track multiple institution defined training delivery types.
HCM-Learning Management	General	1074188	Provide ability to merge and purge training history based on institution defined criteria.
HCM-Learning Management	General	1074189	Provide ability to handle the functions of training, career development, competencies tracking, testing, licenses, and employee training certifications.
HCM-Learning Management	General	1074191	Provide ability to produce and track a course catalog and schedule of training sessions by organization unit.
HCM-Learning Management	General	1074193	Provide ability to transmit training documents (e.g. class syllabus, lesson plan) to enrollees via email.
HCM-Learning Management	General	1074194	Provide ability to copy-forward training course data for future iterations.
HCM-Learning Management	Inquiry and Reporting	1074196	Provide ability to allow instructors to access information regarding classes they taught or are scheduled to teach.
HCM-Learning Management	Inquiry and Reporting	1074197	Provide ability to have flexible queries and analysis of session, class, course, program and outside training information to include: offerings (training sessions).
HCM-Learning Management	Inquiry and Reporting	1074198	Provide ability to have flexible queries and analysis of session, class, course, program and outside training information to include: attendance.
HCM-Learning Management	Inquiry and Reporting	1074199	Provide ability to have flexible queries and analysis of session, class, course, program and outside training information to include: costs.
HCM-Learning Management	Inquiry and Reporting	1074200	Provide ability to have flexible queries and analysis of session, class, course, program and outside training information to include: over periods of time.
HCM-Learning Management	Inquiry and Reporting	1074201	Provide ability to have on-line inquiry screens that display training budget and financial information.
HCM-Learning Management	Inquiry and Reporting	1074202	Provide ability for employees and non-employees to print their own training record, including classes: for the ones they have completed, with test scores and dates.
HCM-Learning Management	Inquiry and Reporting	1074203	Provide ability for employees and non-employees to print their own training record, including classes: in which they have enrolled.
HCM-Learning Management	Inquiry and Reporting	1074204	Provide ability for employees and non-employees to print their own training record, including classes: that teach impart a specific skill or certification.
HCM-Learning Management	Inquiry and Reporting	1074205	Provide ability for employees and non-employees to print their own training record, including classes: which are needed for career / job / level of certification progression (classes and courses to address a skills / certification gap).
HCM-Learning Management	Inquiry and Reporting	1074206	Provide ability to have flexible queries that allows the analysis of training, license, and certification gaps.
HCM-Learning Management	Inquiry and Reporting	1074207	Provide ability to have training information queries by: course code.
HCM-Learning Management	Inquiry and Reporting	1074208	Provide ability to have training information queries by: department
HCM-Learning Management	Inquiry and Reporting	1074209	Provide ability to produce a modifiable certificate of training completion for those completing the training.
HCM-Learning Management	Inquiry and Reporting	1074210	Provide ability to produce a report based on: employee/non employee training history transcripts.
HCM-Learning Management	Inquiry and Reporting	1074211	Provide ability to produce a report based on: training session class rosters.
HCM-Learning Management	Inquiry and Reporting	1074212	Provide ability to produce a report based on: training needs assessment by competency, skill and organization unit.
HCM-Learning Management	Inquiry and Reporting	1074213	Provide ability to produce a report based on: training costs by organization unit.
HCM-Learning Management	Inquiry and Reporting	1074214	Provide ability to produce a report based on: training event history (sessions offered, attendees trained and locations used by course/program).
HCM-Learning Management	Inquiry and Reporting	1074215	Provide ability to create performance evaluation reports for trainers using any system metrics (e.g., average evaluation scores, number of hours taught, etc.).
HCM-Learning Management	Inquiry and Reporting	1074216	Provide ability to produce report for employees training categorized by job function.
HCM-Learning Management	Inquiry and Reporting	1074217	Provide ability to report scheduled training sessions and anticipated attendance list.
HCM-Learning Management	Self-Service	1074219	Provide ability to allow for employees to request training using a standard Web based browser.
HCM-Learning Management	Self-Service	1074220	Provide ability for employees and non-employees to request training from their manager.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Learning Management	Self-Service	1074221	Provide ability for employees and non-employees to view and search the course catalog and schedule of training sessions, and register for available courses.
HCM-Learning Management	Self-Service	1074222	Provide ability for employees to inquire on the status of the Education Assistance Request they submit.
HCM-Learning Management	Self-Service	1074223	Provide ability to allow employees and non-employees to query online all classes, courses, programs, and outside training: for those they have completed, with test scores, hours/credits and dates.
HCM-Learning Management	Self-Service	1074224	Provide ability to allow employees and non-employees to query online all classes, courses, programs, and outside training: in which they have enrolled.
HCM-Learning Management	Self-Service	1074225	Provide ability to allow employees and non-employees to query online all classes, courses, programs, and outside training: that teach / impart a specific skill, competency or certification.
HCM-Learning Management	Self-Service	1074226	Provide ability to allow employees and non-employees to query online all classes, courses, programs, and outside training: which are needed for career / job / level of certification progression (classes and courses to address a skills / certification gap).
HCM-Learning Management	Self-Service	1074227	Provide ability to allow for employees to request travel authorization linked to an approved or requested training request.
HCM-Learning Management	Self-Service	1074228	Provide ability to respond to web-based assessments for class participants.
HCM-Learning Management	Self-Service	1074229	Provide ability to allow employee to be able to request tuition reimbursement via Employee Self Service and track the status of the request and payment.
HCM-Learning Management	Training Administration	1074232	Provide ability to support identification of employees and contractors via 'swiping' of badges for appropriate situations such as recording attendance at a training session, signing into the rifle range for ammunition allowance, etc.
HCM-Learning Management	Training Administration	1074233	Provide ability to track classes and courses needed for career / job progression planning and required prerequisites for employees.
HCM-Learning Management	Training Administration	1074234	Provide ability to monitor enrollment in classes, including 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	1074235	Provide ability to view and search the course catalog and the schedule of training sessions.
HCM-Learning Management	Training Administration	1074236	Provide ability to create a training session outline that lists all the lessons, classes, courses, and programs associated with the training session.
HCM-Learning Management	Training Administration	1074237	Provide ability to have groups of employees associated with a staff development training coordinator for their functional development needs.
HCM-Learning Management	Training Administration	1074238	Provide ability to designate instructors associated with specific training sessions.
HCM-Learning Management	Training Administration	1074239	Provide ability to track session wait lists and to sequence wait lists based on registration time and date.
HCM-Learning Management	Training Administration	1074240	Provide ability to track employee participation in non-formal training events such as conferences and web casts.
HCM-Learning Management	Training Administration	1074241	Provide ability for open registration to a filled session if the facility or room configuration changes and notify those on an existing wait list.
HCM-Learning Management	Training Administration	1074242	Provide ability to notify all appropriate training coordinators of a planned training session.
HCM-Learning Management	Training Administration	1074243	Provide ability to allow the training coordinator or employee supervisor to enroll their employees in a specific training session.
HCM-Learning Management	Training Administration	1074244	Provide ability to create a wait list when training session maximum enrollment is reached.
HCM-Learning Management	Training Administration	1074245	Provide ability to maintain a list of replacements for the training session roster based on the position of the employee in the wait list queue.
HCM-Learning Management	Training Administration	1074246	Provide ability to create the appropriate roster for the training session in a predefined modifiable format.
HCM-Learning Management	Training Administration	1074247	Provide ability to notify enrollees via email or paper when enrolled in, or wait listed for, a training session.
HCM-Learning Management	Training Administration	1074248	Provide ability to notify enrollees via email or paper when a training session is cancelled, postponed, changed or rescheduled.
HCM-Learning Management	Training Administration	1074249	Provide ability for either the employee's regular training coordinator and/or the training session coordinator to notify employees of confirmed registration or wait listings.
HCM-Learning Management	Training Administration	1074250	Provide ability to update training session roster based on actual attendance at the completion of the training.
HCM-Learning Management	Training Administration	1074251	Provide ability to automatically update skills / certifications / licenses of attendees who have met the course completion (time) and grade requirements.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Learning Management	Training Administration	1074252	Provide ability to notify the employee's training coordinator and supervisor if actual attendance hours don't match the planned attendance hours (if employee was a no show or missed part of the training session).
HCM-Learning Management	Training Administration	1074253	Provide ability to charge scheduled attendees for no show (without proper cancellation).
HCM-Learning Management	Training Administration	1074254	Provide ability to setup and generate customized notification letters (paper or e-mail).
HCM-Learning Management	Training Administration	1074255	Provide ability to generate customizable notification forms by user-definable criteria (division for example) at a predefined period of time prior to the start of the training session.
HCM-Learning Management	Training Administration	1074256	Provide ability to track the following information on contract/outside instructors: instruction certification by which sessions, courses, or programs.
HCM-Learning Management	Training Administration	1074258	Provide ability to track the following information on contract/outside instructors: which sessions, courses they instruct, even if the institution does not offer that training.
HCM-Learning Management	Training Administration	1074259	Provide ability to track the following information on contract/outside instructors: evaluations (material and delivery).
HCM-Learning Management	Training Administration	1074260	Provide ability to 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	1074261	Provide ability to reserve a block of seats in a training session by organization unit.
HCM-Learning Management	Training Administration	1074262	Provide ability to designate instructors to be associated with a set of lessons / classes / courses / programs.
HCM-Learning Management	Training Administration	1074263	Provide ability for instructors to generate ad hoc notices to registered participants in a scheduled training session
HCM-Learning Management	Training Administration	1074264	Provide ability to 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	Training Administration	1074265	Provide ability to support non-institution attendees with functionality to include: enrollment.
HCM-Learning Management	Training Administration	1074266	Provide ability to support non-institution attendees with functionality to include: attendance tracking (by person).
HCM-Learning Management	Training Administration	1074267	Provide ability to support non-institution attendees with functionality to include: identification of the outside attendee's training coordinator (name and contact information).
HCM-Learning Management	Training Administration	1074268	Provide ability to support non-institution attendees with functionality to include: e-mail notifications.
HCM-Learning Management	Training Administration	1074269	Provide ability to support non-institution attendees with functionality to include: billing (flexible rules according to class, course, offering department, attending department/organization, etc.).
HCM-Learning Management	Training Administration	1074270	Provide ability to support non-institution attendees with functionality to include: limitation of number of training session seats available to outside organizations.
HCM-Learning Management	Training Administration	1074271	Provide ability to support non-institution attendees with functionality to include: prioritization of training session seats by outside organization.
HCM-Learning Management	Training Administration	1074272	Provide ability to create web-based assessments for class participants.
HCM-Learning Management	Training Administration	1074273	Provide ability to generate the following notification letters (paper and/or email) for: wait list notification to employee with copy to manager/training coordinator.
HCM-Learning Management	Training Administration	1074274	Provide ability to generate the following notification letters (paper and/or email) for: closed class notification to employee with copy to manager/training coordinator.
HCM-Learning Management	Training Administration	1074275	Provide ability to generate the following notification letters (paper and/or email) for: confirmation of class notification to employee with copy to manager/training coordinator.
HCM-Learning Management	Training Administration	1074276	Provide ability to generate the following notification letters (paper and/or email) for: no-show and cancellation notifications to employee with copy to manager/training coordinator.
HCM-Learning Management	Training Administration	1074277	Provide the ability to use address data to prepare mail-merge files and create files for printing mailing labels.
HCM-Learning Management	Training Administration	1074278	Provide ability to record and report planned and actual information, for each training session.
HCM-Learning Management	Training Administration	1074279	Provide ability to notify instructors and enrollees, for each training session, (email / paper / TTY) of: location.
HCM-Learning Management	Training Administration	1074280	Provide ability to notify instructors and enrollees, for each training session, (email / paper / TTY) of: logistical requirements.
HCM-Learning Management	Training Administration	1074281	Provide ability to notify instructors and enrollees, for each training session, (email / paper / TTY) of: supplies needed.
HCM-Learning Management	Training Administration	1074282	Provide ability to notify instructors and enrollees, for each training session, (email / paper / TTY) of: pre work.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Learning Management	Training Administration	1074284	Provide ability to notify instructors and enrollees, for each training session, (email / paper / TTY) of: time zone and date.
HCM-Learning Management	Training Costs	1074286	Provide ability to provide for the planning of future training based on: projected cost of training (internal and external costs).
HCM-Learning Management	Training Costs	1074287	Provide ability to provide for the planning of future training based on: opportunity cost of employees attending training.
HCM-Learning Management	Training Costs	1074288	Provide ability to provide for the planning of future training based on: source of funding.
HCM-Learning Management	Training Costs	1074289	Provide ability to support capability to track and report budget and statistical information such as fund, revenue source, number of persons per workshop, date of workshop, priority rating, training date, justification statements, organization, program, etc.
HCM-Learning Management	Training Costs	1074290	Provide ability to summarize varying levels of chart of account codes such as organization, expenditure, and fund levels, etc.
HCM-Learning Management	Training Costs	1074291	Provide ability to track and report direct costs for training including costs for training instructor(s) (whether staff time or contractor-provided), venue cost, travel expenses, materials, etc. by: individual.
HCM-Learning Management	Training Costs	1074292	Provide ability to track and report direct costs for training including costs for training instructor(s) (whether staff time or contractor-provided), venue cost, travel expenses, materials, etc. by: course.
HCM-Learning Management	Training Costs	1074293	Provide ability to track and report direct costs for training including costs for training instructor(s) (whether staff time or contractor-provided), venue cost, travel expenses, materials, etc. by: chart of accounts.
HCM-Learning Management	Training Costs	1074294	Provide ability to track and report direct costs for training including costs for training instructor(s) (whether staff time or contractor-provided), venue cost, travel expenses, materials, etc. by: specified time periods.
HCM-Learning Management	Training Costs	1074295	Provide ability to track and report indirect costs for training including employee time by classification, hourly cost linked to a salary table, etc. by: individual.
HCM-Learning Management	Training Costs	1074296	Provide ability to track and report indirect costs for training including employee time by classification, hourly cost linked to a salary table, etc. by: course.
HCM-Learning Management	Training Costs	1074297	Provide ability to track and report indirect costs for training including employee time by classification, hourly cost linked to a salary table, etc. by: chart of accounts.
HCM-Learning Management	Training Costs	1074298	Provide ability to track and report indirect costs for training including employee time by classification, hourly cost linked to a salary table, etc. by: specified time periods.
HCM-Learning Management	Training Costs	1074299	Provide ability to track budgeted vs. actual expenses related to the training class/course/program.
HCM-Learning Management	Training Needs Assessment	1074301	Provide ability to define career development plan, including standard and alternative career paths.
HCM-Learning Management	Training Needs Assessment	1074302	Provide ability to enter and route training requests. Training requests would include: requestor name, organization unit, number.
HCM-Learning Management	Training Needs Assessment	1074303	Provide ability to enter and route training requests. Training requests would include: class title, start and end date, hours, location, number of credits.
HCM-Learning Management	Training Needs Assessment	1074304	Provide ability to enter and route training requests. Training requests would include: basis for request (e.g., job related, career related, personal development).
HCM-Learning Management	Training Needs Assessment	1074305	Provide ability to enter and route training requests. Training requests would include: type of training (e.g., AA, technology, supervisory, safety, other).
HCM-Learning Management	Training Needs Assessment	1074306	Provide ability to enter and route training requests. Training requests would include: funding source.
HCM-Learning Management	Training Needs Assessment	1074307	Provide ability to enter and route training requests. Training requests would include: estimated course and travel cost.
HCM-Learning Management	Training Needs Assessment	1074308	Provide ability to enter and route training requests. Training requests would include: expected value to requestor.
HCM-Learning Management	Training Needs Assessment	1074309	Provide ability to request non-instructional performance improvement consulting such as: ongoing team building.
HCM-Learning Management	Training Needs Assessment	1074310	Provide ability to request non-instructional performance improvement consulting such as: executive coaching.
HCM-Learning Management	Training Needs Assessment	1074311	Provide ability to request non-instructional performance improvement consulting such as: performance analysis.
HCM-Learning Management	Training Needs Assessment	1074312	Provide ability to enter and route consulting requests. Consulting requests would include: requestor name, organization unit, number.
HCM-Learning Management	Training Needs Assessment	1074313	Provide ability to enter and route consulting requests. Consulting requests would include: basis for request (e.g., job related, career related, personal development).

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Learning Management	Training Needs Assessment	1074314	Provide ability to enter and route consulting requests. Consulting requests would include: type of intervention (e.g., AA, technology, supervisory, safety, other).
HCM-Learning Management	Training Needs Assessment	1074315	Provide ability to enter and route consulting requests. Consulting requests would include: funding source.
HCM-Learning Management	Training Needs Assessment	1074316	Provide ability to enter and route consulting requests. Consulting requests would include: estimated course and travel cost.
HCM-Learning Management	Training Needs Assessment	1074317	Provide ability to enter and route consulting requests. Consulting requests would include: expected value to requestor.
HCM-Learning Management	Training Needs Assessment	1074318	Provide ability to 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	1074319	Provide ability to roll up individual training needs to an aggregated level by organization unit to provide input into training program and course development.
HCM-Learning Management	Training Needs Assessment	1074320	Provide ability to convert the training needs assessment into individual employee training plans, which get routed electronically for approval.
HCM-Learning Management	Training Needs Assessment	1074321	Provide ability to relate individual training plans as goals in the annual performance plan.
HCM-Learning Management	Training Needs Assessment	1074322	Provide ability to analyze aggregate training needs based on competency deficiencies, strategic plans, performance assessments, test and evaluation, statutes and policy development and technology platform changes.
HCM-Learning Management	Training Needs Assessment	1074323	Provide ability to analyze training needs for individuals, organization units or institution-wide based upon the gap between individual skills and competency or skill requirements by job class or position.
HCM-Learning Management	Training Needs Assessment	1074324	Provide ability to allow input of training course / program interest for employees and supervisors.
HCM-Learning Management	Training Needs Assessment	1074325	Provide ability to use recorded training interests as a way to offer specific programs/courses that address those interests.
HCM-Learning Management	Training Program and Course Development	1074328	Provide ability to establish and track training session attributes to include: course identification.
HCM-Learning Management	Training Program and Course Development	1074329	Provide ability to establish and track training session attributes to include: course start and end times.
HCM-Learning Management	Training Program and Course Development	1074330	Provide ability to establish and track training session attributes to include: course schedule.
HCM-Learning Management	Training Program and Course Development	1074331	Provide ability to establish and track training session attributes to include: course prerequisites.
HCM-Learning Management	Training Program and Course Development	1074332	Provide ability to establish and track training session attributes to include: course hours/credits.
HCM-Learning Management	Training Program and Course Development	1074333	Provide ability to establish and track training session attributes to include: course location (including attached PDF map file).
HCM-Learning Management	Training Program and Course Development	1074334	Provide ability to establish and track training session attributes to include: minimum participation required to receive credit.
HCM-Learning Management	Training Program and Course Development	1074335	Provide ability to establish and track training session attributes to include: minimum participation required to run session.
HCM-Learning Management	Training Program and Course Development	1074336	Provide ability to establish and track training session attributes to include: maximum session capacity.
HCM-Learning Management	Training Program and Course Development	1074337	Provide ability to establish and track training session attributes to include: evaluation (class and instructor).
HCM-Learning Management	Training Program and Course Development	1074338	Provide ability to establish and track training session attributes to include: cost to conduct session (facility, materials, instructors, administration, other costs).
HCM-Learning Management	Training Program and Course Development	1074339	Provide ability to establish and track training session attributes to include: tuition cost (employee, non-employee).
HCM-Learning Management	Training Program and Course Development	1074340	Provide ability to establish and track training session attributes to include: reimbursable cost (to employee).
HCM-Learning Management	Training Program and Course Development	1074341	Provide ability to establish and track training session attributes to include: course and instructor.
HCM-Learning Management	Training Program and Course Development	1074342	Provide ability to establish and track training session attributes to include: course dates.
HCM-Learning Management	Training Program and Course Development	1074343	Provide ability to establish and track training session attributes to include: course eligibility (who can attend by organization unit, institution-wide, job class, etc.).
HCM-Learning Management	Training Program and Course Development	1074344	Provide ability to establish and track training session attributes to include: mandatory or elective.
HCM-Learning Management	Training Program and Course Development	1074345	Provide ability to track resources needed to deliver a training course to include: type of room.
HCM-Learning Management	Training Program and Course Development	1074346	Provide ability to track resources needed to deliver a training course to include: configuration / layout of room.
HCM-Learning Management	Training Program and Course Development	1074347	Provide ability to track resources needed to deliver a training course to include: technology needed (computers, network for web cast, printers, etc.).
HCM-Learning Management	Training Program and Course Development	1074348	Provide ability to track resources needed to deliver a training course to include: teaching aids needed.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Learning Management	Training Program and Course Development	1074349	Provide ability to track resources needed to deliver a training course to include: checklist of equipment needed (e.g. audio / visual, easels, extension cords, etc.).
HCM-Learning Management	Training Program and Course Development	1074350	Provide ability to track resources needed to deliver a training course to include: checklist of supplies needed (e.g. sign-in sheet, index cards, envelopes, manuals, etc.).
HCM-Learning Management	Training Program and Course Development	1074351	Provide ability to track resources needed to deliver a training course to include: handouts.
HCM-Learning Management	Training Program and Course Development	1074352	Provide ability to track resources needed to deliver a training course to include: videos.
HCM-Learning Management	Training Program and Course Development	1074354	Provide ability to track resources needed to deliver a training course to include: posters, games, special equipment.
HCM-Learning Management	Training Program and Course Development	1074355	Provide ability to track resources needed to deliver a training course to include: pre-workshop feedback.
HCM-Learning Management	Training Program and Course Development	1074356	Provide ability to track resources needed to deliver a training course to include: special instructions.
HCM-Learning Management	Training Program and Course Development	1074357	Provide ability to track resources needed to deliver a training course to include: special accommodations based on participant needs (ADA, etc.).
HCM-Learning Management	Training Program and Course Development	1074358	Provide ability to track resources needed to deliver a training course to include: instructor needs.
HCM-Learning Management	Training Program and Course Development	1074359	Provide ability to resources needed to deliver a training course to include: facility / room capacity.
HCM-Learning Management	Training Program and Course Development	1074360	Provide ability for the entry of department defined training types.
HCM-Learning Management	Training Program and Course Development	1074361	Provide ability to record prerequisites for courses (other courses, entry exams, certifications, licenses, etc.).
HCM-Learning Management	Training Program and Course Development	1074362	Provide ability to monitor prerequisites by employee when enrollment in classes takes place and prohibit (with override capability) enrollment if prerequisites are not satisfied.
HCM-Learning Management	Training Program and Course Development	1074363	Provide ability to track which lessons, classes, courses, programs, and outside training are mandatory.
HCM-Learning Management	Training Program and Course Development	1074364	Provide ability to have each Mandatory Training entry include: general lesson.
HCM-Learning Management	Training Program and Course Development	1074365	Provide ability to have each Mandatory Training entry include: class.
HCM-Learning Management	Training Program and Course Development	1074366	Provide ability to have each Mandatory Training entry include: course.
HCM-Learning Management	Training Program and Course Development	1074367	Provide ability to have each Mandatory Training entry include: training session information.
HCM-Learning Management	Training Program and Course Development	1074368	Provide ability to have each Mandatory Training entry include: frequency.
HCM-Learning Management	Training Program and Course Development	1074369	Provide ability to have each Mandatory Training entry include: reason for being mandated.
HCM-Learning Management	Training Program and Course Development	1074370	Provide ability to have each Mandatory Training entry include: mandating institution / department.
HCM-Learning Management	Training Program and Course Development	1074371	Provide ability to allow for mandatory training to be displayed and updated when any individual lesson, class, course, program, or outside training is created and/or updated.
HCM-Learning Management	Training Program and Course Development	1074372	Provide ability for any lesson, class, course, or program to be scheduled as a training session. The training session inherits information as appropriate from the referenced lesson, class, course, or program.
HCM-Learning Management	Training Program and Course Development	1074373	Provide ability for the designation of a logistical training coordinator to be associated with specific training sessions.
HCM-Learning Management	Training Program and Course Development	1074374	Provide ability for the designation of a subject matter training coordinator to be associated with a set of lessons / classes / courses / programs.
HCM-Learning Management	Training Program and Course Development	1074375	Provide ability for the definition of 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 career development plan specific to each particular employee.
HCM-Learning Management	Training Program and Course Development	1074376	Provide ability to record attendance of an attendee at a training session (lesson, class, course, program, or outside training) in hours.
HCM-Learning Management	Training Program and Course Development	1074377	Provide ability to track the grade or score achieved (pass/fail, % score, grade, complete/incomplete, etc.) by an attendee for a lesson, class, course, or outside training based upon grade achieved at a training session inclusive of that lesson, class, course, or outside training.
HCM-Learning Management	Training Program and Course Development	1074378	Provide ability to request a travel advance linked to an approved training request and travel authorization.
HCM-Learning Management	Training Program and Course Development	1074380	Provide ability to track training for specific job classification for registrants.
HCM-Learning Management	Training Program and Course Development	1074381	Provide ability to track the following information on instructors: instruction certification by which lessons, classes courses, or programs.
HCM-Learning Management	Training Program and Course Development	1074382	Provide ability to track the following information on instructors: which classes, courses and training sessions they instruct, even if the institution does not offer that training.
HCM-Learning Management	Training Program and Course Development	1074383	Provide ability to track the following information on instructors: location.
HCM-Learning Management	Training Program and Course Development	1074384	Provide ability to track the following information on instructors: contact information.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Learning Management	Training Program and Course Development	1074385	Provide ability to track the attendance of the employee and record the completion on employee's personnel record.
HCM-Learning Management	Tuition Reimbursements	1074387	Provide ability to support the Tuition Reimbursement program to include: courses enrolled in / completed.
HCM-Learning Management	Tuition Reimbursements	1074388	Provide ability to support the Tuition Reimbursement program to include: units enrolled in / completed.
HCM-Learning Management	Tuition Reimbursements	1074389	Provide ability to support the Tuition Reimbursement program to include: total cost of educational program.
HCM-Learning Management	Tuition Reimbursements	1074390	Provide ability to support the Tuition Reimbursement program to include: higher education staff and children of staff waivers.
HCM-Learning Management	Tuition Reimbursements	1074391	Provide ability to track situations where employee is required to maintain employment for a certain period of time after the completion of training and notify designated personnel when employee terminates prior to the time period (Tuition waivers).
HCM-Classification and Compensation	Classification / Reviews / Audits	1074395	Provide ability to track classification specifications both current and historically.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074396	Provide ability to track personnel action (e.g., reclass, reallocation) by: position number.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074397	Provide ability to track personnel action (e.g., reclass, reallocation) by: position description.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074398	Provide ability to track personnel action (e.g., reclass, reallocation) by: current incumbent.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074399	Provide ability to track personnel action (e.g., reclass, reallocation) by: current class.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074400	Provide ability to track personnel action (e.g., reclass, reallocation) by: grade and step.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074401	Provide ability to track personnel action (e.g., reclass, reallocation) by: funding source.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074402	Provide ability to track personnel action (e.g., reclass, reallocation) by: grants.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074403	Provide ability to track personnel action (e.g., reclass, reallocation) by: statutory changes.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074404	Provide ability to track personnel action (e.g., reclass, reallocation) by: proposed class.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074405	Provide ability to track personnel action (e.g., reclass, reallocation) by: current pay.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074406	Provide ability to track personnel action (e.g., reclass, reallocation) by: proposed pay.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074407	Provide ability to track personnel action (e.g., reclass, reallocation) by: organization unit.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074408	Provide ability to track personnel action (e.g., reclass, reallocation) by: cost center.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074409	Provide ability to track personnel action (e.g., reclass, reallocation) by: supervisor.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074410	Provide ability to track personnel action (e.g., reclass, reallocation) by: position description changes (e.g. deleted duties, new duties, reduced duties, expanded duties).
HCM-Classification and Compensation	Classification / Reviews / Audits	1074411	Provide ability to track personnel action (e.g., reclass, reallocation) by: effective date.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074412	Provide ability to track personnel action request events, dates, and parties involved.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074413	Provide ability to track when classification is under review (e.g., vacancy, review request).
HCM-Classification and Compensation	Classification / Reviews / Audits	1074414	Provide ability to track results of classification action reviews including approved as submitted, pending or denied by reclassification or reallocation.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074415	Provide ability to support analysis of classification for both filled and vacant positions.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074416	Provide ability to track job classification audits and notify institution representatives and position incumbents (optional) potentially impacted by changes: to job descriptions or job classifications under revision.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074417	Provide ability to track job classification audits and notify institution representatives and position incumbents (optional) potentially impacted by changes: to job descriptions associated with a specific job class.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074418	Provide ability to track job classification audits and notify institution representatives and position incumbents (optional) potentially impacted by changes: requested by institution to properly classify a position management believed to be misclassified.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074420	Provide ability to track job classification audits and notify institution representatives and position incumbents (optional) potentially impacted by changes: in position classification, new classes and new positions.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074421	Provide ability to track job classification audits and notify institution representatives and position incumbents (optional) potentially impacted by changes: at institution defined interval since last classification decision.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074422	Provide ability to track job classification audits and notify institution representatives and position incumbents (optional) potentially impacted by changes: to a random search of all existing job descriptions.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074423	Provide ability to facilitate audit of position descriptions based on: classification.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Classification and Compensation	Classification / Reviews / Audits	1074424	Provide ability to facilitate audit of position descriptions based on: employee time in class.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074425	Provide ability to facilitate audit of position descriptions based on: FLSA status.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074426	Provide ability to facilitate audit of position descriptions based on: pay schedule.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074427	Provide ability to facilitate audit of position descriptions based on: job location.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074428	Provide ability to facilitate audit of position descriptions based on: EEO Status.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074429	Provide ability to facilitate audit of position descriptions based on: education required.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074430	Provide ability to facilitate audit of position descriptions based on: position number.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074431	Provide ability to facilitate audit of position descriptions based on: minimum job requirements.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074432	Provide ability to facilitate audit of position descriptions based on: essential functions.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074433	Provide ability to facilitate audit of position descriptions based on: licenses and certificates required.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074434	Provide ability to facilitate audit of position descriptions based on: hazardous occupation status.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074435	Provide ability to track information associated with a classification audit based on: type of audit.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074436	Provide ability to track information associated with a classification audit based on: organizational information (cost center).
HCM-Classification and Compensation	Classification / Reviews / Audits	1074437	Provide ability to track information associated with a classification audit based on: source of classification audit request.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074438	Provide ability to track information associated with a classification audit based on: person or group conducting the audit.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074439	Provide ability to track information associated with a classification audit based on: who was audited (employee, supervisor, administrator, comparable, other).
HCM-Classification and Compensation	Classification / Reviews / Audits	1074440	Provide ability to track information associated with a classification audit based on: start and end dates for the audit.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074441	Provide ability to track information associated with a classification audit based on: results or outcomes of the audit.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074442	Provide ability to retrieve information associated with classification audits of similar positions.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074443	Provide ability to track working/job titles, classification titles, and classification sub titles.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074444	Provide ability to 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 / Audits	1074446	Provide ability to track the employee appeals process, events and outcomes of classification changes for agencies.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074447	Provide ability to generate notification to department representatives and position incumbents upon receipt of reclass or reallocation request.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074448	Provide ability to maintain a complete history associated with all review/audit activity.
HCM-Classification and Compensation	Classification / Reviews / Audits	1074450	Provide ability to track personnel action (e.g., reclass, reallocation) by: Division
HCM-Classification and Compensation	Classification / Reviews / Audits	1074451	Provide ability to track personnel action (e.g., reclass, reallocation) by: changed date.
HCM-Classification and Compensation	General	1074454	Provide ability to support Arkansas Office of Personnel Management-defined approval and routing for all compensation changes (e.g., base rate, additional pay, etc.).
HCM-Classification and Compensation	General	1074455	Provide ability to support Arkansas Office of Personnel Management-defined approval and routing for all classification changes (e.g., reclass, reallocation, request to fill, etc.).
HCM-Classification and Compensation	General	1074456	Provide ability to have salary schedules be controlled by Institution-defined job classification or as defined by the Arkansas Office of Personnel Management.
HCM-Classification and Compensation	General	1074457	Provide ability to maintain effective dates for salary tables to allow for future pay adjustments.
HCM-Classification and Compensation	General	1074458	Provide ability to maintain effective dates for Class data to allow for future pay adjustments.
HCM-Classification and Compensation	General	1074459	Provide ability to retain previous salary, hours data and effective dates for use when calculating retroactive pay adjustments.
HCM-Classification and Compensation	General	1074460	Provide ability to store salary data for institution defined employee groups based on: organization (multi-level, cost center).
HCM-Classification and Compensation	General	1074461	Provide ability to store salary data for institution defined employee groups based on: job title.
HCM-Classification and Compensation	General	1074462	Provide ability to store salary data for institution defined employee groups based on: supervisory.
HCM-Classification and Compensation	General	1074463	Provide ability to store salary data for institution defined employee groups based on: step and grade.
HCM-Classification and Compensation	General	1074464	Provide ability to store salary data for institution defined employee groups based on: hire/employment date.
HCM-Classification and Compensation	General	1074465	Provide ability to store salary data for institution defined employee groups based on: EEO category.
HCM-Classification and Compensation	General	1074466	Provide ability to store salary data for institution defined employee groups based on: salary schedule.
HCM-Classification and Compensation	General	1074467	Provide ability to store salary data for institution defined employee groups based on: pay range.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Classification and Compensation	General	1074468	Provide ability to store salary data for institution defined employee groups based on: FLSA classification.
HCM-Classification and Compensation	General	1074469	Provide ability to maintain salary tables (hourly, biweekly, bi-monthly, monthly, and/or manually) for: salary range structure (minimum / mid points / maximum (optional)).
HCM-Classification and Compensation	General	1074470	Provide ability to maintain salary tables (hourly, biweekly, bi-monthly, monthly, and/or manually) for: special salary schedules: grade defined by classification.
HCM-Classification and Compensation	General	1074471	Provide ability to maintain salary tables (hourly, biweekly, bi-monthly, monthly, and/or manually) for: 35, 37.5, 40 hour work weeks, 114 hour work week (e.g. national guard firefighters, etc.).
HCM-Classification and Compensation	General	1074472	Provide ability to maintain salary tables (hourly, biweekly, bi-monthly, monthly, and/or manually) for: other institution defined salary table parameters.
HCM-Classification and Compensation	General	1074473	Provide ability to record base rate as based on: per annum.
HCM-Classification and Compensation	General	1074474	Provide ability to record base rate as based on: bi-Weekly.
HCM-Classification and Compensation	General	1074475	Provide ability to record base rate as based on: bi-Monthly.
HCM-Classification and Compensation	General	1074476	Provide ability to record base rate as based on: per month.
HCM-Classification and Compensation	General	1074477	Provide ability to record base rate as based on: per day.
HCM-Classification and Compensation	General	1074478	Provide ability to record base rate as based on: per hour.
HCM-Classification and Compensation	General	1074480	Provide ability to record base rate as based on: per unit (e.g. event).
HCM-Classification and Compensation	General	1074481	Provide ability to maintain multiple methods to code each occurrence of additional pay such as: flat rate.
HCM-Classification and Compensation	General	1074482	Provide ability to maintain multiple methods to code each occurrence of additional pay such as: percentage of current salary.
HCM-Classification and Compensation	General	1074483	Provide ability to maintain multiple methods to code each occurrence of additional pay such as: based on other combinations of base rate and additional pay.
HCM-Classification and Compensation	General	1074484	Provide ability to maintain multiple methods to code each occurrence of additional pay such as: percentage of mid point.
HCM-Classification and Compensation	General	1074485	Provide ability to maintain multiple methods to code each occurrence of additional pay such as: overridden amounts (user entered).
HCM-Classification and Compensation	General	1074486	Provide ability to maintain multiple methods to code each occurrence of additional pay such as: per hour.
HCM-Classification and Compensation	General	1074487	Provide ability to maintain multiple methods to code each occurrence of additional pay such as: salary adjustment (pays on a different schedule and/or level).
HCM-Classification and Compensation	General	1074488	Provide ability to generate additional pay based on criteria such as: pay type.
HCM-Classification and Compensation	General	1074489	Provide ability to generate additional pay based on criteria such as: organization (multi-level, cost center).
HCM-Classification and Compensation	General	1074490	Provide ability to generate additional pay based on criteria such as: work location.
HCM-Classification and Compensation	General	1074491	Provide ability to generate additional pay based on criteria such as: position.
HCM-Classification and Compensation	General	1074492	Provide ability to generate additional pay based on criteria such as: institution classification.
HCM-Classification and Compensation	General	1074493	Provide ability to generate additional pay based on criteria such as: statute.
HCM-Classification and Compensation	General	1074494	Provide ability to generate additional pay based on criteria such as: tenure base.
HCM-Classification and Compensation	General	1074495	Provide ability to generate additional pay based on criteria such as: start and end dates.
HCM-Classification and Compensation	General	1074496	Provide ability to generate additional pay based on criteria such as: duties performed.
HCM-Classification and Compensation	General	1074497	Provide ability to generate additional pay based on criteria such as: shift worked.
HCM-Classification and Compensation	General	1074498	Provide ability to generate additional pay based on criteria such as: experience.
HCM-Classification and Compensation	General	1074499	Provide ability to generate additional pay based on criteria such as: certificates.
HCM-Classification and Compensation	General	1074500	Provide ability to generate additional pay based on criteria such as: licenses.
HCM-Classification and Compensation	General	1074501	Provide ability to generate additional pay based on criteria such as: languages.
HCM-Classification and Compensation	General	1074502	Provide ability to generate additional pay based on criteria such as: education.
HCM-Classification and Compensation	General	1074503	Provide ability to generate additional pay based on criteria such as: current base pay grade.
HCM-Classification and Compensation	General	1074504	Provide ability to generate additional pay based on criteria such as: performance test.
HCM-Classification and Compensation	General	1074506	Provide ability to generate additional pay based on criteria such as: pay differentials.
HCM-Classification and Compensation	General	1074507	Provide ability to analyze components of employee compensation by: salary.
HCM-Classification and Compensation	General	1074508	Provide ability to analyze components of employee compensation by: institution and employee contributions to benefits.
HCM-Classification and Compensation	General	1074509	Provide ability to analyze components of employee compensation by: institution and employee contributions to retirement.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Classification and Compensation	General	1074510	Provide ability to analyze components of employee compensation by: non cash fringe benefits.
HCM-Classification and Compensation	General	1074511	Provide ability to project annual salary (gross and net) and benefit costs for the year by: person.
HCM-Classification and Compensation	General	1074512	Provide ability to project annual salary (gross and net) and benefit costs for the year by: organization unit (multi-level).
HCM-Classification and Compensation	General	1074513	Provide ability to project annual salary (gross and net) and benefit costs for the year by: class.
HCM-Classification and Compensation	General	1074514	Provide ability to project annual salary (gross and net) and benefit costs for the year by: hire/employment date.
HCM-Classification and Compensation	General	1074515	Provide ability to project annual salary (gross and net) and benefit costs for the year by: funding source.
HCM-Classification and Compensation	General	1074516	Provide ability to project annual salary (gross and net) and benefit costs for the year by: grants.
HCM-Classification and Compensation	General	1074517	Provide ability to project annual salary (gross and net) and benefit costs for the year by: EEO Category.
HCM-Classification and Compensation	General	1074518	Provide ability to project annual salary (gross and net) and benefit costs for the year by: National Council on Compensation Insurance (NCCI) codes.
HCM-Classification and Compensation	General	1074519	Provide ability to 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	General	1074520	Provide ability to change or model any cost factor so that comprehensive forecasts can be generated.
HCM-Classification and Compensation	General	1074521	Provide ability to track actual costs and benefits of each employee, including regular salary and wages, and all institution paid costs by the various groups such as organizational unit, fund, budget unit field, or other COA fields.
HCM-Classification and Compensation	General	1074522	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: base pay.
HCM-Classification and Compensation	General	1074523	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: overtime.
HCM-Classification and Compensation	General	1074524	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: on call.
HCM-Classification and Compensation	General	1074525	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: sick.
HCM-Classification and Compensation	General	1074526	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: clothing allowance.
HCM-Classification and Compensation	General	1074527	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: tool / equipment allowance.
HCM-Classification and Compensation	General	1074528	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: leave (all types).
HCM-Classification and Compensation	General	1074529	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: shift differential pay (night, weekend).
HCM-Classification and Compensation	General	1074530	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: premium pay.
HCM-Classification and Compensation	General	1074532	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: education allowance.
HCM-Classification and Compensation	General	1074533	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: retirement.
HCM-Classification and Compensation	General	1074534	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: cafeteria plans.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Classification and Compensation	General	1074535	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: health insurance.
HCM-Classification and Compensation	General	1074536	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: workers' compensation.
HCM-Classification and Compensation	General	1074537	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: life and disability insurance.
HCM-Classification and Compensation	General	1074538	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: emergency.
HCM-Classification and Compensation	General	1074539	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: unemployment.
HCM-Classification and Compensation	General	1074540	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: non cash fringe benefits.
HCM-Classification and Compensation	General	1074541	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: other UASYS defined deferred compensation plans.
HCM-Classification and Compensation	General	1074542	Provide ability to assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: other special allowances.
HCM-Classification and Compensation	General	1074543	Provide ability to automatically recalculate salary, with override option, due to personnel actions such as promotions, demotions, etc.
HCM-Classification and Compensation	General	1074544	Provide ability to restrict establishment/reclass of a position into a specific institution defined class specification.
HCM-Classification and Compensation	General	1074545	Provide ability to track historical usage of class specifications for both incumbents and vacancies. (e.g., classes not used or vacant for a period of time, etc.).
HCM-Classification and Compensation	General	1074546	Provide ability to maintain a history of position structures, including all reorganizations.
HCM-Classification and Compensation	General	1074547	Provide ability to calculate adverse impact analysis on compensation plans by ethnicity, gender, and persons with disabilities, including salary and discretionary pay.
HCM-Classification and Compensation	General	1074548	Provide ability to track data within each salary schedule by: range.
HCM-Classification and Compensation	General	1074549	Provide ability to track data within each salary schedule by: schedule type (fixed, range, etc.).
HCM-Classification and Compensation	General	1074550	Provide ability to track data within each salary schedule by: minimum.
HCM-Classification and Compensation	General	1074551	Provide ability to track data within each salary schedule by: maximum.
HCM-Classification and Compensation	General	1074552	Provide ability to track data within each salary schedule by: midpoint.
HCM-Classification and Compensation	General	1074553	Provide ability to track data within each salary schedule by: appointment maximum pay rates.
HCM-Classification and Compensation	General	1074554	Provide ability to track data within each salary schedule by: additional pay points within the pay range.
HCM-Classification and Compensation	General	1074555	Provide ability to track data within each salary schedule by: pay progression schedule by pay range.
HCM-Classification and Compensation	General	1074556	Provide ability to track data within each salary schedule by: market rate.
HCM-Classification and Compensation	General	1074558	Provide ability to track data within each salary schedule by: tenure.
HCM-Classification and Compensation	General	1074559	Provide ability to track data within each salary schedule by: rank.
HCM-Classification and Compensation	General	1074560	Provide ability to track data within each salary schedule by: overtime eligible.
HCM-Classification and Compensation	General	1074561	Provide ability to track data within each salary schedule by: hazardous occupation status.
HCM-Classification and Compensation	General	1074562	Provide ability to track data within each salary schedule by: FLSA status.
HCM-Classification and Compensation	General	1074563	Provide ability to track data within each salary schedule by: classified, non-classified and non-appointed.
HCM-Classification and Compensation	General	1074564	Provide ability to track data within each salary schedule by: classified and classified exempt status.
HCM-Classification and Compensation	General	1074565	Provide ability to track data within each salary schedule by: Institution defined subsets of classifications.
HCM-Classification and Compensation	General	1074566	Provide ability to maintain data for additional pay items by: pay code.
HCM-Classification and Compensation	General	1074567	Provide ability to maintain data for additional pay items by: calculation method (% , flat rate, etc.).
HCM-Classification and Compensation	General	1074568	Provide ability to maintain data for additional pay items by: amount (fixed amount, %, etc.).

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Classification and Compensation	General	1074569	Provide ability to maintain data for additional pay items by: calculation frequency (every pay period, monthly, annual increment, etc.).
HCM-Classification and Compensation	General	1074570	Provide ability to maintain data for additional pay items by: taxable (Federal, State, FICA, etc.).
HCM-Classification and Compensation	General	1074571	Provide ability to maintain data for additional pay items by: longevity.
HCM-Classification and Compensation	General	1074572	Provide ability to maintain data for additional pay items by: non cash fringe benefits.
HCM-Classification and Compensation	General	1074573	Provide ability to maintain data for additional pay items by: emoluments.
HCM-Classification and Compensation	General	1074574	Provide ability to support analysis of classification and compensation costs based on institution defined criteria.
HCM-Classification and Compensation	General	1074575	Provide ability to support what if analysis on proposed classification and compensation changes.
HCM-Classification and Compensation	General	1074577	Provide ability to store salary data for institution defined employee groups based on: EEO Subcategories.
HCM-Classification and Compensation	General	1074578	Provide ability to modify salary data for institution defined employee groups based on: EEO Categories/Subcategories.
HCM-Classification and Compensation	General	1074579	Provide ability to project annual salary (gross and net) and benefit costs for the year by: EEO Subcategory.
HCM-Classification and Compensation	General	1074580	Provide ability to track data within each salary schedule by: comp ratio.
HCM-Classification and Compensation	General	1074581	Provide ability to track data within each salary schedule by: quartile position.
HCM-Classification and Compensation	General	1074582	Provide ability to modify a salary schedule in effect without needing to replace entire schedule.
HCM-Classification and Compensation	General	1074583	Provide ability to track salary data for institution defined employee groups based on: promotion/demotion, etc.(institution defined).
HCM-Classification and Compensation	Inquiry and Reporting	1074586	Provide ability to create standard class and comp reports based on: cost projections.
HCM-Classification and Compensation	Inquiry and Reporting	1074587	Provide ability to create standard class and comp reports based on: cost center.
HCM-Classification and Compensation	Inquiry and Reporting	1074588	Provide ability to create standard class and comp reports based on: funding source.
HCM-Classification and Compensation	Inquiry and Reporting	1074589	Provide ability to create standard class and comp reports based on: grants.
HCM-Classification and Compensation	Inquiry and Reporting	1074590	Provide ability to create standard class and comp reports based on: classifications.
HCM-Classification and Compensation	Inquiry and Reporting	1074591	Provide ability to create standard class and comp reports based on: statutory changes.
HCM-Classification and Compensation	Inquiry and Reporting	1074592	Provide ability to create standard class and comp reports based on: salary change history.
HCM-Classification and Compensation	Inquiry and Reporting	1074593	Provide ability to prepare a Classification \ Compensation Plan based on: class codes.
HCM-Classification and Compensation	Inquiry and Reporting	1074594	Provide ability to prepare a Classification \ Compensation Plan based on: class titles.
HCM-Classification and Compensation	Inquiry and Reporting	1074595	Provide ability to prepare a Classification \ Compensation Plan based on: occupational groups.
HCM-Classification and Compensation	Inquiry and Reporting	1074596	Provide ability to prepare a Classification \ Compensation Plan based on: monthly salaries.
HCM-Classification and Compensation	Inquiry and Reporting	1074597	Provide ability to prepare a Classification \ Compensation Plan based on: annual salaries.
HCM-Classification and Compensation	Inquiry and Reporting	1074598	Provide ability to prepare a Classification \ Compensation Plan based on: market rates.
HCM-Classification and Compensation	Inquiry and Reporting	1074599	Provide ability to prepare a Classification \ Compensation Plan based on: pay grade and step.
HCM-Classification and Compensation	Inquiry and Reporting	1074600	Provide ability to prepare a Classification \ Compensation Plan based on: plan type.
HCM-Classification and Compensation	Inquiry and Reporting	1074601	Provide ability to prepare a Classification \ Compensation Plan based on: rank.
HCM-Classification and Compensation	Inquiry and Reporting	1074602	Provide ability to prepare a Classification \ Compensation Plan based on: hourly rate.
HCM-Classification and Compensation	Inquiry and Reporting	1074603	Provide ability to prepare a Classification \ Compensation Plan based on: min/mid/max salaries.
HCM-Classification and Compensation	Inquiry and Reporting	1074604	Provide ability to calculate aggregated classification statistics for a institution defined time period based on: number of positions by class.
HCM-Classification and Compensation	Inquiry and Reporting	1074605	Provide ability to calculate aggregated classification statistics for a institution defined time period based on: number of terminations by class.
HCM-Classification and Compensation	Inquiry and Reporting	1074606	Provide ability to calculate aggregated classification statistics for a institution defined time period based on: number of hires by class.
HCM-Classification and Compensation	Inquiry and Reporting	1074607	Provide ability to calculate aggregated classification statistics for a institution defined time period based on: number of reclassifications.
HCM-Classification and Compensation	Inquiry and Reporting	1074608	Provide ability to calculate aggregated classification statistics for a institution defined time period based on: number of reallocations.
HCM-Classification and Compensation	Inquiry and Reporting	1074609	Provide ability to calculate aggregated classification statistics for a institution defined time period based on: number of promotions by class.
HCM-Classification and Compensation	Inquiry and Reporting	1074610	Provide ability to calculate aggregated classification statistics for a institution defined time period based on: number of establishments.
HCM-Classification and Compensation	Inquiry and Reporting	1074612	Provide ability to calculate aggregated classification statistics for a institution defined time period based on: number of grade changes.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Classification and Compensation	Inquiry and Reporting	1074613	Provide ability to calculate aggregated classification statistics for a institution defined time period based on: number of step changes.
HCM-Classification and Compensation	Inquiry and Reporting	1074614	Provide ability to calculate aggregated classification statistics for a institution defined time period based on: number of positions by classification by geographic location.
HCM-Classification and Compensation	Inquiry and Reporting	1074615	Provide ability to calculate aggregated classification statistics for a institution defined time period based on: number of positions by classification by EEO category.
HCM-Classification and Compensation	Inquiry and Reporting	1074616	Provide ability to calculate aggregated classification statistics for a institution defined time period based on: number of transfers.
HCM-Classification and Compensation	Inquiry and Reporting	1074617	Provide ability to calculate aggregated classification statistics for a institution defined time period based on: number of in-range appointments.
HCM-Classification and Compensation	Inquiry and Reporting	1074618	Provide ability to calculate aggregated classification statistics for a institution defined time period based on: number of demotions.
HCM-Classification and Compensation	Inquiry and Reporting	1074619	Provide ability to calculate aggregated classification statistics for a institution defined time period based on: number of abolishment's.
HCM-Classification and Compensation	Inquiry and Reporting	1074620	Provide ability to calculate aggregated classification statistics for a institution defined time period based on: number of terminations by termination reasons by class.
HCM-Classification and Compensation	Inquiry and Reporting	1074621	Provide ability to generate a job classification alpha list, including class code, pay schedule, range, minimum, mid-point, maximum by grade, etc.
HCM-Classification and Compensation	Inquiry and Reporting	1074622	Provide ability to report the number of positions and job class types for hazardous occupation status.
HCM-Classification and Compensation	Inquiry and Reporting	1074623	Provide ability to generate compensation reports (e.g., mean salary, standard deviations, pay schedule) by employee characteristics such as ethnicity, gender, and persons with disabilities.
HCM-Classification and Compensation	Inquiry and Reporting	1074624	Provide ability to generate salary change reports for employee demographics.
HCM-Classification and Compensation	Inquiry and Reporting	1074625	Provide ability to generate compression/inversion analysis based on institution defined triggers or thresholds for recruitment, retention, vacancy history and other institution defined criteria.
HCM-Classification and Compensation	Inquiry and Reporting	1074626	Provide ability to generate compensation reports (e.g., mean salary, standard deviations, pay schedule) by organizational characteristics (institution, department, unit).
HCM-Classification and Compensation	Inquiry and Reporting	1074627	Provide ability to generate compensation reports (e.g., mean salary, standard deviations, pay schedule) by classification by organizational unit and funding source.
HCM-Classification and Compensation	Inquiry and Reporting	1074629	Provide ability to calculate aggregated classification statistics for a institution defined time period based on: number of demotions by class.
HCM-Classification and Compensation	Inquiry and Reporting	1074630	Provide ability to calculate aggregated classification statistics for a institution defined time period based on: number of lateral transfers by class.
HCM-Classification and Compensation	Inquiry and Reporting	1074631	Provide ability to calculate aggregated classification statistics for a institution defined time period based on: number of positions by classification by EEO subcategory.
HCM-Classification and Compensation	Inquiry and Reporting	1074632	Provide ability to store and cross reference Institutional salary codes to 3rd party salary survey codes.
HCM-Classification and Compensation	Inquiry and Reporting	1074633	Provide the ability to compare classification and employee data to support statistical analysis.
HCM-Classification and Compensation	Inquiry and Reporting	1074634	Provide the ability to compare internal equity criteria and employee data to support statistical analysis.
HCM-Classification and Compensation	Inquiry and Reporting	1074635	Provide the ability to set thresholds and limits in a salary schedule for specific Classification.
HCM-Classification and Compensation	Pay Rate Maintenance	1074638	Provide ability to track update of salary changes: across the board.
HCM-Classification and Compensation	Pay Rate Maintenance	1074639	Provide ability to track update of salary changes: by individual.
HCM-Classification and Compensation	Pay Rate Maintenance	1074640	Provide ability to track update of salary changes: by type (e.g. reason code).
HCM-Classification and Compensation	Pay Rate Maintenance	1074641	Provide ability to track update of salary changes: by statutory changes.
HCM-Classification and Compensation	Pay Rate Maintenance	1074642	Provide ability to track update of salary changes: by transaction type.
HCM-Classification and Compensation	Pay Rate Maintenance	1074643	Provide ability to track update of salary changes: by job classification.
HCM-Classification and Compensation	Pay Rate Maintenance	1074644	Provide ability to track update of salary changes: by organization unit.
HCM-Classification and Compensation	Pay Rate Maintenance	1074645	Provide ability to track update of salary changes: by cost center.
HCM-Classification and Compensation	Pay Rate Maintenance	1074646	Provide ability to track update of salary changes: by automated implementation of employee salary/grade adjustments (e.g., annual increments).
HCM-Classification and Compensation	Pay Rate Maintenance	1074647	Provide ability to determine eligibility for salary increases by: effective date / anniversary date.
HCM-Classification and Compensation	Pay Rate Maintenance	1074648	Provide ability to determine eligibility for salary increases by: classification.
HCM-Classification and Compensation	Pay Rate Maintenance	1074649	Provide ability to determine eligibility for salary increases by: experience.
HCM-Classification and Compensation	Pay Rate Maintenance	1074650	Provide ability to determine eligibility for salary increases by: certificates.
HCM-Classification and Compensation	Pay Rate Maintenance	1074651	Provide ability to determine eligibility for salary increases by: licenses.
HCM-Classification and Compensation	Pay Rate Maintenance	1074652	Provide ability to determine eligibility for salary increases by: languages.
HCM-Classification and Compensation	Pay Rate Maintenance	1074653	Provide ability to determine eligibility for salary increases by: statutory changes.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Classification and Compensation	Pay Rate Maintenance	1074654	Provide ability to determine eligibility for salary increases by: tenure.
HCM-Classification and Compensation	Pay Rate Maintenance	1074655	Provide ability to determine eligibility for salary increases by: employment date.
HCM-Classification and Compensation	Pay Rate Maintenance	1074656	Provide ability to determine eligibility for salary increases by: organization unit.
HCM-Classification and Compensation	Pay Rate Maintenance	1074657	Provide ability to determine eligibility for salary increases by: education.
HCM-Classification and Compensation	Pay Rate Maintenance	1074658	Provide ability to determine eligibility for salary increases by: work location.
HCM-Classification and Compensation	Pay Rate Maintenance	1074659	Provide ability to determine eligibility for salary increases by: probationary period.
HCM-Classification and Compensation	Pay Rate Maintenance	1074660	Provide ability to determine eligibility for salary increases by: status of any other variable as of a particular date (e.g., organizational unit for a specified time).
HCM-Classification and Compensation	Pay Rate Maintenance	1074661	Provide ability to determine eligibility for salary increases by: time in classification.
HCM-Classification and Compensation	Pay Rate Maintenance	1074662	Provide ability to process mass changes for the purposes of changing salaries (e.g., COLA changes, job classification surveys).
HCM-Classification and Compensation	Pay Rate Maintenance	1074664	Provide ability to produce notification for employees impacted by a salary, compensation, or class change.
HCM-Classification and Compensation	Pay Rate Maintenance	1074665	Provide ability to support mass pay transaction updates based on any field held within the database.
HCM-Classification and Compensation	Pay Rate Maintenance	1074666	Provide ability to record historical information for all compensation changes.
HCM-Classification and Compensation	Pay Rate Maintenance	1074667	Provide ability to support institution defined reasons for pay rate changes.
HCM-Classification and Compensation	Pay Rate Maintenance	1074668	Provide ability to support base pay rate to four digits past the decimal point (\$0.0000) and corresponding salary schedule.
HCM-Classification and Compensation	Pay Rate Maintenance	1074669	Provide ability to support recording additional employee pay to four digits past the decimal point (\$0.0000).
HCM-Classification and Compensation	Pay Rate Maintenance	1074670	Provide ability to move employees within the pay progression schedule by pay range based on effective date or calculated years of service.
HCM-Classification and Compensation	Pay Rate Maintenance	1074671	Provide ability to track salary history for each employee.
HCM-Leave Management	General	1074674	Provide ability to configure and schedule automatic notices to employees and administrators of leave that will be lost
HCM-Leave Management	General	1074675	Provide ability to automate review and approval processes for leave based on business rules, including variations by leave type (e.g. allow designation of special review and approval requirements for certain leave types).
HCM-Leave Management	General	1074676	Provide ability to create and maintain a multi-step approval/workflow for review and approval of all leave transactions.
HCM-Leave Management	General	1074677	Provide ability to include alternate review and approval processes for leave buyout.
HCM-Leave Management	General	1074678	Provide ability to track all leave accrued and taken by type of eligible leave and reason.
HCM-Leave Management	General	1074679	Provide ability to display current leave accrual rates and leave balances for each employee while time is being entered or reviewed.
HCM-Leave Management	General	1074680	Provide ability to allow administrators to modify leave data entered for any period and edit changes against the employee leave balances.
HCM-Leave Management	General	1074681	Provide ability to establish beginning leave balances once employees become eligible to earn leave.
HCM-Leave Management	General	1074682	Provide ability to adjust leave balances for the calendar year and record adjustments for audit trail purposes.
HCM-Leave Management	General	1074683	Provide ability to future date leave transactions for processing during the appropriate pay period.
HCM-Leave Management	General	1074684	Provide ability to process paid and unpaid leave.
HCM-Leave Management	General	1074685	Provide ability to have a variety of institution defined leave classifications such as annual leave, administrative leave, sick leave, including descriptions, business rules, and approval requirements.
HCM-Leave Management	General	1074686	Provide ability to support the use of unlimited number of leave types with or without balance accruals and associated business rules that may vary by department.
HCM-Leave Management	General	1074687	Provide ability to maintain history of all leave accounting actions to include: modifications to leave definitions.
HCM-Leave Management	General	1074688	Provide ability to maintain history of all leave accounting actions to include: accrual calculations.
HCM-Leave Management	General	1074689	Provide ability to maintain history of all leave accounting actions to include: leave taken by date.
HCM-Leave Management	General	1074690	Provide ability to maintain history of all leave accounting actions to include: leave claimed.
HCM-Leave Management	General	1074691	Provide ability to maintain history of all leave accounting actions to include: leave paid.
HCM-Leave Management	General	1074692	Provide ability to maintain history of all leave accounting actions to include: leave adjustments.
HCM-Leave Management	General	1074693	Provide ability to maintain history of all leave accounting actions to include: leave balances.
HCM-Leave Management	General	1074694	Provide ability to maintain history of all leave accounting actions to include: donated leave transactions.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Leave Management	General	1074695	Provide ability to maintain history of all leave accounting actions to include: donated leave balances (donor, receiving department).
HCM-Leave Management	General	1074696	Provide ability to forward applicable leave balances to other institutions, or the respective retirement system (ATRS/APERS) or state agencies upon separation from the institution for the conversion of service credits within the retirement system.
HCM-Leave Management	General	1074697	Provide ability to have online access to all employee leave data with appropriate security.
HCM-Leave Management	General	1074698	Provide ability to add future leave plans.
HCM-Leave Management	General	1074700	Provide ability to send automatic notices to employees and administrators of leave that will be lost based on employee status changes (e.g. 12 months to 9 months)
HCM-Leave Management	General	1074701	Provide ability to liquidate unused leave balances for a specific plan on a scheduled date.
HCM-Leave Management	General	1074702	Provide ability to configure multiple leave donation banks with eligibility criteria based on position types
HCM-Leave Management	General	1074703	Provide ability to maintain multiple holiday schedules within a single institution.
HCM-Leave Management	General	1074704	Provide ability to send email to employee and supervisor that leave balance has been exhausted and rolled to another leave category or to LWOP.
HCM-Leave Management	General	1074705	Provide ability to have 2 accumulators for Catastrophic Leave (CAT) Faculty and Staff and establish controls and parameters set up by leave administrator.
HCM-Leave Management	General	1074706	Provide ability to modify accruals and types of leave for different classes of employees.
HCM-Leave Management	General	1074707	Provide Ability to notify to employer when employee changes departments and has a comp time balance.
HCM-Leave Management	General	1074708	Provide ability to establish Holidays and have them default to the employee schedule/time record based upon: department and location
HCM-Leave Management	General	1074709	Provide ability to establish and default inclement weather dates to the employee schedule/time record based on: Dept and Location
HCM-Leave Management	General	1074710	Provide ability to view all leave accruals and balances for a month based on: employee roster for department
HCM-Leave Management	General	1074711	Provide ability to establish institution defined business rules to set automatic priorities for invoking other types of leave as each category of leave is exhausted.
HCM-Leave Management	Inquiry and Reporting	1074713	Provide ability to calculate leave value, as of any point in time, estimate the liability (short and long term) of all outstanding leave balances to support GASB 34 reporting of leave liability with the option to post the accrual to the GL.
HCM-Leave Management	Inquiry and Reporting	1074714	Provide ability to generate exception reports after time input that will capture leave events such as: leave taken in the period.
HCM-Leave Management	Inquiry and Reporting	1074715	Provide ability to generate exception reports after time input that will capture leave events such as: unpaid leave in the period.
HCM-Leave Management	Inquiry and Reporting	1074716	Provide ability to generate exception reports after time input that will capture leave events such as: leave payout in the period.
HCM-Leave Management	Inquiry and Reporting	1074717	Provide ability to generate exception reports after time input that will capture leave events such as: comp time taken in the period.
HCM-Leave Management	Inquiry and Reporting	1074718	Provide ability to generate an attendance report as defined by the end user.
HCM-Leave Management	Inquiry and Reporting	1074719	Provide ability to generate an employee availability report by pay period.
HCM-Leave Management	Inquiry and Reporting	1074720	Provide ability to produce a report each pay period listing all employees' sick, annual, and other leave balances (Leave Balance Report).
HCM-Leave Management	Inquiry and Reporting	1074721	Provide ability to produce a report of employees due back from leave (this report should be produced based on user specified time period before an employee returns), including type of leave and type of end date (return to work, re-evaluate, etc.).
HCM-Leave Management	Inquiry and Reporting	1074722	Provide ability to produce a leave usage report by pay period or other specified period by employee by leave type.
HCM-Leave Management	Inquiry and Reporting	1074723	Provide ability to generate a statistical leave analysis report by leave type, total hours used, average hours used, and the cost of leave used based on a specified time intervals.
HCM-Leave Management	Inquiry and Reporting	1074724	Provide ability to produce standard form letters for FMLA employees and/or employees on any leave without pay.
HCM-Leave Management	Inquiry and Reporting	1074725	Provide ability to generate a report that details scheduled hours, time worked, leave usages, leave balances, etc., by day within pay period for employees, unit level, division level, and institution-wide.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Leave Management	Inquiry and Reporting	1074727	Provide ability to display an employee's current sick, annual, and other leave balances on the self-service portal.
HCM-Leave Management	Leave Calculations and Payments	1074730	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: job class.
HCM-Leave Management	Leave Calculations and Payments	1074731	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: organizational unit.
HCM-Leave Management	Leave Calculations and Payments	1074732	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: effective dates.
HCM-Leave Management	Leave Calculations and Payments	1074733	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: expiration dates.
HCM-Leave Management	Leave Calculations and Payments	1074734	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: adjusted continuous service date.
HCM-Leave Management	Leave Calculations and Payments	1074735	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: months of service (qualified regular hours).
HCM-Leave Management	Leave Calculations and Payments	1074736	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: accrual amount.
HCM-Leave Management	Leave Calculations and Payments	1074737	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: date of accrual.
HCM-Leave Management	Leave Calculations and Payments	1074738	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: minimum hours worked in a month.
HCM-Leave Management	Leave Calculations and Payments	1074739	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: maximum hours accrued.
HCM-Leave Management	Leave Calculations and Payments	1074740	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: maximum dollars paid.
HCM-Leave Management	Leave Calculations and Payments	1074741	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: payout option available.
HCM-Leave Management	Leave Calculations and Payments	1074742	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: actual hours.
HCM-Leave Management	Leave Calculations and Payments	1074743	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: leave accrual plan.
HCM-Leave Management	Leave Calculations and Payments	1074744	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: sick leave used for bereavement.
HCM-Leave Management	Leave Calculations and Payments	1074745	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: hazardous duty disability leave.
HCM-Leave Management	Leave Calculations and Payments	1074746	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: FTE.
HCM-Leave Management	Leave Calculations and Payments	1074747	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: may be taken in period accrued / earned (y/n).
HCM-Leave Management	Leave Calculations and Payments	1074748	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: FMLA (y/n).
HCM-Leave Management	Leave Calculations and Payments	1074749	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: carryover (y/n).
HCM-Leave Management	Leave Calculations and Payments	1074750	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: carryover amount.
HCM-Leave Management	Leave Calculations and Payments	1074751	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: carryover period.
HCM-Leave Management	Leave Calculations and Payments	1074753	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: scheduled hours.
HCM-Leave Management	Leave Calculations and Payments	1074754	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: termination date.
HCM-Leave Management	Leave Calculations and Payments	1074755	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: FLSA status.
HCM-Leave Management	Leave Calculations and Payments	1074756	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: employee status.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Leave Management	Leave Calculations and Payments	1074757	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: position status.
HCM-Leave Management	Leave Calculations and Payments	1074758	Provide ability to 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	1074759	Provide ability to select payments for leave based on department, job class, leave type, accrual rate, and leave balance.
HCM-Leave Management	Leave Calculations and Payments	1074760	Provide ability to automatically update projected leave amounts available to reflect changes in employee accrual rates, rollovers, or leave without pay.
HCM-Leave Management	Leave Calculations and Payments	1074761	Provide ability to automatically adjust existing leave balances for all applicable employees when accrual rules change (including retroactive changes).
HCM-Leave Management	Leave Calculations and Payments	1074762	Provide ability to designate leave taken in lieu of employees awaiting workers' compensation benefits.
HCM-Leave Management	Leave Calculations and Payments	1074763	Provide ability to restore leave based on repayment of wages paid during the TTD (Worker's Comp) effective date.
HCM-Leave Management	Leave Calculations and Payments	1074764	Provide ability to allow leave payments for leave earned but not taken (e.g., active military duty, other than an employee termination) based on: leave type.
HCM-Leave Management	Leave Calculations and Payments	1074765	Provide ability to allow leave payments for leave earned but not taken (e.g., active military duty, other than an employee termination) based on: cutoff date (automatically).
HCM-Leave Management	Leave Calculations and Payments	1074766	Provide ability to process leave payments directly without requiring employee time entry to complete the transaction.
HCM-Leave Management	Leave Calculations and Payments	1074767	Provide ability to allow leave payments for leave earned but not taken (e.g., active military duty, other than an employee termination) based on: hours maximum for payoff, subject to available balance for that leave type.
HCM-Leave Management	Leave Calculations and Payments	1074768	Provide ability to allow leave payments for leave earned but not taken (e.g., active military duty, other than an employee termination) based on: hours earned in excess of maximum.
HCM-Leave Management	Leave Calculations and Payments	1074769	Provide ability to end leave accruals by leave type, by type of separation (e.g., terminate, death, retire, etc.) with option to make payment or not make payment for remaining balances.
HCM-Leave Management	Leave Calculations and Payments	1074770	Provide ability to allow termination of leave processing by leave type, by type of separation (e.g., terminate, death, retire, etc.) to include: lump sum.
HCM-Leave Management	Leave Calculations and Payments	1074771	Provide ability to allow termination of leave processing by leave type, by type of separation (e.g., terminate, death, retire, etc.) to include: carryover for reinstatement on rehire.
HCM-Leave Management	Leave Calculations and Payments	1074772	Provide ability to allow termination of leave processing by leave type, by type of separation (e.g., terminate, death, retire, etc.) to include: lose leave balance upon termination.
HCM-Leave Management	Leave Calculations and Payments	1074773	Provide ability to allow for the roll-over of leave balances based on institution defined parameters.
HCM-Leave Management	Leave Calculations and Payments	1074775	Provide ability to 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	1074776	Provide ability to establish non-exempt overtime (> 40 hours worked) at comp time earned at 1.5 for every hour of overtime worked.
HCM-Leave Management	Leave Calculations and Payments	1074777	Provide ability to capture employees working a designated institution holiday to use the time off on an alternate work day(s).
HCM-Leave Management	Leave Calculations and Payments	1074778	Provide ability to 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	1074779	Provide ability to mandate non-exempt comp time based on institution/department defined business rules and employee groups.
HCM-Leave Management	Leave Calculations and Payments	1074780	Provide ability to establish payments for specified employees that have reached the comp time maximum (thus reducing the comp time balance).
HCM-Leave Management	Leave Calculations and Payments	1074781	Provide ability to 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	1074782	Provide ability to defer comp time payments to an institution defined future date.
HCM-Leave Management	Leave Calculations and Payments	1074783	Provide ability to pay accumulated holiday/comp time upon separation based on the current regular rate of pay for exempt and non-exempt employees based on institution defined parameters.
HCM-Leave Management	Leave Calculations and Payments	1074784	Provide ability to reinstate unused sick leave 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	1074785	Provide ability to produce notices to Appointing Authorities/employees who have been on unpaid leave approaching a specified time frame.
HCM-Leave Management	Leave Calculations and Payments	1074786	Provide ability to maintain and track effective date leave calculations for accrual and payment.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Leave Management	Leave Calculations and Payments	1074787	Provide ability to automatically initiate leave (any type) buyouts based on defined business rules that may vary by institution, organization unit or job class.
HCM-Leave Management	Leave Calculations and Payments	1074788	Provide ability to project leave run out for any specified employees, including any additional accruals that will occur.
HCM-Leave Management	Leave Calculations and Payments	1074790	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: job title.
HCM-Leave Management	Leave Calculations and Payments	1074791	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: UofA Service Date
HCM-Leave Management	Leave Calculations and Payments	1074792	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: State Service Date
HCM-Leave Management	Leave Calculations and Payments	1074793	Provide ability to define leave accrual calculation and usage rules based on combinations of variables, by leave type (with an override capability) based on: Leave Accrual Date
HCM-Leave Management	Leave Calculations and Payments	1074794	Provide ability for 9-month employee to accrue leave when they have a summer assignment (i.e. 9-month employees only earn leave during academic term unless they teach summer school or are paid for summer research).
HCM-Leave Management	Leave Requests / Authorizations	1074796	Provide ability to flag pending leave requests for re-processing when projection of future balances not adequate to cover request.
HCM-Leave Management	Leave Requests / Authorizations	1074797	Provide ability to authorize leave without pay based on business rules.
HCM-Leave Management	Leave Requests / Authorizations	1074798	Provide ability to create and update leave requests for others based on institution defined business rules that may vary by department.
HCM-Leave Management	Leave Requests / Authorizations	1074799	Provide ability to automatically notify employee of need to approve leave requests prepared by others based on business rules that may vary by department
HCM-Leave Management	Leave Requests / Authorizations	1074800	Provide ability to track leave requests by: expected start of leave.
HCM-Leave Management	Leave Requests / Authorizations	1074801	Provide ability to track leave requests by: expected end of leave.
HCM-Leave Management	Leave Requests / Authorizations	1074802	Provide ability to track leave requests by: actual start of leave.
HCM-Leave Management	Leave Requests / Authorizations	1074803	Provide ability to track leave requests by: actual end of leave.
HCM-Leave Management	Leave Requests / Authorizations	1074804	Provide ability to track leave requests by: date leave requested.
HCM-Leave Management	Leave Requests / Authorizations	1074805	Provide ability to track leave requests by: date approved or rejected.
HCM-Leave Management	Leave Requests / Authorizations	1074806	Provide ability to track leave requests by: reviewer/approver.
HCM-Leave Management	Leave Requests / Authorizations	1074807	Provide ability to track leave requests by: reason why leave rejected.
HCM-Leave Management	Leave Requests / Authorizations	1074808	Provide ability to 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	1074809	Provide ability to grant (cancel) leave and adjust accrual amounts for various leave types for a group of employees.
HCM-Leave Management	Leave Requests / Authorizations	1074810	Provide ability to present attendance pattern information to leave request reviewers based on business rules by department, job class, employee, or supervisor.
HCM-Leave Management	Leave Sharing	1074812	Provide ability to support authorized donation, return, and acceptance of accrued leave (shared leave) balances to another employee in the same or different department based on institution defined business rules.
HCM-Leave Management	Leave Sharing	1074813	Provide ability to 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	1074814	Provide ability to automatically 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	1074815	Provide ability to allow the transfer of donated leave according to rules such as: requirements for transferring leave (active employee).
HCM-Leave Management	Leave Sharing	1074816	Provide ability to allow the transfer of donated leave according to rules such as: requirements for accepting leave (in anticipation of taking leave with or without pay).
HCM-Leave Management	Leave Sharing	1074817	Provide ability to allow the transfer of donated leave according to rules such as: requirements for using donated leave.
HCM-Leave Management	Leave Sharing	1074818	Provide ability to allow the transfer of donated leave according to rules such as: requirements for retroactively using donated leave (used to pay unpaid leave after date applied for).
HCM-Leave Management	Leave Sharing	1074819	Provide ability to allow the transfer of donated leave according to rules such as: transferable in minimal increments (0.25 hour).
HCM-Leave Management	Leave Sharing	1074820	Provide ability to allow the transfer of donated leave according to rules such as: types of eligible leave.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Leave Management	Leave Sharing	1074821	Provide ability to allow the transfer of donated leave according to rules such as: disposition of unused donated leave.
HCM-Leave Management	Leave Sharing	1074822	Provide ability to allow the transfer of donated leave according to rules such as: minimum sick/annual leave balance.
HCM-Leave Management	Leave Sharing	1074823	Provide ability to enter an application request for donated leave, including the time period requested.
HCM-Leave Management	Leave Sharing	1074824	Provide ability to maintain and track leave donations linked to donated leave requests.
HCM-Leave Management	Leave Sharing	1074825	Provide ability to control, maintain and track the use of donated leave based on criteria to include: used in consecutive days.
HCM-Leave Management	Leave Sharing	1074826	Provide ability to control, maintain and track the use of donated leave based on criteria to include: certain earned leave is used before donated leave.
HCM-Leave Management	Leave Sharing	1074827	Provide ability to control, maintain and track the use of donated leave based on criteria to include: donated leave paid out to the recipient while on unpaid leave.
HCM-Leave Management	Leave Sharing	1074828	Provide ability to control, maintain and track the use of donated leave based on criteria to include: applies to eligible situations only.
HCM-Leave Management	Leave Tracking	1074831	Provide ability to track leave accrued, taken, payoff, lost, donated, received from donors, and payout (on termination) by type of eligible leave.
HCM-Leave Management	Leave Tracking	1074832	Provide ability to track impact to service dates, service hours, etc. based on leave type, including probationary period.
HCM-Leave Management	Leave Tracking	1074833	Provide ability to allow user to define 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	1074834	Provide ability to track FMLA (State and Federal) hours and eligibility by employee.
HCM-Leave Management	Leave Tracking	1074835	Provide ability to retain leave accounting balances for a specified time period from the date the employee separates from institution employment.
HCM-Leave Management	Leave Tracking	1074836	Provide ability to restore sick leave and vacation balances if a previous employee returns within a specified time period.
HCM-Leave Management	Leave Tracking	1074837	Provide ability to allow for the carryover of annual leave, sick leave, and comp time based on business rules.
HCM-Leave Management	Leave Tracking	1074838	Provide ability to maintain and track military leave accrual and usage based on institution defined business rules.
HCM-Leave Management	Leave Tracking	1074839	Provide ability to track Doctor's release requirement and date received within HIPAA guidelines.
HCM-Leave Management	Leave Tracking	1074840	Provide ability to maintain and track employee status that reflects that they are on leave of absence by LOA type.
HCM-Leave Management	Leave Tracking	1074841	Provide ability to allow an option to automatically classify leave as counting toward FMLA limits by a specified period by leave type.
HCM-Leave Management	Leave Tracking	1074842	Provide ability to check FMLA and Military Leave eligibility when entering leave time (federal and institution).
HCM-Leave Management	Leave Tracking	1074843	Provide ability to automatically project leave available balance as of the date of the initial leave requested date.
HCM-Leave Management	Leave Tracking	1074844	Provide ability to 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	1074845	Provide ability to restrict leave entered in timesheets to approved leave requests based on user business rules that may vary by leave type, or department.
HCM-Leave Management	Leave Tracking	1074846	Provide ability to enter data and save timesheet (including 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	1074847	Provide ability to retrieve timesheets that have been saved but not finalized/submitted (and adjust leave to be taken while editing against leave balances).
HCM-Leave Management	Leave Tracking	1074848	Provide ability to automatically 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	1074849	Provide ability to 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	1074850	Provide ability to display current leave balances on employee timesheet.
HCM-Leave Management	Leave Tracking	1074851	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: annual leave (vacation).

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Leave Management	Leave Tracking	1074852	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: sick leave (with or without pay).
HCM-Leave Management	Leave Tracking	1074853	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: workers' compensation.
HCM-Leave Management	Leave Tracking	1074854	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: comp time.
HCM-Leave Management	Leave Tracking	1074856	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: administrative leave (with or without pay).
HCM-Leave Management	Leave Tracking	1074857	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: bereavement.
HCM-Leave Management	Leave Tracking	1074858	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: personal leave without pay.
HCM-Leave Management	Leave Tracking	1074859	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: educational leave (with or without pay).
HCM-Leave Management	Leave Tracking	1074860	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: special leave with or without pay (teachers).
HCM-Leave Management	Leave Tracking	1074861	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: blood donation leave.
HCM-Leave Management	Leave Tracking	1074862	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: disaster leave.
HCM-Leave Management	Leave Tracking	1074863	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: court leave.
HCM-Leave Management	Leave Tracking	1074864	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: family and medical leave (FMLA) (with or without pay).
HCM-Leave Management	Leave Tracking	1074865	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: family sick leave (non-FMLA).
HCM-Leave Management	Leave Tracking	1074866	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: holidays.
HCM-Leave Management	Leave Tracking	1074867	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: military leave (with or without pay).
HCM-Leave Management	Leave Tracking	1074868	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: elected or directed special leave (educational) with or without pay.
HCM-Leave Management	Leave Tracking	1074869	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: adverse weather leave.
HCM-Leave Management	Leave Tracking	1074870	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: governor requested/directed.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Leave Management	Leave Tracking	1074871	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: jury duty.
HCM-Leave Management	Leave Tracking	1074872	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: unauthorized leave without pay.
HCM-Leave Management	Leave Tracking	1074873	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: authorized leave without pay.
HCM-Leave Management	Leave Tracking	1074874	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: military family leave.
HCM-Leave Management	Leave Tracking	1074875	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: donated annual or sick leave.
HCM-Leave Management	Leave Tracking	1074876	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: disciplinary leave.
HCM-Leave Management	Leave Tracking	1074877	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: organ donation.
HCM-Leave Management	Leave Tracking	1074879	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: investigative leave.
HCM-Leave Management	Leave Tracking	1074880	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: Parental Leave Act (PLA) without pay.
HCM-Leave Management	Leave Tracking	1074881	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: Disaster Relief leave.
HCM-Leave Management	Leave Tracking	1074882	Provide ability to track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes. Reason types should be user-specified and only available for specified leave types. Leave types include: Emergency Medical Services / Fireman.
HCM-Leave Management	Leave Tracking	1074883	Provide ability to track leave accrual balance and accrual rate information as near real-time as available, including leave balance reductions (for situations where maximum balance has been exceeded), rollovers at anniversary and other predetermined dates, compensatory leave, and exchanged/shared leave time information.
HCM-Leave Management	Leave Tracking	1074884	Provide ability to maintain and track computation of leave earned and the usage of leave (whether paid or unpaid).
HCM-Leave Management	Leave Tracking	1074885	Provide ability to maintain and track FMLA hours accrued for time worked over the standard work week of 35, 37.5, or 40 hours per week or standard work schedule (114 hrs, 21 day rotation schedule).
HCM-Leave Management	Leave Tracking	1074886	Provide ability to track sick leave and family sick leave balances and other information to include: deductions from leave balance.
HCM-Leave Management	Leave Tracking	1074887	Provide ability to track sick leave and family sick leave balances and other information to include: requests for sick leave balance made online.
HCM-Leave Management	Leave Tracking	1074888	Provide ability to track sick leave and family sick leave balances and other information to include: medical verification (within HIPAA guidelines).
HCM-Leave Management	Leave Tracking	1074889	Provide ability to track sick leave and family sick leave balances and other information to include: sick leave balance taken for user-specified time period.
HCM-Leave Management	Leave Tracking	1074890	Provide ability to maintain and track historic information regarding leave usage.
HCM-Leave Management	Leave Tracking	1074891	Provide ability to automatically notify employees and designated supervisors of approaching maximum leave balances based on business rules and thresholds for various leave types.
HCM-Leave Management	Leave Tracking	1074892	Provide ability to automatically notify employees and designated supervisors of leave balances lost based on business rules for various leave types.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Leave Management	Leave Tracking	1074893	Provide ability to alert user specified employees entering time when usage of leave will take the balance below leave balance accrual threshold.
HCM-Leave Management	Leave Tracking	1074894	Provide ability to 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.
HCM-Leave Management	Leave Tracking	1074895	Provide ability to maintain and track comp time based on: non-exempt earned comp time.
HCM-Leave Management	Leave Tracking	1074896	Provide ability to maintain and track comp time based on: FLSA code.
HCM-Leave Management	Leave Tracking	1074897	Provide ability to define maximum accrual by comp time leave type.
HCM-Leave Management	Leave Tracking	1074898	Provide ability to track information on forfeited/expired leave (e.g. excess vacation).
HCM-Leave Management	Leave Tracking	1074900	Provide ability to track additional types of FMLA leave (e.g. Parental Leave, Family FMLA, Employee FMLA)
HCM-Leave Management	Self-Service	1074902	Provide ability to allow employees to view their leave balances, by leave type, including carry over balances.
HCM-Leave Management	Self-Service	1074903	Provide ability to allow employees to view their leave accruals.
HCM-Leave Management	Self-Service	1074904	Provide ability to allow employees to view their leave usage by specified time period and leave type.
HCM-Leave Management	Self-Service	1074905	Provide ability to allow employees to request time off.
HCM-Leave Management	Self-Service	1074906	Provide ability to support employee self-service for leave buyout requests based on user business rules by department.
HCM-Leave Management	Self-Service	1074907	Provide ability to allow employees to check on the status of all requests they submit.
HCM-Leave Management	Self-Service	1074908	Provide ability to allow employees to request calculation of the value of comp time and annual leave balances based on current taxable wages and YTD withholdings.
HCM-Leave Management	Self-Service	1074909	Provide ability to have an on-line 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	1074910	Provide ability to allow secured inquiries of employee leave usage history.
HCM-Leave Management	Self-Service	1074911	Provide ability to support employee self-service for leave requests with immediate editing against business rules by institution and work schedule.
HCM-Leave Management	Self-Service	1074912	Provide ability to prompt employee to provide and attach required documentation (attachments) by employee for various leave types by department or job class.
HCM-Leave Management	Self-Service	1074913	Provide ability to allow employees to donate leave based on institution defined criteria.
HCM-Time and Labor	General	1074917	Provide ability for email notifications and other alerts to designated supervisors of various scheduling exceptions based on business rules.
HCM-Time and Labor	General	1074918	Provide ability to notify designated reviewers of schedule deviations by department, program, project, positions type, and reviewer.
HCM-Time and Labor	General	1074919	Provide ability to require supervisor's approval on all timesheets before sending information to payroll.
HCM-Time and Labor	General	1074920	Provide ability to generate flexible workflow for review and approval of timesheets to include: routing of individual timesheets to timekeepers and/or supervisors for employees performing direct entry.
HCM-Time and Labor	General	1074921	Provide ability to generate flexible workflow for review and approval of timesheets to include: routing of batches of timesheets to appropriate management personnel.
HCM-Time and Labor	General	1074922	Provide ability to generate flexible workflow for review and approval of timesheets to include: assign employees to workgroups that are routed through workflows.
HCM-Time and Labor	General	1074923	Provide ability to generate flexible workflow for review and approval of timesheets to include: various routing flows based on exceptions to time reported (leave taken, overtime, etc.).
HCM-Time and Labor	General	1074924	Provide ability to allow for supervisory delegates to be assigned for approval of time sheets.
HCM-Time and Labor	General	1074925	Provide ability to generate online notification of scheduled hours exceeded.
HCM-Time and Labor	General	1074926	Provide ability to display a warning when certain Institutionally-defined thresholds are not met or are exceeded. (e.g. employee has reported less than full week; employee has reported an amount exceeding policy limiting number of hours to be worked in a day)
HCM-Time and Labor	General	1074927	Provide ability for either automated or manual routing of time entered for review and approval at each step based on business rules by institution, department, program, project, position type, and employee.
HCM-Time and Labor	General	1074928	Provide ability to have multiple time review and approval paths for a single employee for a single day based on established categories, such as job worked, pay type or leave type.
HCM-Time and Labor	General	1074929	Provide ability to designate time limited proxy or delegated approval for certain employee groups and permanently designated reviewers without removal of primary approval authority.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Time and Labor	General	1074930	Provide ability to designate different review and time approval paths based on leave request and/or work dates.
HCM-Time and Labor	General	1074931	Provide ability to flag timesheets with comments for subsequent routing and review.
HCM-Time and Labor	General	1074932	Provide ability for (email) notifications to employees, time reviewers, and other designated parties (regarding due dates, issues, and so forth) by institution, department, program, or project.
HCM-Time and Labor	General	1074933	Provide ability to have business rules and time review and approval routing for non-employee and contractor time sheets.
HCM-Time and Labor	General	1074934	Provide ability to automatically generate and route exception reports from payroll reconciliation to designated staff for review and action.
HCM-Time and Labor	General	1074935	Provide ability to allow employees and employee groups to be processed based on positive or exception time entry.
HCM-Time and Labor	General	1074936	Provide ability to define maximum number of hours by day or pay period by: agency.
HCM-Time and Labor	General	1074937	Provide ability to define maximum number of hours by day or pay period by: division.
HCM-Time and Labor	General	1074938	Provide ability to define maximum number of hours by day or pay period by: job classification.
HCM-Time and Labor	General	1074939	Provide ability to define maximum number of hours by day or pay period by: status (permanent, part-time, temporary).
HCM-Time and Labor	General	1074940	Provide ability to define maximum number of hours by day or pay period by: workgroup.
HCM-Time and Labor	General	1074941	Provide ability to define maximum hours by 12 month period based on status (temporary).
HCM-Time and Labor	General	1074943	Provide ability to allow for the processing of time from two different years at the same time.
HCM-Time and Labor	General	1074944	Provide the ability to allow or prevent the input of specific time codes by employee/groups based on institution defined criteria.
HCM-Time and Labor	General	1074945	Provide ability to allow changes to prior periods to integrate with payroll to correct pay, hours worked, etc.
HCM-Time and Labor	General	1074946	Provide ability to automatically generate pay adjustment transactions when necessary based on retroactive data entered, i.e., hours entered causes overtime in a prior pay period.
HCM-Time and Labor	General	1074947	Provide ability to automatically adjust leave accruals for retroactive entry of hours.
HCM-Time and Labor	General	1074948	Provide ability to make 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.
HCM-Time and Labor	General	1074949	Provide ability to make time worked changes to prior pay periods to correct pay, hours worked, etc. retroactively.
HCM-Time and Labor	General	1074950	Provide ability to generate controls that specify expected minimum and maximum hours by: department.
HCM-Time and Labor	General	1074951	Provide ability to generate controls that specify expected minimum and maximum hours by: section / unit.
HCM-Time and Labor	General	1074952	Provide ability to capture the contract and vendor number for contractors.
HCM-Time and Labor	General	1074953	Provide ability to search available time data input items using various methods for specific templates based on business rules.
HCM-Time and Labor	General	1074955	Provide ability to define maximum number of hours by day or pay period by: Institutionally defined status (e.g. F-Visa type).
HCM-Time and Labor	General	1074956	Provide ability to define maximum number of hours by day or pay period by: status (permanent, part-time, temporary).
HCM-Time and Labor	General	1074957	Provide ability to prevent default regular payroll from processing when an employee is flagged as LWOP.
HCM-Time and Labor	Inquiry and Reporting	1074959	Provide ability to have online access for query to all employee time and labor distribution data with appropriate security.
HCM-Time and Labor	Inquiry and Reporting	1074960	Provide ability to produce a report that documents work schedules for a workgroup by period and employee.
HCM-Time and Labor	Inquiry and Reporting	1074961	Provide ability to produce online access to all employee time and attendance data with appropriate security.
HCM-Time and Labor	Inquiry and Reporting	1074962	Provide ability to produce flexible report writing capability that allows for statistical information on time reported for a specified period of time.
HCM-Time and Labor	Inquiry and Reporting	1074963	Provide ability to produce exception reports after time input that will capture a variety of incidents such as: no time for active employee.
HCM-Time and Labor	Inquiry and Reporting	1074964	Provide ability to produce exception reports after time input that will capture a variety of incidents such as: excessive overtime.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Time and Labor	Inquiry and Reporting	1074965	Provide ability to produce exception reports after time input that will capture a variety of incidents such as: error or unapproved timesheets.
HCM-Time and Labor	Inquiry and Reporting	1074966	Provide ability to produce exception reports after time input that will capture a variety of incidents such as: overtime for Fair Labor Standards Act (FLSA).
HCM-Time and Labor	Inquiry and Reporting	1074967	Provide ability to produce an attendance report.
HCM-Time and Labor	Inquiry and Reporting	1074968	Provide ability to produce overtime reports to include hours, dollars spent by cost center.
HCM-Time and Labor	Inquiry and Reporting	1074969	Provide ability to produce a time and leave input report that identifies what, who and when entries are made.
HCM-Time and Labor	Inquiry and Reporting	1074970	Provide ability to produce a report that details scheduled hours, time worked, leave usages, leave balances, etc., on a daily basis for each pay period for every employee.
HCM-Time and Labor	Inquiry and Reporting	1074971	Provide ability to produce ability to customize employee time sheets and print by employee or group of employees.
HCM-Time and Labor	Inquiry and Reporting	1074972	Provide ability to produce an employee availability report by pay period.
HCM-Time and Labor	Inquiry and Reporting	1074973	Provide ability to produce a detailed employee time history by specified beginning and ending date.
HCM-Time and Labor	Inquiry and Reporting	1074974	Provide ability to produce a report on total scheduled hours, time worked, total leave usages (per type) and total overtime hours by cost center, division, interdepartmental group, or agency.
HCM-Time and Labor	Inquiry and Reporting	1074975	Provide ability to produce a leave value report by employee and allotment code of leave balances at the end of the fiscal and/or calendar year with the following information: leave balance in days or hours, hourly wage, hours times hourly wage, FICA, total leave value plus FICA. (all paid leave types).
HCM-Time and Labor	Labor Distribution	1074978	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: fund.
HCM-Time and Labor	Labor Distribution	1074979	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: sub fund.
HCM-Time and Labor	Labor Distribution	1074980	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: appropriation.
HCM-Time and Labor	Labor Distribution	1074981	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: sub location.
HCM-Time and Labor	Labor Distribution	1074982	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: department.
HCM-Time and Labor	Labor Distribution	1074983	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: location.
HCM-Time and Labor	Labor Distribution	1074984	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: task.
HCM-Time and Labor	Labor Distribution	1074985	Provide ability to Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: sub task.
HCM-Time and Labor	Labor Distribution	1074986	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: task order.
HCM-Time and Labor	Labor Distribution	1074987	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: sub reporting code.
HCM-Time and Labor	Labor Distribution	1074988	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: program.
HCM-Time and Labor	Labor Distribution	1074989	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: program period.
HCM-Time and Labor	Labor Distribution	1074990	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: grants.
HCM-Time and Labor	Labor Distribution	1074991	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: projects.
HCM-Time and Labor	Labor Distribution	1074992	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: phase.
HCM-Time and Labor	Labor Distribution	1074993	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: activity.
HCM-Time and Labor	Labor Distribution	1074994	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: unit.
HCM-Time and Labor	Labor Distribution	1074995	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: sub-unit.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Time and Labor	Labor Distribution	1074996	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: sub-object.
HCM-Time and Labor	Labor Distribution	1074997	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: department object.
HCM-Time and Labor	Labor Distribution	1074998	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: sub-activity.
HCM-Time and Labor	Labor Distribution	1074999	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: function.
HCM-Time and Labor	Labor Distribution	1075000	Provide ability to allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: sub-function.
HCM-Time and Labor	Labor Distribution	1075001	Provide ability to 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	1075002	Provide ability to distribute employer-paid benefits and costs of paid leave taken and the hours associated with each cost.
HCM-Time and Labor	Labor Distribution	1075004	Provide ability to use year-to-date information by employee to project remaining fiscal year costs.
HCM-Time and Labor	Labor Distribution	1075005	Provide ability to define specific payroll-related costs to be considered in the distribution process.
HCM-Time and Labor	Labor Distribution	1075006	Provide ability to distribute non-labor costs (i.e., vehicle mileage) based upon employee time data.
HCM-Time and Labor	Labor Distribution	1075007	Provide ability to distribute the value of non-employee time worked to GL accounting codes and process appropriate accounting transactions (i.e., job costing, general ledger, journal entries, etc.).
HCM-Time and Labor	Labor Distribution	1075008	Provide ability to distribute the full cost of staff full time equivalents (FTEs), time (hours/pay), and associated benefits and overhead based on labor distribution rules and associated effective dates that may vary by agency, organization unit, appropriation/fund, pay type (leave, assignment, overtime, etc.).
HCM-Time and Labor	Labor Distribution	1075009	Provide ability to include rates and calculation algorithms for non-payroll based costs (i.e. for rent) in the full cost of various activities based on business rules that may vary by agency, organization unit, job class, or equipment type.
HCM-Time and Labor	Labor Distribution	1075010	Provide ability to 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 agency as a whole or particular programs, projects, revenue sources, appropriations/funds, or grants, (e.g. supporting the distribution of labor costs to appropriations/funds within programs or projects).
HCM-Time and Labor	Labor Distribution	1075011	Provide ability to include different cost rates, calculation algorithms, and allocation rules for various pay and leave types that may vary by agency, organization unit, appropriation, fund, or activity.
HCM-Time and Labor	Labor Distribution	1075012	Provide ability to apply labor distribution rules based on agency maintained effective dates, retaining historical views for human capital cost, hours, and FTEs rules and calculations by program, project, grant, work order, revenue source, appropriations/funds, organization and other parameters.
HCM-Time and Labor	Labor Distribution	1075013	Provide ability to establish default coding for labor distribution based on business defaults that may vary by agency, organization code, program, project, or appropriation/fund.
HCM-Time and Labor	Labor Distribution	1075014	Provide ability to distribute total staff FTEs, hours, and costs to projects, work orders, routes, and other agency defined cost activities based on employee compensation.
HCM-Time and Labor	Labor Distribution	1075015	Provide ability to optionally distribute employee leave costs as they are accrued rather than as leave is taken based on business rules that may vary by agency.
HCM-Time and Labor	Labor Distribution	1075016	Provide ability to route identified cost, hours, and FTE distribution exceptions (overrides to defaults) to designated users for review, providing alerts via email or other methods based on business rules that may vary by agency, organization unit or appropriation/fund.
HCM-Time and Labor	Labor Distribution	1075017	Provide ability to manually update cost, hour, and FTE distribution amounts to clear exceptions online and automatically re-reconcile amounts distributed.
HCM-Time and Labor	Labor Distribution	1075018	Provide ability to require multiple sorts and summarizations of total labor and related costs, hours, and FTEs by agency, organization, appropriation/fund, program, and other cost activity codes based on business rules that may vary by agency or organization unit.
HCM-Time and Labor	Labor Distribution	1075019	Provide ability to automatically capture and allocate/distribute other human resource related costs (safety awards, recognition, certification reimbursements, allowances) charged by/paid through payroll according to business rules that may vary by agency, organization unit, project, or appropriation/fund.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Time and Labor	Labor Distribution	1075020	Provide ability to automatically assign payroll and other human resource related cost, hours, and FTE information to accounting periods based on business rules that may vary by schedule, agency, organization unit, or appropriation/fund (these rules may vary for the end of various reporting periods).
HCM-Time and Labor	Labor Distribution	1075021	Provide ability to automatically calculate the full cost (equivalent value), hours, and FTEs of non-employee time (i.e. volunteers) and other non-payroll based costs based on business rules that may vary by agency, organization unit, cost type, appropriation/fund, or job class.
HCM-Time and Labor	Labor Distribution	1075022	Provide ability to adjust the distribution of the full cost of staff time and associated benefits and other costs, hours, and FTEs to organization units, appropriations/funds, projects, or programs by users based on agency defined business rules that may vary by agency.
HCM-Time and Labor	Labor Distribution	1075023	Provide ability for designation of default (home) accounting distribution to be used on time entries, including positions which are spread across multiple account distributions.
HCM-Time and Labor	Labor Distribution	1075024	Provide ability to specify distribution percentages when multiple account distributions are charged (or the use of actual hours by account distributions).
HCM-Time and Labor	Labor Distribution	1075025	Provide ability to make online correction of accounting distribution.
HCM-Time and Labor	Labor Distribution	1075026	Provide ability to transmit agency hours and other required information according to established schedules and on an ad hoc basis, including new time for current payroll period and adjustments for one or more prior payroll periods.
HCM-Time and Labor	Resource Schedule	1075029	Provide ability to generate holiday schedules, on an as needed, agency defined basis, and automatically update eligible employee time and attendance records where applicable.
HCM-Time and Labor	Resource Schedule	1075030	Provide ability to establish agency, 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	1075031	Provide ability to automatically generate work schedule/shift change notices to employees based on templates that may vary by agency.
HCM-Time and Labor	Resource Schedule	1075032	Provide ability to automatically notify employees and designated supervisors of new and changes to work times via email and other alerts.
HCM-Time and Labor	Resource Schedule	1075033	Provide ability to generate unlimited default schedules and work hours for exception based employees based on agency defined profiles.
HCM-Time and Labor	Resource Schedule	1075034	Provide ability to adjust default schedule and work hours for individual employees.
HCM-Time and Labor	Resource Schedule	1075035	Provide ability to track scheduled beginning time and scheduled ending time on a daily basis.
HCM-Time and Labor	Resource Schedule	1075036	Provide ability to change scheduled beginning time and scheduled ending time on a daily basis based on actual time periods worked.
HCM-Time and Labor	Resource Schedule	1075037	Provide ability to allow each Agency to create work shifts and work schedules of variable duration such as: 24 hour shift.
HCM-Time and Labor	Resource Schedule	1075038	Provide ability to allow each Agency to create work shifts and work schedules of variable duration such as: 12 hour shift.
HCM-Time and Labor	Resource Schedule	1075039	Provide ability to allow each Agency to create work shifts and work schedules of variable duration such as: 21 day schedule.
HCM-Time and Labor	Resource Schedule	1075040	Provide ability to allow each Agency to create work shifts and work schedules of variable duration such as: day of schedule start (Monday, Tuesday, day after end of last schedule, etc.).
HCM-Time and Labor	Resource Schedule	1075041	Provide ability to allow each Agency to create work shifts and work schedules of variable duration such as: combinations of shift, schedule, and schedule start.
HCM-Time and Labor	Resource Schedule	1075042	Provide ability to access and use current position and labor schedule information as primary data source and use information for editing schedules and worked hours based on business rules that may vary by agency, organization unit or job class.
HCM-Time and Labor	Resource Schedule	1075043	Provide ability to 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 bargaining unit, job class, agency, and other selection criteria or for individual employees.
HCM-Time and Labor	Resource Schedule	1075044	Provide ability to have standard and rotating schedules that may vary by agency, organization unit or job class.
HCM-Time and Labor	Resource Schedule	1075045	Provide ability to assign work schedules to individuals, employee groups, and employees of a user specified organization unit.
HCM-Time and Labor	Resource Schedule	1075046	Provide ability to support various types of agency specific work schedules for example weeks on/weeks off, split shift, etc.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Time and Labor	Resource Schedule	1075047	Provide ability to edit work schedules against business rules that may vary by agency, organization code, job class
HCM-Time and Labor	Resource Schedule	1075048	Provide ability to assign staff to various work times and job functions on the established work schedule for the applicable agency, organization unit, program, or project.
HCM-Time and Labor	Resource Schedule	1075049	Provide ability to enter, update, and edit against effective beginning and end dates (include future date capabilities) for work schedules.
HCM-Time and Labor	Resource Schedule	1075050	Provide ability to support scheduling for positions under job share.
HCM-Time and Labor	Resource Schedule	1075051	Provide ability to have work shifts with varying rules by agency or organization unit.
HCM-Time and Labor	Resource Schedule	1075052	Provide ability to define work and seasonal schedules by agency, organization unit or job class to pre-existing schedules. Work schedule = typical work days, such as Monday - Friday or Tuesday - Saturday.
HCM-Time and Labor	Resource Schedule	1075053	Provide ability to support establishment of schedule change thresholds for deviations based on business rules that may vary by agency or organization unit.
HCM-Time and Labor	Resource Schedule	1075055	Provide ability to allow scheduling of periodic shifts or schedules on a agency defined basis or annual basis.
HCM-Time and Labor	Time Approval	1075057	Provide ability to have exception time reporting and (email) alerts by individual, time period or, organization unit.
HCM-Time and Labor	Time Approval	1075058	Provide ability to allow and or require time reporter and reviewers to enter comments and flag timesheets with comments for subsequent review.
HCM-Time and Labor	Time Approval	1075059	Provide ability to have tracking and supervisor notification and reporting of employees who are in early/late, out early/late based on thresholds by agency, organization unit, program, or project.
HCM-Time and Labor	Time Approval	1075060	Provide ability to create review, update, and approval steps by agency, organization unit, program, project, position, and employee.
HCM-Time and Labor	Time Approval	1075061	Provide ability to assign review and approval rules by individual, schedule, organization, and other categories.
HCM-Time and Labor	Time Approval	1075062	Provide ability to allow update to time and other data reported by time reviewers with automatic notification provided to employee.
HCM-Time and Labor	Time Approval	1075063	Provide ability to require employee or other designated party to review and accept any changes made to time and other data as originally submitted by the employee.
HCM-Time and Labor	Time Approval	1075064	Provide ability to lock input, update, and approval of time and leave for scheduled or ad hoc periods of time by agency, organization unit, program, or project.
HCM-Time and Labor	Time Approval	1075065	Provide ability to allow departments, organizations, units, programs, projects and supervisors to lock timesheets submitted for review and approval to prevent further update by employees; conversely, continue to allow updates and require re-approval.
HCM-Time and Labor	Time Approval	1075066	Provide ability to have notification generation based upon accrual balances or activity or particular attendance patterns by agency.
HCM-Time and Labor	Time Approval	1075067	Provide ability to retrieve timesheet history.
HCM-Time and Labor	Time Capture / Entry	1075070	Provide ability to interface with automated time collection (e.g. - magnetic card readers) for time and all timesheet information.
HCM-Time and Labor	Time Capture / Entry	1075071	Provide ability to define timesheet fields and edits by: home division.
HCM-Time and Labor	Time Capture / Entry	1075072	Provide ability to allow employees to charge time to a Cost Center other than their home Agency or Cost Center (with interactive edit) based on options by agency, department, account distributions etc.
HCM-Time and Labor	Time Capture / Entry	1075073	Provide ability to allow for daily time entry.
HCM-Time and Labor	Time Capture / Entry	1075074	Provide ability to allow entry of total hours per pay period by pay type.
HCM-Time and Labor	Time Capture / Entry	1075075	Provide ability to allow entry of units as well as hours.
HCM-Time and Labor	Time Capture / Entry	1075076	Provide ability to automatically determine holiday eligibility based on: employee status (regular, emergency, interim, temporary, etc.).
HCM-Time and Labor	Time Capture / Entry	1075077	Provide ability to automatically determine holiday eligibility based on: unpaid leave type (maternity leave, worker's comp, educational leave, etc.).
HCM-Time and Labor	Time Capture / Entry	1075078	Provide ability to automatically determine holiday eligibility based on: pay status (ex - positive pay status for the major portion of prior day, on qualified leave type, etc.).
HCM-Time and Labor	Time Capture / Entry	1075079	Provide ability to automatically determine holiday eligibility based on: hour type after holiday for separating employees.
HCM-Time and Labor	Time Capture / Entry	1075080	Provide ability to automatically calculate holiday hours for eligible employees to include: defaults hours based on work schedule / university holiday calendar.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Time and Labor	Time Capture / Entry	1075081	Provide ability to automatically calculate holiday hours for eligible employees to include: payment for holiday hours worked based on agency, division, and job class.
HCM-Time and Labor	Time Capture / Entry	1075082	Provide ability to automatically calculate holiday hours for eligible employees to include: varying methods of calculating payment for holiday hours worked based on agency, division, and job class.
HCM-Time and Labor	Time Capture / Entry	1075083	Provide ability to infer hours and time distribution into the employee timesheet based on the respective employee's historical time submissions.
HCM-Time and Labor	Time Capture / Entry	1075084	Provide ability to record comments regarding a specific work activity.
HCM-Time and Labor	Time Capture / Entry	1075085	Provide ability to allow for a comment area on the time sheet that includes date and time of entry.
HCM-Time and Labor	Time Capture / Entry	1075086	Provide ability to include interactive forms for time capture templates, including system based edits and other business rules that rely on the retrieval of information from agency labor source, modules of ERP, and other labor integrated system records.
HCM-Time and Labor	Time Capture / Entry	1075087	Provide ability to automatically determine holiday hours for hourly employees based on hours worked in calendar month, master calendar, and hours available for work based on agency defined business rules (pro-rate holiday hours based on hours worked).
HCM-Time and Labor	Time Capture / Entry	1075088	Provide ability to support time capture interface using a variety of input devices/hardware.
HCM-Time and Labor	Time Capture / Entry	1075089	Provide ability to capture time online (browser based time capture).
HCM-Time and Labor	Time Capture / Entry	1075090	Provide ability to allow employee to access/use particular time capture templates and input devices based on user business rules by agency, organization unit, program, project, position type, and employee.
HCM-Time and Labor	Time Capture / Entry	1075091	Provide ability for non-employees/contractors to use time reporting functionality for both time worked and equipment use based on business rules set by institution.
HCM-Time and Labor	Time Capture / Entry	1075092	Provide ability to create time capture templates using various tools such as Adobe forms, Word templates, and so forth.
HCM-Time and Labor	Time Capture / Entry	1075093	Provide ability to assign time templates to job classes, organization units, and individual employees.
HCM-Time and Labor	Time Capture / Entry	1075094	Provide ability to have 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 / Entry	1075096	Provide ability for employees to create and save timesheet templates with time codes and distribution data to aid in preparation/submission of regular timesheets.
HCM-Time and Labor	Time Capture / Entry	1075097	Provide ability for institution-defined business rules to control the use of timesheets by employee/group of employees
HCM-Time and Labor	Time Capture / Entry	1075098	Provide ability to have optional equipment usage reporting within time capture templates by organization, job class, work order, project, route and other criteria.
HCM-Time and Labor	Time Capture / Entry	1075099	Provide ability to automatically 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.
HCM-Time and Labor	Time Capture / Entry	1075100	Provide ability to automatically base time capture data requirements and business rules on those established for the relevant template, service request type, schedule, or hours type.
HCM-Time and Labor	Time Capture / Entry	1075101	Provide ability to automatically create pseudo timesheets for employees with missing timesheets based on an agency defined schedule and business rules based on agency, organization units or job classes.
HCM-Time and Labor	Time Capture / Entry	1075102	Provide ability to collect statistical data from employees as part of the time capture process (to support performance measurement).
HCM-Time and Labor	Time Capture / Entry	1075103	Provide ability to 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 / Entry	1075104	Provide ability to check employee status prior to allowing time entry (check for suspension, terminated, etc.).
HCM-Time and Labor	Time Capture / Entry	1075105	Provide ability to accommodate time entry for pay schedules based on: weekly.
HCM-Time and Labor	Time Capture / Entry	1075106	Provide ability to accommodate time entry for pay schedules based on: biweekly.
HCM-Time and Labor	Time Capture / Entry	1075107	Provide ability to accommodate time entry for pay schedules based on: semi-monthly.
HCM-Time and Labor	Time Capture / Entry	1075108	Provide ability to accommodate time entry for pay schedules based on: monthly.
HCM-Time and Labor	Time Capture / Entry	1075109	Provide ability to generate default hours for exception based employees based on institution defined profiles (e.g., work schedules, employment status, etc.).
HCM-Time and Labor	Time Capture / Entry	1075110	Provide ability to adjust profile for individual employees.
HCM-Time and Labor	Time Capture / Entry	1075111	Provide ability to allow for time entry through: online by the employee (web enabled).
HCM-Time and Labor	Time Capture / Entry	1075112	Provide ability to allow for time entry through: entry by data entry personnel or timekeepers.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Time and Labor	Time Capture / Entry	1075113	Provide ability to allow for time entry through: third party time entry / time capture systems.
HCM-Time and Labor	Time Capture / Entry	1075114	Provide ability to allow for time entry through: IVR.
HCM-Time and Labor	Time Capture / Entry	1075115	Provide ability to define timesheet fields and edits by: home department
HCM-Time and Labor	Time Capture / Entry	1075116	Provide ability to define timesheet fields and edits by: job classification.
HCM-Time and Labor	Time Capture / Entry	1075117	Provide ability to define timesheet fields and edits by: time and leave reporting codes.
HCM-Time and Labor	Time Capture / Entry	1075118	Provide ability to define timesheet fields and edits by: project authorization levels.
HCM-Time and Labor	Time Capture / Entry	1075119	Provide ability to define timesheet fields and edits by: activity.
HCM-Time and Labor	Time Capture / Entry	1075120	Provide ability to define timesheet fields and edits by: location code.
HCM-Time and Labor	Time Capture / Entry	1075122	Provide ability to define timesheet fields and edits by: billed customer.
HCM-Time and Labor	Time Capture / Entry	1075123	Provide ability to define timesheet fields and edits by: hourly billing rate.
HCM-Time and Labor	Time Capture / Entry	1075124	Provide ability to define timesheet fields and edits by: grant.
HCM-Time and Labor	Time Capture / Entry	1075125	Provide ability to define timesheet fields and edits by: cost center (funding source).
HCM-Time and Labor	Time Capture / Entry	1075126	Provide ability to capture time for employees that will be billed to 3rd party at a different labor rate.
HCM-Time and Labor	Time Capture / Entry	1075127	Provide ability to default as much information as possible during the timekeeping function to include: department.
HCM-Time and Labor	Time Capture / Entry	1075128	Provide ability to default as much information as possible during the timekeeping function to include: division.
HCM-Time and Labor	Time Capture / Entry	1075129	Provide ability to default as much information as possible during the timekeeping function to include: section / unit.
HCM-Time and Labor	Time Capture / Entry	1075130	Provide ability to default as much information as possible during the timekeeping function to include: name.
HCM-Time and Labor	Time Capture / Entry	1075131	Provide ability to default as much information as possible during the timekeeping function to include: employee number.
HCM-Time and Labor	Time Capture / Entry	1075132	Provide ability to default as much information as possible during the timekeeping function to include: pay period and dates.
HCM-Time and Labor	Time Capture / Entry	1075133	Provide ability to default as much information as possible during the timekeeping function to include: FLSA.
HCM-Time and Labor	Time Capture / Entry	1075134	Provide ability to default as much information as possible during the timekeeping function to include: employment type.
HCM-Time and Labor	Time Capture / Entry	1075135	Provide ability to default as much information as possible during the timekeeping function to include: position number.
HCM-Time and Labor	Time Capture / Entry	1075136	Provide ability to default as much information as possible during the timekeeping function to include: job class code and title.
HCM-Time and Labor	Time Capture / Entry	1075137	Provide ability to default as much information as possible during the timekeeping function to include: daily schedule information for hours worked, leave, etc.
HCM-Time and Labor	Time Capture / Entry	1075138	Provide ability to default as much information as possible during the timekeeping function to include: holiday status.
HCM-Time and Labor	Time Capture / Entry	1075139	Provide ability to default as much information as possible during the timekeeping function to include: leave accrual basis.
HCM-Time and Labor	Time Capture / Entry	1075140	Provide ability to default as much information as possible during the timekeeping function to include: leave balances (by type, e.g. annual, sick, holiday, etc.).
HCM-Time and Labor	Time Capture / Entry	1075142	Provide ability to default as much information as possible during the timekeeping function to include: accounting distribution.
HCM-Time and Labor	Time Capture / Entry	1075143	Provide ability to default as much information as possible during the timekeeping function to include: project.
HCM-Time and Labor	Time Capture / Entry	1075144	Provide ability to default as much information as possible during the timekeeping function to include: shift.
HCM-Time and Labor	Time Capture / Entry	1075145	Provide ability to default as much information as possible during the timekeeping function to include: location.
HCM-Time and Labor	Time Capture / Entry	1075146	Provide ability to allow multiple pay codes for an employee.
HCM-Time and Labor	Time Capture / Entry	1075147	Provide ability to restrict pay codes by Agency, job classification, workgroup, etc.
HCM-Time and Labor	Time Capture / Entry	1075148	Provide ability to allow an unlimited number of time/leave reporting codes in a pay period for an employee.
HCM-Time and Labor	Time Capture / Entry	1075149	Provide ability to allow an unlimited number of hour types in a day for an employee.
HCM-Time and Labor	Time Capture / Entry	1075150	Provide ability to restrict hour types by: agency.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Time and Labor	Time Capture / Entry	1075151	Provide ability to restrict hour types by: division.
HCM-Time and Labor	Time Capture / Entry	1075152	Provide ability to restrict hour types by: job classification.
HCM-Time and Labor	Time Capture / Entry	1075153	Provide ability to restrict hour types by: status.
HCM-Time and Labor	Time Capture / Entry	1075154	Provide ability to restrict hour types by: workgroup.
HCM-Time and Labor	Time Capture / Entry	1075155	Provide ability to restrict hour types by: on certain days (e.g. - holidays).
HCM-Time and Labor	Time Capture / Entry	1075156	Provide ability to associate a shift with the hours worked.
HCM-Time and Labor	Time Capture / Entry	1075157	Provide ability to generate a shift differential pay amount based on hours worked during certain shifts based on agency defined parameters.
HCM-Time and Labor	Time Capture / Entry	1075158	Provide ability to define maximum number of hours by pay code by agency, job classification, employment status (full time, part time), workgroup, etc.
HCM-Time and Labor	Time Capture / Entry	1075159	Provide ability to generate additional rows for pay codes not defaulted such as specialty pay.
HCM-Time and Labor	Time Capture / Entry	1075160	Provide ability to verify actual hours worked based on work schedule, hour type and pay codes.
HCM-Time and Labor	Time Capture / Entry	1075161	Provide ability to allow employees to charge time to a specific program or project and specify the type of work performed (e.g., activity).
HCM-Time and Labor	Time Capture / Entry	1075162	Provide ability to default projects and activities available for a particular employee.
HCM-Time and Labor	Time Capture / Entry	1075163	Provide ability to designate default (home) accounting information to be used on time entries where no additional information is specified on the timesheet, including positions which are spread across multiple account distributions.
HCM-Time and Labor	Time Capture / Entry	1075164	Provide ability to calculate/verify overtime hour eligibility based on agency defined rules to include: FLSA.
HCM-Time and Labor	Time Capture / Entry	1075165	Provide ability to calculate/verify overtime hour eligibility based on agency defined rules to include: overtime for all types of schedules such as 37.5 hour, 40 hour, 28 day, etc.
HCM-Time and Labor	Time Capture / Entry	1075166	Provide ability to calculate/verify overtime hour eligibility based on agency defined rules to include: overtime for split work weeks (portions of work week are a part of two pay periods).
HCM-Time and Labor	Time Capture / Entry	1075168	Provide ability to calculate/verify overtime hour eligibility based on institution-defined rules to include: combined rates of overtime for employees reporting time for more than one position which may be in more than one department/institution.
HCM-Time and Labor	Time Capture / Entry	1075169	Provide ability to calculate/verify overtime hour eligibility based on agency defined rules to include: overtime spread among account distributions worked.
HCM-Time and Labor	Time Capture / Entry	1075170	Provide ability to calculate/verify overtime hour eligibility based on agency defined rules to include: distinction between regular and premium overtime.
HCM-Time and Labor	Time Capture / Entry	1075171	Provide ability to calculate/verify overtime hour eligibility based on agency defined rules to include: work weeks that include paid time off.
HCM-Time and Labor	Time Capture / Entry	1075172	Provide ability to calculate/verify overtime hour eligibility based on agency defined rules to include: other institution pay policies.
HCM-Time and Labor	Time Capture / Entry	1075173	Provide ability to have an employee receive an alternate day off if employee works a scheduled paid holiday or scheduled off on a scheduled paid holiday.
HCM-Time and Labor	Time Capture / Entry	1075174	Provide ability to allow various supplemental pay to be tied to: job classification.
HCM-Time and Labor	Time Capture / Entry	1075175	Provide ability to allow various supplemental pay to be tied to: employee.
HCM-Time and Labor	Time Capture / Entry	1075176	Provide ability to allow various supplemental pay to be tied to: type of work.
HCM-Time and Labor	Time Capture / Entry	1075177	Provide ability to allow various supplemental pay to be tied to: shift.
HCM-Time and Labor	Time Capture / Entry	1075178	Provide ability to allow employees to enter multiple time records for a 24 hour period including varying periods of time worked, projects and account distributions worked within a given shift.
HCM-Time and Labor	Time Capture / Entry	1075179	Provide ability to make online correction of work distribution.
HCM-Time and Labor	Time Capture / Entry	1075180	Provide ability to track time in hours (with four decimal places), days and weeks.
HCM-Time and Labor	Time Capture / Entry	1075181	Provide ability to track comp time and overtime earned per resource (employee and contractor).
HCM-Time and Labor	Time Capture / Entry	1075182	Provide ability to track billable and non-billable hours on a project or program basis.
HCM-Time and Labor	Time Capture / Entry	1075183	Provide ability to automatically compensate for seasonal time changes.
HCM-Time and Labor	Time Capture / Entry	1075184	Provide ability to prevent work time to be entered in advance of actually working (by day), on an agency by agency basis, with the ability to override.
HCM-Time and Labor	Time Capture / Entry	1075185	Provide ability to capture usage of equipment (hours or miles) at time entry, and interface this information with Project/Program billing systems or Asset/Inventory systems.
HCM-Time and Labor	Time Capture / Entry	1075186	Provide ability to enter time by resources (equipment, maintainable asset, etc) assigned to specific tasks.
HCM-Time and Labor	Time Capture / Entry	1075187	Provide ability to capture hours or miles against assets and state equipment during time entry.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Time and Labor	Time Capture / Entry	1075188	Provide ability to establish and maintain rules related to minimum time paid and minimum release time.
HCM-Time and Labor	Time Capture / Entry	1075189	Provide ability to automatically determine pay type (overtime, assignment pay, etc.) based on job worked, time spent, and other business rules.
HCM-Time and Labor	Time Capture / Entry	1075190	Provide ability to assign hours by pay type (overtime, assignment pay, etc) to particular cost activities based on business rules that may vary by agency or organization code.
HCM-Time and Labor	Time Capture / Entry	1075191	Provide ability for automatic categorization of time worked based on job class, schedule, and other business rules such as shift premium, duty performed, overtime, and call back.
HCM-Time and Labor	Time Capture / Entry	1075193	Provide ability to 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 agency or organization unit.
HCM-Time and Labor	Time Capture / Entry	1075194	Provide ability for access and use of any travel time and mileage rule information for editing time worked (not travel voucher processing).
HCM-Time and Labor	Time Capture / Entry	1075195	Provide ability to require actual start and end times and calculate hours worked based on attributes that may vary by agency, organization unit, or job class.
HCM-Time and Labor	Time Capture / Entry	1075196	Provide ability to designate increments of time tracked (1 minute, 10 minute, hour) grace periods, and rounding for clock times by agency, organization, program, project based on business rules that may vary by agency, organization unit, or job class.
HCM-Time and Labor	Time Capture / Entry	1075197	Provide ability to track and edit against effective and actual beginning and end dates for time templates created.
HCM-Time and Labor	Time Capture / Entry	1075198	Provide ability to track and retain time information on input device used to capture employee time by transaction.
HCM-Time and Labor	Time Capture / Entry	1075199	Provide ability to schedule retrieval of time capture information from various input devices, provide for immediate transmission of time capture information, and provide for ad hoc transmission of time capture information by agency, organization unit, program, project, device type, and date based on business rules.
HCM-Time and Labor	Time Capture / Entry	1075200	Provide ability to allow supplemental, retroactive, or corrected time reporting for individuals, employee groups, organizations, and other categories through established templates based on business rules that may vary by agency, organization unit, or job class.
HCM-Time and Labor	Time Capture / Entry	1075201	Provide ability to include time scheduled (planned/authorized), time worked (actual), travel time, job scheduled, job worked, job paid as available fields in time capture template formats, supporting different business rules for different types of fields.
HCM-Time and Labor	Time Capture / Entry	1075202	Provide ability for 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 agency.
HCM-Time and Labor	Time Capture / Entry	1075203	Provide ability to have pay types for hours worked and leave taken that may vary by agency, organization unit or job class.
HCM-Time and Labor	Time Capture / Entry	1075204	Provide ability to process partial period time capture (for new and exiting employees, for example).
HCM-Time and Labor	Time Capture / Entry	1075205	Provide ability to designate the level of prepopulation (positive entry requirement) by employee, project and business rules.
HCM-Time and Labor	Time Capture / Entry	1075206	Provide ability to input separate equipment usage start and end times or number of hours used.
HCM-Time and Labor	Time Capture / Entry	1075207	Provide ability to create a proxy user for an employee to prepare/submit a timesheet on the employee's behalf.
HCM-Time and Labor	Time Capture / Entry	1075208	Provide ability to automatically require employee to complete actual timesheet for any period for which system automatically created a pseudo timesheet and manage time capture for replacement timesheet.
HCM-Time and Labor	Time Capture / Entry	1075209	Provide ability to automatically total hours worked to be paid (or unpaid) by job class, hour type (pay type) at time capture and make available in real-time to employee, reviewer and other staff.
HCM-Time and Labor	Time Capture / Entry	1075210	Provide ability to designate time limits on changes to prior period time capture based on business rules by agency, organization unit, or job class.
HCM-Time and Labor	Time Capture / Entry	1075211	Provide ability to automatically create adjustments to prior period time captured and paid in a previous payroll cycle based on corrected timesheets and route for approval by agency, organization units, or job classes.
HCM-Time and Labor	Time Capture / Entry	1075212	Provide ability for ad hoc time capture template creation and input for new employees.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Time and Labor	Time Capture / Entry	1075213	Provide ability to capture time for permanent, temporary, part time, full time, seasonal, job share, employees in multiple positions, many employees in a single position, and other types of employees and others (volunteers, contractors, for example).
HCM-Time and Labor	Time Capture / Entry	1075214	Provide ability to manually categorize time worked(for example to support administrative assignment pay).
HCM-Time and Labor	Time Capture / Entry	1075215	Provide ability to automatically calculate equipment usage hours when hours and days worked are provided.
HCM-Time and Labor	Time Capture / Entry	1075216	Provide ability to capture, review, approval, retention, archive, and purge time capture information by employee and day over time as established by business rules.
HCM-Time and Labor	Time Capture / Entry	1075217	Provide ability to require justification (comments, attachments, pre-approval) for certain types of time worked based on business rules that may vary by agency or organization unit.
HCM-Time and Labor	Time Capture / Entry	1075219	Provide ability to automatically identify employees who worked in job classes different than their assigned position, on call employees who were not fully scheduled, but paid guaranteed time based on business rules that may vary by agency.
HCM-Time and Labor	Time Capture / Entry	1075220	Provide ability to automatically exclude hours and other time capture information for non-employees and contractors based on business rules by agency, organization, or job class.
HCM-Time and Labor	Time Capture / Entry	1075221	Provide ability to automatically reverse the original entry and reprocess the updated entry for user input changes and corrections to time and hours types and other time capture information (this also impacts cost accounting/allocations).
HCM-Time and Labor	Time Capture / Entry	1075222	Provide ability to input 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 / Entry	1075223	Provide ability to automatically identify changes after scheduled and ad hoc payroll processing submission as retroactive and include changes in next payroll submission based on business rules that may vary by agency or organization unit.
HCM-Payroll	Annual Processing	1075226	Provide ability to produce W-2 forms, including multiple W-2s for multiple state reporting. The system generates the forms, using blank or pre-printed forms, in the correct format and has the ability to select from varying formats (i.e. mailer or side by side). Additionally, the system provides for direct mail of the forms to the employees.
HCM-Payroll	Annual Processing	1075227	Provide ability to include employee organization mailing information for the return address on W-2.
HCM-Payroll	Annual Processing	1075228	Provide ability to print multiple W-2's by employee.
HCM-Payroll	Annual Processing	1075229	Provide ability to produce duplicate W-2 forms for multiple years.
HCM-Payroll	Annual Processing	1075230	Provide ability to configure a payroll calendar that controls the automatic tracking of periods (pay period, month, quarter, annual) with business rules to reset the system and balances for a new period.
HCM-Payroll	Annual Processing	1075231	Provide ability to print multiple W-2C's once corrections have been made.
HCM-Payroll	Annual Processing	1075232	Provide ability to properly tax and issue of final check and year end 1099 for deceased employees.
HCM-Payroll	Annual Processing	1075234	Provide ability via self service for employees to obtain Form W2
HCM-Payroll	Annual Processing	1075235	Provide ability via self service for former employees to obtain Form W2
HCM-Payroll	Annual Processing	1075236	Provide ability to produce W2 file to send to fed and state
HCM-Payroll	Audit and Controls	1075239	Provide ability to specify expected minimum and maximum hours and amounts: institution-wide.
HCM-Payroll	Audit and Controls	1075240	Provide ability to specify expected minimum and maximum hours and amounts: by organizational unit.
HCM-Payroll	Audit and Controls	1075241	Provide ability to specify expected minimum and maximum hours and amounts: by other specified control total.
HCM-Payroll	Audit and Controls	1075242	Provide ability to validate beginning balances against ending balances from last run, stopping the processes if error occurs (must consider any valid transactions that have occurred between pay cycles).
HCM-Payroll	Audit and Controls	1075243	Provide ability to define error condition counters that will allow payroll to continue processing if individual errors occur, but will stop processing if large numbers of errors are identified (indicating an underlying set-up problem).
HCM-Payroll	Audit and Controls	1075244	Provide ability to generate validations at field level for both online and batch input: to include data required for new employees.
HCM-Payroll	Audit and Controls	1075245	Provide ability to generate validations at field level for both online and batch input: to include changes for current employees on the master file.
HCM-Payroll	Audit and Controls	1075246	Provide ability to generate validations at field level for both online and batch input: to include deduction changes

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Payroll	Audit and Controls	1075247	Provide ability to generate validations at field level for both online and batch input: to include valid cost accounting data elements.
HCM-Payroll	Audit and Controls	1075248	Provide ability to generate validations at field level for both online and batch input: to include balance of total rate, hours, over-time hours, exception hours.
HCM-Payroll	Audit and Controls	1075249	Provide ability to generate validations at field level for both online and batch input: to include leave balances.
HCM-Payroll	Audit and Controls	1075250	Provide ability to generate adjustments to and reconciliation of YTD information by: employee pay, deductions, and taxes.
HCM-Payroll	Audit and Controls	1075251	Provide ability to generate adjustments to and reconciliation of YTD information by: employer deductions and taxes.
HCM-Payroll	Audit and Controls	1075252	Provide ability to generate adjustments to and reconciliation of YTD information by: government mandated reporting for each employee.
HCM-Payroll	Audit and Controls	1075253	Provide ability to generate adjustments to and reconciliation of YTD information by: organization unit.
HCM-Payroll	Audit and Controls	1075254	Provide ability to process garnishments / wage assignments: based on % of disposable income to % of disposable up to a fixed amount (based on current federal guideline).
HCM-Payroll	Audit and Controls	1075255	Provide ability to certify the release of the payroll based on valid fund availability.
HCM-Payroll	Audit and Controls	1075256	Provide ability to generate a complete audit trail of all records updated online.
HCM-Payroll	Audit and Controls	1075257	Provide ability to generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: hours by type.
HCM-Payroll	Audit and Controls	1075258	Provide ability to generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: earnings by type.
HCM-Payroll	Audit and Controls	1075259	Provide ability to generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: employee tax liabilities.
HCM-Payroll	Audit and Controls	1075260	Provide ability to generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: employee deduction amount.
HCM-Payroll	Audit and Controls	1075261	Provide ability to generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: employer contribution amount.
HCM-Payroll	Audit and Controls	1075262	Provide ability to generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: Employee ID and Name.
HCM-Payroll	Audit and Controls	1075263	Provide ability to generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: organizational unit.
HCM-Payroll	Audit and Controls	1075265	Provide ability to generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: employer portion of all taxes.
HCM-Payroll	Audit and Controls	1075266	Provide ability to generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: totals by employee, chart of accounts fields, department, institution.
HCM-Payroll	Audit and Controls	1075267	Provide ability to generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: FLSA code.
HCM-Payroll	Audit and Controls	1075268	Provide ability to generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: confirmation of availability for funding and funding source by organization unit.
HCM-Payroll	Audit and Controls	1075269	Provide ability to generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: class code/title.
HCM-Payroll	Audit and Controls	1075270	Provide ability to generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: taxable gross.
HCM-Payroll	Audit and Controls	1075271	Provide ability to generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: Federal/State exemption status.
HCM-Payroll	Audit and Controls	1075273	Provide the ability to produce a preliminary payroll proof report on demand.
HCM-Payroll	Audit and Controls	1075274	Provide ability to obtain a report on override fails.
HCM-Payroll	Deductions and Withholdings	1075277	Provide ability to calculate employee deductions and institution contributions based on rules specified in Benefit Administration: using the fixed amount.
HCM-Payroll	Deductions and Withholdings	1075278	Provide ability to calculate employee deductions and institution contributions based on rules specified in Benefit Administration: using % amount of pay (base pay, all pay, departmental pay, net pay, etc.).
HCM-Payroll	Deductions and Withholdings	1075279	Provide ability to calculate employee deductions and institution contributions based on rules specified in Benefit Administration: using limit amounts (institution defined and employee defined).

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Payroll	Deductions and Withholdings	1075280	Provide ability to calculate employee deductions and institution contributions based on rules specified in Benefit Administration: using start date.
HCM-Payroll	Deductions and Withholdings	1075281	Provide ability to calculate employee deductions and institution contributions based on rules specified in Benefit Administration: using stop date.
HCM-Payroll	Deductions and Withholdings	1075282	Provide ability to calculate employee deductions and institution contributions based on rules specified in Benefit Administration: using one time overrides to amounts.
HCM-Payroll	Deductions and Withholdings	1075283	Provide ability to calculate employee deductions and institution contributions based on rules specified in Benefit Administration: within one pay cycle.
HCM-Payroll	Deductions and Withholdings	1075284	Provide ability to calculate employee deductions and institution contributions based on rules specified in Benefit Administration: across multiple pay cycles (institution defined).
HCM-Payroll	Deductions and Withholdings	1075285	Provide ability to calculate employee deductions and institution contributions based on rules specified in Benefit Administration: using age (term optional life).
HCM-Payroll	Deductions and Withholdings	1075286	Provide ability to calculate employee deductions and institution contributions based on rules specified in Benefit Administration: using user and employee defined distribution of section 125 benefits.
HCM-Payroll	Deductions and Withholdings	1075287	Provide ability to process garnishments / wage assignments: based on fixed amount.
HCM-Payroll	Deductions and Withholdings	1075288	Provide ability to process garnishments / wage assignments: based on fixed amount up to a % of pay.
HCM-Payroll	Deductions and Withholdings	1075289	Provide ability to process garnishments / wage assignments: based on fixed amount plus % up to a maximum.
HCM-Payroll	Deductions and Withholdings	1075290	Provide ability to process garnishments / wage assignments: based on % of disposable income less other defined wage actions.
HCM-Payroll	Deductions and Withholdings	1075291	Provide ability to process garnishments / wage assignments: based on % of disposable income to a maximum % of gross.
HCM-Payroll	Deductions and Withholdings	1075292	Provide ability to process garnishments / wage assignments: based on multiple payees using percentage and/or fixed amounts for each payee.
HCM-Payroll	Deductions and Withholdings	1075293	Provide ability to process garnishments / wage assignments: to optionally show on paycheck stub.
HCM-Payroll	Deductions and Withholdings	1075294	Provide ability to process garnishments / wage assignments: based on greater of a flat dollar amount or % of disposable income.
HCM-Payroll	Deductions and Withholdings	1075295	Provide ability to process garnishments / wage assignments: based on lesser of a flat dollar amount or % of disposable income.
HCM-Payroll	Deductions and Withholdings	1075296	Provide ability to process garnishments / wage assignments: based on total amount limits and/or declining balances.
HCM-Payroll	Deductions and Withholdings	1075297	Provide ability to process garnishments / wage assignments: based on types of earnings.
HCM-Payroll	Deductions and Withholdings	1075298	Provide ability to process garnishments / wage assignments: based on starting amounts.
HCM-Payroll	Deductions and Withholdings	1075299	Provide ability to process garnishments / wage assignments: based on ending amounts.
HCM-Payroll	Deductions and Withholdings	1075301	Provide ability to process garnishments / wage assignments: to allow flexibility to process multiple garnishments per employee and assign institution defined priorities.
HCM-Payroll	Deductions and Withholdings	1075302	Provide ability to create checks for wage action payees (one check per payee).
HCM-Payroll	Deductions and Withholdings	1075303	Provide ability to establish garnishments that continue (carry forward) over multiple calendar years.
HCM-Payroll	Deductions and Withholdings	1075304	Provide ability to 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 and user specified salary changes within the current plan year.
HCM-Payroll	Deductions and Withholdings	1075305	Provide ability to calculate tax amounts in accordance with: legal requirements (federal, state and local tax schedules, wages paid after death, etc.).
HCM-Payroll	Deductions and Withholdings	1075306	Provide ability to calculate tax amounts in accordance with: employee elections / exemptions.
HCM-Payroll	Deductions and Withholdings	1075307	Provide ability to calculate tax amounts in accordance with: withholding of additional amounts as specified by employee.
HCM-Payroll	Deductions and Withholdings	1075308	Provide ability to calculate tax amounts in accordance with: pre-tax salary reductions for certain deferred comp plans (457).
HCM-Payroll	Deductions and Withholdings	1075309	Provide ability to calculate tax amounts in accordance with: non-resident alien status.
HCM-Payroll	Deductions and Withholdings	1075310	Provide ability to calculate tax amounts in accordance with: student work studies.
HCM-Payroll	Deductions and Withholdings	1075311	Provide ability to calculate tax amounts in accordance with: effective date of tax.
HCM-Payroll	Deductions and Withholdings	1075312	Provide ability to support the deduction, processing, and tracking of 457 and 403b contributions (including monitoring limits and providing information and payments to plan administrators): to include deductions from employee payroll.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Payroll	Deductions and Withholdings	1075313	Provide ability to support the deduction, processing, and tracking of 457 and 403b contributions (including monitoring limits and providing information and payments to plan administrators): to calculate appropriate tax whether pre-tax or post-tax contribution.
HCM-Payroll	Deductions and Withholdings	1075314	Provide ability to support the deduction, processing, and tracking of 457 and 403b contributions (including monitoring limits and providing information and payments to plan administrators): to provide investment election information, designated beneficiaries and payments to plan administrators.
HCM-Payroll	Deductions and Withholdings	1075315	Provide ability to support the deduction, processing, and tracking of 457 and 403b contributions (including monitoring limits and providing information and payments to plan administrators): to address taxable and non-taxable 403b.
HCM-Payroll	Deductions and Withholdings	1075316	Provide ability to include deduction of user-specified amounts (miscellaneous deductions).
HCM-Payroll	Deductions and Withholdings	1075317	Provide ability to allow for institution specified deduction priorities (consistent with legal requirements).
HCM-Payroll	Deductions and Withholdings	1075318	Provide ability to establish catch-up period for deferred compensation contributions, based on employee age and years from retirement eligibility based on plan regulations.
HCM-Payroll	Deductions and Withholdings	1075319	Provide ability to convert leave balances into deferred compensation contributions (with annual maximums applied) upon retirement to include: sick hours converted to 457 and 403b contributions.
HCM-Payroll	Deductions and Withholdings	1075320	Provide ability to convert leave balances into deferred compensation contributions (with annual maximums applied) upon retirement to include: annual leave and compensatory leave converted to 457 and 403b contributions.
HCM-Payroll	Deductions and Withholdings	1075321	Provide ability to process pre-tax deductions for FSA / HRA /HSA for both medical and family care contributions.
HCM-Payroll	Deductions and Withholdings	1075323	Provide ability to establish plan year contributions for pre-tax deductions for FSA / HRA /HSA for both medical and family care contributions; and recalculate remaining annual deductions based on contributions to date and the remaining scheduled pay periods in the plan year.
HCM-Payroll	Deductions and Withholdings	1075325	Provide ability to confirm current student status based on SIS enrollment status prior to calculations using student tax tables.
HCM-Payroll	Employee Self Service	1075327	Provide ability to create a self-service wizard for assisting employees in determining their proper W-4 and other tax withholding amounts.
HCM-Payroll	Employee Self Service	1075328	Provide ability to allow employees to request duplicate W-2's.
HCM-Payroll	Employee Self Service	1075329	Provide ability to allow employees to model what-if net pay scenarios (457/403b, benefit changes, withholding changes, FTE change).
HCM-Payroll	Employee Self Service	1075330	Provide ability to allow employees to view the details (calculated amounts, balances, etc.) of all deductions (garnishments, flexible spending accounts, etc.).
HCM-Payroll	Employee Self Service	1075331	Provide ability to allow employees to view and/or print a duplicate check stub, including gross pay, all deductions taken and the deposit amounts for each bank account.
HCM-Payroll	Employee Self Service	1075332	Provide ability via self service for employees to add, change, delete bank account information for direct deposits (at least 5 different accounts).
HCM-Payroll	Employee Self Service	1075333	Provide ability to allow employee the option to receive remittance advice via email to home or work email.
HCM-Payroll	Employee Self Service	1075334	Provide ability to allow ability for each organizational unit to 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	1075335	Provide ability to allow employees to request printing of their W2's on blank stock paper from the stored image.
HCM-Payroll	Employee Self Service	1075336	Provide ability to allow a change of address before reissue duplicate W-2.
HCM-Payroll	Employee Self Service	1075337	Provide ability to retain W2 output for access by the employee online.
HCM-Payroll	Employee Self Service	1075339	Provide ability via self service for employees to indicate the order of direct deposit banks so that a short check will be deposited in order until funds are exhausted.
HCM-Payroll	Employee Self Service	1075340	Provide ability via self service for employees to indicate the bank to be used to receive AP/Vendor (travel payments, etc.)
HCM-Payroll	Employee Self Service	1075341	Provide ability via self service for employee the option to view and print remittance advice
HCM-Payroll	Employee Self Service	1075342	Ability to block changing W-4 withholdings on nonresident aliens or IRS Lock-in Letters
HCM-Payroll	Employee Self Service	1075343	Provide ability via self service for employees to retrieve and print duplicate W-2's.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Payroll	Employee Self Service	1075344	Ability to accommodate foreign address and foreign phone numbers with the appropriate format for the individual country on the Form W2
HCM-Payroll	Employee Self Service	1075345	Provide ability via self service for employees to view YTD earnings statement for multiple years
HCM-Payroll	Employee Self Service	1075346	Provide ability to interface employee data to emergency notification and weather status systems
HCM-Payroll	Employee Self Service	1075347	Provide ability to block self-service Form w4 functions for Nonresident Alien employees. Only Payroll administrators should have ability to change the W-4 on Nonresident Aliens.
HCM-Payroll	General	1075349	Provide ability to enable workflow for approval and routing of all payroll events, including the updating of payroll calculation tables (deductions, taxes, etc.).
HCM-Payroll	General	1075350	Provide ability to have workflow approval points for worked hours to be paid and leave hours to be paid.
HCM-Payroll	General	1075351	Provide ability to 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	1075352	Provide ability to 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	1075353	Provide ability to reorder distribution of payroll checks/warrants directly to employee or department or institution.
HCM-Payroll	General	1075354	Provide ability to retain payment of Federal, State and Local taxes withheld, to comply with Federal, State, and Local payroll tax reporting requirements.
HCM-Payroll	General	1075355	Provide ability to review employee pay and benefit detail online.
HCM-Payroll	General	1075356	Provide ability to calculate and track multiple local taxes to account for each local jurisdiction based on: gross taxable wages.
HCM-Payroll	General	1075357	Provide ability to calculate and track multiple local taxes to account for each local jurisdiction based on: institution defined taxable wage base.
HCM-Payroll	General	1075358	Provide ability to calculate and track multiple local taxes to account for each local jurisdiction based on: FICA taxable wages.
HCM-Payroll	General	1075359	Provide ability to calculate and track multiple local taxes to account for each local jurisdiction based on: tiered tax table based on taxable gross.
HCM-Payroll	General	1075360	Provide ability to calculate and track multiple local taxes to account for each local jurisdiction based on: Federal Income Tax.
HCM-Payroll	General	1075361	Provide ability to calculate and track multiple local taxes to account for each local jurisdiction based on: State Income Tax.
HCM-Payroll	General	1075362	Provide ability to calculate and track multiple local taxes to account for each local jurisdiction based on: Local Income Tax (e.g. City and County).
HCM-Payroll	General	1075363	Provide ability to generate notice to employee/user that final wages, including leave, overtime and other adjusting entries, are due within 72 hours of dismissal when the dismissal is involuntary.
HCM-Payroll	General	1075364	Provide ability via self service for employees to input direct deposit selections (e.g. primary accounts, secondary etc.) with a hard edit against the institution's ABA table for valid financial institutions and error message directing employee to contact payroll.
HCM-Payroll	General	1075366	Provide ability to maintain data files 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	1075367	Provide ability to maintain data files 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	1075368	Provide ability to maintain data files 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	1075369	Provide ability via self service for employee to: change contact information (address, telephone)
HCM-Payroll	General	1075370	Provide ability via self service for employee to: submit change of disability status (with workflow to OEOC)
HCM-Payroll	General	1075371	Provide ability via self service for employee to: input change of gender
HCM-Payroll	General	1075372	Provide ability via self service for employee to: input change of ethnicity
HCM-Payroll	General	1075373	Provide ability via self service for employee to: input change of email address
HCM-Payroll	General	1075374	Provide ability via self service for employee to: view historical performance evaluations
HCM-Payroll	General	1075375	Provide ability to automatically send FMLA notification when an employee reaches 3 consecutive days of sick leave.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Payroll	General	1075376	Provide ability to Comment on W-4 screen
HCM-Payroll	General	1075377	Provide ability via self service for returning employees to renew previously active Direct Deposit
HCM-Payroll	General	1075378	Provide ability to Comment on Direct Deposit screen
HCM-Payroll	General	1075379	Provide ability to display date last paid on W-4 and Direct Deposit screen
HCM-Payroll	General	1075380	Provide ability to maintain effective-dated tables with IRS limits on benefits calculations, based on IRS/federal restrictions - to control payroll processing.
HCM-Payroll	General	1075381	Provide ability to prevent input of new deductions and changes to existing deductions when a levy is in effect without override approval.
HCM-Payroll	General	1075382	Provide ability to upload child support data and transmittal of funds via ACH to authorized agencies
HCM-Payroll	General	1075383	Provide ability to review and remove/modify deduction payment to vendor data after payroll is produce and prior to AP disbursement.
HCM-Payroll	General	1075384	Provide ability to configure up to 500 earnings codes
HCM-Payroll	General	1075385	Provide ability to configure deductions to be deducted exclusively from certain pay types and not deducted from other pay types.
HCM-Payroll	General	1075386	Provide ability to input imputed income values (non-cash income).
HCM-Payroll	General	1075387	Provide ability to calculate and apply tax rules to imputed income values (non-cash income).
HCM-Payroll	General	1075388	Provide ability to input and process payment for non-taxable reimbursements. i.e. foundation reimbursements for non-taxable items and moving expenses
HCM-Payroll	General	1075389	Provide ability to calculate and display gross-up preliminary payroll results.
HCM-Payroll	Inquiry and Reporting	1075392	Provide ability to generate online access to all detailed payroll data with appropriate security.
HCM-Payroll	Inquiry and Reporting	1075393	Provide ability to drill down on payroll register subtotals by organization unit to the employee level: based on Employee ID and name.
HCM-Payroll	Inquiry and Reporting	1075394	Provide ability to drill down on payroll register subtotals by organization unit to the employee level: based on organizational Unit.
HCM-Payroll	Inquiry and Reporting	1075395	Provide ability to drill down on payroll register subtotals by organization unit to the employee level: based on hours by type.
HCM-Payroll	Inquiry and Reporting	1075396	Provide ability to drill down on payroll register subtotals by organization unit to the employee level: based on earnings by type.
HCM-Payroll	Inquiry and Reporting	1075397	Provide ability to drill down on payroll register subtotals by organization unit to the employee level: based on employee tax withholdings.
HCM-Payroll	Inquiry and Reporting	1075398	Provide ability to drill down on payroll register subtotals by organization unit to the employee level: based on employee deduction amount.
HCM-Payroll	Inquiry and Reporting	1075399	Provide ability to drill down on payroll register subtotals by organization unit to the employee level: based on employer contribution amount.
HCM-Payroll	Inquiry and Reporting	1075400	Provide ability to drill down on payroll register subtotals by organization unit to the employee level: based on a specified chart of account field or combination of fields.
HCM-Payroll	Inquiry and Reporting	1075401	Provide ability to drill down on payroll register subtotals by organization unit to the employee level: based on taxable gross.
HCM-Payroll	Inquiry and Reporting	1075402	Provide ability to generate a standard report, grouped by institution specified criteria: based on employee profile
HCM-Payroll	Inquiry and Reporting	1075403	Provide ability to generate a standard report, grouped by institution specified criteria: based on new hires.
HCM-Payroll	Inquiry and Reporting	1075404	Provide ability to generate a standard report, grouped by institution specified criteria: based on promotions.
HCM-Payroll	Inquiry and Reporting	1075405	Provide ability to generate a standard report, grouped by institution specified criteria: based on personnel roster.
HCM-Payroll	Inquiry and Reporting	1075406	Provide ability to generate a standard report, grouped by institution specified criteria: based on leave of absence.
HCM-Payroll	Inquiry and Reporting	1075407	Provide ability to generate a standard report, grouped by institution specified criteria: based on FLSA overtime report.
HCM-Payroll	Inquiry and Reporting	1075408	Provide ability to generate a standard report, grouped by institution specified criteria: based on deferred compensation.
HCM-Payroll	Inquiry and Reporting	1075409	Provide ability to generate a standard report, grouped by institution specified criteria: based on manual check / warrants.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Payroll	Inquiry and Reporting	1075410	Provide ability to generate a standard report, grouped by institution specified criteria: based on miscellaneous deduction maintenance.
HCM-Payroll	Inquiry and Reporting	1075411	Provide ability to generate a standard report, grouped by institution specified criteria: based on terminations.
HCM-Payroll	Inquiry and Reporting	1075412	Provide ability to generate a standard report, grouped by institution specified criteria: based current period, monthly, quarterly, and year-to-date balances.
HCM-Payroll	Inquiry and Reporting	1075413	Provide ability to generate a standard report, grouped by institution specified criteria: based on selected deduction register by deduction code.
HCM-Payroll	Inquiry and Reporting	1075415	Provide ability to generate a standard report, grouped by institution specified criteria: based on quarterly withholding summary.
HCM-Payroll	Inquiry and Reporting	1075416	Provide ability to generate a standard report, grouped by institution specified criteria: based on unemployment compensation.
HCM-Payroll	Inquiry and Reporting	1075417	Provide ability to generate a standard report, grouped by institution specified criteria: based on adjustment register (supplemental payroll register).
HCM-Payroll	Inquiry and Reporting	1075418	Provide ability to generate a standard report, grouped by institution specified criteria: based on Workers' compensation attendance history.
HCM-Payroll	Inquiry and Reporting	1075419	Provide ability to generate a standard report, grouped by institution specified criteria: based on levy tracking report by type (garnishments).
HCM-Payroll	Inquiry and Reporting	1075420	Provide ability to generate a standard report, grouped by institution specified criteria: based on Form W2 and W2c.
HCM-Payroll	Inquiry and Reporting	1075421	Provide ability to generate a standard report, grouped by institution specified criteria: based on net deposit by bank with totals for a bank as well as detail by employee per bank
HCM-Payroll	Inquiry and Reporting	1075422	Provide ability to generate a standard report, grouped by institution specified criteria: based on personnel related changes.
HCM-Payroll	Inquiry and Reporting	1075423	Provide ability to generate a standard report, grouped by institution specified criteria: based on Department of Labor requirements - number of females and number of employees by work county.
HCM-Payroll	Inquiry and Reporting	1075424	Provide ability to generate a standard report, grouped by institution specified criteria: based on Department of Labor - quarterly wages by work location with each county.
HCM-Payroll	Inquiry and Reporting	1075425	Provide ability to generate a standard report, grouped by institution specified criteria: based on administrative management roster.
HCM-Payroll	Inquiry and Reporting	1075426	Provide ability to generate a standard report, grouped by institution specified criteria: based on W-4 changes.
HCM-Payroll	Inquiry and Reporting	1075427	Provide ability to generate a standard report, grouped by institution specified criteria: based on salary changes.
HCM-Payroll	Inquiry and Reporting	1075428	Provide ability to generate a standard report, grouped by institution specified criteria: based on deduction register.
HCM-Payroll	Inquiry and Reporting	1075429	Provide ability to generate a standard report, grouped by institution specified criteria: based on error log.
HCM-Payroll	Inquiry and Reporting	1075430	Provide ability to generate a standard report, grouped by institution specified criteria: based on Federal 941 report.
HCM-Payroll	Inquiry and Reporting	1075431	Provide ability to generate a standard report, grouped by institution specified criteria: based on payroll proof run
HCM-Payroll	Inquiry and Reporting	1075432	Provide ability to generate a standard report, grouped by institution specified criteria: based on employee leave balances.
HCM-Payroll	Inquiry and Reporting	1075433	Provide ability to generate a standard report, grouped by institution specified criteria: based on longevity.
HCM-Payroll	Inquiry and Reporting	1075434	Provide ability to generate a standard report, grouped by institution specified criteria: based on retroactive pay .
HCM-Payroll	Inquiry and Reporting	1075435	Provide ability to generate a standard report, grouped by institution specified criteria: based on payroll costs by project supporting federal reimbursement.
HCM-Payroll	Inquiry and Reporting	1075436	Provide ability to generate a payable leave time report for employees including overtime paid for institution defined periods.
HCM-Payroll	Inquiry and Reporting	1075437	Provide ability to generate a payroll register, deduction and other earnings report: to include Employee ID.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Payroll	Inquiry and Reporting	1075438	Provide ability to generate a payroll register, deduction and other earnings report: to include employee name.
HCM-Payroll	Inquiry and Reporting	1075440	Provide ability to generate a payroll register, deduction and other earnings report: to include hours by type.
HCM-Payroll	Inquiry and Reporting	1075441	Provide ability to generate a payroll register, deduction and other earnings report: to include earnings by type.
HCM-Payroll	Inquiry and Reporting	1075442	Provide ability to generate a payroll register, deduction and other earnings report: to include employee tax liabilities.
HCM-Payroll	Inquiry and Reporting	1075443	Provide ability to generate a payroll register, deduction and other earnings report: to include employee deduction type and amount.
HCM-Payroll	Inquiry and Reporting	1075444	Provide ability to generate a payroll register, deduction and other earnings report: to include employer contribution type and amount.
HCM-Payroll	Inquiry and Reporting	1075445	Provide ability to generate a payroll register, deduction and other earnings report: to include organization Unit.
HCM-Payroll	Inquiry and Reporting	1075446	Provide ability to generate a payroll register, deduction and other earnings report: to include employer portion of all taxes.
HCM-Payroll	Inquiry and Reporting	1075447	Provide ability to generate a payroll register, deduction and other earnings report: to include any specified chart of account field or combination of fields.
HCM-Payroll	Inquiry and Reporting	1075448	Provide ability to generate a payroll register, deduction and other earnings report: to include totals by employee, COA fields, department, institution.
HCM-Payroll	Inquiry and Reporting	1075449	Provide ability to generate a payroll register, deduction and other earnings report: FLSA code.
HCM-Payroll	Inquiry and Reporting	1075450	Provide ability to generate a payroll register, deduction and other earnings report: to include payment types (check or ACH [multiple]).
HCM-Payroll	Inquiry and Reporting	1075451	Provide ability to generate a payroll register, deduction and other earnings report: to include class code/title.
HCM-Payroll	Inquiry and Reporting	1075452	Provide ability to generate a payroll register, deduction and other earnings report: to include employment type.
HCM-Payroll	Inquiry and Reporting	1075453	Provide ability to generate a payroll register, deduction and other earnings report: to include taxable gross.
HCM-Payroll	Inquiry and Reporting	1075454	Provide ability to generate a payroll register, deduction and other earnings report: Federal/State exemption status.
HCM-Payroll	Inquiry and Reporting	1075455	Provide ability to generate tracking reports linked to labor distribution fields.
HCM-Payroll	Inquiry and Reporting	1075456	Provide ability to generate a leave report by leave pay type.
HCM-Payroll	Inquiry and Reporting	1075457	Provide ability to automate the scheduling, generation and distribution of reports.
HCM-Payroll	Inquiry and Reporting	1075458	Provide ability to track and report State Active Duty reserve cost by executive order, mission and unit number.
HCM-Payroll	Inquiry and Reporting	1075459	Provide ability to report on UI work history requests including amounts paid, dates paid, hours paid, termination reason, and disciplinary events.
HCM-Payroll	Inquiry and Reporting	1075461	Provide ability to generate a standard report, grouped by institution specified criteria: based on Department of Labor requirements - number of faculty employees by work county.
HCM-Payroll	Inquiry and Reporting	1075462	Provide ability to track extra compensation based on institution defined requirements.
HCM-Payroll	Inquiry and Reporting	1075463	Provide ability to record the following information for all Foreign Nationals: Alien Code which include: A(Nonresident Alien), AC(Nonresident Alien w/tax treaty), AF (Nonresident alien paying FICA), I(Students from India), RC(Resident Alien w/ Treaty), R(Resident Alien), P(Permanent Resident), PC(Permanent Resident w/ treaty benefit)
HCM-Payroll	Inquiry and Reporting	1075464	Provide ability to record the following information for all Foreign Nationals: Codes AC, A, and I are exempt from FICA
HCM-Payroll	Inquiry and Reporting	1075465	Provide ability to record the following information for all Foreign Nationals: Visa Type which include: F-1 (Student), J-1S (J-1 Student), J-1N (Short term Non-Student), J-2 (J-1 spouse or dependent), H-1B (professional employment), H-4 (Dependent of H-1B), TN (Temporary NAFTA business), O (Extra Ordinary Ability), ASYL (Asylum), MAR (Marshall Islander), OP (Other Purpose), PERM (Permanent Resident), TPS (Temporary Protected Status)
HCM-Payroll	Inquiry and Reporting	1075466	Provide ability to record the following information for all Foreign Nationals: Date Work Authorization Ends
HCM-Payroll	Inquiry and Reporting	1075467	Provide ability to record the following information for all Foreign Nationals: Citizenship Country

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Payroll	Inquiry and Reporting	1075468	Provide ability to record the following information for all Foreign Nationals: Tax Country Residency
HCM-Payroll	Inquiry and Reporting	1075469	Provide ability to record the following information for all Foreign Nationals: Notes ability on screen to explain changes
HCM-Payroll	Inquiry and Reporting	1075470	Regarding Integration with SIS for International Students and Scholarships/1042-S reporting/Tax Residency status/amount of scholarship taxable: Provide ability to integrate with the student accounting system to withhold 14% tax on international student scholarships above what is needed for tuition and fees.
HCM-Payroll	Inquiry and Reporting	1075471	Provide ability to run a report showing number of hours worked per week during entire year for J-1 Students
HCM-Payroll	Inquiry and Reporting	1075472	Provide ability to run a report based on those currently in pay status and the work authorization end date
HCM-Payroll	Pay Calculations	1075475	Provide ability to generate base rate calculations using salary schedules, hourly rates, per unit, per diem, etc.
HCM-Payroll	Pay Calculations	1075476	Provide ability to calculate additional pay such as flat rate (shift premium, weekend premium), flat amount (maintenance), % of base salary, % of the midpoint of the salary grade, % of hourly rate (overtime), skills and certifications, etc.
HCM-Payroll	Pay Calculations	1075477	Provide ability to track and maintain Hourly, Salaried, or Per Diem pay types. Hourly Rates should be maintained with 4 decimal positions.
HCM-Payroll	Pay Calculations	1075478	Provide ability to compensate National Guard members based on a daily institution rates for pay and per diem, which are the equivalent of the what they would earn while on federal active duty.
HCM-Payroll	Pay Calculations	1075479	Provide ability to process State Active Duty entitlements based on: base pay.
HCM-Payroll	Pay Calculations	1075480	Provide ability to process State Active Duty entitlements based on: travel reimbursement.
HCM-Payroll	Pay Calculations	1075481	Provide ability to process State Active Duty entitlements based on: per diem.
HCM-Payroll	Pay Calculations	1075482	Provide ability to process State Active Duty entitlements based on: special duty pay (air guard only).
HCM-Payroll	Pay Calculations	1075483	Provide ability to relate tax types to pay types for State Active Duty entitlements, for example: non-emergency base pay (FIT, SIT, FICA, State, no local tax).
HCM-Payroll	Pay Calculations	1075484	Provide ability to relate tax types to pay types for State Active Duty entitlements, for example: emergency base pay (FIT, SIT only, no local tax).
HCM-Payroll	Pay Calculations	1075485	Provide ability to relate tax types to pay types for State Active Duty entitlements, for example: per diem allowance (not taxable).
HCM-Payroll	Pay Calculations	1075486	Provide ability to relate tax types to pay types for State Active Duty entitlements, for example: non-emergency hazard pay (FIT, SIT, FICA, State, no local tax).
HCM-Payroll	Pay Calculations	1075487	Provide ability to relate tax types to pay types for State Active Duty entitlements, for example: travel Reimbursement.
HCM-Payroll	Pay Calculations	1075488	Provide ability to relate tax types to pay types for State Active Duty entitlements, for example: emergency hazard pay (FIT, SIT only, no local tax).
HCM-Payroll	Pay Calculations	1075489	Provide ability to automatically calculate step, grade, increment, percentage increase amounts for employees based on institution defined caps and other criteria, with prior institution approval.
HCM-Payroll	Pay Calculations	1075490	Provide ability to generate step or grade increases at varying time intervals based on institution defined parameters/range adjustments.
HCM-Payroll	Pay Calculations	1075491	Provide ability to automatically calculate salary when personnel actions change compensation (promotions, demotions, etc.).
HCM-Payroll	Pay Calculations	1075492	Provide ability to allow one employee to have multiple pay types during any pay period (hours worked, vacation, sick leave, etc.).
HCM-Payroll	Pay Calculations	1075493	Provide ability to allow one employee to be paid in more than one position during a pay period.
HCM-Payroll	Pay Calculations	1075494	Provide ability to calculate pay for employees that transfer during a pay period to include: pay based on hours in pay status within each appointment.
HCM-Payroll	Pay Calculations	1075495	Provide ability to calculate pay for employees that transfer during a pay period to include: benefit costs determined by institution defined selection.
HCM-Payroll	Pay Calculations	1075496	Provide ability to calculate pay for employees that transfer during a pay period to include: leave accruals and eligibility determined by institution defined selection.
HCM-Payroll	Pay Calculations	1075497	Provide ability to calculate pay for employees that transfer during a pay period to include: other labor related costs to account distribution codes based on institution defined parameters for charging.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Payroll	Pay Calculations	1075498	Provide ability to calculate pay for employees that transfer during a pay period to include: the ability to pay employee based on unique pay policies within the pay cycle (number of days in pay cycle - whole days vs. 1/2 days).
HCM-Payroll	Pay Calculations	1075499	Provide ability to calculate leave payments in accordance with rules and methods specified (separate checks, tax method).
HCM-Payroll	Pay Calculations	1075501	Provide ability to calculate/verify overtime consistent with FLSA rules and contracts, with override capabilities for overtime calculations over more than one position.
HCM-Payroll	Pay Calculations	1075502	Provide ability to calculate/verify overtime consistent with FLSA rules and contracts, with override capabilities for overtime across multiple organizational units.
HCM-Payroll	Pay Calculations	1075503	Provide ability to calculate/verify overtime consistent with FLSA rules and contracts, with override capabilities for overtime that is recorded on multiple timesheets.
HCM-Payroll	Pay Calculations	1075504	Provide ability to calculate/verify overtime consistent with FLSA rules and contracts, with override capabilities for overtime calculations for various institution defined thresholds (40 hour week or 80 hour period).
HCM-Payroll	Pay Calculations	1075505	Provide ability to calculate/verify overtime consistent with FLSA rules and contracts, with override capabilities for overtime determination by job class.
HCM-Payroll	Pay Calculations	1075506	Provide ability to calculate/verify overtime consistent with FLSA rules and contracts, with override capabilities for overtime that may be accumulated as comp time earned straight hour for hour, earned at a time and a half status (1.50 earned for each hour worked) or paid at a 1.50 status (hour for hour paid at 1.50 the regular pay rate).
HCM-Payroll	Pay Calculations	1075507	Provide ability to calculate/verify overtime consistent with FLSA rules and contracts, with override capabilities for institution specified rate.
HCM-Payroll	Pay Calculations	1075508	Provide ability to calculate/verify overtime consistent with FLSA rules and contracts, with override capabilities for recognize differences between FLSA time periods and pay periods / work schedules.
HCM-Payroll	Pay Calculations	1075509	Provide ability to track straight rate equivalent overtime totals per employee by fiscal or calendar year.
HCM-Payroll	Pay Calculations	1075510	Provide ability to automatically change overtime types for certain class codes or individuals based on payroll defined straight rate equivalent amounts or total overtime amounts (time and a half to double time).
HCM-Payroll	Pay Calculations	1075511	Provide ability to track overtime comp earned by different work activity codes. Comp earned activities can be cashed out based on institution defined comp rules.
HCM-Payroll	Pay Calculations	1075512	Provide ability to accrue comp time in a period and select to be paid overtime for other hours within the same period. (ex: police earn comp for hours worked at regular duty and may be paid comp time for special work ...graduation, sport events, frat parties, etc.)
HCM-Payroll	Pay Calculations	1075513	Provide ability to set and change payroll rules on an ongoing basis for institution defined periods that are implemented at the organization unit, job class, or individual employee appointment to include: an override of automatic calculations for employees for weekend/shift differential and holiday pay.
HCM-Payroll	Pay Calculations	1075514	Provide ability to set and change payroll rules on an ongoing basis for institution defined periods that are implemented at the organization unit, job class, or individual employee appointment to include: an override of automatic calculations for employees with overtime.
HCM-Payroll	Pay Calculations	1075515	Provide ability to set and change payroll rules on an ongoing basis for institution defined periods that are implemented at the organization unit, job class, or individual employee appointment to include: a change in holiday compensation type (comp time vs. payment).
HCM-Payroll	Pay Calculations	1075516	Provide ability to determine how overtime has been earned by account distribution codes to allow for proper cost accounting.
HCM-Payroll	Pay Calculations	1075517	Provide ability to track executive orders designated as emergency (natural disasters) or non-emergency (funerals, parades, games) and missions linked to those orders. Missions data includes name, id number, point of contact, location (county), disaster survey report (FEMA), and one or more unit codes. National Guard members are assigned to the units.
HCM-Payroll	Pay Calculations	1075518	Provide ability to process scheduled and other pay actions (pay at a different level in the salary schedules based on eligibility).
HCM-Payroll	Pay Calculations	1075519	Provide ability to allow a position to be designated as primary, or by % of each position assignment, for determining benefit, leave, OT, and other calculation or allocations, when more than one position is used for a pay period.
HCM-Payroll	Pay Calculations	1075520	Provide ability to allow an employee to designate cash out of accumulated comp time when comp time maximums are reached based on an institution specified formula.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Payroll	Pay Calculations	1075521	Provide ability to allow an employee to designate cash-out of accumulated sick time and vacation based on an institution specified formula.
HCM-Payroll	Pay Calculations	1075522	Provide ability to pay expense allowances based on the actual number of days worked for partial months which are added to the taxable wage base.
HCM-Payroll	Pay Calculations	1075524	Provide ability to process garnishments / wage assignments remainder after specified amount is reserved for the net. (e.g. IRS garnishments)
HCM-Payroll	Pay Calculations	1075525	Provide ability to process garnishments / wage assignments as a percentage of net pay
HCM-Payroll	Pay Calculations	1075526	Provide ability to process miscellaneous deductions as a percentage of net pay
HCM-Payroll	Pay Calculations	1075527	Provide ability to differentiate and exempt Federal Work Study wages from garnishment processing
HCM-Payroll	Pay Calculations	1075528	Provide ability for former employees to view and print earnings statements
HCM-Payroll	Pay Calculations	1075529	Provide ability for former employees to view and print leave records
HCM-Payroll	Pay Calculations	1075530	Provide ability for former employees to view and print historical Forms W2
HCM-Payroll	Pay Calculations	1075531	Provide ability for former employees to view and print performance evaluations
HCM-Payroll	Pay Calculations	1075532	Provide ability for former employees to view and print employment history
HCM-Payroll	Pay Calculations	1075533	Provide ability for 12 month payees to have deductions processed for only 9 months.
HCM-Payroll	Pay Calculations	1075534	Provide ability to configure the regular rate of pay to include multiple wages types federally mandated as the basis for overtime calculations.
HCM-Payroll	Pay Calculations	1075535	Provide ability to exclude/include certain salary/rate adjustments from calculations when processing retroactive payments.
HCM-Payroll	Pay Calculations	1075536	Provide ability to input a negative deduction to be used to calculate a refund to the employee
HCM-Payroll	Pay Calculations	1075537	Provide ability to calculate and process payroll for expatriate employees
HCM-Payroll	Pay Calculations	1075538	Provide ability to 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	Pay Calculations	1075539	Provide the ability to configure a limit (budget control) on certain types of pay (e.g. summer research, summer teaching).
HCM-Payroll	Pay Calculations	1075540	Provide ability to activate FICA withholding on once a Nonresident Alien becomes a Resident Alien in a non-student or not-enrolled status. (enrollment status means 6 or more hours enrolled in current semester).
HCM-Payroll	Pay Calculations	1075541	Provide ability to withhold FICA but still w/hold federal at the higher Nonresident rate. (For example, faculty member H1B whose standard presence test shows she will be a Nonresident for tax through December of 2016. However, we must withhold FICA on all H1Bs so we need to withhold the higher federal graduated rate for Nonresidents and also withhold FICA).
HCM-Payroll	Pay Calculations	1075542	Provide ability to not withhold FICA, enrolled in classes or not, if an employee is a Nonresident for Tax.
HCM-Payroll	Pay Calculations	1075543	Provide ability to withhold federal at the higher graduated rate when in a Non-Resident Tax status and provide ability to convert to regular U.S. graduated rate once become a Resident for Tax.
HCM-Payroll	Pay Calculations	1075544	Provide ability to classify students from India as U.S. Tax withholding. (currently have I in our payroll system which tells system to withhold at the U.S. person rates even though they may be an F1 student or J1 student).
HCM-Payroll	Pay Calculations	1075545	Provide ability to set up a tax treaty benefit with an end date and a goal amount as each treaty is different.
HCM-Payroll	Pay Calculations	1075546	Provide ability to code/indicate an employee has tax treaty status.
HCM-Payroll	Pay Calculations	1075547	Provide ability to record tax treaties and configure limits on amounts and dates/periods.
HCM-Payroll	Payroll Accounting	1075549	Provide ability to associate each tax, deduction, and pay type with a valid COA where accounts may be coded to varying levels in the account code structure. (e.g. FICA, Retirement, Health Insurances, Overtime, Regular Pay, etc.).
HCM-Payroll	Payroll Accounting	1075550	Provide ability to generate a method to validate all COA numbers.
HCM-Payroll	Payroll Accounting	1075551	Provide ability to maintain a check register file for each payroll run with physical check number and ACH direct deposits.
HCM-Payroll	Payroll Accounting	1075552	Provide ability to maintain a check register file for each payroll run for reconciliation of cleared checks.
HCM-Payroll	Payroll Accounting	1075553	Provide ability to calculate overlays (or burdened labor expense) for annual and sick leave, employer's portion of health insurance and payable leave time, based on a user provided percentage or flat amount.
HCM-Payroll	Payroll Accounting	1075554	Provide ability to charge burdened labor overlays such that projected annual use credits an institution defined account (liability) and actual leave and payable leave time used debits the same account.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Payroll	Payroll Accounting	1075556	Regarding Integration with SIS for International Students and Scholarships/1042-S reporting/Tax Residency status/amount of scholarship taxable: 2. Provide to run a report that combines payroll data with student account data for international students and scholarships/1042-S reporting/Tax Residency status/amount of scholarship taxable so this does not have to be entered by looking up each student.
HCM-Payroll	Payroll Accounting	1075557	Regarding Integration with SIS for International Students and Scholarships/1042-S reporting/Tax Residency status/amount of scholarship taxable: 3. Provide ability to update the student accounting system if an international student becomes a Resident for Tax, thus no more federal withholding on scholarships.
HCM-Payroll	Payroll Accounting	1075558	Regarding Integration with SIS for International Students and Scholarships/1042-S reporting/Tax Residency status/amount of scholarship taxable: 4. Provide ability to update the student accounting system if there is a tax treaty covering scholarships for a country and that we have the W8BEN on file.
HCM-Payroll	Payroll Accounting	1075559	Provide ability to run a report showing number of hours worked per week during regular semesters for students on F-1 status
HCM-Payroll	Payroll Processing	1075562	Provide ability to perform calculations and processing required for employee terminations to include: salary and additional pay.
HCM-Payroll	Payroll Processing	1075563	Provide ability to perform calculations and processing required for employee terminations to include: payoff of applicable leave time.
HCM-Payroll	Payroll Processing	1075564	Provide ability to perform calculations and processing required for employee terminations to include: longevity / severance.
HCM-Payroll	Payroll Processing	1075565	Provide ability to perform calculations and processing required for employee terminations to include: a change to payee name when employee is deceased.
HCM-Payroll	Payroll Processing	1075566	Provide ability to perform calculations and processing required for employee terminations to include: the ability to produce a separate check for termination pay at employee option.
HCM-Payroll	Payroll Processing	1075567	Provide ability to perform calculations and processing required for employee terminations to include: the ability to check if institution issued property has been returned.
HCM-Payroll	Payroll Processing	1075568	Provide ability to perform calculations and processing required for employee terminations to include: the ability to check for travel advancements.
HCM-Payroll	Payroll Processing	1075569	Provide ability to perform calculations and processing required for employee terminations to include: the ability to check for educational reimbursements.
HCM-Payroll	Payroll Processing	1075570	Provide ability to perform calculations and processing required for employee terminations to include: the ability to check for sick leave buyout.
HCM-Payroll	Payroll Processing	1075571	Provide ability to perform calculations and processing required for employee terminations to include: the ability to check for garnishments and child support.
HCM-Payroll	Payroll Processing	1075572	Provide ability to perform calculations and processing required for employee terminations to include: the ability to check for arrears pay conversions from current pay.
HCM-Payroll	Payroll Processing	1075573	Provide ability to perform calculations and processing required for employee terminations to include: the ability to check for other outstanding liabilities to the institution.
HCM-Payroll	Payroll Processing	1075574	Provide ability to perform calculations and processing required for employee terminations to include: the ability to combine last regular check and payoff check.
HCM-Payroll	Payroll Processing	1075575	Provide ability to support retroactive processing: for hours adjustments.
HCM-Payroll	Payroll Processing	1075576	Provide ability to support retroactive processing: for additional pay adjustments.
HCM-Payroll	Payroll Processing	1075577	Provide ability to support retroactive processing: for rate adjustments for an individual.
HCM-Payroll	Payroll Processing	1075578	Provide ability to support retroactive processing: for rate adjustment to a group of individuals due to compensation plan changes.
HCM-Payroll	Payroll Processing	1075579	Provide ability to support retroactive processing: for deduction adjustments to individuals.
HCM-Payroll	Payroll Processing	1075580	Provide ability to support retroactive processing: for deduction adjustments to groups of employees due to changes to benefit rates, etc.
HCM-Payroll	Payroll Processing	1075581	Provide ability to support retroactive processing: for leave not submitted.
HCM-Payroll	Payroll Processing	1075582	Provide ability to support retroactive processing: for contributions (retirement plans, section 125 plans, etc.), including both employee and institution contributions.
HCM-Payroll	Payroll Processing	1075583	Provide ability to support retroactive processing: for personnel transactions (re-class, re-allocation, etc.).
HCM-Payroll	Payroll Processing	1075584	Provide ability to support retroactive processing: for terminations.
HCM-Payroll	Payroll Processing	1075586	Provide ability to override salary table amounts for individual employees.
HCM-Payroll	Payroll Processing	1075587	Provide ability to allow for various pay cycle frequencies to include: bi-weekly.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
HCM-Payroll	Payroll Processing	1075588	Provide ability to allow for various pay cycle frequencies to include: semi-monthly.
HCM-Payroll	Payroll Processing	1075589	Provide ability to run various pay cycle frequencies to include: supplemental (on demand) with delivery via ACH.
HCM-Payroll	Payroll Processing	1075590	Provide ability to allow for various pay cycle frequencies to include: monthly.
HCM-Payroll	Payroll Processing	1075591	Provide ability to allow the ability to select a group of employees for any payroll (or payees) processing event (Active/Retirees).
HCM-Payroll	Payroll Processing	1075592	Provide ability to allow the ability to process dual status employees, which implies multiple classes, positions, funding sources and pay rates in the same pay cycle.
HCM-Payroll	Payroll Processing	1075593	Provide ability to track taxable wages and taxes withheld YTD for dual status employees.
HCM-Payroll	Payroll Processing	1075594	Provide ability to process multiple rates of pay for the same job during the same pay period.
HCM-Payroll	Payroll Processing	1075595	Provide ability to process arrearages for deductions and taxes withheld.
HCM-Payroll	Payroll Processing	1075596	Provide ability to run pay calculations as a proof run for review prior to the final pay run and: to flag exception conditions (zero hours, over X hours, incomplete benefit data, check exceeding threshold, negative check, etc.).
HCM-Payroll	Payroll Processing	1075597	Provide ability to run pay calculations as a proof run for review prior to the final pay run and: to allow adjustments to data prior to the final run.
HCM-Payroll	Payroll Processing	1075598	Provide ability to run pay calculations as a proof run for review prior to the final pay run and: to recalculate only what is required based on changes.
HCM-Payroll	Payroll Processing	1075599	Provide ability to allow for direct deposit of employee pay to five or more bank accounts based on employee and user selectable options.
HCM-Payroll	Payroll Processing	1075600	Provide ability to calculate off-cycle or supplemental pay online and produce one or more checks, including deductions and taxes. online check processing functions include: validation against employee's master file for deductions, job classification, tax data, etc.
HCM-Payroll	Payroll Processing	1075601	Provide ability to calculate off-cycle or supplemental pay online and produce one or more checks, including deductions and taxes. online check processing functions include: update of all employee and employer accumulators automatically.
HCM-Payroll	Payroll Processing	1075602	Provide ability to calculate and produce one or more off-cycle/supplemental payroll checks including deductions and tax withholdings including pay event reconciliation which may result in \$0 or refund.
HCM-Payroll	Payroll Processing	1075603	Provide ability to calculate off-cycle or supplemental pay online and produce one or more checks, including deductions and taxes. online check processing functions include: on demand.
HCM-Payroll	Payroll Processing	1075604	Provide ability to calculate off-cycle or supplemental pay online and produce one or more checks, including deductions and taxes. online check processing functions include: batch manual check / warrants to print together
HCM-Payroll	Payroll Processing	1075605	Provide ability to allow for multiple checks per employee as required.
HCM-Payroll	Payroll Processing	1075606	Provide ability to allow the cancellation and reissue of checks and direct deposits and retain all history.
HCM-Payroll	Payroll Processing	1075607	Provide ability to allow entering comment information regarding any manual checks created.
HCM-Payroll	Payroll Processing	1075608	Provide ability to process retroactive pay adjustments (hours adjustments, rate adjustments, deductions, etc.) and to update all payroll history and labor distribution entries.
HCM-Payroll	Payroll Processing	1075610	Provide ability to generate 1099 Miscellaneous processing for wages paid after death, including the ability to combine with other 1099 processing for end of year 1099 reporting.
HCM-Payroll	Payroll Processing	1075611	Provide ability to generate various pay stub and check templates (if requested) as well as an ability to design custom formats using blank check stock.
HCM-Payroll	Payroll Processing	1075612	Provide ability to generate output file of direct deposit and pay stub information for secured access by employee.
HCM-Payroll	Payroll Processing	1075613	Provide ability to 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.
HCM-Payroll	Payroll Processing	1075614	Provide ability to process a check reversal using the check or advice number to automatically generate the adjustment transactions at any point in the payroll cycle.
HCM-Payroll	Payroll Processing	1075615	Provide ability to adjust an employee's year to date wages, taxes, and/or specific deductions.
HCM-Payroll	Payroll Processing	1075616	Provide ability to perform automatic adjustments to pay based on changes to hours worked.
HCM-Payroll	Payroll Processing	1075617	Provide ability to process unlimited adjustments per employee pay transaction.
HCM-Payroll	Payroll Processing	1075618	Provide ability to recover overpayments (for example wage overpayments and travel advance funds not used that need to be reimbursed back to the institution) within specified period of time and in compliance with any specific institution policies or law.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
HCM-Payroll	Payroll Processing	1075619	Provide ability to recover overpayments by installment amounts over specified time period and in compliance with any specific institution policies or law.
HCM-Payroll	Payroll Processing	1075620	Provide ability to generate stop payment and reversal requests online.
HCM-Payroll	Payroll Processing	1075621	Provide ability to track payroll payments paid pending receipt of short term disability payments for use in reconciling potential overpayments (double payments).
HCM-Payroll	Payroll Processing	1075622	Provide ability for benefits to be prorated between an employee's payroll fund sources.
HCM-Payroll	Payroll Processing	1075624	Provide ability to run various pay cycle frequencies to include: refunds with delivery via ACH.
HCM-Payroll	Payroll Processing	1075625	Provide ability to indicate an employee's tax withholdings are to be calculated using the nonresident alien tables.
HCM-Payroll	Payroll Processing	1075626	Provide ability to indicate an employee's payroll calculations are FICA exempt (independent of Student FICA exemption)
HCM-Payroll	Payroll Processing	1075627	Provide ability to indicate an employee's payroll calculations are exempt from federal withholding due to treaty
HCM-Payroll	Payroll Processing	1075628	Provide ability to report wages via Form 1042-S rather than Form W-2.
HCM-Payroll	Payroll Processing	1075629	Provide ability to automatically calculate payroll as FICA exempt for an employee when SIS has employee enrolled as a student for 6 or more hours in the current semester and when the employee is appointed in a student-title position.
HCM-Payroll	Payroll Processing	1075630	Ability to tax non-wage payments (prizes, awards) for nonresident aliens at 30% and accumulate the associated wage for inclusion on the 1042-S.
HCM-Payroll	Payroll Processing	1075631	Provide ability to refund payroll overpayments by input of pay codes for the gross amount to be recovered (negative amounts from the payee perspective).
HCM-Payroll	Payroll Processing	1075632	Provide ability for the payroll administrator to input unreported leave for an employee to ensure overtime is calculated correctly (to avoid overpayment).
HCM-Payroll	Payroll Processing	1075633	Provide ability to calculate payroll with multiple garnishments to be factored for an individual employee.
HCM-Payroll	Payroll Processing	1075634	Provide ability to delete or make invalid an employee record when it is input in error to ensure the erroneous record is not included in processing or reporting.
HCM-Payroll	Payroll Processing	1075635	Provide ability to annotate active and inactive deduction records
HCM-Payroll	Payroll Processing	1075636	Provide ability to copy a closed deduction record and apply data to a new deduction for modification and activation.
HCM-Payroll	Payroll Processing	1075637	Provide ability to configure and maintain at least 500 deduction codes
HCM-Payroll	Payroll Processing	1075638	Provide ability to annotate garnishment records with data to be printed on the payment advice to vendor/garnisher (e.g., case number, payee)
HCM-Payroll	Payroll Processing	1075639	Provide ability to mark a garnishment payment to disburse immediately or hold until released by institution.
HCM-Payroll	Payroll Processing	1075640	Provide self adjusting OASDI and Medicare tax calculations based on current federal factors, limits and thresholds
HCM-Payroll	Payroll Processing	1075641	Provide ability to report on self adjusting OASDI and Medicare tax adjustments
HCM-Payroll	Payroll Processing	1075642	Provide ability to configure multiple types of hold payment indicators that will apply after a payment is produced to prevent disbursement
HCM-Payroll	Payroll Processing	1075643	Provide ability to interface student/scholar wages, scholarships and AP data to the GLACIER system for Form 1042-S production
HCM-Payroll	Payroll Processing	1075644	Provide ability to automatically send selected users messages when a termination is input.
HCM-Payroll	Payroll Processing	1075645	Provide ability to alert the Payroll user of Nonresident status when changing the W-4 for a Nonresident Alien.
HCM-Payroll	Payroll Processing	1075646	Provide ability to use Dummy socials until foreign nationals get a social security card. These are in the format 999-99-xxxx
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075650	System provides the ability for a user to set an automatic renewal flag for recurring purchase orders and releases for contracts.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075651	System produces a list of contracts or releases that are eligible for renewal.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075652	System allows users to select contracts or releases for renewal and creates the subsequent document.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075653	System provides the ability to convert awarded solicitations to approved contracts, following approval of the award decision.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075654	System provides the ability to track the number of contract renewals (total, exercised, remaining).

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075655	System provides the ability to automatically schedule user-defined contract releases (based on dates, dollar amounts, and quantities).
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075656	System provides the ability to allow a contract to encumber contracts or contract releases at the line item level.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075657	System provides the ability to track multiple encumbrances, receipts, and payments against a single contract at the line item level.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075658	System provides the ability to track multiple releases against a single contract.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075659	System provides the ability to allow multiple contracts per vendor.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075660	System provides the ability to allow a contract to: support multiple commodities per contract
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075661	System provides the ability to allow a contract to: support multiple services per contract
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075662	System provides the ability to allow a contract to: support multiple delivery dates/locations
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075663	System provides the ability to allow a contract to: support multiple option periods.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075664	System provides the ability to 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.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075665	System provides the ability for 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.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075666	System provides the ability to attach electronic documents to a contract.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075667	System provides the ability for users to review and print contract text and all attachments from within the application.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075668	System provides the ability to allow for contract tracking by: Contract number
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075669	System provides the ability to allow for contract tracking by: Vendor Legal Name
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075670	System provides the ability to allow for contract tracking by: Vendor DBA
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075671	System provides the ability to allow for contract tracking by: Date (starting, ending, and order)
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075672	System provides the ability to allow for contract tracking by: Quantity (authorized, used, and available) by fiscal year by line item
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075673	System provides the ability to allow for contract tracking by: Dollars (authorized, used, and available) by fiscal year by line item
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075674	System provides the ability to allow for contract tracking by: Contract status
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075676	System provides the ability to allow for contract tracking by: Commodity codes
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075677	System provides the ability to allow for contract tracking by: Commodity Class
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075678	System provides the ability to allow for contract tracking by: Any level of the financial data classification structure
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075679	System provides the ability to allow for contract tracking by: Renewals (authorized, used, and available)
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075680	System provides the ability to allow for contract tracking by: Cancellations
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075681	System provides the ability to allow for contract tracking by: Extensions (authorized, used, and available)
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075682	System provides the ability to allow for contract tracking by: Contract type (e.g. Institution Approved, Delegated Authority, etc.)
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075683	System provides the ability to allow for contract tracking by: Subcontractors
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075684	System provides the ability to allow for contract tracking by: MBE subcontractors and % of contract
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075685	System provides the ability to allow for contract tracking by: Recycled goods indicator
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075686	System provides the ability to allow for contract tracking by: Recycled goods percentage
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075687	System provides the ability to allow for contract tracking by: Contract Administrator's name, phone, fax numbers and email
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075688	System provides the ability to allow for contract tracking by: User-defined field # 1
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075689	System provides the ability to allow for contract tracking by: User-defined field # 2
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075690	System provides the ability to allow for contract tracking by: User-defined field # 3
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075691	System provides the ability to indicate that insurance and license certificates and performance and payment bonds are on file for each contract line item.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075692	System provides the ability to track and monitor contractor insurance and license certificates, for each contract line item, and automatically notify the appropriate purchasing agent.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075693	System provides the ability to flag insurance and license expiration dates for each contract line item, and automatically notify the appropriate purchasing agent.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075694	System provides the ability to block the release of all line items if all required items (e.g., insurance, license, etc.) are not in place.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075695	System provides the ability to track all purchase orders, receipts, adjustments, invoices, payments or other reference documents within a single contract.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075696	System provides the ability, based on commodities and vendors selected, to provide prompts to requestors and purchasing agents regarding purchases that may be covered by existing contracts.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075697	System provides the ability to support various contract periods, including multiple year contracts (e.g., those that span fiscal and/or calendar years).
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075698	System provides a configurable print format for purchasing documents.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075699	System provides the ability to fax, email and/or print a Blanket Contract/Notice of Award document.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075700	System provides the ability to support detailed contract performance analysis and generate performance reports, based on the following criteria: Contract compliance (based on compliance criteria as defined by users).
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075702	System provides the ability to support detailed contract performance analysis and generate performance reports, based on the following criteria: Work completed to date
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075703	System provides the ability to support detailed contract performance analysis and generate performance reports, based on the following criteria: Timelines/deadline dates
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075704	System provides the ability to support detailed contract performance analysis and generate performance reports, based on the following criteria: Sub-Contractor performance
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075705	System provides the ability to support detailed contract performance analysis and generate performance reports, based on the following criteria: User-defined milestones and thresholds
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075706	System provides the ability to support detailed contract performance analysis and generate performance reports, based on the following criteria: Discounts
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075707	System provides the ability to attach comments to each contract. Comments could be free-form and/or standard user-defined (i.e., selected from a menu or drop-down list).
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075708	System provides the ability to 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).
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075709	System provides the ability to convert awarded contract detail to the eProcurement catalog format (i.e., make awarded contracts available for purchasing from a catalog). Catalogs should also contain the general contract information.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075710	System provides the ability for contracts and purchase orders to contain Shipping/Freight terms (e.g., Collect, Prepaid and Add, Prepaid and Allow., Special Instructions, Blank).
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075711	System provides the ability to enter and process net and discount payment terms for contracts and purchase orders.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075712	System provides the ability for the user to enter/track contract amendments and revisions.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075713	System provides for notification on expiring contracts and creation of a solicitation invitation directly from expiring contract documents.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075714	System can produce a list of contracts by contract expiration date.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075715	System provides the ability to accommodate Vendor Managed Inventory (VMI) contracts
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075716	System allows for a secured electronic process to sign contracts, where legal.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075718	System provides the ability to track all historical information within a single contract.
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075719	System provides the ability to drag and drop an image attached to a system transaction to another system transaction
PRO-Commodity/Catalogs and Punch Outs	Contract/Agreement Administration	1075720	System provides the ability to support GS1 global standards
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075723	System provides the ability to support internal catalogs for: warehouse/inventory items
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075724	System provides the ability to support internal catalogs for: catalogs for contracted items,
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075725	System provides the ability to support internal catalogs for: round trip or punch out capabilities where the vendor hosts the catalog.
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075726	System provides the ability for a catalog management tool for transforming and cleansing data, importing and exporting content in a variety of formats, translating various formats (i.e.XML, EDI, etc.)
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075727	System provides the ability for contracts to contain the following items, including but not limited to: Contract number
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075728	System provides the ability for contracts to contain the following items, including but not limited to: Contract start date
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075729	System provides the ability for contracts to contain the following items, including but not limited to: Contract end date

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075730	System provides the ability for contracts to contain the following items, including but not limited to: Vendor part number
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075731	System provides the ability for contracts to contain the following items, including but not limited to: Volume discount price break for each item
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075732	System provides the ability for contracts to contain the following items, including but not limited to: Distributor name and number
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075733	System provides the ability for contracts to contain the following items, including but not limited to: Item specifications
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075734	System provides the ability for contracts to contain the following items, including but not limited to: Recycled content percentage
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075735	System provides the ability for contracts to contain the following items, including but not limited to: Recycled content type
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075736	System provides the ability for contracts to contain the following items, including but not limited to: Manufacturer name
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075737	System provides the ability for contracts to contain the following items, including but not limited to: Manufacturer part number
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075738	System provides the ability for contracts to contain the following items, including but not limited to: Manufacturer URL
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075739	System provides the ability for contracts to contain the following items, including but not limited to: Unit of measure
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075740	System provides the ability for contracts to contain the following items, including but not limited to: Alternate unit of measure
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075741	System provides the ability for contracts to contain the following items, including but not limited to: Minimum order quantity
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075742	System provides the ability for contracts to contain the following items, including but not limited to: Quantity
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075743	System provides the ability for contracts to contain the following items, including but not limited to: Lead time for delivery
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075744	System provides the ability for contracts to contain the following items, including but not limited to: Shipping and handling requirements
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075745	System provides the ability for contracts to contain the following items, including but not limited to: Packaging information
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075746	System provides the ability for contracts to contain the following items, including but not limited to: Commodity codes/NIGP code
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075747	System provides the ability for contracts to contain the following items, including but not limited to: UPC code
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075749	System provides the ability for contracts to contain the following items, including but not limited to: Long description (at least 8,000 alphanumeric characters) per line item
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075750	System provides the ability for contracts to contain the following items, including but not limited to: Short description (at least 255 alphanumeric characters) per line item
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075751	System provides the ability for contracts to contain the following items, including but not limited to: Unit Price and effective dates
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075752	System provides the ability for contracts to contain the following items, including but not limited to: Accumulators for dollar amount purchased for the month, quarter, fiscal year-to-date, prior fiscal year
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075753	System provides the ability for contracts to contain the following items, including but not limited to: Accumulators for quantity purchased for the month, quarter, fiscal year-to-date, prior fiscal year
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075754	System provides the ability for contracts to contain the following items, including but not limited to: Substitute/Alternate items
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075755	System provides the ability for contracts to contain the following items, including but not limited to: Award Number
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075756	System provides the ability for contracts to contain the following items, including but not limited to: Award Date
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075757	System provides the ability for contracts to contain the following items, including but not limited to: Bid Date

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075758	System provides the ability for contracts to contain the following items, including but not limited to: Internal Part Number
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075759	System provides the ability to update catalog content, including prices, descriptions, terms and conditions, etc.
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075760	System provides the ability to calculate price discounts for catalog items.
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075761	System provides the ability to accommodate tiered pricing for catalog and contract items.
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075762	System provides the ability to attach and view vendor terms for catalog items (e.g., minimum order quantity).
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075763	System provides the ability for users to search catalogs for items using wild-card characters or key words.
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075764	System provides the ability to attach files in industry standard formats to online catalog records (e.g., gif, jpg, xls, doc, URL link, etc.).
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075765	System provides the ability for an online interface for vendors to update and maintain catalog data/content.
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075767	System provides the ability to track all historical information within a single contract.
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075768	System provides the ability to drag and drop an image attached to a system transaction to another system transaction
PRO-Commodity/Catalogs and Punch Outs	Contract/Catalog Content and Management	1075769	System provides the ability to support GS1 global standards
PRO-Commodity/Catalogs and Punch Outs	Data Maintenance	1075771	System provides the ability for the commodity file to contain, but not be limited to, the following data items: Commodity code - full 11 digit capable
PRO-Commodity/Catalogs and Punch Outs	Data Maintenance	1075772	System provides the ability for the commodity file to contain, but not be limited to, the following data items: UNSPSC Commodity Code
PRO-Commodity/Catalogs and Punch Outs	Data Maintenance	1075773	System provides the ability for the commodity file to contain, but not be limited to, the following data items: Cross-references to previous commodity codes
PRO-Commodity/Catalogs and Punch Outs	Data Maintenance	1075774	System provides the ability for the commodity file to contain, but not be limited to, the following data items: Key words
PRO-Commodity/Catalogs and Punch Outs	Data Maintenance	1075775	System provides the ability for the commodity file to contain, but not be limited to, the following data items: Long description
PRO-Commodity/Catalogs and Punch Outs	Data Maintenance	1075776	System provides the ability for the commodity file to contain, but not be limited to, the following data items: Short description
PRO-Commodity/Catalogs and Punch Outs	Data Maintenance	1075777	System provides the ability for the commodity file to contain, but not be limited to, the following data items: Comments field
PRO-Commodity/Catalogs and Punch Outs	Data Maintenance	1075778	System provides the ability for the commodity file to contain, but not be limited to, the following data items: Source indicator (e.g., contract, specific inventory)
PRO-Commodity/Catalogs and Punch Outs	Data Maintenance	1075779	System provides the ability for the commodity file to contain, but not be limited to, the following data items: Commodity status
PRO-Commodity/Catalogs and Punch Outs	Data Maintenance	1075780	System provides the ability for the commodity file to contain, but not be limited to, the following data items: Hazardous materials
PRO-Commodity/Catalogs and Punch Outs	Data Maintenance	1075781	System provides the ability for the commodity file to contain, but not be limited to, the following data items: Vendors registered for commodity
PRO-Commodity/Catalogs and Punch Outs	Data Maintenance	1075782	System provides the ability for the commodity file to contain, but not be limited to, the following data items: Base Unit of measure
PRO-Commodity/Catalogs and Punch Outs	Data Maintenance	1075783	System provides the ability for the commodity file to contain, but not be limited to, the following data items: Inventory information for specific departments that maintain inventories in the system.
PRO-Commodity/Catalogs and Punch Outs	Data Maintenance	1075784	System provides the ability to maintain an on-line audit trail of changes to the commodity master file.
PRO-Commodity/Catalogs and Punch Outs	Data Maintenance	1075785	System must support internal users and external users (vendors) to search for commodities using NIGP codes (including wild cards), key words, commodity title, and item detail.
PRO-Commodity/Catalogs and Punch Outs	Data Maintenance	1075787	System provides the ability to identify commodity codes that are 1099 reportable
PRO-Commodity/Catalogs and Punch Outs	Data Maintenance	1075788	System provides the ability to associate commodity codes to accounts (object of expense)
PRO-Commodity/Catalogs and Punch Outs	Data Maintenance	1075789	System provides the ability to create and manually enter commodity codes
PRO-Inventory	General	1075793	System provides the ability to establish, maintain, adjust and delete inventory stock item records in real-time.
PRO-Inventory	General	1075794	System provides the ability to update stock item data, including but not limited to: Returns
PRO-Inventory	General	1075795	System provides the ability to update stock item data, including but not limited to: Adjustments
PRO-Inventory	General	1075796	System provides the ability to update stock item data, including but not limited to: Transfers

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Inventory	General	1075797	System provides the ability to update stock item data, including but not limited to: Receipts
PRO-Inventory	General	1075798	System provides the ability to update stock item data, including but not limited to: Requisitions
PRO-Inventory	General	1075799	System provides the ability to update stock item data, including but not limited to: Issuance of inventory
PRO-Inventory	General	1075800	System provides the ability to update stock item data, including but not limited to: Recalls
PRO-Inventory	General	1075801	System provides the ability to update stock item data, including but not limited to: Disposals
PRO-Inventory	General	1075802	System provides the ability to update stock item data, including but not limited to: Back-orders
PRO-Inventory	General	1075803	System provides the ability to update stock item data, including but not limited to: Reservations
PRO-Inventory	General	1075804	System provides the ability to update stock item data, including but not limited to: Balance on hand
PRO-Inventory	General	1075805	System provides the ability to support the use of bar-coding/Radio Frequency Identification (RFID) technology as follows: 'Provide a pre-defined interface to accept and record bar-coded/RFID data from receiving documents and shipments
PRO-Inventory	General	1075806	System provides the ability to support the use of bar-coding/Radio Frequency Identification (RFID) technology as follows: 'Ability to recognize SKU and commodity codes via bar-code technology
PRO-Inventory	General	1075807	System provides the ability to support the use of bar-coding/Radio Frequency Identification (RFID) technology as follows: 'Ability to capture product information during inventory picking
PRO-Inventory	General	1075808	System provides the ability to support the use of bar-coding/Radio Frequency Identification (RFID) technology as follows: 'Ability to capture product information when performing physical inventories.
PRO-Inventory	General	1075809	System provides the ability to classify inventory items by commodity number.
PRO-Inventory	General	1075810	System provides the ability to record status of items (e.g., spoiled, cancelled, quarantined, damaged, etc.).
PRO-Inventory	General	1075811	System provides the ability to indicate items approved for use as substitutes for the original item.
PRO-Inventory	General	1075812	System provides the ability to default values for transactions, inferred from transaction type.
PRO-Inventory	General	1075813	System provides the ability to track usage statistics including location on inventory items for user defined periods
PRO-Inventory	General	1075814	Ability to perform forecasting for analyzing item usage and projecting future usage.
PRO-Inventory	General	1075815	System provides the ability to perform seasonal forecasting by item usage (e.g., seasonal/peak usage, reorder quantities, delivery schedules).
PRO-Inventory	General	1075816	System provides the ability to maintain a table of master descriptions to ensure common descriptions are used throughout the procurement and inventory process.
PRO-Inventory	General	1075817	System provides the ability to perform excess, non-moving inventory and/or obsolete item analysis and reporting
PRO-Inventory	General	1075819	System provides the ability to create and route electronic forms for approval (e.g., approval notification and reporting for write-off of damaged, non-moving, or obsolete inventory).
PRO-Inventory	General	1075820	System provides the ability to maintain an item master and item history.
PRO-Inventory	General	1075821	System provides the ability to manage items including multiple numbering nomenclature schemes and groupings (NIGP, UPC, SKU, NAICS, UNSPSC, etc.).
PRO-Inventory	General	1075822	System provides the ability to manually input expiration/spoil date for stocked items.
PRO-Inventory	General	1075823	System provides the ability to track the following fields for each item in inventory, including but not limited to: Serial number
PRO-Inventory	General	1075824	System provides the ability to track the following fields for each item in inventory, including but not limited to: Manufacturer's part number
PRO-Inventory	General	1075825	System provides the ability to track the following fields for each item in inventory, including but not limited to: Manufacturer name
PRO-Inventory	General	1075826	System provides the ability to track the following fields for each item in inventory, including but not limited to: Internal part number (a minimum of 8 alphanumeric characters)
PRO-Inventory	General	1075827	System provides the ability to track the following fields for each item in inventory, including but not limited to: Purchase Qty vs. Stock Keeping Unit
PRO-Inventory	General	1075828	System provides the ability to track the following fields for each item in inventory, including but not limited to: Receiving units vs. Issue units
PRO-Inventory	General	1075829	System provides the ability to track the following fields for each item in inventory, including but not limited to: Model
PRO-Inventory	General	1075830	System provides the ability to track the following fields for each item in inventory, including but not limited to: Item description

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Inventory	General	1075831	System provides the ability to track the following fields for each item in inventory, including but not limited to: User Defined Fields
PRO-Inventory	General	1075832	System provides the ability to maintain a history of part numbers if the manufacturer's part number changes.
PRO-Inventory	General	1075833	System provides the ability to accommodate items with zero dollar value.
PRO-Inventory	General	1075834	System provides the ability to associate requirements for rotating stock for an item.
PRO-Inventory	General	1075835	System provides the ability to associate requirements for managing items in inventory such as regular maintenance steps.
PRO-Inventory	General	1075836	System provides the ability to support electronic approval for goods receipts, issues, and other related inventory functions.
PRO-Inventory	General	1075837	System provides the ability to 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, etc.).
PRO-Inventory	General	1075838	System provides the ability to automatically carry an item code forward from an electronic catalog to a transaction being initiated by a user.
PRO-Inventory	General	1075839	System provides the ability to accommodate a free-form character field available for describing special handling requirements, including but not limited to: hazardous material classification
PRO-Inventory	General	1075840	System provides the ability to accommodate a free-form character field available for describing special handling requirements, including but not limited to: storage requirements
PRO-Inventory	General	1075841	System provides the ability to accommodate a free-form character field available for describing special handling requirements, including but not limited to: special clothing requirements
PRO-Inventory	General	1075842	System provides the ability to accommodate a free-form character field available for describing special handling requirements, including but not limited to: special instructions for handling and disposal
PRO-Inventory	General	1075843	System provides the ability to accommodate a free-form character field available for describing special handling requirements, including but not limited to: spill response
PRO-Inventory	General	1075845	System provides the ability to accommodate a free-form character field available for describing special handling requirements, including but not limited to: notification requirements
PRO-Inventory	General	1075846	System provides the ability to assign a reason code for stock adjustments: Defective
PRO-Inventory	General	1075847	System provides the ability to assign a reason code for stock adjustments: Expired
PRO-Inventory	General	1075848	System provides the ability to assign a reason code for stock adjustments: Stolen
PRO-Inventory	General	1075849	System provides the ability to assign a reason code for stock adjustments: Spoiled
PRO-Inventory	General	1075850	System provides the ability to assign a reason code for stock adjustments: Damaged
PRO-Inventory	General	1075851	System provides the ability to assign a reason code for stock adjustments: Give-always / promotions
PRO-Inventory	General	1075852	System provides the ability to assign a reason code for stock adjustments: Physical Inventory adjustment
PRO-Inventory	General	1075853	System provides the ability to assign a reason code for stock adjustments: Other
PRO-Inventory	General	1075854	System provides the ability to perform sequential picking within the warehouse
PRO-Inventory	General	1075855	System provides the ability to search other locations / departments and show which have the item when a stock-out is experienced for an item.
PRO-Inventory	General	1075856	System provides the ability to attach hyperlinks on the inventory item records (i.e., Items with hazardous material indicators linked to the MSDS).
PRO-Inventory	General	1075857	System provided the ability to attach thumbnail photos to each inventory item
PRO-Inventory	General	1075858	System integrates with HRMS and retrieves photo of individual requesting withdraw from inventory
PRO-Inventory	General	1075859	System provides the ability to track and report on what freight/shipping and other item related costs are as a part of the total item costs, but maintained separately.
PRO-Inventory	General	1075860	System provides the ability to have multiple ship-to sites with the same address location.
PRO-Inventory	General	1075861	System provides the ability for the user to be able to perform a web search without losing the in process transaction
PRO-Inventory	General	1075862	System provides the ability to integrate with hand held devices for issuing, return processing and counting
PRO-Inventory	General	1075863	System provides the ability to maintain a central inventory listing and generate reports from it.
PRO-Inventory	General	1075864	System provides the ability to generate a report on the value of warehouse stock.
PRO-Inventory	General	1075865	System provides the ability to generate transfer to/transfer from reports.
PRO-Inventory	General	1075866	System provides the ability to generate a report on required spare inventory parts and cross reference substitute parts and equipment.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Inventory	General	1075867	System provides the ability to generate a physical inventory worksheet to be filtered and sorted by user defined criteria (e.g. Item, Group, Class, Location, Keyword, etc.).
PRO-Inventory	General	1075868	System allows user to designate whether zero quantity items are included on the physical inventory worksheet.
PRO-Inventory	General	1075869	System provides the ability to generate reports on warranties.
PRO-Inventory	General	1075871	System provides the ability to generate ad hoc reports on active/inactive inventory records with various calculations defined by department criteria.
PRO-Inventory	General	1075872	System provides the ability to generate a report on inventory value and/or expense attribute for various time periods.
PRO-Inventory	General	1075873	System provides the ability to track and report on inventory funded by grants separately than inventory funded by operating funds in the same location.
PRO-Inventory	General	1075874	System provides the ability to create a report, by user defined criteria, that will show non-inventory items received to help determine whether they should be inventoried.
PRO-Inventory	General	1075875	System provides the ability to generate ad hoc reports on any item information field and any transaction data field.
PRO-Inventory	General	1075876	Inventory issued reported by customer id, by item, by class, by job, by frequency
PRO-Inventory	General	1075877	Perform Wild Card searches (e.g.; terms, model, manufacturer, description)
PRO-Inventory	General	1075878	Report complete transaction history
PRO-Inventory	General	1075879	Sort and accumulate reports by Organizational Hierarchy
PRO-Inventory	General	1075880	Report and sort inventory by size, weight, other similar identifiers
PRO-Inventory	General	1075881	Report of net items issued (Issued less returns)
PRO-Inventory	General	1075883	System provides the ability to build customized reporting query's that appear automatically on login -- i.e. KPIs, gauges, graphs, browse tables, reports, access to external information.
PRO-Inventory	General	1075884	System provides the ability to sort and select inventory requests in any order
PRO-Inventory	General	1075885	System provides the ability to satisfy a requisition from the quantity on hand
PRO-Inventory	General	1075886	System provides the ability to cancel a requisition and automatically notify the requester
PRO-Inventory	General	1075887	System provides the ability to automatically create a purchase order for approval when a requested item is not in inventory
PRO-Inventory	General	1075888	Add new requirement to contract management in Commodities
PRO-Inventory	General	1075889	System provides the ability to export data to an Ad Hoc query tool (e.g., MS Office, SAAS, Crystal)
PRO-Inventory	General	1075890	System provides an Ad Hoc reporting capability for authorized users to access every data element in the system and perform table joins
PRO-Inventory	General	1075891	System provides the ability to update stock item data, including but not limited to: Work Order
PRO-Inventory	General	1075892	System provides the ability to support the use of bar-coding/Radio Frequency Identification (RFID) technology as follows: 'Ability to capture work order information
PRO-Inventory	General	1075893	System provides the ability to track lead times on delivery schedule
PRO-Inventory	General	1075894	System provides the ability to capture an explanation when the reason code for stock adjustments: Other
PRO-Inventory	Inventory Goods Receipt	1075896	System provides the ability to receipt into inventory: Completely
PRO-Inventory	Inventory Goods Receipt	1075897	System provides the ability to receipt into inventory: Partially
PRO-Inventory	Inventory Goods Receipt	1075898	System provides authorized users with the ability to receipt into inventory: By entire purchase order
PRO-Inventory	Inventory Goods Receipt	1075899	System provides the ability to receipt into inventory: By individual purchase order line
PRO-Inventory	Inventory Goods Receipt	1075900	System provides the ability to have multiple receipts against each line item.
PRO-Inventory	Inventory Goods Receipt	1075901	System provides the ability to close out an item not completely received.
PRO-Inventory	Inventory Goods Receipt	1075902	System provides the ability to receive over-shipments with the over-shipment amount subject to a user-defined tolerance setting (e.g., a percentage and/or dollar amount).
PRO-Inventory	Inventory Goods Receipt	1075903	System provides the ability to automatically generate returns to vendors for items that do not pass inspection.
PRO-Inventory	Inventory Goods Receipt	1075904	System provides the ability to reverse a receipt entry.
PRO-Inventory	Inventory Goods Receipt	1075905	System provides the ability to populate the receiving information with appropriate data (to reduce data entry) after the receiver references the purchase order.
PRO-Inventory	Inventory Goods Receipt	1075906	System provides the ability to automatically update open purchase order status and balances at time of receipt into inventory.
PRO-Inventory	Inventory Goods Receipt	1075907	System provides the ability to automatically update inventory on-hand and on-order when items are received for inventory items.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Inventory	Inventory Goods Receipt	1075908	System provides the ability to receive items and not have them available for consumption (e.g., received into inspection).
PRO-Inventory	Inventory Goods Receipt	1075909	System provides the ability to capture the manufacturer's stock item description or distributor's number for each detail line on the receiver documents.
PRO-Inventory	Inventory Goods Receipt	1075910	System provides the ability to perform an edit check for receipt transactions against purchase order, location and unit of measure.
PRO-Inventory	Inventory Goods Receipt	1075911	System allows receipts of goods into inventory from donations, with appropriate accounting entries.
PRO-Inventory	Stock Issuance	1075914	System provides the ability to create pick tickets based on requisitions from inventory: In Batch
PRO-Inventory	Stock Issuance	1075915	System provides the ability to create pick tickets based on requisitions from inventory: Real-Time
PRO-Inventory	Stock Issuance	1075916	System provides the ability to generate pick tickets at prescheduled times.
PRO-Inventory	Stock Issuance	1075917	System provides the ability to bundle items into groups or kits. A group or kit consists of items which are always issued together.
PRO-Inventory	Stock Issuance	1075918	System provides the ability to unbundle items from groups or kits.
PRO-Inventory	Stock Issuance	1075919	System provides the ability to place a cap on the quantity and dollar amount of an item that can be issued to a requestor during a specified time period.
PRO-Inventory	Stock Issuance	1075920	System provides the ability to override caps on items, with proper authority.
PRO-Inventory	Stock Issuance	1075921	System provides the ability to print a deliver to address on pick tickets from requisition information.
PRO-Inventory	Stock Issuance	1075922	System provides the ability to 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 (i.e. average cost, etc.)
PRO-Inventory	Stock Issuance	1075923	System provides the ability to transfer items to locations internal to the warehouse such as a module or floor location.
PRO-Inventory	Stock Issuance	1075924	System provides the ability to track and differentiate between warehouse order quantities (i.e., case) and inventory issue quantities (i.e., box, when there are 12 boxes in a case).
PRO-Inventory	Stock Issuance	1075925	System provides the ability to differentiate between supply items and logistic items. (Cost of logistic items issued to organizational units are not charged to units. Logistics costs remain centralized but must be tracked to units.). An example of this would be street barricades in which the barricades are lent out and their issue location is tracked, but their costs remain centralized.
PRO-Inventory	Stock Issuance	1075926	System provides the ability to retain requisition information as to what is ordered from warehouses.
PRO-Inventory	Stock Issuance	1075927	System provides the ability to process emergency issues (i.e., deduct anything shipped from on-hand stock immediately and print a receipt for shipment to the requestor).
PRO-Inventory	Stock Issuance	1075928	System provides the ability to compare stock items received to open requests for stock items to determine which requests (i.e., backorders, aged backorders) may be filled.
PRO-Inventory	Stock Issuance	1075929	System provides the ability to report the frequency that items are placed on back-order.
PRO-Inventory	Stock Issuance	1075930	System provides the ability to record a comment regarding back-order information.
PRO-Inventory	Stock Issuance	1075931	System provides the ability to record anticipated delivery date for back-ordered items and notify users when delivery date is imminent.
PRO-Inventory	Stock Issuance	1075932	System provides the ability to perform back-order processing with: Manual release
PRO-Inventory	Stock Issuance	1075933	System provides the ability to perform back-order processing with: Automatic release
PRO-Inventory	Stock Issuance	1075934	System provides the ability to perform back-order processing with: Cancellations
PRO-Inventory	Stock Issuance	1075935	System provides the ability to perform back-order processing with: Electronic notification sent to requestor
PRO-Inventory	Stock Issuance	1075936	System integrates with device to record electronic signature of requestor for over the counter stock issuance (e.g warehouse personnel enters the stock issuance transaction but requestor uses the electronic device to record an electronic signature to accept receipt of items).
PRO-Inventory	Stock Issuance	1075937	System provides integration with the payroll system to generate a payroll deduction when issuing items such as extra uniforms to employees.
PRO-Inventory	Stock Issuance	1075938	System provides the ability to produce a put (return-to-stock) ticket which will contain a sequential reference number.
PRO-Inventory	Stock Issuance	1075940	System provides the ability to produce a combined issue/put (must return old item to get new item) ticket which will contain a sequential reference number.
PRO-Inventory	Stock Issuance	1075941	System matches items returned to the original issue (can't return what you weren't issued)
PRO-Inventory	Stock Issuance	1075942	System captures reason code for issue
PRO-Inventory	Stock Issuance	1075943	System accumulates cost (cost plus repairs, etc.) to develop basis to sell inventory items for profit
PRO-Inventory	Stock Issuance	1075944	System has the ability to charge and record transfer fees for seized property

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Inventory	Stock Issuance	1075946	System provides the ability for authorized users to override the original issue match requirement
PRO-Inventory	Reordering	1075948	System provides the ability to automatically recommend reorder of stock items, including electronic request and approval.
PRO-Inventory	Reordering	1075949	System provides the ability to track item usage and generate reorders automatically based on item usage and/or defined ordering schedules.
PRO-Inventory	Reordering	1075950	System provides the ability to define, by item, the variables used in determining reorder points and reorder quantities.
PRO-Inventory	Reordering	1075951	System provides the ability to perform reorder-point calculation.
PRO-Inventory	Reordering	1075952	System provides the ability to take into account on-hand and on-order amounts along with receipts during the reordering process.
PRO-Inventory	Reordering	1075953	System provides the ability to generate an online list of commodities to reorder and be able to select items from this list to reorder.
PRO-Inventory	Reordering	1075954	System provides the ability to allow manual overrides of reorder points and reorder quantities.
PRO-Inventory	Reordering	1075955	System provides the ability to automatically notify personnel before the item or lot will expire.
PRO-Inventory	Reordering	1075956	System provides the ability to allow each warehouse location to automatically generate a reorder either to procurement or the central warehouse on item-by-item basis.
PRO-Inventory	Reordering	1075957	System provides the ability to identify VMI (Vendor Maintained Inventory) inventory items
PRO-Inventory	Physical Inventories	1075960	System provides the ability to accommodate automatic scheduling of physical inventory when different schedules are used for different groupings of inventory items.
PRO-Inventory	Physical Inventories	1075961	System provides the ability to select and sequence physical inventory, cycle count and spot check documents (e.g., stock/bin location order).
PRO-Inventory	Physical Inventories	1075962	System provides the ability to perform cycle counts and/or spot checks of items by weight, volume or other units of measure.
PRO-Inventory	Physical Inventories	1075963	System provides the ability to do physical inventory, cycle counts and spot checks on demand by: Item
PRO-Inventory	Physical Inventories	1075964	System provides the ability to do physical inventory, cycle counts and spot checks on demand by: Group
PRO-Inventory	Physical Inventories	1075965	System provides the ability to do physical inventory, cycle counts and spot checks on demand by: Class
PRO-Inventory	Physical Inventories	1075966	System provides the ability to do physical inventory, cycle counts and spot checks on demand by: Location
PRO-Inventory	Physical Inventories	1075967	System provides the ability to generate random item lists for performing random physical inventories.
PRO-Inventory	Physical Inventories	1075968	System provides the ability to enter physical inventory data online with proper security and approvals.
PRO-Inventory	Physical Inventories	1075969	System provides the ability to separate the inventory count and reconciliation process to prevent the same user from counting and reconciling inventory.
PRO-Inventory	Physical Inventories	1075970	System provides the ability to optional freeze the perpetual balances of an item at the time the item is selected for cycle counts, spot checks or physical inventory.
PRO-Inventory	Physical Inventories	1075971	System provides the ability to freeze by location including row in a warehouse.
PRO-Inventory	Physical Inventories	1075972	System provides the ability to calculate deviation between frozen and counted quantities.
PRO-Inventory	Physical Inventories	1075973	System provides the ability to make appropriate adjusting entries for deviations between frozen inventory and counted quantities.
PRO-Inventory	Physical Inventories	1075974	System provides the ability to enter physical count data from count sheets and compare the physical count amounts to the quantity on hand, and calculate variances.
PRO-Inventory	Physical Inventories	1075975	System provides the ability to create physical inventory reports, including the following: Exception report of quantity variances
PRO-Inventory	Physical Inventories	1075976	System provides the ability to create physical inventory reports, including the following: Inventory value with value variance
PRO-Inventory	Physical Inventories	1075977	System provides the ability to create physical inventory reports, including the following: Reconciled items
PRO-Inventory	Physical Inventories	1075978	System provides the ability to automatically calculate the next cycle count date for each commodity based on user defined cycles.
PRO-Inventory	Physical Inventories	1075979	System provides the ability to generate a book-to-physical adjustment transaction once physical inventory counts are determined.
PRO-Inventory	Physical Inventories	1075980	System provides the ability to generate and print cycle count, spot check and physical inventory worksheets including, but not limited to the following: Item number
PRO-Inventory	Physical Inventories	1075981	System provides the ability to generate and print cycle count, spot check and physical inventory worksheets including, but not limited to the following: Alternate item codes (SKU, UPC, etc.)

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
PRO-Inventory	Physical Inventories	1075982	System provides the ability to generate and print cycle count, spot check and physical inventory worksheets including, but not limited to the following: Manufacturer's part number
PRO-Inventory	Physical Inventories	1075983	System provides the ability to generate and print cycle count, spot check and physical inventory worksheets including, but not limited to the following: Distributor's number
PRO-Inventory	Physical Inventories	1075984	System provides the ability to generate and print cycle count, spot check and physical inventory worksheets including, but not limited to the following: Description
PRO-Inventory	Physical Inventories	1075986	System provides the ability to generate and print cycle count, spot check and physical inventory worksheets including, but not limited to the following: Primary Location
PRO-Inventory	Physical Inventories	1075987	System provides the ability to generate and print cycle count, spot check and physical inventory worksheets including, but not limited to the following: Secondary Location (s)
PRO-Inventory	Physical Inventories	1075988	System provides the ability to generate and print cycle count, spot check and physical inventory worksheets including, but not limited to the following: Unit of Measure
PRO-Inventory	Physical Inventories	1075989	System provides the ability to perform the physical count and reconciliation process on demand.
PRO-Inventory	Physical Inventories	1075990	System provides for inventories that are identified as obsolete, discontinued, damaged or otherwise un-issuable to be removed from inventory, with appropriate accounting entries posted to the general ledger.
PRO-Inventory	Physical Inventories	1075991	System provides the ability to identify obsolete and slow moving items based on user definition
PRO-Inventory	Inventory Accounting	1075994	System provides the ability to support General Ledger accounting for inventory by purchase method (expensed when purchased and operating budget reduced when paid) as assigned by individual inventory location.
PRO-Inventory	Inventory Accounting	1075995	System provides the ability to support General Ledger accounting for inventory by consumption method (unit cost expensed and operating budget reduced at the time of issue) as assigned by individual inventory location.
PRO-Inventory	Inventory Accounting	1075996	System allows the expense method to differ by specific inventory or item.
PRO-Inventory	Inventory Accounting	1075997	System supports definition of differing accounting methods by fund type (governmental vs. proprietary).
PRO-Inventory	Inventory Accounting	1075998	System provides the ability to automatically reverse accounting and inventory transactions when an order is returned to warehouse after being issued.
PRO-Inventory	Inventory Accounting	1075999	System provides the ability to assign user-defined expenditure accounts, by default, to transactions based on commodity code, account code, and transaction type (with override capability only with appropriate security).
PRO-Inventory	Inventory Accounting	1076000	System provides the ability to maintain inventory control accounts (or central stock accounts) as defined by users
PRO-Inventory	Inventory Accounting	1076001	System provides the ability to accommodate a multi-level location structure, to include, but not limited to: Department
PRO-Inventory	Inventory Accounting	1076002	System provides the ability to accommodate a multi-level location structure, to include, but not limited to: Warehouse (for example - central supply)
PRO-Inventory	Inventory Accounting	1076003	System provides the ability to accommodate a multi-level location structure, to include, but not limited to: Storage area (for example - 2nd floor NW quadrant)
PRO-Inventory	Inventory Accounting	1076004	System provides the ability to accommodate a multi-level location structure, to include, but not limited to: Aisle
PRO-Inventory	Inventory Accounting	1076005	System provides the ability to accommodate a multi-level location structure, to include, but not limited to: Rack
PRO-Inventory	Inventory Accounting	1076006	System provides the ability to accommodate a multi-level location structure, to include, but not limited to: Shelf
PRO-Inventory	Inventory Accounting	1076007	System provides the ability to accommodate a multi-level location structure, to include, but not limited to: Bin
PRO-Inventory	Inventory Accounting	1076008	System provides the ability to accommodate a multi-level location structure, to include, but not limited to: Truck (for temporarily assigned inventory items)
PRO-Inventory	Inventory Accounting	1076009	System provides the ability to allow transfers of stock items from project to project, between cost centers, among divisions, and among warehouses with corresponding addition and depletion figures.
PRO-Inventory	Inventory Accounting	1076010	System provides the ability to allocate purchases and stock to various departments, divisions, warehouses, section of warehouse, cost center, etc. (i.e., drop shipping).
PRO-Inventory	Inventory Accounting	1076011	System provides the ability to maintain an unlimited number of separate storerooms for each individual department.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Inventory	Inventory Accounting	1076012	System provides the ability to record primary and multiple secondary locations of stocked items.
PRO-Inventory	Inventory Accounting	1076013	System provides the ability to indicate stock on hand by: Each location
PRO-Inventory	Inventory Accounting	1076014	System provides the ability to indicate stock on hand by: Multiple locations
PRO-Inventory	Inventory Accounting	1076015	System provides the ability to perform lot expiration tracking.
PRO-Inventory	Inventory Accounting	1076016	System provides the ability to flag inventory items to prevent future purchases.
PRO-Inventory	Inventory Accounting	1076017	System provides the ability to restrict which warehouses a user can process an inventory transaction against.
PRO-Inventory	Inventory Accounting	1076018	System provides the ability to allow users to specify a mark-up or overhead cost for each individual inventory item or commodity code grouping.
PRO-Inventory	Inventory Accounting	1076020	System provides the ability to allocate the cost of inventory, based on markup if applicable, back to the requesting entity.
PRO-Inventory	Inventory Accounting	1076021	System provides the ability to support the following inventory costing methods, by departments and/or inventory warehouse: Actual Cost
PRO-Inventory	Inventory Accounting	1076022	System provides the ability to support the following inventory costing methods, by departments and/or inventory warehouse: LIFO
PRO-Inventory	Inventory Accounting	1076023	System provides the ability to support the following inventory costing methods, by departments and/or inventory warehouse :FIFO
PRO-Inventory	Inventory Accounting	1076024	System provides the ability to support the following inventory costing methods, by departments and/or inventory warehouse: Average cost
PRO-Inventory	Inventory Accounting	1076025	System provides the ability to support the following inventory costing methods, by departments and/or inventory warehouse: Replacement cost
PRO-Inventory	Inventory Accounting	1076026	System provides the ability to support the following inventory costing methods, by departments and/or inventory warehouse: Weighted Average
PRO-Inventory	Inventory Accounting	1076027	System provides the ability to support the following inventory costing methods, by departments and/or inventory warehouse: Standard Cost
PRO-Inventory	Inventory Accounting	1076028	System provides the ability to automatically adjust item costs in the inventory system based upon adjustments made in accounts payable system.
PRO-Inventory	Transaction Processing	1076031	System provides the ability to do the following for any inventory transaction: Reverse
PRO-Inventory	Transaction Processing	1076032	System provides the ability to do the following for any inventory transaction: Cancel
PRO-Inventory	Transaction Processing	1076033	System provides the ability to do the following for any inventory transaction: Reject
PRO-Inventory	Transaction Processing	1076034	System provides on-line inventory adjustment capabilities.
PRO-Inventory	Transaction Processing	1076035	System provides the ability to automatically update inventory balances and order status at the time of transaction entry.
PRO-Inventory	Transaction Processing	1076036	System provides the ability to adjust the following balances online for all types of inventory transactions with appropriate accounting entries. Number of Units
PRO-Inventory	Transaction Processing	1076037	System provides the ability to adjust the following balances online for all types of inventory transactions with appropriate accounting entries. Unit Cost
PRO-Inventory	Transaction Processing	1076038	System provides the ability to adjust the following balances online for all types of inventory transactions with appropriate accounting entries. Inventory Dollar Balance
PRO-Inventory	Transaction Processing	1076039	System provides the ability to maintain an audit trail for inventory transactions including, but not limited to the following: User ID
PRO-Inventory	Transaction Processing	1076040	System provides the ability to maintain an audit trail for inventory transactions including, but not limited to the following: Warehouse
PRO-Inventory	Transaction Processing	1076041	System provides the ability to maintain an audit trail for inventory transactions including, but not limited to the following: Item number
PRO-Inventory	Transaction Processing	1076042	System provides the ability to maintain an audit trail for inventory transactions including, but not limited to the following: Quantity
PRO-Inventory	Transaction Processing	1076043	System provides the ability to maintain an audit trail for inventory transactions including, but not limited to the following: Unit of Measure
PRO-Inventory	Transaction Processing	1076044	System provides the ability to maintain an audit trail for inventory transactions including, but not limited to the following: Issuance Location (as defined by the hierarchy listed above)
PRO-Inventory	Transaction Processing	1076045	System provides the ability to maintain an audit trail for inventory transactions including, but not limited to the following: Equipment Number (e.g., for gas issued from a tank to a vehicle for subsequent interdepartmental billing).

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
PRO-Inventory	Transaction Processing	1076046	System provides the ability to maintain an audit trail for inventory transactions including, but not limited to the following: Transaction type
PRO-Inventory	Transaction Processing	1076047	System provides the ability to maintain an audit trail for inventory transactions including, but not limited to the following: Date
PRO-Inventory	Transaction Processing	1076048	System provides the ability to maintain an audit trail for inventory transactions including, but not limited to the following: Time
PRO-Inventory	Transaction Processing	1076049	System provides the ability to maintain an audit trail for inventory transactions including, but not limited to the following: Document number
PRO-Inventory	Transaction Processing	1076050	System provides the ability to maintain an audit trail for inventory transactions including, but not limited to the following: All elements of the financial data classification structure
PRO-Inventory	Transaction Processing	1076051	System provides the ability to automatically update inventory on-order information at the time a purchase order is released.
PRO-Inventory	Transaction Processing	1076052	System provides the ability to automatically update allocated inventory when stock request is received.
PRO-Inventory	Transaction Processing	1076053	System provides the ability to issue an item and identify it to a specific grant, program, project, contract, and/or other elements in the financial data classification structure.
PRO-Inventory	Transaction Processing	1076054	System provides the ability to charge restocking fee to the requesting department for all or some of the items returned to inventory.
PRO-Inventory	Transaction Processing	1076055	System supports maintenance of inventories for liquids such as gas managed in support of fleet: receiving into a special location like a tank
PRO-Inventory	Transaction Processing	1076057	System supports maintenance of inventories for liquids such as gas managed in support of fleet: issuing out to a vehicle
PRO-Inventory	Transaction Processing	1076058	System supports maintenance of inventories for liquids such as gas managed in support of fleet: determining the appropriate expense account for that issuance based off a default accounting assignment for the vehicle
PRO-Inventory	Transaction Processing	1076059	System supports maintenance of inventories for liquids such as gas managed in support of fleet: recording revenue from the issuance for the internal service fund that maintains the gas inventories.
PRO-Inventory	Transaction Processing	1076060	System supports maintenance of inventories for liquids such as gas managed in support of fleet: calculating the cost of the goods issued based on the weighted average cost of the fuel in the tank.
PRO-Inventory	Transaction Processing	1076061	System can load receipts form vendor files, especially serialized receipts
PRO-Inventory	Transaction Processing	1076062	Requesters can enter their inventory requests via the web
PRO-Inventory	Transaction Processing	1076063	Intergrade with HRMS to track equip issued to employees
PRO-Inventory	Transaction Processing	1076064	System records transfers between customers
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076068	System provides the ability to support the following methods of procurement: Official sealed bids (Invitation to Bid (ITB) for commodities and services)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076069	System provides the ability to support the following methods of procurement: Emergency procurements
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076070	System provides the ability to support the following methods of procurement: Proprietary and sole source procurements
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076071	System provides the ability to support the following methods of procurement: Informal competitive bids
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076072	System provides the ability to support the following methods of procurement: Requests for Proposals (RFP)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076073	System provides the ability to support the following methods of procurement: Requests for Information (RFI)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076074	System provides the ability to support the following methods of procurement: Request for Qualifications (RFQ)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076075	System provides the ability to support the following methods of procurement: Pre-Qualifications
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076076	System provides the ability to support the following methods of procurement: Multiple award procurements
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076077	System provides the ability to support the following methods of procurement: Preferred special vendors (Minority Business Enterprise (MBE))
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076078	System provides the ability to support the following methods of procurement: Multi-step (e.g., evaluate technical offers and select those qualified to bid)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076079	System provides the ability to support the following methods of procurement: Other contract procurements

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076080	System provides the ability to support the following methods of procurement: Cooperative (other UASYS Institutions) contract procurements.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076081	System provides the ability to support the following methods of procurement: Blanket purchase order
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076082	System provides the ability to create and maintain on information relating to: Requisitions
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076083	System provides the ability to create and maintain on information relating to: Solicitations Solicitation preparation
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076084	System provides the ability to create and maintain on information relating to: Solicitations Vendor bid list creation and maintenance (including subset of qualified Small and Minority-owned/Other Targeted businesses subcontractors)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076085	System provides the ability to create and maintain on information relating to: Solicitations Electronic posting and distribution (electronically by system)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076086	System provides the ability to create and maintain on information relating to: Solicitations Electronic bid receipt
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076087	System provides the ability to create and maintain on information relating to: Solicitations Response tabulation (fed by electronic receipt or manually)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076088	System provides the ability to create and maintain on information relating to: Solicitations Award notification (Soft Copy or Hard Copy)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076089	System provides the ability to create and maintain on information relating to: PO / Contract Requisition to solicitation to PO/Contract
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076090	System provides the ability to create and maintain on information relating to: PO / Contract Requisition to contract or PO
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076091	System provides the ability to create and maintain on information relating to: PO / Contract Solicitation to contract or PO (no requisition --optional; subject to proper authorizations)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076092	System provides the ability to create and maintain on information relating to: PO / Contract PO to Contract (release against contract)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076094	System provides the ability to create and maintain on information relating to: PO / Contract PO (without requisition or solicitation)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076095	System provides the ability to create and maintain on information relating to: PO / Contract (without requisition or solicitation)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076096	System provides the ability to create and maintain on information relating to: PO / Contract Auto generated PO from Sole-Sourced Contracts
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076097	System provides the ability to create and maintain on information relating to: Goods receipt
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076098	System provides the ability to create and maintain on information relating to: Shipment notification
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076099	System provides the ability to create and maintain on information relating to: Returns
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076100	System provides the ability to create and maintain on information relating to: Quarantines
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076101	System provides the ability to create and maintain on information relating to: Shipment cancellations
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076102	System provides the ability for approvals for all types of purchasing activities, for both original entry and changes: Requisitions
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076103	System provides the ability for approvals for all types of purchasing activities, for both original entry and changes: Solicitations
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076104	System provides the ability for approvals for all types of purchasing activities, for both original entry and changes: Purchase Orders
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076105	System provides the ability for approvals for all types of purchasing activities, for both original entry and changes: Contracts
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076106	System provides the ability for approvals for all types of purchasing activities, for both original entry and changes: Receipts
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076107	System provides the ability for approvals to be determined by: Dollar Threshold
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076108	System provides the ability for approvals to be determined by: Commodity
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076109	System provides the ability for approvals to be determined by: Procurement Type
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076110	System provides the ability for approvals to be determined by: Department
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076111	System provides the ability for approvals to be determined by: Combination of dollar, type, commodity, etc.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076112	System provides the ability for approvals to be determined by: Any element of the Financial Data Classification Structure

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076113	System provides the ability to approve, return for correction or cancel all types of purchasing activities, and to return rejection line items to the end user with ability to require a free form reason for rejection. Approvals and rejections can be performed: In Full
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076114	System provides the ability to approve, return for correction or cancel all types of purchasing activities, and to return rejection line items to the end user with ability to require a free form reason for rejection. Approvals and rejections can be performed: By Line
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076115	System provides the ability to prompt for automatic renewal requisitions for blanket orders based on percent or dollar values consumed.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076116	System provides the ability to copy one or multiple lines of field values to the next/subsequent line(s) and change one or more field value elements when using input screens for all purchasing documents.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076117	System provides the ability to create a new purchasing document (e.g., requisition, PO, etc.) from a previously created purchasing document.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076118	System provides the ability to establish repetitive transactions and transaction templates (e.g., requisitions, solicitations, purchase orders, etc.).
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076120	System provides the ability to 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, order, receipt, invoice, etc.).
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076121	System provides the ability to support punch out to a vendor catalog with a round trip back to the purchasing document.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076122	System provides the ability to capture and report user defined performance data on measures and indicators of Buyer activities.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076123	System provides the ability for the Buyer to view a worklist, including the details of a procurement.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076124	System provides buyer performance statistics including: Worklist aging report
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076125	System provides buyer performance statistics including: Outstanding workload by buyer
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076126	System provides the ability to show contract and spend data for buyers by: Commodity
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076127	System provides the ability to show contract and spend data for buyers by: Contract
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076128	System provides the ability to show contract and spend data for buyers by: Vendor
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076129	System provides the ability for authorized users to set up the business rules for each procurement method using user defined parameters, such as restricting approvals by dollar value of purchase or limiting buyers to a particular commodity type.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076130	System supports periodic updates of commodity codes based on externally provided files.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076131	System allows authorized users to change commodity codes online.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076132	System provides the ability to attach and retrieve multiple files, regardless of file type, to all purchasing documents and carry forward files to subsequent purchasing documents:
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076133	documents and carry forward files to subsequent purchasing documents: Scanned images
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076134	System provides the ability to attach and retrieve multiple files, regardless of file type, to all purchasing documents and carry forward files to subsequent purchasing documents: PDF files
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076135	System provides the ability to attach and retrieve multiple files, regardless of file type, to all purchasing documents and carry forward files to subsequent purchasing documents: Word processing documents
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076136	System provides the ability to attach and retrieve multiple files, regardless of file type, to all purchasing documents and carry forward files to subsequent purchasing documents: Spreadsheets
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076137	System provides the ability to attach and retrieve multiple files, regardless of file type, to all purchasing documents and carry forward files to subsequent purchasing documents: CAD
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076138	System provides the ability to attach and retrieve multiple files, regardless of file type, to all purchasing documents and carry forward files to subsequent purchasing documents: JPG
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076139	System provides the ability to attach and retrieve multiple files, regardless of file type, to all purchasing documents and carry forward files to subsequent purchasing documents: MPG
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076140	System provides the ability to attach and retrieve multiple files, regardless of file type, to all purchasing documents and carry forward files to subsequent purchasing documents: Web Links
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076141	System provides the ability to attach and retrieve multiple files, regardless of file type, to all purchasing documents and carry forward files to subsequent purchasing documents: Compressed (Zip) File
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076142	System provides the ability to attach and retrieve multiple files, regardless of file type, to all purchasing documents and carry forward files to subsequent purchasing documents: Thumbnails on page

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076143	System provides the ability to prevent redundant data entry by providing full integration between all application components. Transaction creation, replacement, update or deletion of any common data element occurs only once, and is carried forward and reflected through all related tables (e.g., data entered on requisition is carried forward to the solicitation, PO, etc.).
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076144	System restrict departments from posting purchasing documents to other departments without authorization) but provides institution-wide, consolidated querying/reporting from a data repository.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076146	System provides ability to specify which department(s) each central staff user can enter purchasing transactions on the department's behalf.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076147	System provides the ability to automatically assign a sequential number, with or without a user-defined prefix and/or suffix, to each type of procurement transaction.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076148	System provides the ability to maintain and report a detailed history of all purchasing activity including, but not limited to: Requisition
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076149	System provides the ability to maintain and report a detailed history of all purchasing activity including, but not limited to: Solicitation
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076150	System provides the ability to maintain and report a detailed history of all purchasing activity including, but not limited to: Response
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076151	System provides the ability to maintain and report a detailed history of all purchasing activity including, but not limited to: Purchase Order
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076152	System provides the ability to maintain and report a detailed history of all purchasing activity including, but not limited to: PO Change Notice
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076153	System provides the ability to maintain and report a detailed history of all purchasing activity including, but not limited to: Notes Screens
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076154	System provides the ability to maintain and report a detailed history of all purchasing activity including, but not limited to: Contracts
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076155	System provides the ability to maintain and report a detailed history of all purchasing activity including, but not limited to: Receiver Information
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076156	System provides the ability to maintain and report a detailed history of all purchasing activity including, but not limited to: Vendor
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076157	System provides the ability to maintain and report a detailed history of all purchasing activity including, but not limited to: Commodity
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076158	System provides the ability to maintain and report a detailed history of all purchasing activity including, but not limited to: Procurement Method (RFQ, RFP, etc.)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076159	System provides the ability to maintain and report a detailed history of all purchasing activity including, but not limited to: Procurement Status
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076160	System provides the ability to maintain and report a detailed history of all purchasing activity including, but not limited to: Department
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076161	System provides the ability to maintain and report a detailed history of all purchasing activity including, but not limited to: Any Element of the Financial Data Classification Structure
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076162	System provides the ability to default vendor data from the vendor master file based on vendor number when a vendor is selected for any purchasing documents in a transaction.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076163	System permits certain vendor defaulted fields to be overwritten based on administrator-defined settings.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076164	System must be secure and allow only authorized users access to specific administration functionality.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076165	System must support managing/editing individual user profiles by owner, purchasing agent/buyer profile must contain the following information: First name
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076166	System must support managing/editing individual user profiles by owner, purchasing agent/buyer profile must contain the following information: Middle initial
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076167	System must support managing/editing individual user profiles by owner, purchasing agent/buyer profile must contain the following information: Last name
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076168	System must support managing/editing individual user profiles by owner, purchasing agent/buyer profile must contain the following information: Job title
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076169	System must support managing/editing individual user profiles by owner, purchasing agent/buyer profile must contain the following information: Phone number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076170	System must support managing/editing individual user profiles by owner, purchasing agent/buyer profile must contain the following information: Fax number

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076172	System must support managing/editing individual user profiles by owner, purchasing agent/buyer profile must contain the following information: E-mail address
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076173	System must support managing/editing individual user profiles by owner, purchasing agent/buyer profile must contain the following information: Address
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076174	System must support managing/editing individual user profiles by owner, purchasing agent/buyer profile must contain the following information: City
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076175	System must support managing/editing individual user profiles by owner, purchasing agent/buyer profile must contain the following information: State
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076176	System must support managing/editing individual user profiles by owner, purchasing agent/buyer profile must contain the following information: Zip code
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076177	System must support managing/editing individual user profiles by owner, purchasing agent/buyer profile must contain the following information: Department Name
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076178	System must support managing/editing individual user profiles by owner, purchasing agent/buyer profile must contain the following information: Employee ID Number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076179	System allows users to 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, etc.) and indicate which freight terms allow freight to be charged.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076180	System provides the ability to report the percent of recycled or other environmentally-sustainable content of purchases by item code, by date range, and by department.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076181	System provides the ability to report MBE solicitation participation.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076182	System provides the ability to maintain and report/inquire on usage statistics on all commodities ordered and purchased.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076183	System provides the ability to perform lead time analysis by vendor by period
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076184	System provides the ability to perform price analysis by vendor by order by quantity
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076185	System produces an aged open order listing
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076186	System produces an aged open requisition listing
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076187	System produces a closed orders report by time period by order
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076188	System produces a report of past due Purchase Orders
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076189	System provides the ability to perform a supplier analysis on returns
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076190	System provides the ability to perform an analysis of supplier shipment rejections
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076191	System provides an auto reminder to vendor/user who hasn't shipped by due date
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076193	Provide the ability to suppress a PO from being sent to the vendor when the requestor is creating the requisition or when the buyer is reviewing the requisition. We did not see this option in the list.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076194	Provide the ability to choose either quantity or dollar receiving (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 PO and flow to the invoice for payment.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076195	System provides the ability to attach or utilize an amortization schedule for leases on equipment or requisitions related to construction. Amortization schedule should be accessible and flow with transaction to PO and be viewable for final payment. Would need ability to add a negative line to this type of transaction.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076196	System provides the ability of entering a sales tax amount associated with an invoice on the requisition.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076197	System provides the ability of identifying the reason a requisition line may be tax exempt, based on a pre-defined list of codes. Ex: farm machinery, feed, seed, fertilizer, or items for resale.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076198	System provides the ability of identifying on a requisition, that the associated transaction is a purchase for resale and requires a tax exemption code, data should flow to the PO.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076199	The system provides the ability of allowing the entire invoice to be paid as 'tax exempt' with information noted on requisition to PO.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076200	The system provides the ability for authorized users to override both a tax-exempt amount and a taxable amount calculated by the system on a requisition that carries over to the PO for payment.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076201	System provides the ability of capturing upload of receipts using OCR capability while also capturing the image of the receipt.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076202	System provides the ability to alert users that they PCard charges that need to be approved
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076203	System provides the ability to report the PCard charges that have not been approved
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076204	System provides the ability to report the PCard charges that do not have attached receipts

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076205	System provides ability for reports that identify PCard charges that have not been approved by centralized review office regardless of image/receipt available in the system.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076206	System provides ability to manage PCard receipts via a FIFO (First in, first out) method and not restrict receipts to a specific PCard Coordinator.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076207	System provides the ability of allowing an electronic signature or approval on a PCard charge.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076208	System provides the ability when PCard charge is for an international purchase to provide the conversion rate based on currency selected and provides US conversion automatically.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076209	System provides reporting capability to compare travel card charges to PCard charges for a specific cardholder, date, amount and vendor to ensure there are no duplicate payments.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076210	System provides ability to assign a tax status code from a list to a PCard charge (i.e. use tax added, tax included, tax exempt, AR vendor, cannot determine if purchase was taxed). If purchase is taxable, system recommends exact tax amount based on tax locality code.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076211	System provides ability to assign a specific tax percent for a ship to destination in Arkansas based on local tax rates o a taxable PCard charge.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076212	System provides ability to select a reason code if PCard purchase is tax exempt. (i.e. O-other, N-items for resale, S feed, seed and fertilizer, etc.)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076213	System provides ability to assign a specific amount of one PCard charge as taxable and another amount as tax exempt. Amounts must equal entire PCard charge amount.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076214	System provides the ability to map different data elements from the data file based on the eBusiness vendor and file type. i.e. Different cards require different data to be viewable/accessible to the end users for review and approval. Fuel Cards charges are always tax exempt and need the ticket number, vehicle description, last 4 of VIN fleet number and product code description, whereas PCard's don't need that data.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076215	System provides the ability to create a fuel product code table to decode the product code in the file when the data file is uploaded into the ERP system. i.e. The Voyager fuel card file lists a product code type, 01 in the file. 01 equals unleaded fuel. The charge displays 'unleaded fuel' instead of 01 so that the end user can see what was purchased. There are ~144 fuel product codes.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	General	1076216	System must support managing/editing individual user profiles by owner, purchasing agent/buyer profile must contain the following information: email address
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076219	System provides the ability for departments to define requestors.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076220	System provides the ability to initiate a purchase requisition for goods or services online via a Web browser.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076221	System provides the ability to query on the status of requisitions for goods or services entered on-line via a Web browser.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076222	System permits the user to email the system to obtain status of order
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076223	System provides for the assignment of a unique purchase requisition number through system-generated means.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076224	System provides the ability to support selection of a commodity through a variety of means, including key words on commodity title, item descriptions or coding commodity numbers.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076225	System requires that every requisition line contain a commodity code.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076226	System provides the ability to create a requisition by copying an existing (including canceled) requisition, editing and saving with a new requisition number. The existing requisition can be from a different department.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076227	System provides the ability to establish requisition templates for frequently requested items.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076228	System provides the ability to automatically generate a requisition to renew a contract based on a user-specified number of days before the contract expires.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076229	System provides the ability for electronic notifications to be sent to the respective purchasing agent informing him/her that the requisition has been generated and is pending his/her action.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076230	System provides the ability for a requestor to cancel a requisition or individual requisition line items prior to final approval.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076231	System provides the ability to cancel requisitions subsequent to final approval.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076232	System provides the ability for viewing online or generating a hard-copy of the purchase requisition at any time to a local printer or a networked printer.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076233	System provides the ability for the automatic assignment of requisitions to buyers based on user-defined criteria (e.g., commodity, department etc. or a combination there of) and captures routing date and time.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076234	System provides the ability to manually assign/reassign requisitions to buyers.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076235	System provides the ability to assign more than one purchasing agent to a requisition (at line item level).
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076236	System provides the ability to 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.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076237	System provides the ability to enable pre-determined users to override defined sourcing rules with appropriate system-enforced authorizations.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076238	System provides the ability for cross-referencing of purchase requisitions to the corresponding invitation for bid, purchase order, contract, receiving report, order number, invoice and payment.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076239	System provides the ability to capture the following requisition header data elements: Requisition Number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076240	System provides the ability to capture the following requisition header data elements: Requisition Type
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076241	System provides the ability to capture the following requisition header data elements: Requisition Date
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076242	System provides the ability to capture the following requisition header data elements: Requestor (Creating requisition) (This could be a non-user of the System that initiated a request prior to initial data entry into the System)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076243	System provides the ability to capture the following requisition header data elements: Requestor Phone Number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076245	System provides the ability to capture the following requisition header data elements: Buyer (optional)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076246	System provides the ability to capture the following requisition header data elements: Buyer Phone Number (optional)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076247	System provides the ability to capture the following requisition header data elements: Department Contact Name (This could be a non-user that does not enter the requisition into the System)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076248	System provides the ability to capture the following requisition header data elements: Department Contact Phone Number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076249	System provides the ability to capture the following requisition header data elements: Default Suggested Vendor Number (s) (optional)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076250	System provides the ability to capture the following requisition header data elements: Default Suggested Vendor Name (Suggested Vendor info. passed to Line Items)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076251	System provides the ability to capture the following requisition header data elements: Default Suggested Vendor FEIN Number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076252	System provides the ability to capture the following requisition header data elements: Default Suggested Vendor Address
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076253	System provides the ability to capture the following requisition header data elements: Vendor Contact Name
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076254	System provides the ability to capture the following requisition header data elements: Vendor Contact Phone Number (multiple)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076255	System provides the ability to capture the following requisition header data elements: Vendor Contact Email Address
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076256	System provides the ability to capture the following requisition header data elements: Vendor Contact Mailing Address
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076257	System provides the ability to capture the following requisition header data elements: Need by Date or Start and End of Service Date
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076258	System provides the ability to capture the following requisition header data elements: Priority Code (emergency or normal handling)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076259	System provides the ability to capture the following requisition header data elements: Emergency Justifications
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076260	System provides the ability to capture the following requisition header data elements: Justification / Comments
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076261	System provides the ability to capture the following requisition header data elements: Internal Comment fields (multiple)

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076262	System provides the ability to capture the following requisition header data elements: Total Requisition Cost
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076263	System provides the ability to capture the following requisition header data elements: Department
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076264	System provides the ability to capture the following requisition header data elements: Fiscal Year
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076265	System provides the ability to capture the following requisition header data elements: Default Account Distribution (optional)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076266	If a Blanket Purchase Order (BPO) for the commodity already exists at time requisition is entered the system identifies the existing BPO
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076267	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Sequential Line item number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076268	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Buyer (optional)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076269	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Buyer Phone Number (optional)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076271	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Quantity
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076272	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Unit of Measure
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076273	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Commodity Number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076274	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Short Description
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076275	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Long Description
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076276	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Custom Description - used to provide additional information beyond what is available in the commodity code table
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076277	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Special Instructions
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076278	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Shipping Instructions
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076279	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Estimated Unit Cost (allow zero dollar values)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076280	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Discount Amount (e.g., for trade ins)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076281	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Estimated Total Line Item Cost (extended)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076282	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Coding Block Elements for the Financial Data Classification Structure (multiple).
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076283	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: End User (user needing good or service)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076284	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: End User phone number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076285	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Delivery Address
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076286	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Requested Delivery Date
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076287	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Freight
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076288	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Delivery Contact Name
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076289	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Comments

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076290	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Recycled Goods Indicator
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076291	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Recycled Goods Percentage
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076292	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Emergency Justifications
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076293	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Sole Source / Proprietary Justification
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076294	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Inventory Indicator
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076295	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Fixed Asset Indicator (new, replacement, or enhancement; if replacement or enhancement, need existing tag number)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076297	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Suggested Vendor Number(s)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076298	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Suggested Vendor Name(s)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076299	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Suggested Vendor Email(s)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076300	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: Suggested Vendor Address(es)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076301	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: User Defined Field 1
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076302	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: User Defined Field 2
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076303	System provides the ability for requisition commodity line items to contain (including but not limited to) the following data elements: User Defined Field 3
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076304	System supports multiple line items that are sequentially numbered and that can accommodate up to 999 lines items per requisition.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076306	System provides the ability to have tax exempt lines mixed with taxable lines on one requisition.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076307	System provides the ability to override the tax calculated by the system by a percent or a dollar amount, by line or by entire requisition.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076308	The system provides the ability to calculate excess sales tax on a requisition where the vendor sales tax amount exceeds the local tax amounts for invoices exceeding \$2,500.00.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076309	The system provides the ability to identify and accumulate the local municipality use tax on a requisition by accounting period.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076310	The Use Tax Table provides a facility to add and maintain local tax codes. The local tax codes are used in calculating use tax on a requisition for non-Arkansas vendors whose invoice does not include sales tax, for taxable items. The local tax code is also used to calculate sales tax for Arkansas vendor's invoices that exceed \$2,500.00, including the excess sales tax. The excess sales tax amount reduces the expenditure amount for the cost center (s). Additionally, an accounts receivable is created and used to off-set the amount of sales and use tax that is remitted to the state. (See Streamlines Sales Tax Project-State of Arkansas website).
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076311	System provides the ability to override payment default at the requisitions level.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076312	System Provides the ability to assign an MOF Number (The method of finance number used by Property Accounting to track and identify expenditures, usually for construction projects. This number refers to a document which itemizes and authorizes specific expenses and is needed to report expenditures to the State). It would be preferred at the Req/PO line level, but could possibly be an Accounting attribute associated with the Cost Center used to pay for the line.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076313	System provides the option to ship products to multiple locations by line item in addition to the header ship to address.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisitions / Requests	1076314	System provides the ability for each buyer to access to other buyers work ques
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisition Accounting	1076316	System provides the ability to allow the initiation of requisitions prior to year-end which cannot be pre-encumbered until budget is available.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisition Accounting	1076317	System provides the ability for purchase requisition to allow the entry of multiple account codes for allocation of expenditure.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisition Accounting	1076318	System provides the ability to allocate expenditures by percent of total purchase requisition.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisition Accounting	1076319	System provides the ability to allocate expenditures by dollar amount.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisition Accounting	1076320	System provides the ability to allocate expenditures by purchase requisition line item.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisition Accounting	1076321	System provides the ability to 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).
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisition Accounting	1076322	System provides the ability to automatically close a requisition line when all commodities/services for that line are issued on a PO.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisition Accounting	1076323	System provide the ability to liquidate remaining/outstanding pre-encumbrances when creating a purchase order from a requisition for less than the full amount requested.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisition Accounting	1076324	System provides the ability to carry over open purchase requisitions to the following fiscal year.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisition Accounting	1076325	System allows users to navigate from the requisition to its associated purchase orders regardless of the status of the requisition.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisition Accounting	1076326	System allows user to adjust or cancel a requisition and generate appropriate accounting entries.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisition Accounting	1076327	System provides the ability to reopen a requisition if the requisition was closed in error (with appropriate security procedures).
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Requisition Accounting	1076328	System retains the pre-encumbrance from the original requisition through the solicitation process.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076331	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):Line number (sequential and accommodate up to 999 lines items per PO)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076332	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional): Quantity ordered
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076333	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):Text field (to record reason for any difference between quantity requested and quantity ordered)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076334	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):Unit of measure
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076335	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):Unit price
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076336	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):Total line amount
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076337	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):Item description
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076338	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional): Commodity code validated against commodity master
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076339	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):Manufacturer's name
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076340	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional): Manufacturer's part number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076341	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional): Conversion factor (e.g., cases to boxes)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076342	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):Freight Terms
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076343	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):Freight/Shipping charges
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076344	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):Accounting data elements at a sub line-item level (i.e., System allows more than one accounting line per commodity line)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076345	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional): Invoice/billing address (if entered at header level, value defaults to what is entered on a line)

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076346	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):Shipping address (if entered at header level, value defaults to what is entered on a line)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076347	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):Delivery instructions (if entered at header level, value default to what is entered on a line)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076348	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):Contract number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076349	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):Recycled goods indicator
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076350	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):Recycled goods percentage
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076351	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):Hazardous material indicator
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076352	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):Comment fields (multiple)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076353	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):Internal Part Number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076354	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):User Defined Field 1
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076355	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):User Defined Field 2
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Commodity/Service Lines	1076357	System provides the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the purchase order is optional):User Defined Field 3
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076360	System provides the ability to have multiple line items per purchase order with capability for one / multiple delivery schedules per line printed on purchase order.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076361	System provides the ability to create purchase orders from requisitions, solicitations, and contracts. Information from documents carries forward to the PO.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076362	System provides the ability to support user creation of PO by copying an existing PO, editing and saving with a new PO number.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076363	System provides the ability for a point and click interface to select the requisition lines to carry forward to the PO being generated.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076364	System provides the ability to: Create a single purchase order with line items from a single purchase requisition/solicitation
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076365	System provides the ability to: Create a single purchase order with line items from multiple purchase requisitions/solicitation
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076366	System provides the ability to: Create multiple purchase orders with line items from a single purchase requisition/solicitation
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076367	System provides the ability to generate a purchase order (on an exception basis) without first processing a purchase requisition based on department business rules for authorized users.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076368	System provides the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional):Commodity code item number with system-generated description and additional description
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076369	System provides the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional):Unit price quoted by the vendor
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076370	System provides the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional):Unit of measure
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076371	System provides the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional):Frequency of Service Delivery

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076372	System provides the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional):Quantity
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076373	System provides the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional):Accounting information from the requisition or solicitation
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076374	System provides the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional):Delivery location(s)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076375	System provides the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional):Delivery instructions
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076376	System provides the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional):Bill to information
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076377	System provides the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional):Buyer contact information and buyer phone number (assigned by each department)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076378	System provides the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional):Vendor point of contact information pulled from the vendor master
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076379	System provides the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional):Manufacturer and part number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076380	System provides the ability for edit checks and validations at the order level including, but not limited to, the following: Valid account coding distribution
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076381	System provides the ability for edit checks and validations at the order level including, but not limited to, the following: Valid commodity code
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076382	System provides the ability for edit checks and validations at the order level including, but not limited to, the following: Proper level of approval
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076383	System provides the ability for edit checks and validations at the order level including, but not limited to, the following: Invalid or incomplete required fields
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076384	System provides the ability for edit checks and validations at the order level including, but not limited to, the following: Budget availability check
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076386	System provides the ability to allow entry of payment terms other than the vendor standard on the purchase order.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076387	System provides the ability to determine volume discounts from a contract or agreement (at line item and/or total level).
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076388	System provides the ability to change the following data elements when creating a purchase order: commodity
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076389	System provides the ability to change the following data elements when creating a purchase order: description
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076390	System provides the ability to change the following data elements when creating a purchase order: part
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076391	System provides the ability to change the following data elements when creating a purchase order: class
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076392	System provides the ability to change the following data elements when creating a purchase order: quantity
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076393	System provides the ability to change the following data elements when creating a purchase order: unit of measure
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076394	System provides the ability to change the following data elements when creating a purchase order: dollars
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076395	System provides the ability to change the following data elements when creating a purchase order: vendor

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076396	System provides the ability to change the following data elements when creating a purchase order: account
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076397	System allows users to look-up PO by any and/or all of the following fields: purchaser
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076398	System allows users to look-up PO by any and/or all of the following fields: contract number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076399	System allows users to look-up PO by any and/or all of the following fields: chart of accounts
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076400	System allows users to look-up PO by any and/or all of the following fields: voucher number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076401	System allows users to look-up PO by any and/or all of the following fields: commodity codes
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076402	System allows users to look-up PO by any and/or all of the following fields: vendor MBE status
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076403	System allows users to look-up PO by any and/or all of the following fields: requisitioner
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076404	System allows users to look-up PO by any and/or all of the following fields: requisition number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076405	System allows users to look-up PO by any and/or all of the following fields: solicitation or bid number (if applicable)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076406	System allows users to look-up PO by any and/or all of the following fields: PO number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076407	System allows users to look-up PO by any and/or all of the following fields: department
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076408	System allows users to look-up PO by any and/or all of the following fields: vendor name
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076409	System allows users to look-up PO by any and/or all of the following fields: vendor ID
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076410	System allows users to look-up PO by any and/or all of the following fields: Part Number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076412	System allows users to look-up PO by any and/or all of the following fields: Delivery Location
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076413	System allows users to look-up PO by any and/or all of the following fields: Key word search (Wild Cards)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076414	System allows users to look-up PO by any and/or all of the following fields: Fiscal Period (Year and Month)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076415	System allows users to look-up PO by any and/or all of the following fields: Date ranges
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076416	System allows users to look-up PO by any and/or all of the following fields: User Defined Fields
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076417	System defaults method of payment from vendor master to carry forward to the invoice if not entered on the PO.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076418	System allows user to change from method of payment from vendor default.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076419	System provides the ability to cancel a PO and liquidate the encumbrance.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076420	System alerts user that goods/service have not been received from vendor by due date specified in the PO
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076421	System automatically sends a reminder to the vendor goods/service have not been received by due date specified in the PO
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076423	System provides the ability to identify a PO that is for goods/services for resale
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076424	System provides the ability to calculate and automatically track prepaid expenses, including prorating expenses in an accounting period using data from an electronic invoice.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076425	System provides the ability to produce an alert using either dollar amount or percentage when a the BPO budget amount is about to expire
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Create Purchase Order	1076426	System provides an area to enter comments concerning the reason that a PO is cancelled
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076429	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):PO number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076430	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):PO Change Notice revision number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076431	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):PO award date
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076432	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):Start Date (for blanket PO's)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076433	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):End Date (for blanket PO's)

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076434	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):Maximum Release Amount (for blanket PO's)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076435	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):Buyer
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076436	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):Buyer contact information (Phone #, Fax #, Email Address)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076437	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):Requested by
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076438	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):Origin of procurement request (Department and contact info)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076439	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): date encumbered
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076440	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):Requestor contact information (Phone # and Email Address)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076441	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):Confirming PO (yes/no)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076442	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Confirming Order Date
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076443	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):Default requested/scheduled delivery dates (that will default to lines)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076444	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):Type of procurement transaction (term contract, open market, emergency, etc.)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076445	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):Default Shipping address (that will default to lines)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076446	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):Default Delivery instructions (that will default to lines)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076447	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Frequency of Service Delivery
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076448	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Default Invoice/billing address (that will default to lines)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076449	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):Default Payment terms
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076450	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):Retainage Terms
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076451	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):Solicitation or bid number (if applicable)

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076452	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):Vendor name and address
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076453	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):Vendor number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076455	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): MBE status
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076456	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Multiple 'Approved By' fields, along with approver ID and date time stamp (internal field not to be included in printed PO).
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076457	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):Comment fields (multiple)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076458	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):Fiscal Period (Year and Month)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076459	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):User Defined Field
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076460	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):User Defined Field
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Header Elements	1076461	System provides the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):User Defined Field
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076464	System provides the ability for authorized purchasers to initiate a purchase order for goods and services online, and to query on the status of such POs.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076465	System provides the ability for assignment of a unique purchase order number through system-generated means, with a prefix (for purchase order type - blanket, emergency, contract), fiscal year, and sequential number.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076466	System provides the ability to create multiple purchase orders by vendor when multiple vendors are associated with a requisition.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076467	System provides the ability to identify multiple procurement types through user defined fields
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076468	System provides the ability to allow for the retrieval of default vendor information when creating new purchase orders.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076469	System provides the ability to capture and maintain purchasing agent User ID and displays purchasing agent activity with dates.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076470	System provides the ability for 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.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076471	System provides the ability to capture receiving instructions and to carry instructions forward to the receipt (e.g., inspection required, quarantine, etc.).
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076472	System provides the ability to update warehouse inventory records for quantity on order if purchase order line item is an inventory item.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076473	System provides the ability for zero unit price values (e.g., for kits or assembly items).
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076474	System provides the ability for entering discounts (e.g., trade-in amounts separate from payment term discounts).
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076475	System provides the ability to 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.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076476	System provides the ability to maintain an audit trail of all purchase order changes, including the User ID, date-time stamp, old value, and new value.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076477	System provides the ability to 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 but are not limited to: The commodity code item number with system-generated description and additional descriptions, or the description from the solicitation.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076478	System provides the ability to 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 but are not limited to: Unit price quoted by the vendor or updated calculation per the purchaser
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076479	System provides the ability to 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 but are not limited to: Quantity (should be open-ended)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076480	System provides the ability to 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 but are not limited to: Line item extension/total
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076481	System provides the ability to 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 but are not limited to: Accounting line information from the solicitation (or requisition, if originating from a requisition)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076482	System provides the ability to 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 but are not limited to: Delivery Date
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076483	System provides the ability to 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 but are not limited to: Delivery location
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076484	System provides the ability to 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 but are not limited to: Freight Terms
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076485	System provides the ability to 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 but are not limited to: Payment terms
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076486	System provides the ability to 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 but are not limited to: Bill To information
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076487	System provides the ability to 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 but are not limited to: Purchaser point of contact information

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076488	System provides the ability to 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 but are not limited to: Vendor name
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076490	System provides the ability to 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 but are not limited to: Vendor number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076491	System provides the ability to 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 but are not limited to: Vendor point-of-contact information, pulled from the vendor response
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076492	System provides the ability to 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 but are not limited to: Manufacturer and part number input by vendor
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076493	System provides the ability to 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 but are not limited to: Department-specific reference number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076494	System provides the ability to 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 but are not limited to: Maximum purchase order amount
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076495	System provides the ability for the purchaser to: Insert vendor quoted delivery date or start and end of service dates by line item
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076496	System provides the ability for the purchaser to: Insert negotiated price, if different from offered price
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076497	System provides the ability for the purchaser to: Refine text from solicitation that does not apply to the Purchase Order/Contract
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076498	System provides the ability for the purchaser to: Select Purchase Order/Contract clauses
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076499	System provides the ability for the purchaser to: Attach files
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076500	System provides the ability for the purchaser to: Designate attached files as internal (department use only) or external (distributed to the vendor upon PO issuance)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076501	System provides the ability for the purchaser to: Add/Select PO terms and conditions and carry forward terms and conditions from the requisition or solicitation
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076502	System generates accrual transactions for goods and services received and not invoiced by period end (month end and year-end).
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076503	System establishes liability when goods are received and relieves the liability when paid, even if a discount is taken.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076504	System provides ability for delivery addresses to be managed: Centrally
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order	1076505	System provides ability for delivery addresses to be managed: Decentralized at Departments
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Actg	1076507	System provides the ability to define auto-distribution rules and apply to the PO, using standard, user-defined distribution code by accounting line item.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Actg	1076508	System provides the ability to track multiple releases, receipts, and payments against a single contract at line item level.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Actg	1076509	System provides the ability to allow for mixed 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 more lines).
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Actg	1076510	System provides the ability to reopen a purchase order if the purchase order was closed in error (with appropriate security procedures).

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Actg	1076511	System provides the ability to create and process individual POs under an existing manual encumbrance.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Actg	1076512	System provides the ability to generate the appropriate accounting entries based on the PO change notice, including but not limited to increasing or decreasing the encumbrance.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Actg	1076513	System provides the ability to automatically close a purchase order when all commodities/services are received and the final invoice is paid.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Actg	1076514	System liquidates remaining/outstanding encumbrance, if applicable, when a purchase order is finally closed.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Actg	1076515	System provides the ability to carryover open purchase orders to the following fiscal year for operating funds that use annual budgetary control.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Actg	1076516	System provides the ability to allow a PO to be charged to an accounting distribution other than that of the associated requisition, with proper authority. Pre-encumbrance liquidations are based on the original requisition.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Actg	1076517	System provides the ability to 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 spending authority exists.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Actg	1076518	System provides the ability to have many accounting distributions for a single PO line item.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Issuance	1076520	System supports the following technology for order issuance: EDI
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Issuance	1076521	System supports the following technology for order issuance: Hard-copy
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Issuance	1076522	System supports the following technology for order issuance: Facsimile
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Issuance	1076523	System supports the following technology for order issuance: Email
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Issuance	1076524	System supports the following technology for order issuance: Direct supplier interface via XML
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Issuance	1076525	System provides the ability to allow user defined online/real-time and batch printing of purchase orders.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Issuance	1076526	System provides the ability to view and print a draft PO (with a watermark or other method of identifying that it is draft).
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Issuance	1076527	System allows users to reprint hard-copy of purchase orders and change orders when required.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Changes	1076529	System provides the ability to change purchase orders even if already issued to the vendor: Add an additional line item, route through workflow based on business rules (e.g. pricing threshold changes, addition of special material workflow, etc.)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Changes	1076530	System provides the ability to change purchase orders even if already issued to the vendor: Delete an existing line item
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Changes	1076531	System provides the ability to change purchase orders even if already issued to the vendor: Change an existing line item (price, quantity, or commodity), route through workflow based on business rules (e.g. pricing threshold changes, addition of special material workflow, etc.)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Changes	1076532	System provides the ability to change purchase orders even if already issued to the vendor: Change an existing line item (accounting information), route through workflow based on business rules
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Changes	1076533	System provides the ability to change purchase orders even if already issued to the vendor: Change internal and external text
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Changes	1076534	System provides the ability to change purchase orders even if already issued to the vendor: Change delivery locations
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Changes	1076535	Provide the ability for the user to not send the change order to vendor
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Changes	1076536	Provide a report of PO. Bid, etc. documents returned by vendor
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Changes	1076537	System tracks the dollar amount of the original purchase order and each purchase order change.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Purchase Order Changes	1076538	Require, capture, and report response from vendor that the vendor received change order.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076541	Ability to record the receipt of goods and services with an update to the purchase order status.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076542	Ability to accept, process, and report/inquire on over and under receipts.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076543	Ability to capture the following receipt information: Receiving Report Number (system-generated)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076544	Ability to capture the following receipt information: Receiving Report Date
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076545	Ability to capture the following receipt information: Date Item was Received
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076546	Ability to capture the following receipt information: Receiver User-ID
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076547	Ability to capture the following receipt information: Receiver Name
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076548	Ability to capture the following receipt information: Receiver phone number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076549	Ability to capture the following receipt information: Receiver email address
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076550	Ability to capture the following receipt information: Purchase order number

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076551	Ability to capture the following receipt information: Requisition number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076552	Ability to capture the following receipt information: Vendor ID
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076553	Ability to capture the following receipt information: Vender name, address and telephone
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076554	Ability to capture the following receipt information: Fulfillment Vendor ID
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076555	Ability to capture the following receipt information: Fulfillment Vender name, address and telephone
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076556	Ability to capture the following receipt information: Small/Minority-owned Status (ethnicity and gender)/other targeted businesses
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076557	Ability to capture the following receipt information: PO line number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076558	Ability to capture the following receipt information: PO line quantity
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076559	Ability to capture the following receipt information: PO Unit of measure
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076560	Ability to capture the following receipt information: Commodity code of item or service
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076561	Ability to capture the following receipt information: Line description
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076562	Ability to capture the following receipt information: Accounting/funding information (no update capabilities)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076563	Ability to capture the following receipt information: Quantity received / Remaining Balance
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076564	Ability to capture the following receipt information: Quantity rejected
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076565	Ability to capture the following receipt information: Reason for rejection
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076567	Ability to capture the following receipt information: Quantity accepted
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076568	Ability to capture the following receipt information: Quantity backordered
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076569	Ability to capture the following receipt information: Condition
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076570	Ability to capture the following receipt information: Receiver comments
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076571	Ability to capture the following receipt information: Partial Delivery
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076572	Ability to capture the following receipt information: Comments
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076573	Ability to capture the following receipt information: Stock number and location
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076574	Ability to capture the following receipt information: lot number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076575	Ability to capture the following receipt information: serial number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076576	Ability to capture the following receipt information: asset tag number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076577	Ability to capture the following receipt information: expiration date
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076578	Ability to receive advanced shipment notices from the vendors and route to receiving agent.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076579	Ability to receive packing slip information electronically from vendor, and fed into the receiving document in the Financial System.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076580	Ability to carry forward data from the purchase requisition and order to the receiving report, and require receivers to enter data items (e.g., physical count).
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076581	Ability to record multiple receipts against one PO or PO line.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076582	Ability to reverse a receipt transaction and all associated transactions.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076583	Ability to trigger Accounts Payable process based upon receipt of receiving report information.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076584	Ability to perform unit of measure conversion from purchased unit of measure to stocked / delivered unit of measure.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076585	Ability for receivers to select outstanding purchase orders by vendor.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076586	Ability to flag purchases as a fixed asset upon receipt of good.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076587	Ability for receivers to view receiving instructions on receipt (e.g., inspections required, quarantine, etc.).
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076588	Ability to audit receiving data by user ID, date, time, etc. including: Compliance with delivery requirements
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076589	Ability to audit receiving data by user ID, date, time, etc. including: Condition of goods
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076590	Ability to audit receiving data by user ID, date, time, etc. including: Rejection of goods
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076591	Ability to audit receiving data by user ID, date, time, etc. including: Over and under shipments
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076593	Ability to audit receiving data by user ID, date, time, etc. including: Commodity substitutions
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076594	Ability to support bar-code or RFID technology to be used to capture receipt information.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076595	Ability to set price and quantity tolerances for automated matching of goods received
PRO-Requisitions/Purchase Orders/Receipts/Pcards	Goods and Services Receipt	1076596	Ability to process a return goods authorization (electronic or hard copy) for materials to be returned.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076599	System provides the ability to support entry of P-card as a form of payment for items ordered via the eProcurement system (e.g., catalogs, spot purchases, etc.) and be able to control amounts and usage by department, commodity, dollar amount and individual.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076600	System provides the ability to support entry of P-card as a form of payment for items ordered via the eProcurement module.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076601	System provides the ability to capture key accounting classification data at time of order for subsequent matching to the statement billing file received from bank.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076602	System provides the ability to track the P-card procurement vendor ID and MBE status.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076603	System provides the ability for users to review P-card charges and confirm charges are valid.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076604	System provides the ability to set up / manage P-card master data with card validity data, the card holder's information, dollar limits and approvers.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076605	System provides the ability to export contract vendors information to the bank card issuer, to facilitate authorization strategies.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076606	System provides the ability to import bank statements, including transaction detail.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076607	System provides the ability for ghost cards or cardless accounts.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076608	System provides the ability to workflow bank statements that require review and the ability to change account assignment information for the line item details.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076609	System provides the ability to generate accounting documents, including the electronic funds transfer to pay the bank and the distribution to charge the account assignment.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076610	System provides the ability to have users prepare online logs to include account distributions, approvals online.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076611	System provides the ability to track purchasing card purchases and items received by vendor, item, institution, and commodity.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076612	System provides the ability to capture P-card transactions in the system to record expenditures against budget.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076613	System tracks procurement card purchases against a contract made outside of the procurement system while enforcing contract limits.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076614	System allows for the activation/disabling of Purchase Cards.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076615	System allows for the management of Purchase Card credit limits.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076616	System allows for the specification of cardholder defaults, security levels and spending limits.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076617	System should be able to load Purchase Card statements from the bank via an automated process.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076618	System supports the ability to map a Purchase Card to GL accounting data.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076619	System supports the ability to generate an electronic monthly Purchase Card log for all Purchase Card transactions, including manually entered offline transactions.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076620	System supports the ability to load and view Purchase Card statements online and match up transactions with Purchase Card purchases for reconciliation and approval.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076621	System supports the ability to issue Purchase Card Orders offline and enter them into the system after the fact for approval and Purchase Card logs.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076622	When a Purchase Card Order made offline is entered into the System manually to create an encumbrance, the System supports the liquidation of the encumbrance at the time the Purchase Card transaction is approved for payment through the regular Purchase Card process.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076623	System supports the ability to track individual Purchase Card transactions online by accounting classifications during the month as posted.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076625	System allows P-Card Coordinators and Administrators to track Purchase Card purchases for all cardholders that they are responsible for.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076626	System allows the scenario where the P-Card Administrator or Coordinator needs to approve all Purchase Card purchases.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076627	System supports the ability to generate a Purchase Card report by specific account distributions.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076628	System supports the ability to generate a Purchase Card report by card holder.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076629	System allows for the reviewing of expenditures by any element of the Financial Data Classification Structure.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076630	System allows for tracking of purchase disputes online.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076631	System captures the commodity code, where available, with expense line detail and amount.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076632	System contains workflow functionality for the review and approval of expenditure coding.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076633	System allows a user to flag Requisitions and POs as Purchase Card transactions.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076634	System allows user to manually enter Purchase Card transactions without creating a Purchase Order.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076635	System assigns the posting date based on transaction date when interfacing P-Card transactions.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076636	System allows users to use Purchase Cards to perform catalog purchasing from online catalogs when available.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076637	System allows a separate approval workflow based on the requestor to expedite P-Card orders.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076638	System allows for review, approval or dispute of transactions via the internet.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076639	System allows default financial data classification structure (FDCS) assignment with modification allowed.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076640	System allows assignment and re-assignment of specific P-Cards to P-Card coordinators.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076641	System allows splitting of the line items to multiple financial data classification structure (FDCS) by percent or dollar.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076642	System allows for immediate suspension of P-Card, 24/7.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076643	System allows for both manual and electronic signatures on P-Card receipts.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076645	System provides the ability of having a procurement/PCard authorization process that can be initiated by authorized departmental users to provide at a minimum the following data elements: Employee Name and Employee ID
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076646	System provides the ability of having a procurement/PCard authorization process that can be initiated by authorized departmental users to provide at a minimum the following data elements: Campus Phone Number
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076647	System provides the ability of having a procurement/PCard authorization process that can be initiated by authorized departmental users to provide at a minimum the following data elements: UARK email address
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076648	System provides the ability of having a procurement/PCard authorization process that can be initiated by authorized departmental users to provide at a minimum the following data elements: Tracking BU (for routing of charges to the appropriate department for review)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076649	System provides the ability of having a procurement/PCard authorization process that can be initiated by authorized departmental users to provide at a minimum the following data elements: Monthly Credit Limit
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076650	System provides the ability of having a procurement/PCard authorization process that can be initiated by authorized departmental users to provide at a minimum the following data elements: Single Transaction Limit
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076651	System provides the ability of having a procurement/PCard authorization process that can be initiated by authorized departmental users to provide at a minimum the following data elements: Default Cost Center and Category (Accounting information)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076652	System provides the ability of having a procurement/PCard authorization process that can be initiated by authorized departmental users to provide at a minimum the following data elements: Effective begin and end date for the authorization
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076653	System provides the ability of having a procurement/PCard authorization process that can be initiated by authorized departmental users to provide at a minimum the following data elements: Comments and Extended Text
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076654	System provides the ability for either the department or the Program Administrator to close/cancel and individual's procurement/PCard authorization.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076655	System provides the ability to automatically or manually update the procurement/PCard authorization in the ERP system with a 12-15 digit code (Procurement Authorization ID) for data transaction matching purposes when charges are downloaded from the banks system into the ERP system. Screen must be secure and restricted to only authorized users.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076656	System provides the ability to validate a single PCard purchase against the individuals 'Single transaction limit' set on their PCard authorization.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076657	System provides the ability for automatic notification to the cardholder once the procurement/PCard authorization is set up and their PCard is available.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076658	System provides the ability to require cardholders to attend training before their PCard is available for pick up.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076659	System provides the ability for the HR module to alert procurement that training was completed
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076660	System provides the ability to automatically feed new cardholder information to the bank for account set up and ordering of new card after PCard authorization is completed UA ERP system.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076661	System provides the ability to automatically match uploaded PCard charges by Procurement Authorization ID which could be a 12-15 digit account number and tie charges to the employee's ID.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076662	System provides the ability to capture level 3 purchase data from the banks data file when it is available from the vendor.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076663	System provides the ability to default Pcard charges to a cost center defined by the individual's procurement authorization ID
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076664	System provides the ability for authorized departmental user to split the cost center distribution on a PCard charge to multiple cost centers by percent or dollar amount based on the list assigned to the procurement/PCard authorization.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076665	System provides the ability for authorized departmental user to add a list of approved cost centers to use for expensing against PCard charges. Approved cost centers should be accessible for all eBusiness vendor authorizations.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076666	System provides the ability to assign an approval deadline for each date charges are uploaded.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076667	System provides the ability to track a fraud case electronically and make notes or add attachments to the fraud case.
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076668	System provides the ability to alert departmental authorized users that there are PCards charges remaining to be approved before the PCard closing date at various intervals (e.g., 15 days prior to closing, 10 days prior to closing, 5 days prior to closing)
PRO-Requisitions/Purchase Orders/Receipts/Pcards	P-Card Processing	1076669	System provides the ability to update a field to confirm that an image/receipt has been scanned and uploaded for a specific PCard charge.
PRO-Strategic Sourcing	General	1076672	System provides the ability to process solicitation transactions through the following stages: Creation of solicitation and addendums from an approved purchase requisition (although some solicitations may be created without requisitions).
PRO-Strategic Sourcing	General	1076673	System provides the ability to process solicitation transactions through the following stages: Posting of the solicitation on the Institution's Website.
PRO-Strategic Sourcing	General	1076674	System provides the ability to process solicitation transactions through the following stages: Notification sent to registered vendors via the following methods: Fax
PRO-Strategic Sourcing	General	1076675	System provides the ability to process solicitation transactions through the following stages: Notification sent to registered vendors via the following methods: Mail
PRO-Strategic Sourcing	General	1076676	System provides the ability to process solicitation transactions through the following stages: Notification sent to registered vendors via the following methods: E-mail (as designated by vendor for PO receipt)
PRO-Strategic Sourcing	General	1076677	System provides the ability to process solicitation transactions through the following stages: Receipt of vendor responses electronically (with receipt time and date)
PRO-Strategic Sourcing	General	1076678	System provides the ability to process solicitation transactions through the following stages: User entry of vendor responses receipt non-electronically
PRO-Strategic Sourcing	General	1076679	System provides the ability to process solicitation transactions through the following stages: Tabulation of solicitation responses
PRO-Strategic Sourcing	General	1076680	System provides the ability to process solicitation transactions through the following stages: Solicitation award including approval process
PRO-Strategic Sourcing	General	1076681	System provides the ability to process solicitation transactions through the following stages: Award notification via: E-mail
PRO-Strategic Sourcing	General	1076682	System provides the ability to process solicitation transactions through the following stages: Award notification via: Web Site Posting
PRO-Strategic Sourcing	General	1076683	System provides the ability to process solicitation transactions through the following stages: Award notification via: Fax
PRO-Strategic Sourcing	General	1076684	System provides the ability to process solicitation transactions through the following stages: Award notification via: Mail
PRO-Strategic Sourcing	General	1076685	System provides the ability to cross-reference requisitions, solicitations, and award documents (entire document as well as line items).
PRO-Strategic Sourcing	General	1076686	System provides the ability to amend or cancel solicitations.
PRO-Strategic Sourcing	General	1076687	System provides the ability to support the following types of solicitations (but not limited to): Official sealed bids/RFPs formal process sent via hard-copy or electronically
PRO-Strategic Sourcing	General	1076688	System provides the ability to support the following types of solicitations (but not limited to):Simplified Bids/Proposals - Informal (phone and fax) quotes received in hard-copy or via the phone and entered

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Strategic Sourcing	General	1076689	System provides the ability to support the following types of solicitations (but not limited to):Simplified Bids/Proposals - Informal quotes received electronically
PRO-Strategic Sourcing	General	1076690	System provides the ability to create a new solicitation transaction by copying from a previous solicitation transactions (all or part).
PRO-Strategic Sourcing	General	1076691	System provides the ability for comment fields (multiple) at the header and line level
PRO-Strategic Sourcing	General	1076692	System provides the ability to receive electronically solicitation responses from vendors, in industry standard formats such as EDI, as well as via a web portal or hard copy.
PRO-Strategic Sourcing	General	1076694	System provides the ability for a purchasing agent to define bid response criteria per the following: Acceptance of Terms and Conditions.
PRO-Strategic Sourcing	General	1076695	System provides the ability to include or add a line for a trade in item as part of the solicitation, with the possibility of a negative line item on the solicitation.
PRO-Strategic Sourcing	General	1076696	System provides the ability to manually enter a bid response into system even if vendor is not a registered vendor.
PRO-Strategic Sourcing	Solicitation Creation	1076699	System provides the ability to develop models/templates to be used in the development of solicitations.
PRO-Strategic Sourcing	Solicitation Creation	1076700	System provides the ability for an authorized user to modify a solicitation template.
PRO-Strategic Sourcing	Solicitation Creation	1076701	System requires 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).
PRO-Strategic Sourcing	Solicitation Creation	1076702	System provides the ability for all elements of the requisition to be carried over to the solicitation; but be editable by an approved user without affecting the original requisition.
PRO-Strategic Sourcing	Solicitation Creation	1076703	System provides the ability to separate individual line items from requisitions into separate solicitations.
PRO-Strategic Sourcing	Solicitation Creation	1076704	System provides the ability to combine like items from multiple requisitions into one solicitation, even if the requisitions are from multiple departments.
PRO-Strategic Sourcing	Solicitation Creation	1076705	System provides the ability to produce print-ready documents to be sent to potential vendors/bidders (e.g., bid documents, addenda).
PRO-Strategic Sourcing	Solicitation Creation	1076706	System provides the ability for the re-defining of need or start and end of service dates without affecting those entered on the original requisition.
PRO-Strategic Sourcing	Solicitation Creation	1076707	System provides the ability to override commodity information in the solicitation that is carried forward from purchase requisition.
PRO-Strategic Sourcing	Solicitation Creation	1076708	System provides the ability to attach both internal (not issued with solicitation) and external (issued with solicitation) files to the solicitation documents (e.g., attach specifications from a MS Word file).
PRO-Strategic Sourcing	Solicitation Creation	1076709	System has the ability to require vendors to acknowledge key specifications
PRO-Strategic Sourcing	Solicitation Creation	1076710	System provides the ability for a purchasing agent to select standard terms and conditions from a repository within the system for inclusion in the solicitation.
PRO-Strategic Sourcing	Solicitation Creation	1076711	System provides the ability for authorized users to modify the standard terms and conditions.
PRO-Strategic Sourcing	Solicitation Creation	1076712	System provides the ability to build the solicitation document based on the purchasing agent selecting items or terms to be included in the solicitation.
PRO-Strategic Sourcing	Solicitation Creation	1076713	System provides the ability to define mandatory and optional fields for solicitation documents.
PRO-Strategic Sourcing	Solicitation Creation	1076714	System allows users to identify line items on a solicitation as mandatory or optional for vendor responses.
PRO-Strategic Sourcing	Solicitation Creation	1076715	System provides for creation of a solicitation directly from expiring contract documents.
PRO-Strategic Sourcing	Solicitation Creation	1076716	System provides the ability for a purchasing agent to define bid response criteria per the following: Certifications
PRO-Strategic Sourcing	Solicitation Creation	1076717	System provides the ability for a purchasing agent to define bid response criteria per the following: License
PRO-Strategic Sourcing	Solicitation Creation	1076718	System provides the ability for a purchasing agent to define bid response criteria per the following: Delivery Terms
PRO-Strategic Sourcing	Solicitation Creation	1076719	System provides the ability for a purchasing agent to define bid response criteria per the following: MBE Goals
PRO-Strategic Sourcing	Solicitation Creation	1076720	System provides the ability for a purchasing agent to define bid response criteria per the following: Minimum Order Amount

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Strategic Sourcing	Solicitation Creation	1076721	System provides the ability for a purchasing agent to define bid response criteria per the following: Contract Amount
PRO-Strategic Sourcing	Solicitation Creation	1076722	System provides the ability for a purchasing agent to define bid response criteria per the following: Experience
PRO-Strategic Sourcing	Solicitation Creation	1076723	System provides the ability for a purchasing agent to define bid response criteria per the following: Bonds
PRO-Strategic Sourcing	Solicitation Creation	1076725	System provides the ability for a purchasing agent to define bid response criteria per the following: Grants
PRO-Strategic Sourcing	Solicitation Creation	1076726	System provides the ability for a purchasing agent to define bid response criteria per the following: User Defined Field 1
PRO-Strategic Sourcing	Solicitation Creation	1076727	System provides the ability for a purchasing agent to define bid response criteria per the following: User Defined Field 2
PRO-Strategic Sourcing	Solicitation Creation	1076728	System provides the ability for a purchasing agent to define bid response criteria per the following: User Defined Field 3
PRO-Strategic Sourcing	Solicitation Creation	1076729	System provides the ability to warn the vendor when all required fields are not entered in the bid response.
PRO-Strategic Sourcing	Solicitation Creation	1076730	System allows some departments, with delegated authority, to create their own solicitations while restricting other departments from creating solicitations.
PRO-Strategic Sourcing	Vendor Notification	1076732	System provides the ability to select active, registered vendors to receive the solicitation taking into consideration each of the following (but not limited to):Vendor commodity registration information
PRO-Strategic Sourcing	Vendor Notification	1076733	System provides the ability to select active, registered vendors to receive the solicitation taking into consideration each of the following (but not limited to):Specific vendors
PRO-Strategic Sourcing	Vendor Notification	1076734	System provides the ability to select active, registered vendors to receive the solicitation taking into consideration each of the following (but not limited to):Geographic Region
PRO-Strategic Sourcing	Vendor Notification	1076735	System provides the ability to select active, registered vendors to receive the solicitation taking into consideration each of the following (but not limited to):Vendor identified as suggested source by department on purchase requisition (even if not registered for that commodity).
PRO-Strategic Sourcing	Vendor Notification	1076736	System provides the ability to select active, registered vendors to receive the solicitation taking into consideration each of the following (but not limited to):For re-procurements, select all vendors that previously bid on the most recent version of the procurement.
PRO-Strategic Sourcing	Vendor Notification	1076737	System provides the ability to select active, registered vendors to receive the solicitation taking into consideration each of the following (but not limited to):Exclude based on certain Vendor status (e.g., ineligible, suspended, federally debarred, etc.)
PRO-Strategic Sourcing	Vendor Notification	1076738	System provides the ability to select active, registered vendors to receive the solicitation taking into consideration each of the following (but not limited to):MBE vendors
PRO-Strategic Sourcing	Vendor Notification	1076739	System provides the ability for the buyer to supplement the list of vendors notified of bid opportunities.
PRO-Strategic Sourcing	Vendor Notification	1076740	System provides the ability to display during the vendor/bidder selection process: Vendor Name
PRO-Strategic Sourcing	Vendor Notification	1076741	System provides the ability to display during the vendor/bidder selection process: Vendor address (City and state)
PRO-Strategic Sourcing	Vendor Notification	1076742	System provides the ability to display during the vendor/bidder selection process: Telephone number
PRO-Strategic Sourcing	Vendor Notification	1076743	System provides the ability to display during the vendor/bidder selection process: Vendor contact person
PRO-Strategic Sourcing	Vendor Notification	1076744	System provides the ability to display during the vendor/bidder selection process: Vendor contact phone number
PRO-Strategic Sourcing	Vendor Notification	1076745	System provides the ability to display during the vendor/bidder selection process: Vendor contact email address
PRO-Strategic Sourcing	Vendor Notification	1076746	System provides the ability to display during the vendor/bidder selection process: MBE status
PRO-Strategic Sourcing	Vendor Notification	1076747	System provides the ability to display during the vendor/bidder selection process: Vendor status (e.g., pre-qualified, inactive, etc.)
PRO-Strategic Sourcing	Solicitation Amendment	1076749	System provides the ability to amend solicitations to include: add or delete line items
PRO-Strategic Sourcing	Solicitation Amendment	1076750	System provides the ability to amend solicitations to include: generate notification to vendors
PRO-Strategic Sourcing	Solicitation Amendment	1076751	System provides the ability to amend solicitations to include: post to the Institution's Website
PRO-Strategic Sourcing	Solicitation Amendment	1076752	System provides the ability to amend solicitations to include: ability to produce a hard copy

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Strategic Sourcing	Solicitation Amendment	1076753	System provides the ability to post answers to vendors' questions to the Institution's website as well as distribute responses to the bid list.
PRO-Strategic Sourcing	Solicitation Amendment	1076754	System provides the ability to create multiple amendments to a solicitation with version control.
PRO-Strategic Sourcing	Solicitation Amendment	1076755	System provides the ability for a revision history on the document with a summary of revisions.
PRO-Strategic Sourcing	Solicitation Amendment	1076756	System provides the ability for comment fields (multiple) about the amendment
PRO-Strategic Sourcing	Solicitation Amendment	1076757	System provides the ability to 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.
PRO-Strategic Sourcing	Vendor Response	1076760	System provides the ability to select how responses will be accepted (e.g., all line items or none, by line item, etc.).
PRO-Strategic Sourcing	Vendor Response	1076761	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Solicitation number
PRO-Strategic Sourcing	Vendor Response	1076762	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor ID
PRO-Strategic Sourcing	Vendor Response	1076763	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor name
PRO-Strategic Sourcing	Vendor Response	1076764	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor order address
PRO-Strategic Sourcing	Vendor Response	1076765	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor invoice address
PRO-Strategic Sourcing	Vendor Response	1076766	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor remit-to address
PRO-Strategic Sourcing	Vendor Response	1076767	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor contact person
PRO-Strategic Sourcing	Vendor Response	1076768	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor phone
PRO-Strategic Sourcing	Vendor Response	1076769	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor fax number
PRO-Strategic Sourcing	Vendor Response	1076770	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor e-mail address
PRO-Strategic Sourcing	Vendor Response	1076771	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: MBE status
PRO-Strategic Sourcing	Vendor Response	1076772	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Other Targeted businesses
PRO-Strategic Sourcing	Vendor Response	1076773	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: MBE subcontracting percentage
PRO-Strategic Sourcing	Vendor Response	1076774	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Contact name (informal quotes)
PRO-Strategic Sourcing	Vendor Response	1076775	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Contact date (informal quotes)
PRO-Strategic Sourcing	Vendor Response	1076776	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Unit price
PRO-Strategic Sourcing	Vendor Response	1076777	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Unit of measure
PRO-Strategic Sourcing	Vendor Response	1076778	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Frequency of service delivery
PRO-Strategic Sourcing	Vendor Response	1076779	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Dollar Amount (zero dollars are permitted)
PRO-Strategic Sourcing	Vendor Response	1076780	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Availability date
PRO-Strategic Sourcing	Vendor Response	1076781	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Delivery/completion date
PRO-Strategic Sourcing	Vendor Response	1076782	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Identified exceptions
PRO-Strategic Sourcing	Vendor Response	1076783	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Comment (text) field (at line and header level)

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Strategic Sourcing	Vendor Response	1076784	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Minimum order amount
PRO-Strategic Sourcing	Vendor Response	1076786	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Bid receipt date and time
PRO-Strategic Sourcing	Vendor Response	1076787	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Discount terms
PRO-Strategic Sourcing	Vendor Response	1076788	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Required Licenses and Certifications (e.g., licensed asbestos abatement or engineers), including Licensed Subcontractors
PRO-Strategic Sourcing	Vendor Response	1076789	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Bid Bonds
PRO-Strategic Sourcing	Vendor Response	1076790	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Draft certificates of insurance
PRO-Strategic Sourcing	Vendor Response	1076791	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Lead time (number of days)
PRO-Strategic Sourcing	Vendor Response	1076792	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Discount off of list
PRO-Strategic Sourcing	Vendor Response	1076793	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Required Documents
PRO-Strategic Sourcing	Vendor Response	1076794	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: User Defined
PRO-Strategic Sourcing	Vendor Response	1076795	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: User Defined
PRO-Strategic Sourcing	Vendor Response	1076796	System provides the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: User Defined
PRO-Strategic Sourcing	Vendor Response	1076797	System provides the ability for the vendor to attach files (e.g., license certificates, design diagrams, etc.) to their response.
PRO-Strategic Sourcing	Vendor Response	1076798	System provides the ability for the vendor to include manufacturer and part number being bid.
PRO-Strategic Sourcing	Vendor Response	1076799	System provides the ability for the vendor to indicate the percent and type of recycled material content by line item.
PRO-Strategic Sourcing	Vendor Response	1076800	System allows vendors to propose substitute items.
PRO-Strategic Sourcing	Vendor Response	1076801	System provides the ability to support receipt of solicitation responses through electronic means.
PRO-Strategic Sourcing	Vendor Response	1076802	System provides the ability, if solicitation opening date and time has expired, to prohibit the acceptance of a solicitation through electronic means. In such cases, an electronic message should be sent to the vendor indicating solicitation time has closed.
PRO-Strategic Sourcing	Vendor Response	1076803	System provides the ability for the vendor to receive an automatically generated confirmation upon submittal of the solicitation response.
PRO-Strategic Sourcing	Vendor Response	1076804	System provides the ability for a vendor to withdraw and resubmit a bid up to the bid opening time, with an audit trail.
PRO-Strategic Sourcing	Vendor Response	1076805	System restricts 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).
PRO-Strategic Sourcing	Vendor Response	1076806	System permits authorized users to optionally restrict vendors not on the vendor bid list from submitting a bid.
PRO-Strategic Sourcing	Vendor Response	1076807	System provides authorized users with the ability to optionally limit which vendors can submit bids for specific commodity codes. For example, some goods / services can only be purchased from MBE vendors.
PRO-Strategic Sourcing	Online Bid	1076810	System must have Public modules that allow the Institution to manage bids and vendors to search and retrieve solicitations.
PRO-Strategic Sourcing	Online Bid	1076811	System must 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.
PRO-Strategic Sourcing	Online Bid	1076812	System must allow a buyer to manually customize and send a message, via the Institution's e-mail system, to registered vendors that match a NIGP/UNSPSC code(s), including attachments.
PRO-Strategic Sourcing	Online Bid	1076813	System must allow a buyer to manually customize and send a message, via the Institution's e-mail system, to registered vendors based on vendor attributes.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Strategic Sourcing	Online Bid	1076814	System must have the ability to exclude e-mail message to vendors who have been suspended, inactive or debarred.
PRO-Strategic Sourcing	Online Bid	1076815	System must ensure that only approved bid opportunities are posted.
PRO-Strategic Sourcing	Online Bid	1076816	System must be able to retract a bid opportunity.
PRO-Strategic Sourcing	Online Bid	1076817	System must include the following information when a bid opportunity is posted: Bid number
PRO-Strategic Sourcing	Online Bid	1076818	System must include the following information when a bid opportunity is posted: Bid addendum number
PRO-Strategic Sourcing	Online Bid	1076819	System must include the following information when a bid opportunity is posted: Department
PRO-Strategic Sourcing	Online Bid	1076820	System must include the following information when a bid opportunity is posted: Fiscal Year
PRO-Strategic Sourcing	Online Bid	1076821	System must include the following information when a bid opportunity is posted: Bid title
PRO-Strategic Sourcing	Online Bid	1076822	System must include the following information when a bid opportunity is posted: Bid type (i.e. RFI, RFP, RFQ etc.)
PRO-Strategic Sourcing	Online Bid	1076823	System must include the following information when a bid opportunity is posted: Category type (i.e. IT, Institution wide contract, Prof. services etc.)
PRO-Strategic Sourcing	Online Bid	1076824	System must include the following information when a bid opportunity is posted: Contact name
PRO-Strategic Sourcing	Online Bid	1076825	System must include the following information when a bid opportunity is posted: Contact phone number
PRO-Strategic Sourcing	Online Bid	1076826	System must include the following information when a bid opportunity is posted: Contact e-mail address
PRO-Strategic Sourcing	Online Bid	1076827	System must include the following information when a bid opportunity is posted: Bid closing date
PRO-Strategic Sourcing	Online Bid	1076828	System must include the following information when a bid opportunity is posted: Bid closing time
PRO-Strategic Sourcing	Online Bid	1076829	System must include the following information when a bid opportunity is posted: Description/Summary
PRO-Strategic Sourcing	Online Bid	1076830	System must include the following information when a bid opportunity is posted: URL (optional)
PRO-Strategic Sourcing	Online Bid	1076831	System must include the following information when a bid opportunity is posted: Bid status (information field only)
PRO-Strategic Sourcing	Online Bid	1076832	System must include the following information when a bid opportunity is posted: Pre Bid conference required or optional
PRO-Strategic Sourcing	Online Bid	1076833	System must include the following information when a bid opportunity is posted: Pre bid conference location, time, etc.
PRO-Strategic Sourcing	Online Bid	1076834	System must include the following information when a bid opportunity is posted :Pre Qualifications
PRO-Strategic Sourcing	Online Bid	1076836	System must have a ability to export all documents, messages and logs by date range related to a bid to an external system.
PRO-Strategic Sourcing	Online Bid	1076837	System must support integration of external applications with bid solicitation information.
PRO-Strategic Sourcing	Online Bid	1076838	System must support easy customization/personalization of screen layouts for departments including logo and titles.
PRO-Strategic Sourcing	Online Bid	1076839	System must support upload and deletion of individual bid documents.
PRO-Strategic Sourcing	Online Bid	1076840	System must support mapping of bids with purchasing agent/buyer
PRO-Strategic Sourcing	Online Bid	1076841	System must allow departments to search for open, awarded, cancelled and evaluation bids
PRO-Strategic Sourcing	Online Bid	1076842	System must allow all users (external and internal) to search and retrieve for bids by: Bid Published Date
PRO-Strategic Sourcing	Online Bid	1076843	System must allow all users (external and internal) to search and retrieve for bids by: Bid Closing Date
PRO-Strategic Sourcing	Online Bid	1076844	System must allow all users (external and internal) to search and retrieve for bids by: Date Posted
PRO-Strategic Sourcing	Online Bid	1076845	System must allow all users (external and internal) to search and retrieve for bids by: Commodity Code
PRO-Strategic Sourcing	Online Bid	1076846	System must allow all users (external and internal) to search and retrieve for bids by: Department
PRO-Strategic Sourcing	Online Bid	1076847	System must allow all users (external and internal) to search and retrieve for bids by: Date Ranges
PRO-Strategic Sourcing	Online Bid	1076848	System must allow all users (external and internal) to search and retrieve for bids by: Purchasing Agent/Buyer
PRO-Strategic Sourcing	Online Bid	1076849	System must allow all users (external and internal) to search and retrieve for bids by: Title (Including wildcard support)
PRO-Strategic Sourcing	Online Bid	1076850	System must allow all users (external and internal) to search and retrieve for bids by: Bid Number
PRO-Strategic Sourcing	Online Bid	1076851	System must allow all users (external and internal) to search and retrieve for bids by: Fiscal Year
PRO-Strategic Sourcing	Online Bid	1076852	System must allow all users (external and internal) to search and retrieve for bids by: Bid Status (i.e. open, cancelled, awarded, evaluation)
PRO-Strategic Sourcing	Online Bid	1076853	System must allow all users (external and internal) to search and retrieve for bids by: Bid Type

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Strategic Sourcing	Online Bid	1076854	System must allow all users (external and internal) to search and retrieve for bids by: Contract number
PRO-Strategic Sourcing	Online Bid	1076855	System must allow all users (external and internal) to search and retrieve for bids by: Vendor
PRO-Strategic Sourcing	Online Bid	1076856	System must allow all users (external and internal) to search and retrieve for bids by: Keyword searches (Including wildcard support)
PRO-Strategic Sourcing	Online Bid	1076857	System must allow all users (external and internal) to search and retrieve for bids by: Dollar Range
PRO-Strategic Sourcing	Online Bid	1076858	After a user searches for a bid, System allows user to drill down from summary information to detail information.
PRO-Strategic Sourcing	Online Bid	1076859	System allows users to select a document from a search list and open it in a viewer.
PRO-Strategic Sourcing	Online Bid	1076860	System must provide a bid audit log of all new and modifications to a posted bid which contains: Date, company name, contact and email address of all vendors notified via email when the bid was posted.
PRO-Strategic Sourcing	Online Bid	1076862	System must provide a bid audit log of all new and modifications to a posted bid which contains: Date, company name, contact and email address of all others receiving bid documents.
PRO-Strategic Sourcing	Online Bid	1076863	System must provide a bid audit log of all new and modifications to a posted bid which contains: All correspondence initiated from System.
PRO-Strategic Sourcing	Online Bid	1076864	System must provide functionality to search, display and print audit logs for a specific bid.
PRO-Strategic Sourcing	Online Bid	1076865	System must support creating and managing vendor User IDs and passwords.
PRO-Strategic Sourcing	Online Bid	1076866	System should have ability to generate vendor activity report by bid solicitation.
PRO-Strategic Sourcing	Online Bid	1076867	System should support the following reports: Listing of vendors notified for a bid and/or matching NIGP/UNSPSC code(s)
PRO-Strategic Sourcing	Online Bid	1076868	System should support the following reports: Listing of registered vendors matching specific NIGP/UNSPSC code(s)
PRO-Strategic Sourcing	Online Bid	1076869	System should support the following reports: Listing of registered vendors. User must have the ability to select a vendor name and view a vendor's detail profile
PRO-Strategic Sourcing	Online Bid	1076870	System should support the following reports: Listing of registered vendors by attributes
PRO-Strategic Sourcing	Online Bid	1076871	System should support the following reports: Listing of bids by Fiscal Year
PRO-Strategic Sourcing	Online Bid	1076872	System should support the following reports: Listing of bids by department
PRO-Strategic Sourcing	Online Bid	1076873	System should support the following reports: Listing of bids by date range
PRO-Strategic Sourcing	Online Bid	1076874	System should support the following reports: Listing of bids by type
PRO-Strategic Sourcing	Online Bid	1076875	Reports should be formatted for workstation display and printer
PRO-Strategic Sourcing	Online Bid	1076876	System must have the ability for a registered vendor to post questions regarding a bid or related to the procurement registry.
PRO-Strategic Sourcing	Online Bid	1076877	System must provide the capability for vendor to download a bid.
PRO-Strategic Sourcing	Online Bid	1076878	System must provide the capability for a vendor to upload electronic documents in response to a bid.
PRO-Strategic Sourcing	Online Bid	1076879	System must secure all vendor responses in an electronic lock box from Institution user access until the bid due date and time has expired.
PRO-Strategic Sourcing	Online Bid	1076880	System must require vendor acknowledge acceptance of bid attachments before allowing the vendor to submit a bid response.
PRO-Strategic Sourcing	Tabulation / Evaluation	1076882	System provides the ability to download solicitation responses in industry standard file formats (e.g., Microsoft Excel, Access, etc.) for evaluation and then be able to upload back to the system.
PRO-Strategic Sourcing	Tabulation / Evaluation	1076883	System provides the ability to tabulate and award: entire bid package
PRO-Strategic Sourcing	Tabulation / Evaluation	1076884	System provides the ability to tabulate and award: selected line items
PRO-Strategic Sourcing	Tabulation / Evaluation	1076885	System provides the ability to tabulate and award: pre-grouped line items
PRO-Strategic Sourcing	Tabulation / Evaluation	1076886	System provides the ability for unit of measure conversions and/or ability to define specific conversion factors to compare different vendor's responses in the same units.
PRO-Strategic Sourcing	Tabulation / Evaluation	1076887	System provides the ability for purchasing agents to view responses and vendor comments by line item after the closing date.
PRO-Strategic Sourcing	Tabulation / Evaluation	1076888	System provides the ability for 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.
PRO-Strategic Sourcing	Tabulation / Evaluation	1076889	System provides the ability to enter the justification for not selecting the lowest-price bid (e.g., best value criteria).
PRO-Strategic Sourcing	Tabulation / Evaluation	1076890	System allows for creation and maintenance of user-defined evaluation criteria and weighting factors for application by bid across all vendors.
PRO-Strategic Sourcing	Tabulation / Evaluation	1076891	System provides access to electronic bid response files to the evaluation team (through workflow or other mechanism) as well as the buyer.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Strategic Sourcing	Tabulation / Evaluation	1076892	System provides the ability for authorized evaluation team members to enter evaluations.
PRO-Strategic Sourcing	Tabulation / Evaluation	1076893	System consolidates evaluation team members responses into a single display across vendors.
PRO-Strategic Sourcing	Tabulation / Evaluation	1076894	System provides the ability to carry forward pertinent solicitation response information to the bid tabulation file to reduce data entry. Bid Number
PRO-Strategic Sourcing	Tabulation / Evaluation	1076895	System provides the ability to carry forward pertinent solicitation response information to the bid tabulation file to reduce data entry. Bid Description
PRO-Strategic Sourcing	Tabulation / Evaluation	1076896	System provides the ability to carry forward pertinent solicitation response information to the bid tabulation file to reduce data entry. Buyer Name
PRO-Strategic Sourcing	Tabulation / Evaluation	1076897	System provides the ability to carry forward pertinent solicitation response information to the bid tabulation file to reduce data entry. Commodity Information
PRO-Strategic Sourcing	Tabulation / Evaluation	1076898	System provides the ability to carry forward pertinent solicitation response information to the bid tabulation file to reduce data entry. Quantities and units bid
PRO-Strategic Sourcing	Tabulation / Evaluation	1076899	System provides the ability to carry forward pertinent solicitation response information to the bid tabulation file to reduce data entry. Price information
PRO-Strategic Sourcing	Tabulation / Evaluation	1076900	System provides the ability to carry forward pertinent solicitation response information to the bid tabulation file to reduce data entry. Other Criteria and Weighting
PRO-Strategic Sourcing	Tabulation / Evaluation	1076901	System provides the ability to carry forward pertinent solicitation response information to the bid tabulation file to reduce data entry. User Defined Fields
PRO-Strategic Sourcing	Tabulation / Evaluation	1076902	System creates formatted tabulation results comparing results across vendors.
PRO-Strategic Sourcing	Tabulation / Evaluation	1076903	System publishes formatted tabulation results to the Institution's website at a user configured point in the solicitation and award process (i.e., there is a delay between awarding and publishing tabulation results).
PRO-Strategic Sourcing	Award and Notification	1076905	System provides the ability to facilitate award of purchase orders/contracts: Single vendor award
PRO-Strategic Sourcing	Award and Notification	1076906	System provides the ability to facilitate award of purchase orders/contracts: Multiple vendors
PRO-Strategic Sourcing	Award and Notification	1076907	System provides the ability to 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.
PRO-Strategic Sourcing	Award and Notification	1076908	System provides the ability to 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).
PRO-Strategic Sourcing	Award and Notification	1076909	System provides the ability to generate an email or fax notification to the party receiving an award.
PRO-Strategic Sourcing	Award and Notification	1076910	System provides the ability to generate an email or fax notification to vendors that did not receive an award.
PRO-Strategic Sourcing	Award and Notification	1076911	System provides the ability to generate an email or fax notification to vendors that were rejected and not evaluated.
PRO-Strategic Sourcing	Award and Notification	1076912	System provides the ability to cancel an award and/or re-award line items or entire award from the original solicitation.
PRO-Strategic Sourcing	Award and Notification	1076913	System provides the ability to track vendor protests from inception to conclusion and to suspend the procurement until the protest is resolved.
PRO-Strategic Sourcing	Award and Notification	1076914	Provide the ability to charge the awarded vendor a contract fee by reducing the amount of the award to cover the fee.
PRO-Strategic Sourcing	Negotiation Support	1076916	System supports requests for revised proposals, such as a request for Best and Final Offer
PRO-Strategic Sourcing	Negotiation Support	1076917	System provides the ability to accept multiple revised offers such as a Best and Final Offer.
PRO-Strategic Sourcing	Negotiation Support	1076918	System tracks communication related to negotiations for specific bid responses.
PRO-Strategic Sourcing	Negotiation Support	1076919	System tracks responses related to communication requests for specific bid responses.
PRO-Vendor Management	Vendor Registration and Maintenance	1076923	Ability to support a vendor master record, including: Vendor number
PRO-Vendor Management	Vendor Registration and Maintenance	1076924	Ability to support a vendor master record, including: Prior vendor name(s) and number (s)
PRO-Vendor Management	Vendor Registration and Maintenance	1076925	Ability to support a vendor master record, including: Vendor name
PRO-Vendor Management	Vendor Registration and Maintenance	1076926	Ability to support a vendor master record, including: Vendor status (active, inactive, on hold, ineligible, etc.)
PRO-Vendor Management	Vendor Registration and Maintenance	1076927	Ability to support a vendor master record, including: DBA Name
PRO-Vendor Management	Vendor Registration and Maintenance	1076928	Ability to support a vendor master record, including: Prior DBA Name (unlimited)
PRO-Vendor Management	Vendor Registration and Maintenance	1076929	Ability to support a vendor master record, including: Confidentiality Indicator (yes/no)
PRO-Vendor Management	Vendor Registration and Maintenance	1076930	Ability to support a vendor master record, including: Date ineligible
PRO-Vendor Management	Vendor Registration and Maintenance	1076931	Ability to support a vendor master record, including: Date ineligible vendor eligible for reinstatement
PRO-Vendor Management	Vendor Registration and Maintenance	1076932	Ability to support a vendor master record, including: Departments for which the vendor is ineligible (multiple)

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Vendor Management	Vendor Registration and Maintenance	1076933	Ability to support a vendor master record, including: Geographies in which the vendor is ineligible (multiple)
PRO-Vendor Management	Vendor Registration and Maintenance	1076934	Ability to support a vendor master record, including: Commodities for which vendor is ineligible (multiple)
PRO-Vendor Management	Vendor Registration and Maintenance	1076935	Ability to support a vendor master record, including: Registration valid date on
PRO-Vendor Management	Vendor Registration and Maintenance	1076936	Ability to support a vendor master record, including: Registration valid date off
PRO-Vendor Management	Vendor Registration and Maintenance	1076937	Ability to support a vendor master record, including: Registration reinstatement date
PRO-Vendor Management	Vendor Registration and Maintenance	1076938	Ability to support a vendor master record, including: Federal tax ID number/Social Security Number/ITIN
PRO-Vendor Management	Vendor Registration and Maintenance	1076939	Ability to support a vendor master record, including: Type of Number (EIN, SS#, ITIN)
PRO-Vendor Management	Vendor Registration and Maintenance	1076940	Ability to support a vendor master record, including: DUNS Number
PRO-Vendor Management	Vendor Registration and Maintenance	1076941	Ability to support a vendor master record, including: Contact name
PRO-Vendor Management	Vendor Registration and Maintenance	1076942	Ability to support a vendor master record, including: Contact title
PRO-Vendor Management	Vendor Registration and Maintenance	1076943	Ability to support a vendor master record, including: Contact designation (accounting, sales, etc.)
PRO-Vendor Management	Vendor Registration and Maintenance	1076944	Ability to support a vendor master record, including: Contact email address
PRO-Vendor Management	Vendor Registration and Maintenance	1076945	Ability to support a vendor master record, including: Multiple contact phone numbers (office, cell, fax)
PRO-Vendor Management	Vendor Registration and Maintenance	1076946	Ability to support a vendor master record, including: Comment
PRO-Vendor Management	Vendor Registration and Maintenance	1076947	Ability to support a vendor master record, including: Alternative contact person identifier (optional when vendor registers)
PRO-Vendor Management	Vendor Registration and Maintenance	1076949	Ability to support a vendor master record, including: Alternative contact phone number (office, cell, fax)
PRO-Vendor Management	Vendor Registration and Maintenance	1076950	Ability to support a vendor master record, including: Address type (s) (ordering, remittance, 1099 etc.)
PRO-Vendor Management	Vendor Registration and Maintenance	1076951	Ability to support a vendor master record, including: Multiple physical addresses
PRO-Vendor Management	Vendor Registration and Maintenance	1076952	Ability to support a vendor master record, including: Multiple mailing addresses (handles PO and foreign addresses)
PRO-Vendor Management	Vendor Registration and Maintenance	1076953	Ability to support a vendor master record, including: Address (5 lines)
PRO-Vendor Management	Vendor Registration and Maintenance	1076954	Ability to support a vendor master record, including: City
PRO-Vendor Management	Vendor Registration and Maintenance	1076955	Ability to support a vendor master record, including: County
PRO-Vendor Management	Vendor Registration and Maintenance	1076956	Ability to support a vendor master record, including: State
PRO-Vendor Management	Vendor Registration and Maintenance	1076957	Ability to support a vendor master record, including: Country
PRO-Vendor Management	Vendor Registration and Maintenance	1076958	Ability to support a vendor master record, including: ZIP + 4
PRO-Vendor Management	Vendor Registration and Maintenance	1076959	Ability to support a vendor master record, including: State where vendor's headquarter is located
PRO-Vendor Management	Vendor Registration and Maintenance	1076960	Ability to support a vendor master record, including: Permanent staffed office in State (yes/no)
PRO-Vendor Management	Vendor Registration and Maintenance	1076961	Ability to support a vendor master record, including: E-mail address
PRO-Vendor Management	Vendor Registration and Maintenance	1076962	Ability to support a vendor master record, including: Website address
PRO-Vendor Management	Vendor Registration and Maintenance	1076963	Ability to support a vendor master record, including: Bank Name
PRO-Vendor Management	Vendor Registration and Maintenance	1076964	Ability to support a vendor master record, including: Direct Deposit Status/EFT Status
PRO-Vendor Management	Vendor Registration and Maintenance	1076965	Ability to support a vendor master record, including: Credit card acceptance flag (yes/no)
PRO-Vendor Management	Vendor Registration and Maintenance	1076966	Ability to support a vendor master record, including: Hold Reason and Hold Source (department level)
PRO-Vendor Management	Vendor Registration and Maintenance	1076967	Ability to support a vendor master record, including: Business Description
PRO-Vendor Management	Vendor Registration and Maintenance	1076968	Ability to support a vendor master record, including: Ownership Type/Business Structure/Governmental Organization (e.g., S-corp., C-corp., federal agency)
PRO-Vendor Management	Vendor Registration and Maintenance	1076969	Ability to support a vendor master record, including: Insurance Information (multiple occurrences)
PRO-Vendor Management	Vendor Registration and Maintenance	1076970	Ability to support a vendor master record, including: Type
PRO-Vendor Management	Vendor Registration and Maintenance	1076971	Ability to support a vendor master record, including: Insurance Amount
PRO-Vendor Management	Vendor Registration and Maintenance	1076972	Ability to support a vendor master record, including: Coverage Start Date
PRO-Vendor Management	Vendor Registration and Maintenance	1076973	Ability to support a vendor master record, including: Coverage End (Expiration) Date
PRO-Vendor Management	Vendor Registration and Maintenance	1076975	Ability to support a vendor master record, including: Small and Minority-owned/Other Targeted Businesses indicator status
PRO-Vendor Management	Vendor Registration and Maintenance	1076976	Ability to support a vendor master record, including: 1099 Reporting Vendor Name
PRO-Vendor Management	Vendor Registration and Maintenance	1076977	Ability to support a vendor master record, including: International Corporation Information and numbers
PRO-Vendor Management	Vendor Registration and Maintenance	1076978	Ability to support a vendor master record, including: Small/Minority/Other Status and Certification Types (MBE, WBE, DBE, Veteran, Work Center, etc.)
PRO-Vendor Management	Vendor Registration and Maintenance	1076979	Ability to support a vendor master record, including: Municipality Code

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Vendor Management	Vendor Registration and Maintenance	1076980	Ability to support a vendor master record, including: User-defined vendor type fields - for future reporting needs
PRO-Vendor Management	Vendor Registration and Maintenance	1076981	Ability to support a vendor master record, including: Payment terms -- default to Institution standard with the ability to override with the proper authority
PRO-Vendor Management	Vendor Registration and Maintenance	1076982	Ability to support a vendor master record, including: Vendor 1099 indicator (yes/no)
PRO-Vendor Management	Vendor Registration and Maintenance	1076983	Ability to support a vendor master record, including: Vendor backup withholding status
PRO-Vendor Management	Vendor Registration and Maintenance	1076984	Ability to support a vendor master record, including: Source of record/file (if provided by other public entity)
PRO-Vendor Management	Vendor Registration and Maintenance	1076985	Ability to support a vendor master record, including: W9 received (yes/no)
PRO-Vendor Management	Vendor Registration and Maintenance	1076986	Ability to support a vendor master record, including: Date W9 received
PRO-Vendor Management	Vendor Registration and Maintenance	1076987	Ability to support a vendor master record, including: Manufacturer using recycled products
PRO-Vendor Management	Vendor Registration and Maintenance	1076988	Ability to support a vendor master record, including: User-defined fields (multiple)
PRO-Vendor Management	Vendor Registration and Maintenance	1076989	Ability to view all data elements of the vendor master record.
PRO-Vendor Management	Vendor Registration and Maintenance	1076990	Ability to attach documents to vendor records.
PRO-Vendor Management	Vendor Registration and Maintenance	1076991	Ability to assist vendors in avoiding duplicate registration.
PRO-Vendor Management	Vendor Registration and Maintenance	1076992	Ability to detect duplicate principle names.
PRO-Vendor Management	Vendor Registration and Maintenance	1076993	Ability for vendor database with two views of the data: (1) the Purchasing view, and (2) the Accounts Payable view.
PRO-Vendor Management	Vendor Registration and Maintenance	1076994	Ability to permit multiple addresses to be assigned to a specific address type for a specific vendor (e.g., multiple ordering addresses, invoice addresses, etc.).
PRO-Vendor Management	Vendor Registration and Maintenance	1076995	Ability to search (dynamic search functionality, fuzzy logic, sound like, etc.) for a vendor.
PRO-Vendor Management	Vendor Registration and Maintenance	1076996	Ability to identify a vendor as confidential so that no one can view or report on that vendor's information except individuals with proper security.
PRO-Vendor Management	Vendor Registration and Maintenance	1076997	Ability to default vendor information from the vendor master file when choosing a vendor on a purchasing document.
PRO-Vendor Management	Vendor Registration and Maintenance	1076998	Ability to permit fields to be overwritten.
PRO-Vendor Management	Vendor Registration and Maintenance	1076999	Ability to automatically carry forward vendor information to the next transaction.
PRO-Vendor Management	Vendor Registration and Maintenance	1077001	Ability to track vendor history, to include date added or inactivated and reason code.
PRO-Vendor Management	Vendor Registration and Maintenance	1077002	Ability for vendor numbers (numeric and alphanumeric) to be system generated or assigned manually.
PRO-Vendor Management	Vendor Registration and Maintenance	1077003	Ability to search vendor files from within purchasing processes.
PRO-Vendor Management	Vendor Registration and Maintenance	1077004	Ability to track invalid registrations and vendor re-registrations.
PRO-Vendor Management	Vendor Registration and Maintenance	1077005	Ability to track vendor name changes and cross-reference to history. (predecessors and successors)
PRO-Vendor Management	Vendor Registration and Maintenance	1077006	Ability to track DBA name changes and cross-reference to history. (predecessors and successors)
PRO-Vendor Management	Vendor Registration and Maintenance	1077007	Ability to track changes in vendor numbers and retain cross-reference history.
PRO-Vendor Management	Vendor Registration and Maintenance	1077008	Ability to maintain an online history of individual vendor activities (successful and unsuccessful).
PRO-Vendor Management	Vendor Registration and Maintenance	1077009	Ability for a new vendor to be added or maintenance to be performed without leaving a related process.
PRO-Vendor Management	Vendor Registration and Maintenance	1077010	Ability to block purchasing transactions to vendors (e.g., ineligible, inactivity, etc.) for: All commodities or specified commodities
PRO-Vendor Management	Vendor Registration and Maintenance	1077011	Ability to block purchasing transactions to vendors (e.g., ineligible, inactivity, etc.) for: All departments or specified departments
PRO-Vendor Management	Vendor Registration and Maintenance	1077012	Ability to block purchasing transactions to vendors (e.g., ineligible, inactivity, etc.) for: All geographies or specified geographies
PRO-Vendor Management	Vendor Registration and Maintenance	1077013	Ability to block purchasing transactions to vendors (e.g., ineligible, inactivity, etc.) for: A specified period of time - an electronic notification can be sent when the period has ended
PRO-Vendor Management	Vendor Registration and Maintenance	1077014	Ability to block purchasing transactions to vendors (e.g., ineligible, inactivity, etc.) for: By contract
PRO-Vendor Management	Vendor Registration and Maintenance	1077015	Ability to store user-defined information regarding ineligible vendors.
PRO-Vendor Management	Vendor Registration and Maintenance	1077016	Ability to report vendor activity.
PRO-Vendor Management	Vendor Registration and Maintenance	1077017	Ability to access vendor data from a central vendor file.
PRO-Vendor Management	Vendor Registration and Maintenance	1077018	Ability to support edit checking that reinforces the use of established Institution standards for entering vendor information
PRO-Vendor Management	Vendor Registration and Maintenance	1077019	Ability for each department to have a unique subset of the vendor file for their own use, while retaining the ability to access and use the central vendor file.
PRO-Vendor Management	Vendor Registration and Maintenance	1077020	Ability for a self-service vendor registration.
PRO-Vendor Management	Vendor Registration and Maintenance	1077021	Ability to support integration with the Financial Systems including vendor master creation

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
PRO-Vendor Management	Vendor Registration and Maintenance	1077022	Ability for vendors to pay registration fees with a credit card
PRO-Vendor Management	Vendor Registration and Maintenance	1077023	Ability for vendors to pay registration fees with a check.
PRO-Vendor Management	Vendor Registration and Maintenance	1077024	Ability for vendors to provide additional information about the commodities for which they are registering.
PRO-Vendor Management	Vendor Registration and Maintenance	1077025	Ability for vendors to confirm compliance with business requirements (i.e. W9, minority vendor, pay mode or exemption)
PRO-Vendor Management	Vendor Registration and Maintenance	1077027	Ability for vendors to view registration instructions and to view, search and select commodity listings.
PRO-Vendor Management	Vendor Registration and Maintenance	1077028	Ability for vendors to review their registered profile.
PRO-Vendor Management	Vendor Registration and Maintenance	1077029	Ability to notify a vendor they have registered and to request an update their data with current information.
PRO-Vendor Management	Vendor Registration and Maintenance	1077030	Ability to send a vendor a registration confirmation by email, fax, or generate a confirmation letter.
PRO-Vendor Management	Vendor Registration and Maintenance	1077031	Ability for vendors to submit requested documents electronically.
PRO-Vendor Management	Vendor Registration and Maintenance	1077032	Ability to save an incomplete vendor registration profile.
PRO-Vendor Management	Vendor Registration and Maintenance	1077033	Ability to send notices to vendors prior to registration expiration and at expiration.
PRO-Vendor Management	Vendor Registration and Maintenance	1077034	Ability to review purchasing related registration information prior to acceptance into the vendor master record.
PRO-Vendor Management	Vendor Registration and Maintenance	1077035	Ability to support a vendor master record, including: Vendor DUNS Number
PRO-Vendor Management	Vendor Registration and Maintenance	1077036	Ability to support a vendor master record, including: Vendor CCR Number
PRO-Vendor Management	Vendor Registration and Maintenance	1077037	Ability to support a vendor master record, including: Parent DUNS number
PRO-Vendor Management	Vendor Registration and Maintenance	1077038	Ability to support a vendor master record, including: Vendor Type
PRO-Vendor Management	Vendor Registration and Maintenance	1077040	Provide the ability to mark a vendor master record as deleted but not actually delete the record
PRO-Vendor Management	Vendor Registration and Maintenance	1077041	Provide the ability to automatically inactivate a vendor based on pre-defined criteria
PRO-Vendor Management	Vendor Registration and Maintenance	1077042	System provides the ability to 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 both old vendors and the current vendor record.
PRO-Vendor Management	Vendor Registration and Maintenance	1077043	Provide the ability to identify the vendor as a US citizen
PRO-Vendor Management	Vendor Registration and Maintenance	1077044	Provide the ability to identify the vendor as a Foreign National
PRO-Vendor Management	Vendor Registration and Maintenance	1077045	Provide the ability to inactivate a vendor address
PRO-Vendor Management	Vendor Registration and Maintenance	1077046	Provide the ability to perform a verification of the vendors TIN with the IRS
PRO-Vendor Management	Vendor Registration and Maintenance	1077047	Provide the ability to identify the results of the IRS verification
PRO-Vendor Management	Vendor Registration and Maintenance	1077048	Provide the ability to capture the date that the IRS verification was performed
PRO-Vendor Management	Vendor Registration and Maintenance	1077049	Provide the ability during vendor registration to determine if the vendor's TIN already exists in the Vendor Master table
PRO-Vendor Management	Vendor Registration and Maintenance	1077050	Provide the ability to identify the vendor as under Export Control
PRO-Vendor Management	Vendor Registration and Maintenance	1077051	Provide a Restricted Party Screen Indicator
PRO-Vendor Management	Vendor Registration and Maintenance	1077052	Provide an Export Classification Indicator
PRO-Vendor Management	Vendor Registration and Maintenance	1077053	Provide the ability to identify why a vendor is identified as 1099 reportable (Independent Contractor, Medical Service Provider, Attorney, etc.)
PRO-Vendor Management	Vendor Registration and Maintenance	1077054	Provide the ability to identify the type of Visa of an individual vendor
PRO-Vendor Management	Vendor Registration and Maintenance	1077055	Provide the ability to add a new type of Visa
PRO-Vendor Management	Vendor Registration and Maintenance	1077056	Provide the ability to capture the Employee ID number in the vendor record
PRO-Vendor Management	Vendor Registration and Maintenance	1077057	Provide the ability to identify the vendor as a current or former employee
PRO-Vendor Management	Vendor Registration and Maintenance	1077058	Provide the ability to search HCM records to determine if the employee meets the State requirements to be valid vendor (currently a former employee must wait 12 months before becoming a vendor).
PRO-Vendor Management	Vendor Registration and Maintenance	1077059	Provide the ability to identify a vendor as an internal vendor (print shop, book store, etc.)
PRO-Vendor Management	Vendor Registration and Maintenance	1077060	Provide the ability to identify separate Bill to and Ship to addresses for each university department
PRO-Vendor Management	Vendor Registration and Maintenance	1077061	Provide the ability to automatically check the Federal vendor debarment list prior to registering a new vendor
PRO-Vendor Management	Vendor Registration and Maintenance	1077062	Provide the ability to automatically check the Federal vendor debarment list prior to issuing a PO to a vendor
PRO-Vendor Management	Vendor Registration and Maintenance	1077063	Provide the ability to automatically check the State vendor debarment list prior to registering a new vendor
PRO-Vendor Management	Vendor Registration and Maintenance	1077064	Provide the ability to automatically check the State vendor debarment list prior to issuing a PO to a vendor
PRO-Vendor Management	Vendor Performance	1077067	Ability to track contacts with vendors.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
PRO-Vendor Management	Vendor Performance	1077068	Ability for an online, complaint-tracking process that includes: Description of the problem/complaint
PRO-Vendor Management	Vendor Performance	1077069	Ability for an online, complaint-tracking process that includes: History (including content) of all related correspondence
PRO-Vendor Management	Vendor Performance	1077070	Ability for an online, complaint-tracking process that includes: System-generated email message or form letter to be sent to vendor and copy to the department that submitted the complaint.
PRO-Vendor Management	Vendor Performance	1077071	Ability for an online, complaint-tracking process that includes: Vendor response
PRO-Vendor Management	Vendor Performance	1077072	Ability for an online, complaint-tracking process that includes: Resolution (electronically notify vendor and department)
PRO-Vendor Management	Vendor Performance	1077073	Ability for an online, complaint-tracking process that includes: Actual delivery date compared to contractual delivery date.
PRO-Vendor Management	Vendor Performance	1077074	Ability for an online, complaint-tracking process that includes: Ability to attach files
PRO-Vendor Management	Vendor Performance	1077075	Ability for an online, complaint-tracking process that includes: Track late bid responses
PRO-Vendor Management	Vendor Performance	1077076	Ability for an online, complaint-tracking process that includes: Comments (text)
PRO-Vendor Management	Vendor Performance	1077077	Ability to track contacts with problem vendors (phone calls, written contacts).
PRO-Vendor Management	Vendor Performance	1077078	Ability to track and report on vendor performance including: delivery
PRO-Vendor Management	Vendor Performance	1077079	Ability to track and report on vendor performance including: quality
PRO-Vendor Management	Vendor Performance	1077080	Ability to track and report on vendor performance including: returns
PRO-Vendor Management	Vendor Performance	1077081	Ability to track and report on vendor performance including: fill rate/quantity received
PRO-Vendor Management	Vendor Performance	1077082	Ability to track and report on vendor performance including: specification issues
PRO-Vendor Management	Vendor Performance	1077083	Ability to track and report on vendor performance including: milestone dates
PRO-Vendor Management	Vendor Performance	1077084	Ability to track and report on vendor performance including: invoicing errors
PRO-Vendor Management	Vendor Performance	1077085	Ability to track and report on vendor performance including: service agreements
PRO-Vendor Management	Vendor Performance	1077086	Ability to track and report on vendor performance including: price adjustments
PRO-Vendor Management	Vendor Performance	1077087	Ability to track and report on vendor performance including: payment history
PRO-Vendor Management	Vendor Performance	1077088	Ability to track and report on vendor performance including: complaints
PRO-Vendor Management	Vendor Performance	1077089	Ability to track and report on vendor performance including: resolution
PRO-Vendor Management	Vendor Performance	1077090	Ability to manually enter vendor performance data.
PRO-Vendor Management	Vendor Performance	1077091	Ability to compute and apply scores to all orders issued through system.
PRO-Vendor Management	Vendor Performance	1077093	Ability to maintain the vendor performance on an on-going basis.
PRO-Vendor Management	Vendor Performance	1077095	Provide the ability to identify vendors that have a potential conflict of interest
PRO-Vendor Management	Vendor Performance	1077096	Provide the ability to identify the vendor's ACH file type preference (CCD, CCD+, CTX)
PRO-Vendor Management	Vendor Performance	1077097	Provide the ability to identify vendors who will or won't accept Purchase Orders
PRO-Vendor Management	Vendor Performance	1077098	Provide the ability to perform backup withholding to foreign governments for Non Resident Aliens
PRO-Vendor Management	Vendor Performance	1077099	Provide the ability to determine the foreign backup withholding percentage by country
PRO-Vendor Management	Vendor Performance	1077100	Provide the ability to suggest a vendor on a requisition even if the vendor is not on the Vendor Master.
PRO-Vendor Management	Vendor Performance	1077101	Provide the ability to automatically route the suggested requisition vendor to the appropriate authorized user to add the vendor to the vendor master
SIS-Admissions and Recruitment	Prospect Self-Service	1077104	Provide ability for prospective students to register for Institution sponsored recruiting events specific to career (grad, undergrad, etc.) and location, e.g. on campus, off campus, online, etc.
SIS-Admissions and Recruitment	Prospect Self-Service	1077105	Provide ability to register for a campus event.
SIS-Admissions and Recruitment	Prospect Self-Service	1077106	Provide ability for event participants to sign-in for an event.
SIS-Admissions and Recruitment	Prospect Self-Service	1077107	Provide ability for links to FAFSA website.
SIS-Admissions and Recruitment	Prospect Self-Service	1077108	Provide ability for links to scholarship applications with user defined deadlines displayed, e.g. New Arkansan Non-Resident Tuition Award Scholarship.
SIS-Admissions and Recruitment	Prospect Self-Service	1077109	Provide ability to allow prospects to request additional information (e.g. application) online.
SIS-Admissions and Recruitment	Prospect Self-Service	1077110	Provide ability for event participants to record comments regarding an event they attended.
SIS-Admissions and Recruitment	Event Management	1077112	Provide ability to provide and track opportunities to prospective students for appointments, recruitment events, information sessions, class visits, etc.
SIS-Admissions and Recruitment	Event Management	1077113	Provide ability to generate communications (follow-up letters, emails, text messages, etc) to prospects after an event.
SIS-Admissions and Recruitment	Event Management	1077114	Provide ability to maintain a list of recruiter visits scheduled to each source.
SIS-Admissions and Recruitment	Event Management	1077115	Provide ability to automatically invite students to recruiting events based on user-defined parameters and track attendance at those events and generate follow up for the attendees and non-attendees.
SIS-Admissions and Recruitment	Event Management	1077116	Provide ability to send pre-event invitations, reminders, and communications via email, postal mail, phone, fax, etc.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Admissions and Recruitment	Event Management	1077117	Provide ability to provide and track follow-up communication with prospects that do not attend events/programs
SIS-Admissions and Recruitment	Event Management	1077118	Provide ability to maintain and track attendance at/participation in multiple activities.
SIS-Admissions and Recruitment	Event Management	1077119	Provide ability to define and indicate event type (visitation program, tour, info session, etc.).
SIS-Admissions and Recruitment	Event Management	1077120	Provide ability to define an itinerary for event (start and end times of meetings which make up the event).
SIS-Admissions and Recruitment	Event Management	1077122	Provide ability to assign and track QR code or bar code registration for event attendees.
SIS-Admissions and Recruitment	Recruitment	1077125	Provide ability to create a prospect record from an AP load.
SIS-Admissions and Recruitment	Recruitment	1077126	Provide ability to support caller assignments.
SIS-Admissions and Recruitment	Recruitment	1077127	Provide ability to support online call processing for initiating calls.
SIS-Admissions and Recruitment	Recruitment	1077128	Provide ability to generate a list of caller follow-up activities.
SIS-Admissions and Recruitment	Recruitment	1077129	Provide ability to generate phone call statistics by length of call.
SIS-Admissions and Recruitment	Recruitment	1077130	Provide ability to generate phone call statistics by number of calls.
SIS-Admissions and Recruitment	Recruitment	1077131	Provide ability to generate phone call statistics by results.
SIS-Admissions and Recruitment	Recruitment	1077132	Provide ability to see the beginning and ending time of the call in the summary of calls made to a student.
SIS-Admissions and Recruitment	Recruitment	1077133	Provide ability to develop telephone scripts and track answers to script questions.
SIS-Admissions and Recruitment	Recruitment	1077134	Provide ability to calculate and track a priority value for prospects based on user-defined rules.
SIS-Admissions and Recruitment	Recruitment	1077135	Provide ability to secure prospect data based on FERPA policy.
SIS-Admissions and Recruitment	Recruitment	1077136	Provide the ability to either load and create/update a new prospect or add the data to the applicant record that exists from a TOEFL or IELTS load.
SIS-Admissions and Recruitment	Recruitment	1077137	Provide ability to define and indicate a prospect's initial point of contact (e.g. web, high school visit, open house, etc.) including overseas recruitment trip.
SIS-Admissions and Recruitment	Recruitment	1077138	Provide ability to specify match criteria for data loads to see if individual exists in the system to avoid duplicates; match criteria may vary by test.
SIS-Admissions and Recruitment	Recruitment	1077139	Provide ability to create a prospect record from a Peterson's data load or similar service.
SIS-Admissions and Recruitment	Recruitment	1077140	Provide the ability to either load and create/update a new prospect or add the data to the applicant record that exists from a ACT load.
SIS-Admissions and Recruitment	Recruitment	1077141	Provide the ability to either load and create/update a new prospect or add the data to the applicant record that exists from a PSAT load.
SIS-Admissions and Recruitment	Recruitment	1077142	Provide the ability to either load and create/update a new prospect or add the data to the applicant record that exists from a GRE load.
SIS-Admissions and Recruitment	Recruitment	1077143	Provide the ability to either load and create/update a new prospect or add the data to the applicant record that exists from a GMAT load.
SIS-Admissions and Recruitment	Recruitment	1077144	Provide ability to create a prospect record using user defined parameters such as name, address, phone, term, etc.
SIS-Admissions and Recruitment	Recruitment	1077145	Provide ability to create a prospect record from a SAT load.
SIS-Admissions and Recruitment	Recruitment	1077146	Provide ability based on user security to enter, change, or delete prospect information online (individually or batch) by the term for which they were a prospect.
SIS-Admissions and Recruitment	Recruitment	1077147	Provide ability to capture and load all children of alumni found in Advancement module, as prospective student or conference attendee, based on date of birth.
SIS-Admissions and Recruitment	Recruitment	1077148	Provide ability to track prospect interests (what the prospect is interested in when entering college). This includes academic and extracurricular activities.
SIS-Admissions and Recruitment	Recruitment	1077149	Provide ability for prospect to request information online and subsequently create a prospect record.
SIS-Admissions and Recruitment	Recruitment	1077151	Provide ability to create a prospect record from an ISIR load.
SIS-Admissions and Recruitment	Recruitment	1077152	Provide ability for prospect to enter 'contact card' information online (e.g. campus of interest, contact source, etc.) and automatically create a prospect record.
SIS-Admissions and Recruitment	Recruitment	1077153	Provide ability to scan prospect data into the database from typed or handwritten cards.
SIS-Admissions and Recruitment	Recruitment	1077154	Provide ability to assign recruiter based on user defined data (e.g. EPS Market, region, level of interest, country of citizenship, program, test scores, zip, high school, college transfer from, Admissions Category (Freshmen, Transfer) and by combinations of the above (Example Zip code and Admissions Category).
SIS-Admissions and Recruitment	Recruitment	1077155	Provide ability to maintain recruiter assignments.
SIS-Admissions and Recruitment	Recruitment	1077156	Provide ability to assign multiple recruiters to a prospect/applicant.
SIS-Admissions and Recruitment	Recruitment	1077157	Provide ability to identify a primary recruiter for a prospect/applicant.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Admissions and Recruitment	Recruitment	1077158	Provide ability to maintain recruiting assignment by regions, i.e. by major, degree level, recruiting region, including global regions such as Asia and Europe, etc., as well as other prospect attributes.
SIS-Admissions and Recruitment	Recruitment	1077159	Provide ability to support the maintenance of recruiters who are employees, alumni, and students as well as those who have no other affiliation with the university including overseas recruiters.
SIS-Admissions and Recruitment	Recruitment	1077160	Provide ability to assign a representative to a prospect based on geographic area and admissions category (Freshmen, Transfers, Graduate, International; individually and in batch).
SIS-Admissions and Recruitment	Recruitment	1077161	Provide ability to maintain employer name for a representative of the institution.
SIS-Admissions and Recruitment	Recruitment	1077162	Provide ability to maintain organization affiliation for a representative of the institution.
SIS-Admissions and Recruitment	Recruitment	1077163	Provide ability to maintain a record of languages spoken by institutional representatives.
SIS-Admissions and Recruitment	Recruitment	1077164	Provide ability to search for institutional representatives based on recruiting region.
SIS-Admissions and Recruitment	Recruitment	1077165	Provide ability to search for institutional representatives based on external organization.
SIS-Admissions and Recruitment	Recruitment	1077166	Provide ability to search for representatives of the institution based on address.
SIS-Admissions and Recruitment	Recruitment	1077167	Provide ability to search for representatives of the institution based on area of specialization.
SIS-Admissions and Recruitment	Recruitment	1077168	Provide ability to maintain calendar of visits for a representative of the institution.
SIS-Admissions and Recruitment	Recruitment	1077169	Provide ability to maintain appointments for representatives of the institution.
SIS-Admissions and Recruitment	Recruitment	1077170	Provide ability to maintain trip notes for representatives of institution.
SIS-Admissions and Recruitment	Recruitment	1077171	Provide ability to maintain trip evaluations for representatives of the institution.
SIS-Admissions and Recruitment	Recruitment	1077172	Provide ability to maintain a history of assignments for representatives of the institution.
SIS-Admissions and Recruitment	Recruitment	1077173	Provide ability to maintain statistics of assignments for a representative of the institution.
SIS-Admissions and Recruitment	Recruitment	1077174	Provide ability to assign a representative to a prospect based on prospect's high school.
SIS-Admissions and Recruitment	Recruitment	1077175	Provide ability for Recruiting Effectiveness Report (Admissions Funnel Report).
SIS-Admissions and Recruitment	Recruitment	1077177	Provide ability to see a summary of calls that have been made to a student.
SIS-Admissions and Recruitment	Recruitment	1077178	Provide ability to see who has called in the summary of calls made to a student.
SIS-Admissions and Recruitment	Recruitment	1077179	Provide ability to see when the call was made in the summary of calls made to a student.
SIS-Admissions and Recruitment	Recruitment	1077180	Provide ability to see why a call was made in the summary of calls made to a student.
SIS-Admissions and Recruitment	Recruitment	1077181	Provide ability to see the result of a call in the summary of calls made to a student.
SIS-Admissions and Recruitment	Recruitment	1077182	Provide ability to see a caller's summary in the summary of calls made to a student.
SIS-Admissions and Recruitment	Recruitment	1077183	Provide ability to see additional comments about the call up in the summary of calls made to a student.
SIS-Admissions and Recruitment	Recruitment	1077184	Provide ability to assign a future action to another individual (e.g. assign a call to an FA rep for detailed FA questions).
SIS-Admissions and Recruitment	Recruitment	1077185	Provide ability to associate a prospect with multiple high schools/colleges.
SIS-Admissions and Recruitment	Recruitment	1077186	Provide ability to identify prospect information by campus, e.g. online or physical location.
SIS-Admissions and Recruitment	Recruitment	1077187	Provide ability to define and track the initial source of a prospect (e.g. high school visit, open house, etc.).
SIS-Admissions and Recruitment	Recruitment	1077188	Provide ability to store free-form narrative text on the prospect.
SIS-Admissions and Recruitment	Recruitment	1077189	Provide ability to associate more than one parent with a prospect.
SIS-Admissions and Recruitment	Recruitment	1077190	Provide ability to associate more than one parent address with a prospect.
SIS-Admissions and Recruitment	Recruitment	1077191	Provide ability to record the level of interest the student has in attending Institution.
SIS-Admissions and Recruitment	Recruitment	1077192	Provide ability to maintain self-reported data about a prospect's academic qualifications (GPA, test scores). Clearly identify self-reported data.
SIS-Admissions and Recruitment	Recruitment	1077193	Provide ability to delete prospects after a user-defined period of time if an application for admission has not been received.
SIS-Admissions and Recruitment	Recruitment	1077194	Provide ability to automatically move from prospect to applicant when application is received.
SIS-Admissions and Recruitment	Recruitment	1077195	Provide ability to record information about the prospective student's characteristics such as extracurricular activities, academic interests, outside interests, and work, military experience, military spouse, etc.
SIS-Admissions and Recruitment	Recruitment	1077196	Provide ability to grade and qualify all prospects and inquiries.
SIS-Admissions and Recruitment	Recruitment	1077197	Provide ability to input multiple scores for each standardized tests (computer and paper versions).
SIS-Admissions and Recruitment	Recruitment	1077198	Provide ability to record students' preferred times of day and method for contact.
SIS-Admissions and Recruitment	Recruitment	1077199	Provide ability to create new source codes, on the fly if necessary, to track and initiate contacts with prospective students.
SIS-Admissions and Recruitment	Recruitment	1077200	Provide ability to attach attributes or assign students to cohorts for tracking and initiating contacts.
SIS-Admissions and Recruitment	Recruitment	1077201	Provide ability to 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, contact by text (Y/N),

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Admissions and Recruitment	Recruitment	1077203	Provide ability to track recognitions and honors.
SIS-Admissions and Recruitment	Recruitment	1077204	Provide ability to update prospect record to indicate that the prospect has submitted an application with real-time indicator of admission status.
SIS-Admissions and Recruitment	Recruitment	1077205	Provide ability to track parent phone and email.
SIS-Admissions and Recruitment	Recruitment	1077206	Provide ability to automatically create a prospect record from an application (if prospect record does not exist).
SIS-Admissions and Recruitment	Recruitment	1077208	Provide ability to create prospect record from ad hoc prospect lists with minimal additional (re)programming.
SIS-Admissions and Recruitment	Recruitment	1077209	Provide ability to create a prospect record from College Fair Automation Upload.
SIS-Admissions and Recruitment	Recruitment	1077210	Provide the ability to either load and create/update a new prospect or add the data to the applicant record that exists from a ACCUPLACER load.
SIS-Admissions and Recruitment	Recruitment	1077211	Provide the ability to either load and create/update a new prospect or add the data to the applicant record that exists from a variety of test loads, e.g. MAT, PRAXIS, LSAT, MCAT, etc.
SIS-Admissions and Recruitment	Recruitment	1077212	Provide ability to track admission documents received from prospects prior to receiving an application, i.e. Transcripts, test scores, etc.; upload into applicant if already applied.
SIS-Admissions and Recruitment	Recruiter Self-Service	1077214	Provide ability to update recruitee addresses and phone numbers.
SIS-Admissions and Recruitment	Recruiter Self-Service	1077215	Provide ability to view faculty/staff/student directory online.
SIS-Admissions and Recruitment	Recruiter Self-Service	1077216	Provide ability to view status of the applications of assigned recruitees.
SIS-Admissions and Recruitment	Recruiter Self-Service	1077217	Provide ability to receive and respond to communications such as alerts and workflow steps.
SIS-Admissions and Recruitment	Recruiter Self-Service	1077218	Provide ability to view a list of their assigned recruitees and associated information (bio/demo, prospect info, etc.).
SIS-Admissions and Recruitment	Recruiter Self-Service	1077219	Provide ability to allow a recruiter to inquire and view assigned organizations (high schools, colleges, companies, and other third-party entities, etc.).
SIS-Admissions and Recruitment	Recruiter Self-Service	1077221	Provide the ability to directly communicate with students via self service access.
SIS-Admissions and Recruitment	Recruiter Self-Service	1077222	Provide ability to view if classes are full, open, canceled, etc.
SIS-Admissions and Recruitment	Recruiter Self-Service	1077223	Provide ability to load electronic admissions applications.
SIS-Admissions and Recruitment	Admissions	1077226	Provide ability to load applications based on SPEEDE or other defined standards, e.g. the Common App.
SIS-Admissions and Recruitment	Admissions	1077227	Provide ability to load electronic high school and college transcripts via EDI, XML, SPEEDE, or PDF, etc.
SIS-Admissions and Recruitment	Admissions	1077228	Provide ability to track minor students, e.g. high school, home school, early credit.
SIS-Admissions and Recruitment	Admissions	1077229	Provide ability to define specific application deadlines by Admission Category (Freshmen, transfer, etc.), program, and campus.
SIS-Admissions and Recruitment	Admissions	1077230	Provide or restrict ability for students or others to upload reference letters, transcripts and other images or documents, for use at the program and department level.
SIS-Admissions and Recruitment	Admissions	1077231	Provide ability to calculate highest combined test score by test type (e.g. ACT, SAT, ACCUPLACER, etc.) within a user defined specified time frame (e.g. five years).
SIS-Admissions and Recruitment	Admissions	1077232	Provide ability to evaluate and compare various scoring and point systems as reported on the high school transcript.
SIS-Admissions and Recruitment	Admissions	1077233	Provide ability to track and rate NCAA requirement information.
SIS-Admissions and Recruitment	Admissions	1077234	Provide ability to track additional information provided with test score loads (survey info).
SIS-Admissions and Recruitment	Admissions	1077235	Provide ability to load electronic applications from a third party vendor (i.e. Common Application, Coalition Application, etc.)
SIS-Admissions and Recruitment	Admissions	1077236	Provide ability to allow for application fees to vary by program, campus, or application type.
SIS-Admissions and Recruitment	Admissions	1077237	Provide ability to define multiple admission types.
SIS-Admissions and Recruitment	Admissions	1077238	Provide ability to workflow application credentials as they arrive.
SIS-Admissions and Recruitment	Admissions	1077239	Provide ability to store and track parent's education levels and institution(s) attended.
SIS-Admissions and Recruitment	Admissions	1077240	Provide ability to store and track other languages spoken and number of years.
SIS-Admissions and Recruitment	Admissions	1077241	Provide ability to store and track parental income levels.
SIS-Admissions and Recruitment	Admissions	1077242	Provide ability to flag an applicant as an Athlete.
SIS-Admissions and Recruitment	Admissions	1077243	Provide ability to process a one-stop quick entry for an applicant.
SIS-Admissions and Recruitment	Admissions	1077244	Provide ability to process a one-stop quick admit for an applicant.
SIS-Admissions and Recruitment	Admissions	1077245	Provide ability to process a one-stop quick register for an applicant.
SIS-Admissions and Recruitment	Admissions	1077246	Provide ability to track housing requests, contracts, exemptions, and assignments.
SIS-Admissions and Recruitment	Admissions	1077247	Provide ability to identify and track initial application source code.
SIS-Admissions and Recruitment	Admissions	1077248	Provide ability to define application types (e.g. early decision, regular, etc.).
SIS-Admissions and Recruitment	Admissions	1077249	Provide ability to support decentralized admissions by department and campus.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Admissions and Recruitment	Admissions	1077250	Provide ability to store and track first generation students.
SIS-Admissions and Recruitment	Admissions	1077252	Provide ability to track fee waivers and associated reason for waiver.
SIS-Admissions and Recruitment	Admissions	1077253	Provide ability to warn for potential duplicate application (e.g. match on term, program, campus, etc.).
SIS-Admissions and Recruitment	Admissions	1077254	Provide ability for application fees to vary by campus and application type.
SIS-Admissions and Recruitment	Admissions	1077255	Provide ability to track type of admit (e.g. first year, transfer, readmit, etc.).
SIS-Admissions and Recruitment	Admissions	1077256	Provide ability to allow a department to pay for an applicant's application fee.
SIS-Admissions and Recruitment	Admissions	1077257	Provide ability to store high school transcript data for all student types, e.g. transfer students, high school students, etc.; to include name of high school, CEEB code, Foreign language, computer science, graduation plan, date of graduation, individual courses, and grades, etc.
SIS-Admissions and Recruitment	Admissions	1077258	Provide ability to store ACT, ACCUPLACER, ASSET, COMPASS, and Redesigned and original SAT scores (to meet a 5 year range); as well as all graduate and nursing entrance exams.
SIS-Admissions and Recruitment	Admissions	1077259	Provide ability to automatically and manually move individuals from prospect status to applicant status, to final decision status, to deposited status, to enrolled status.
SIS-Admissions and Recruitment	Admissions	1077260	Provide ability to automatically track applicant progression and display it online.
SIS-Admissions and Recruitment	Admissions	1077261	Provide ability to automatically admit applicants based on user-defined criteria.
SIS-Admissions and Recruitment	Admissions	1077262	Provide ability to track application history.
SIS-Admissions and Recruitment	Admissions	1077263	Provide ability to automatically determine when an application is complete.
SIS-Admissions and Recruitment	Admissions	1077264	Provide ability to default recruitment information to the admissions application.
SIS-Admissions and Recruitment	Admissions	1077265	Provide ability to allow a student to submit multiple applications concurrently to different programs or campuses, each of which may have different rules and requirements.
SIS-Admissions and Recruitment	Admissions	1077266	Provide ability to support automatically rolling or deferring an application from one admit period to another using user defined criteria.
SIS-Admissions and Recruitment	Admissions	1077267	Provide ability for authorized users to add electronic notes to application file.
SIS-Admissions and Recruitment	Admissions	1077268	Provide ability to identify that housing requirement is satisfied and how it was satisfied.
SIS-Admissions and Recruitment	Admissions	1077269	Provide ability to track the status of requirements (received, incomplete, notified) and associated dates, User of entry, Date of Entry, User of Change, Date of change.
SIS-Admissions and Recruitment	Admissions	1077270	Provide ability to indicate a specific transcript on a task list item, e.g. transcript from an international/USA institution, UCA, UALR, Out-of-State College, etc.
SIS-Admissions and Recruitment	Admissions	1077271	Provide ability to automatically update checklists when a transcript is received from a specific international/USA institution (specific institution will be indicated on task list).
SIS-Admissions and Recruitment	Admissions	1077272	Provide ability to identify that emergency contact information is missing.
SIS-Admissions and Recruitment	Admissions	1077273	Provide ability to track the status of course/program requirements for non-traditional students such as passport number, travel itineraries, fees, missing signatures for correspondence and extension, etc.
SIS-Admissions and Recruitment	Admissions	1077274	Provide ability to provide refunds or credits for application and evaluation fees.
SIS-Admissions and Recruitment	Admissions	1077275	Provide ability to determine what documents are missing after all data entry is complete.
SIS-Admissions and Recruitment	Admissions	1077276	Provide ability to define and automatically assign admissions requirements (or task items) based on user-defined applicant characteristics (program, residency, etc.).
SIS-Admissions and Recruitment	Admissions	1077278	Provide ability to automatically update checklists when a letter of recommendation is received from a specific individual (specific individual will be indicated on the task list).
SIS-Admissions and Recruitment	Admissions	1077279	Provide ability to have separate requirements lists for each application.
SIS-Admissions and Recruitment	Admissions	1077280	Provide ability to automatically update test score checklist items based on receipt of test scores.
SIS-Admissions and Recruitment	Admissions	1077281	Provide ability to audit who changed an applicant's application status with user making change, date/time stamp and reason for change.
SIS-Admissions and Recruitment	Admissions	1077282	Provide ability to control which application statuses are available for applicants to view via self-service (e.g. may be able to view 'admit' 'in process' or 'returned for more information,' but not 'deny').
SIS-Admissions and Recruitment	Admissions	1077283	Provide ability to update Application Status in batch based on no activity to the applicant record: include no lessons received within a set period, exam return in a set period, etc.
SIS-Admissions and Recruitment	Admissions	1077284	Provide ability to enter preliminary evaluation of transfer course work prior to application.
SIS-Admissions and Recruitment	Admissions	1077285	Provide ability to record the status of an application (admit, deny, cancel, defer, waitlist, etc.) and the associated status date.
SIS-Admissions and Recruitment	Admissions	1077286	Provide ability to revoke student's admission.
SIS-Admissions and Recruitment	Admissions	1077287	Provide ability to track history of evaluation calculations.
SIS-Admissions and Recruitment	Admissions	1077288	Provide ability to calculate highest combined SAT M+V, regardless of test dates of each sub score.
SIS-Admissions and Recruitment	Admissions	1077289	Provide ability to workflow application status to other offices i.e. financial aid scholarships.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Admissions and Recruitment	Admissions	1077290	Provide ability to automate the admission decision process based on department/institutional rules allowing for multiple programs with varying criteria.
SIS-Admissions and Recruitment	Admissions	1077291	Provide ability to automate the award of merit scholarships based on institutional rules.
SIS-Admissions and Recruitment	Admissions	1077292	Provide ability to automatically determine when an application is ready to be evaluated.
SIS-Admissions and Recruitment	Admissions	1077293	Provide ability to route completed applications to assigned evaluators.
SIS-Admissions and Recruitment	Admissions	1077294	Provide ability to assign student applications to a reader.
SIS-Admissions and Recruitment	Admissions	1077295	Provide ability to assign student applications to multiple readers (Admission counselors, outside readers).
SIS-Admissions and Recruitment	Admissions	1077296	Provide ability to record all reading scores assigned to multiple readers.
SIS-Admissions and Recruitment	Admissions	1077297	Provide ability to enter admission decision information (admit, deny, pending, etc.) in batch mode (single window).
SIS-Admissions and Recruitment	Admissions	1077298	Provide ability to define admission minimum requirements based on a variety of applicant characteristics.
SIS-Admissions and Recruitment	Admissions	1077299	Provide ability to define various admission indices for evaluation of an applicant.
SIS-Admissions and Recruitment	Admissions	1077300	Provide ability to define various admission formulas for evaluation of an applicant.
SIS-Admissions and Recruitment	Admissions	1077301	Provide ability to apply conditions (manual overrides) for admission based upon special circumstances.
SIS-Admissions and Recruitment	Admissions	1077302	Provide ability to remove conditions (manual overrides) for admission based upon special circumstances.
SIS-Admissions and Recruitment	Admissions	1077304	Provide ability to store, track and assign applications referred to the admissions committee.
SIS-Admissions and Recruitment	Admissions	1077305	Provide ability to support admissions recommendations at the department level that is separate from the official decision at the Graduate School.
SIS-Admissions and Recruitment	Admissions	1077306	Provide ability to view the status of applications by reader.
SIS-Admissions and Recruitment	Admissions	1077307	Provide ability to review a list of applicant qualifications and corresponding rating.
SIS-Admissions and Recruitment	Admissions	1077308	Provide ability to track and rate student extracurricular, community service, honors, awards, employment, and summer activities.
SIS-Admissions and Recruitment	Admissions	1077309	Provide ability to request that an F-1 international student who plans to pursue a non-degree option describe his or her plan to pursue a specific educational or professional objective under Federal Regulations 8 CFR 214.2(f) (6) (i).
SIS-Admissions and Recruitment	Admissions	1077310	Provide ability to track and rate interview information.
SIS-Admissions and Recruitment	Admissions	1077311	Provide ability to track and rate letters of recommendation.
SIS-Admissions and Recruitment	Admissions	1077312	Provide ability to track and rate written essays.
SIS-Admissions and Recruitment	Admissions	1077313	Provide ability to track and rate portfolio information.
SIS-Admissions and Recruitment	Admissions	1077314	Provide ability to track and rate auditions information.
SIS-Admissions and Recruitment	Admissions	1077315	Provide ability to track and rate statement of good standing.
SIS-Admissions and Recruitment	Admissions	1077316	Provide ability to track and rate confidential financial statement information.
SIS-Admissions and Recruitment	Admissions	1077317	Provide ability to track and rate Letter of Support information.
SIS-Admissions and Recruitment	Admissions	1077318	Provide ability to track and rate Bank Verification information.
SIS-Admissions and Recruitment	Admissions	1077319	Provide ability to secure applicant data based on FERPA regulations.
SIS-Admissions and Recruitment	Admissions	1077320	Provide ability to maintain history of student educational goal and major.
SIS-Admissions and Recruitment	Admissions	1077321	Provide ability to have a matriculation date per user defined criteria, i.e. program, applicant type, etc.
SIS-Admissions and Recruitment	Admissions	1077322	Provide ability to identify dual program students. Students studying in 2 different programs (possibly 2 different campuses) at the same time.
SIS-Admissions and Recruitment	Admissions	1077323	Provide ability for a preliminary applicant file system for documents that arrive without application.
SIS-Admissions and Recruitment	Admissions	1077324	Provide ability to define test types, maintain multiple tests, and track scores by student, e.g. CLEP, COMPASS, SAT (redesigned), ACT, assessment/placement, proficiency, etc.).
SIS-Admissions and Recruitment	Admissions	1077325	Provide ability to import and track TOEFL and IELTS scores with associated test date(s).
SIS-Admissions and Recruitment	Admissions	1077326	Provide ability to track source of test score information.
SIS-Admissions and Recruitment	Admissions	1077327	Provide ability to input test score information online real-time.
SIS-Admissions and Recruitment	Admissions	1077328	Provide ability to input test score information via electronic file transfer.
SIS-Admissions and Recruitment	Admissions	1077330	Provide ability to track and rate percentage rank on any standardized test score.
SIS-Admissions and Recruitment	Admissions	1077331	Provide ability to enter test attributes such as type of test, form (version), date, raw score, result, etc.
SIS-Admissions and Recruitment	Admissions	1077332	Provide ability to track official and unofficial (self-reported) test scores.
SIS-Admissions and Recruitment	Admissions	1077333	Provide ability to define tests, associated test components and min and max score for each component.
SIS-Admissions and Recruitment	Admissions	1077334	Provide ability to import and track GRE, GMAT, LSAT, and MAT scores with associated test date(s).
SIS-Admissions and Recruitment	Admissions	1077335	Provide ability to import and track SAT and ACCUPlacer scores with associated test date(s).

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Admissions and Recruitment	Admissions	1077336	Provide ability to import and track PSAT scores with associated test date(s).
SIS-Admissions and Recruitment	Admissions	1077337	Provide ability to import and track GMAT scores with associated test date(s).
SIS-Admissions and Recruitment	Admissions	1077338	Provide ability to import and track GRE scores with associated test date(s).
SIS-Admissions and Recruitment	Admissions	1077339	Provide ability to import and track AP and IB scores with associated test date(s).
SIS-Admissions and Recruitment	Admissions	1077340	Provide ability to review test scores in a suspense file prior to electronically loading them into the system.
SIS-Admissions and Recruitment	Admissions	1077341	Provide ability to track admissions interviews for medical students.
SIS-Admissions and Recruitment	Admissions	1077342	Provide ability to track top Scholars, Fellows, National Merit Students, and Nationally Competitive Award Recipients, including Donaghey Scholars.
SIS-Admissions and Recruitment	Admissions	1077344	Provide the ability to store EXPLORE, PLAN, and ASPIRE test scores, for concurrent students, i.e. taking college classes while in high school and no formalized test scores are available yet.
SIS-Admissions and Recruitment	Admissions	1077345	Provide the ability for selective programs, for an additional application to the program and not just to the college, i.e. Nursing, Cosmetology.
SIS-Admissions and Recruitment	Admissions	1077346	Provide ability to evaluate, convert, and recalculate various scoring and point systems as reported on the high school transcript.
SIS-Admissions and Recruitment	Admissions	1077347	Provide ability to evaluate electronic transcripts (for keywords) for Smart Core and other school course requirements automatically.
SIS-Admissions and Recruitment	Applicant Self-Service	1077349	Provide ability to upload required documentation with applications.
SIS-Admissions and Recruitment	Applicant Self-Service	1077350	Provide ability for applicants to view their evaluated transfer credit (incoming course and internal equivalency) online.
SIS-Admissions and Recruitment	Applicant Self-Service	1077351	Provide ability to register for a campus event, e.g. campus tour.
SIS-Admissions and Recruitment	Applicant Self-Service	1077352	Provide ability to enter prior schools attended and transcript information (which transcripts are being sent).
SIS-Admissions and Recruitment	Applicant Self-Service	1077353	Provide the ability for an option for non-degree seeking students, who have never attended the institution, to register and pay for a class (credit, non-credit, continuing ed, etc.).
SIS-Admissions and Recruitment	Applicant Self-Service	1077354	Provide ability to apply for admission to the university including correspondence, extension, and Study Abroad programs online.
SIS-Admissions and Recruitment	Applicant Self-Service	1077355	Provide ability for applicants with a link to FAFSA and other designated websites.
SIS-Admissions and Recruitment	Applicant Self-Service	1077356	Provide ability to apply for readmission.
SIS-Admissions and Recruitment	Applicant Self-Service	1077357	Provide ability to see a proposed financial aid package based on a completed application.
SIS-Admissions and Recruitment	Applicant Self-Service	1077358	Provide ability to process application and other fees through web admissions using various payment methods (EFT, credit card).
SIS-Admissions and Recruitment	Applicant Self-Service	1077359	Provide ability to view application status.
SIS-Admissions and Recruitment	Applicant Self-Service	1077360	Provide ability to review submitted applications.
SIS-Admissions and Recruitment	Applicant Self-Service	1077361	Provide ability to view status of admission to-do and tracking items.
SIS-Admissions and Recruitment	Applicant Self-Service	1077362	Provide ability to prevent application submission if required fields are not populated.
SIS-Admissions and Recruitment	Applicant Self-Service	1077363	Provide ability to save an incomplete application and return to it at a later date/time.
SIS-Admissions and Recruitment	Applicant Self-Service	1077364	Provide ability to self-report residency.
SIS-Admissions and Recruitment	Applicant Self-Service	1077365	Provide ability to accept/decline admissions offer.
SIS-Admissions and Recruitment	Applicant Self-Service	1077366	Provide ability to self-report citizenship.
SIS-Admissions and Recruitment	Applicant Self-Service	1077368	Provide the ability to create institutional admissions application questions with flexible answer options (defined list of options, radio buttons, or free form text).
SIS-Admissions and Recruitment	International Students	1077370	Provide ability to alert ISS office of the admissions decision of a registered international student. This alert will let the ISS dept. know that a registered student's degree objective or program will be changing in a future semester.
SIS-Admissions and Recruitment	International Students	1077371	Provide ability to track applicant/student citizenship status in the US.
SIS-Admissions and Recruitment	International Students	1077372	Provide ability to track applicant/student citizenship status in native country.
SIS-Admissions and Recruitment	International Students	1077373	Provide ability to track applicant/student birth country.
SIS-Admissions and Recruitment	Residency	1077375	Provide ability to track residency (in-state, out-of-state, out of country).
SIS-Admissions and Recruitment	Residency	1077376	Provide ability to track a separate residency for fee purposes, i.e. In-County, In-State, etc.
SIS-Admissions and Recruitment	Residency	1077377	Provide ability to track exceptions to residency.
SIS-Admissions and Recruitment	Residency	1077378	Provide ability to assign residency status based on the student and/or campus a course is taught at (e.g. students in certain out-of-state counties get a residency break when they take courses at certain of our campuses).
SIS-Admissions and Recruitment	Residency	1077379	Provide reciprocity based on neighboring states per institution agreements.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Admissions and Recruitment	Residency	1077381	Provide ability to track a separate residency for financial aid purposes.
SIS-Admissions and Recruitment	Residency	1077382	Provide ability to track a separate residency for state purposes.
SIS-Admissions and Recruitment	Student Identification	1077384	Provide ability to support integration of third party Student ID card systems.
SIS-Admissions and Recruitment	Track External Education Data	1077386	Provide ability to track foreign transcripts associated with an outside agency which offers evaluation services.
SIS-Admissions and Recruitment	Track External Education Data	1077387	Provide ability to compute high school grade point averages to a standard 4.00 scale based on a formula.
SIS-Admissions and Recruitment	Track External Education Data	1077388	Provide ability to compute high school and college grade point averages to a standard 4.00 scale based on a formula.
SIS-Admissions and Recruitment	Track External Education Data	1077389	Provide ability to calculate weighted high school GPA at the point of entry (e.g. when courses are entered and saved, GPA is calculated).
SIS-Admissions and Recruitment	Track External Education Data	1077390	Provide ability to track GED information.
SIS-Admissions and Recruitment	Track External Education Data	1077391	Provide ability to track diploma information.
SIS-Admissions and Recruitment	Track External Education Data	1077392	Provide ability to record transcript information at summary level (gap, credits earned, etc.)
SIS-Admissions and Recruitment	Track External Education Data	1077393	Provide ability to record transcript information associated with foreign educational systems.
SIS-Admissions and Recruitment	Track External Education Data	1077394	Provide ability to set up workflow processes triggered by the receipt of transcript data from another institution.
SIS-Admissions and Recruitment	Track External Organization Data	1077396	Provide ability to store external organization profile information.
SIS-Admissions and Recruitment	Track External Organization Data	1077397	Provide ability to store external organization contact information.
SIS-Admissions and Recruitment	Track External Organization Data	1077398	Provide ability to store external organization name changes.
SIS-Admissions and Recruitment	Track External Organization Data	1077399	Provide ability to track school type (e.g. high school, vocational school, 2-year, 4-year, etc.).
SIS-Admissions and Recruitment	Track External Organization Data	1077400	Provide ability to track accreditation status of institutions.
SIS-Admissions and Recruitment	Track Misc. Data	1077402	Provide ability to track employment information (employer, address, phone)
SIS-Admissions and Recruitment	Track Misc. Data	1077403	Provide ability to track student publications.
SIS-Admissions and Recruitment	Track Misc. Data	1077404	Provide ability to track external honors.
SIS-Student Records	Academic Rank	1077407	Provide ability to track student rank by major.
SIS-Student Records	Academic Rank	1077408	Provide ability to calculate and update student academic standing in accordance with university policy with effective-dated rows.
SIS-Student Records	Academic Rank	1077409	Provide ability to track student rank by GPA.
SIS-Student Records	Academic Rank	1077410	Provide ability to track student rank in graduating class.
SIS-Student Records	Academic Rank	1077411	Provide ability to track student rank by term.
SIS-Student Records	Academic Rank	1077412	Provide ability to track student rank by academic year.
SIS-Student Records	Academic Rank	1077413	Provide ability to track student rank by class.
SIS-Student Records	Academic Rank	1077414	Provide ability to track student rank by school.
SIS-Student Records	Academic Rank	1077415	Provide ability to track student rank in graduating program.
SIS-Student Records	Academic Standing	1077417	Provide ability to keep transcript comments in chronological order or other formats as desired, i.e. by programs, semesters, etc.
SIS-Student Records	Academic Standing	1077418	Provide ability to calculate and update student academic standing in accordance with university policy.
SIS-Student Records	Academic Standing	1077419	Provide ability to track manual changes to academic standing (who, when and why).
SIS-Student Records	Academic Standing	1077420	Provide ability to automatically trigger a notification to a student based on changes in academic standing.
SIS-Student Records	Academic Standing	1077421	Provide ability to define levels of academic standing (e.g. probation, suspension, dismissal, etc.)
SIS-Student Records	Academic Standing	1077422	Provide ability to define academic standing rules and have them vary by program and/or campus.
SIS-Student Records	Student Access	1077424	Provide ability for students to grant access to their parents, guardians, or other proxies to selected information.
SIS-Student Records	Student Access	1077425	Provide ability to allow and identify and track all entities student has authorized to receive their information.
SIS-Student Records	Student Access	1077426	Provide ability to remove and track, via date, all entities for whom student has subsequently withdrawn access.
SIS-Student Records	Student Access	1077427	Provide ability for student to automate PIN/password resets.
SIS-Student Records	Student Access	1077428	Provide ability for storage of alternate email addresses for enrolled and non-enrolled students.
SIS-Student Records	Student Access	1077429	Provide ability to grant and deny access to users faculty, staff.
SIS-Student Records	Disabled Students	1077431	Provide ability to provide complete ADA compliant accessibility to system.
SIS-Student Records	Disabled Students	1077432	Provide ability for students with disabilities to route accommodation requests electronically to faculty.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Student Records	Disabled Students	1077433	Provide ability to secure information about the student's disproved ability. It must only be accessible to specified staff members.
SIS-Student Records	Disabled Students	1077434	Provide ability to track student disabilities.
SIS-Student Records	Disabled Students	1077435	Provide ability to track student accommodation requests and associated status (e.g. requested, approved, pending, denied).
SIS-Student Records	Disabled Students	1077436	Provide ability to track accommodation(s) provided to a student and associated cost.
SIS-Student Records	International Students	1077438	Provide ability to store and track original international school GPA and the internal institutional equivalent.
SIS-Student Records	International Students	1077439	Provide ability to transmit electronically the writing of DS-2019 and I-20 Forms.
SIS-Student Records	International Students	1077440	Provide ability to automate and identify F-1 and M-1 students who fall below full time status.
SIS-Student Records	International Students	1077441	Provide ability to track non-immigrant status (granted, renewed, etc.) and expiration date.
SIS-Student Records	International Students	1077442	Provide ability to transfer information to SEVIS in batch as required by the federal government.
SIS-Student Records	International Students	1077443	Provide ability to track and evaluate English language proficiency using International or Institutional measures.
SIS-Student Records	International Students	1077444	Provide ability to track supporting documents for a visa.
SIS-Student Records	International Students	1077445	Provide ability to store contact information for international student agents when working directly with agents.
SIS-Student Records	International Students	1077446	Provide ability to identify international students to require that they have mandated health insurance coverage.
SIS-Student Records	International Students	1077447	Provide ability to track/maintain all data required for SEVIS compliance.
SIS-Student Records	International Students	1077448	Provide ability to track 'issue date' of Form DS-2019 and Form I-20
SIS-Student Records	International Students	1077449	Provide ability to track 'mail date' of Form DS-2019 and Form I-20
SIS-Student Records	International Students	1077450	Provide ability to track Non-Resident Alien status separate from Ethnicity (as defined in federal IPEDS reporting requirements).
SIS-Student Records	International Students	1077451	Provide ability to indicate whether or not an international student will be funded.
SIS-Student Records	FERPA	1077453	Provide the ability for employee who is a student to not to have their address and phone number listed to the general public (phone book etc.). Provide ability for employee who is a student to not to have their address and phone number listed to the general public (phone book etc.).
SIS-Student Records	FERPA	1077454	Provide ability to 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-Student Records	FERPA	1077455	Provide ability to comply with FERPA and secures student information from being released.
SIS-Student Records	FERPA	1077456	Provide ability to indicate that FERPA restrictions exist when inquiring on various student information without looking up FERPA data.
SIS-Student Records	Track Student Data	1077458	Provide ability for user to define length and type of course titles and transcript comments.
SIS-Student Records	Track Student Data	1077459	Provide ability for students to view their own placement data (e.g. student teaching).
SIS-Student Records	Track Student Data	1077460	Provide ability to import student teaching placement data to SIS.
SIS-Student Records	Track Student Data	1077461	Provide ability to maintain student academic actions, e.g. Probation/suspension.
SIS-Student Records	Track Student Data	1077462	Provide ability to track leave of absence(s), associated date(s) and history. (military leave)
SIS-Student Records	Track Student Data	1077463	Provide ability to maintain information on non-traditional students, i.e. ESL, International, NSE, continuing Ed, ISE Study Abroad, Correspondence, etc.
SIS-Student Records	Track Student Data	1077464	Provide ability to track an unlimited number of concurrent majors, minors and/or concentrations.
SIS-Student Records	Track Student Data	1077465	Provide ability to maintain certificate information on a by-program basis, e.g. certificate on transcript.
SIS-Student Records	Track Student Data	1077466	Provide ability to maintain academic milestones of students. I.E. acceptance date of plan of study; date passed prelims.
SIS-Student Records	Track Student Data	1077467	Provide ability to identify students in the system who are actively completing degree requirements that do not require registering for a course, such as comprehensive exams, incompletes, etc.
SIS-Student Records	Track Student Data	1077468	Provide ability for individual override of automated routines on academic actions to the academic record, e.g. academic standing.
SIS-Student Records	Track Student Data	1077469	Provide ability to track curriculum information, including dual degree information.
SIS-Student Records	Track Student Data	1077470	Provide ability to record general student comments or comments specific to any term.
SIS-Student Records	Track Student Data	1077471	Provide ability to record and maintain student attributes in real time during any semester.
SIS-Student Records	Track Student Data	1077472	Provide ability to record student cohorts and attributes.
SIS-Student Records	Track Student Data	1077473	Provide ability to record student disciplinary actions with confidential comments that are not accessible by other users.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Student Records	Track Student Data	1077474	Provide ability to track history of all major, minor and concentration changes by the date of the transaction.
SIS-Student Records	Track Student Data	1077475	Provide ability to record detail information about practicum and internships.
SIS-Student Records	Track Student Data	1077476	Provide ability to track information on student departures (e.g., where they transfer and why, other reasons for leaving).
SIS-Student Records	Track Student Data	1077477	Provide ability to identify special interests like pre-med, pre-vet, pre-law, etc., in addition to majors and minors.
SIS-Student Records	Track Student Data	1077478	Provide ability to track multiple groupings of student work (e.g. CEU, Undergraduate, Graduate, Medical, Law, etc.).
SIS-Student Records	Track Student Data	1077479	Provide ability to track institutionally/departmentally defined mastery of learning outcomes beyond course grades.
SIS-Student Records	Track Student Data	1077480	Provide ability to track school placement data by term (e.g. student teaching) by date or session.
SIS-Student Records	Track Student Data	1077481	Provide ability to track internal transfers and track the reason why the student switched programs.
SIS-Student Records	Track Student Data	1077483	Provide ability to track Public Services Projects students.
SIS-Student Records	Track Student Data	1077484	Provide the ability to automate the expected graduation date to identify students who are graduating and will need to begin loan payments.
SIS-Student Records	Maintain Programs	1077486	Provide ability to track new, changed and deleted programs with an academic program code.
SIS-Student Records	Maintain Programs	1077487	Provide ability to set code types, i.e., pre-major, teacher certification, major, minor, emphasis, certificate, non-degree, pre-professional.
SIS-Student Records	Maintain Programs	1077488	Provide ability to define joint ownership of academic programs across different department, schools and colleges.
SIS-Student Records	Maintain Programs	1077489	Provide ability to develop electronic format for publishing academic programs and requirements in a university catalog.
SIS-Student Records	Maintain Programs	1077490	Provide ability to maintain program names, CIP codes, administrative units, and program level.
SIS-Student Records	Maintain Programs	1077491	Provide ability to track academic administrative units with academic programs.
SIS-Student Records	Maintain Programs	1077492	Provide ability to assign academic program codes by academic administrative units.
SIS-Student Records	Maintain Programs	1077493	Provide ability to define academic program titles with variable character length.
SIS-Student Records	Maintain Programs	1077494	Provide ability to build academic program codes for historical, current and future semesters by date and allow to indicate first and last term valid for both admission functions and student records functions.
SIS-Student Records	Maintain Programs	1077495	Provide ability to define academic program by CIP codes.
SIS-Student Records	Maintain Programs	1077496	Provide ability to define degree abbreviations for academic programs.
SIS-Student Records	Maintain Programs	1077497	Provide ability to define curricular reviewing stakeholders for electronic workflow.
SIS-Student Records	Maintain Programs	1077498	Provide ability to share ownership of programs with other institutions.
SIS-Student Records	Track Misc. Data	1077500	Provide ability to see any common sanctions against any student.
SIS-Student Records	Track Misc. Data	1077501	Provide ability to track immunization data and associated dates.
SIS-Student Records	Track Misc. Data	1077502	Provide ability to track physical exam data.
SIS-Student Records	Track Committees	1077504	Provide ability to track committee participation.
SIS-Student Records	Track Committees	1077505	Provide ability to track committee members.
SIS-Student Records	Track Committees	1077506	Provide ability to track committee role.
SIS-Student Records	Track Committees	1077507	Provide ability to track committee status.
SIS-Student Records	Track Committees	1077508	Provide ability to record detail information about advisory and examining committees for graduate students.
SIS-Student Records	Holds	1077510	Provide ability for staff and student to view hold reason.
SIS-Student Records	Holds	1077511	Provide ability to view audit trail on holds added, overridden and released, i.e. who, when, why.
SIS-Student Records	Holds	1077512	Provide ability to enforce selected holds during adds and drops.
SIS-Student Records	Holds	1077513	Provide ability to customize individual holds.
SIS-Student Records	Holds	1077514	Provide ability to create and track NCAA Monitoring Holds on those students that are designated as athletes.
SIS-Student Records	Holds	1077515	Provide ability to override holds in registration without clearing the hold.
SIS-Student Records	Holds	1077516	Provide ability to place holds on online activity based on academic standing or status, i.e. good, probationary, etc
SIS-Student Records	Holds	1077517	Provide ability to see who has entered an override on hold flags.
SIS-Student Records	Holds	1077518	Provide ability to maintain student hold with unlimited holds per student.
SIS-Student Records	Holds	1077519	Provide ability to generate automatic notification of hold by letter, email, etc.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Student Records	Holds	1077520	Provide ability to set and clear holds in batch based on user-defined criteria.
SIS-Student Records	Holds	1077521	Provide ability to indicate a hold reason
SIS-Student Records	Holds	1077522	Provide ability to set security on who can place a hold.
SIS-Student Records	Holds	1077523	Provide ability to set security on who can release a hold.
SIS-Student Records	Holds	1077525	Place hold to control the release of transcripts and diplomas.
SIS-Student Records	Student Self-Service	1077528	Provide ability to provide What If Title IV calculations for students considering withdrawal.
SIS-Student Records	Student Self-Service	1077529	Provide ability for students to grant access to third parties for limited information, i.e.: grades, student's acct receivable, etc.
SIS-Student Records	Student Self-Service	1077530	Provide ability to do online name changes (and limit which name types can be updated).
SIS-Student Records	Student Self-Service	1077531	Provide ability for students to view and update FERPA detail.
SIS-Student Records	Student Self-Service	1077532	Provide ability to allow students to view status of special permission requests (audit a class, drop or add a class after drop/add, et cetera).
SIS-Student Records	Student Self-Service	1077533	Provide ability to enter external/internal courses and view internal course equivalency (based on rules defined by the institution).
SIS-Student Records	Student Self-Service	1077534	Provide ability to register for events online.
SIS-Student Records	Student Self-Service	1077535	Provide ability to accept/decline invitation to an event.
SIS-Student Records	Student Self-Service	1077536	Provide ability for admitted international applicants to be able to view online what remains to be submitted in order for an I-20 to be issued. Should also include the I-20 issuance date and I-20 mailed date if applicable.
SIS-Student Records	Student Self-Service	1077537	Provide ability to inquire on placement test results (level of placement achieved).
SIS-Student Records	Student Self-Service	1077538	Provide ability to allow students access to National Student Loan Data System to view total loan indebtedness. This will ensure consumer information compliance required in the Perkins loan program.
SIS-Student Records	Student Self-Service	1077539	Provide ability to allow students to view financial aid to-do items in detail.
SIS-Student Records	Student Self-Service	1077540	Provide ability to allow students to view financial aid warnings for outstanding to-do items.
SIS-Student Records	Student Self-Service	1077541	Provide ability to allow students to view financial aid awards and their actual and planned disbursement dates.
SIS-Student Records	Student Self-Service	1077542	Provide ability for students to access their financial information online, i.e. accounts receivables, financial aid, etc
SIS-Student Records	Student Self-Service	1077543	Provide ability to limit access for students with holds.
SIS-Student Records	Student Self-Service	1077544	Provide ability for students with real time tuition and fee calculation (estimated or actual) at the time of registration or course adds and drops.
SIS-Student Records	Student Self-Service	1077545	Provide ability to allow students to view chronological history of account charges, descriptions, adjustments and payments.
SIS-Student Records	Student Self-Service	1077546	Provide ability to allow students to view real time account balance.
SIS-Student Records	Student Self-Service	1077547	Provide ability for eBilling and payment options including credit card, ach and automatic payment scheduling for payment plan options.
SIS-Student Records	Student Self-Service	1077549	Provide ability to display and print 1098 information.
SIS-Student Records	Student Self-Service	1077550	Provide ability for students to authorize others (parents, spouses) access by web.
SIS-Student Records	Student Self-Service	1077551	Provide ability to allow students to provide payment of tuition and fees.
SIS-Student Records	Student Self-Service	1077552	Provide ability to allow students to make payment on account or on specific charges.
SIS-Student Records	Student Self-Service	1077553	Provide ability to allow students to make payment on tuition payment/installment plans.
SIS-Student Records	Student Self-Service	1077554	Provide ability to allow students to view payments made for over the counter transactions.
SIS-Student Records	Student Self-Service	1077555	Provide ability to allow students to view financial aid disbursements to account.
SIS-Student Records	Student Self-Service	1077556	Provide ability to allow students to view and track status of refund.
SIS-Student Records	Student Self-Service	1077557	Provide ability to allow students to view and print fee receipt.
SIS-Student Records	Student Self-Service	1077558	Provide ability for student to choose NOT to apply available financial aid, and pay charges with cash or credit instead.
SIS-Student Records	Student Self-Service	1077559	Provide ability to identify any holds (e.g. financial, etc.) that would prevent student from registering for classes, receiving transcripts, or making them ineligible for any university service.
SIS-Student Records	Student Self-Service	1077560	Provide ability for students to view their schedules online.
SIS-Student Records	Student Self-Service	1077561	Provide ability for instant feedback regarding status (successfully added, not added, etc.) when registering online.
SIS-Student Records	Student Self-Service	1077562	Provide ability for student to view eligible registration dates and times.
SIS-Student Records	Student Self-Service	1077563	Provide ability to allow students to obtain real time enrollment verification requests.
SIS-Student Records	Student Self-Service	1077564	Provide ability for changes to FERPA (privacy holds) are automatically communicated to all offices.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Student Records	Student Self-Service	1077565	Provide ability to withdraw from the university in accordance with institutional policy.
SIS-Student Records	Student Self-Service	1077566	Provide ability for notice of fee changes while registering
SIS-Student Records	Student Self-Service	1077567	Provide ability to inquire on class sections by day.
SIS-Student Records	Student Self-Service	1077568	Provide ability to inquire on class sections by location.
SIS-Student Records	Student Self-Service	1077569	Provide ability to inquire on class sections by instructor.
SIS-Student Records	Student Self-Service	1077570	Provide ability to inquire on class sections by section status (e.g. open classes only).
SIS-Student Records	Student Self-Service	1077571	Provide ability to inquire on class sections by status (e.g. open, closed, canceled); by time of day, campus, day of week and instructor.
SIS-Student Records	Student Self-Service	1077572	Provide ability for student to view his/her grades.
SIS-Student Records	Student Self-Service	1077573	Provide ability to apply for graduation online.
SIS-Student Records	Student Self-Service	1077575	Provide ability to view course catalog.
SIS-Student Records	Student Self-Service	1077576	Provide ability for students to schedule appointments with an advisor online.
SIS-Student Records	Student Self-Service	1077577	Provide ability for students to perform what if scenarios (e.g. run audit for another major).
SIS-Student Records	Student Self-Service	1077578	Provide ability to electronically link students with a grade appeal process.
SIS-Student Records	Student Self-Service	1077579	Provide ability for students to enter/maintain a personal email address.
SIS-Student Records	Student Self-Service	1077580	Provide ability to allow student to pay for transcript fees using electronic payment (credit card, EFT, etc.).
SIS-Student Records	Student Self-Service	1077581	Provide ability to view a syllabus for each class.
SIS-Student Records	Student Self-Service	1077582	Provide ability for students to run their own degree audits.
SIS-Student Records	Student Self-Service	1077583	Provide ability for students to update their addresses and phone numbers.
SIS-Student Records	Student Self-Service	1077584	Provide ability for students to update their employment information.
SIS-Student Records	Student Self-Service	1077585	Provide ability for students to enter and update their expected graduation date.
SIS-Student Records	Student Self-Service	1077586	Provide ability for students to enter and update emergency contact detail.
SIS-Student Records	Student Self-Service	1077587	Provide ability to view student course schedule along with the status of each course (dropped, completed, enrolled).
SIS-Student Records	Student Self-Service	1077588	Provide ability to drop classes in accordance with institutional policy.
SIS-Student Records	Student Self-Service	1077589	Provide ability to view academic history (history of course work, grades, assessment items and grades, GPA's, et cetera).
SIS-Student Records	Student Self-Service	1077590	Provide ability for students to view their advising assignments.
SIS-Student Records	Student Self-Service	1077591	Provide ability for students to send communications to advisors.
SIS-Student Records	Student Self-Service	1077592	Provide ability for student to view hold reason online.
SIS-Student Records	Student Self-Service	1077593	Provide ability to allow students to submit and monitor transcript requests.
SIS-Student Records	Student Self-Service	1077594	Provide ability to link to National Student Clearinghouse (NSC).
SIS-Student Records	Student Self-Service	1077595	Provide ability to vote for student elections online.
SIS-Student Records	Student Self-Service	1077596	Provide ability for students to view their evaluated transfer credit (incoming course and internal equivalency) online.
SIS-Student Records	Student Self-Service	1077597	Provide ability for student to view course descriptions.
SIS-Student Records	Student Self-Service	1077598	Provide ability to provide students with the option to waitlist a course.
SIS-Student Records	Student Self-Service	1077599	Provide ability to view calendar of events.
SIS-Student Records	Student Self-Service	1077601	Provide ability to view personal final exam schedule.
SIS-Student Records	Student Self-Service	1077602	Provide ability to view advisor(s).
SIS-Student Records	Define College Calendar	1077604	Provide ability for each campus to maintain its own academic calendar.
SIS-Student Records	Define College Calendar	1077605	Provide ability to vary dates on which grades are due depending on the end date of the course or term.
SIS-Student Records	Define College Calendar	1077606	Provide ability to support different rules and registration calendars for different courses, programs and student populations.
SIS-Student Records	Define College Calendar	1077607	Provide ability for system to notify owner when dates are missing.
SIS-Student Records	Define College Calendar	1077608	Provide ability to set add/drop dates for less than full term, e.g., last day to receive a refund, last day to withdraw last day to file for pass/fail grading.
SIS-Student Records	Define College Calendar	1077609	Provide ability to vary length and begin and end dates for terms and/or sessions within terms.
SIS-Student Records	Define College Calendar	1077610	Provide ability to support year-long classes.
SIS-Student Records	Define College Calendar	1077611	Provide ability to set up and maintain various sub-terms within a term (each with different start/end/add/drop dates).
SIS-Student Records	Course Planning	1077613	Provide ability to enable wait-list on a by course or class section basis.
SIS-Student Records	Course Planning	1077614	Provide ability to determine anticipated courses based on degree audit.
SIS-Student Records	Course Planning	1077615	Provide ability to determine anticipated courses based on career plans.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Student Records	Course Planning	1077616	Provide ability to determine anticipated courses based on test records.
SIS-Student Records	Course Planning	1077617	Provide ability to determine anticipated courses based on placement data.
SIS-Student Records	Course Planning	1077618	Provide ability to determine anticipated courses based on articulation deficiencies.
SIS-Student Records	Course Planning	1077619	Provide ability to project course demand from actual history and projected student academic plans.
SIS-Student Records	Course Planning	1077620	Provide ability to capture the demand for a current course based on how many students enrolled.
SIS-Student Records	Course Planning	1077621	Provide ability to capture the demand for a current course based on wait-listed students.
SIS-Student Records	Course Planning	1077622	Provide ability to capture the demand for a current section based on wait-listed students.
SIS-Student Records	Course Planning	1077623	Provide ability to capture the demand for a current course based on how many students attempted adds.
SIS-Student Records	Course Planning	1077624	Provide ability to capture the demand for a current section based on how many students attempted adds.
SIS-Student Records	Course Planning	1077625	Provide ability to maintain course demand information for past terms.
SIS-Student Records	Course Planning	1077626	Provide ability to track demand of specific groups of courses.
SIS-Student Records	Course Planning	1077627	Provide ability to list highest demand classes in descending order.
SIS-Student Records	Course Planning	1077628	Provide ability to set up classes with restricted enrollment, e.g. medical clinicals, cosmetology, student teaching.
SIS-Student Records	Course set up/Maintenance	1077631	Provide ability to enter a course title and description with user defined number of characters.
SIS-Student Records	Course set up/Maintenance	1077632	Provide ability to download state allowed CIP codes for courses and program codes.
SIS-Student Records	Course set up/Maintenance	1077633	Provide ability to automatically populate the course credit hours and to vary as needed.
SIS-Student Records	Course set up/Maintenance	1077634	Provide ability to define repeat rules and vary rule by program.
SIS-Student Records	Course set up/Maintenance	1077635	Provide ability to track discipline/department/instructional division/campus of a course.
SIS-Student Records	Course set up/Maintenance	1077636	Provide ability to identify cross-listed or cross-referenced courses.
SIS-Student Records	Course set up/Maintenance	1077637	Provide ability for courses to be created by administrative units in a pending status.
SIS-Student Records	Course set up/Maintenance	1077638	Provide ability to set up courses with a suffix as topics courses.
SIS-Student Records	Course set up/Maintenance	1077639	Provide ability to define laboratory requirements as in separate lab or separate course (co-requisite).
SIS-Student Records	Course set up/Maintenance	1077640	Provide ability to define writing intensive for undergraduate courses.
SIS-Student Records	Course set up/Maintenance	1077641	Provide ability to define course by level.
SIS-Student Records	Course set up/Maintenance	1077642	Provide ability to define the general education core curriculum component area.
SIS-Student Records	Course set up/Maintenance	1077643	Provide ability to define special topics courses by multiple course listing.
SIS-Student Records	Course set up/Maintenance	1077644	Provide ability to set instruction types according to state policies.
SIS-Student Records	Course set up/Maintenance	1077645	Provide ability to define courses by state reporting requirements.
SIS-Student Records	Course set up/Maintenance	1077646	Provide ability to associate a course with pre-requisite.
SIS-Student Records	Course set up/Maintenance	1077647	Provide ability to link a lecture section with a range of labs.
SIS-Student Records	Course set up/Maintenance	1077648	Provide ability to designate courses that allow dual enrollment.
SIS-Student Records	Course set up/Maintenance	1077649	Provide ability to cross-reference old and new courses (one-to-many and many-to-one).
SIS-Student Records	Course set up/Maintenance	1077650	Provide ability to designate courses as reportable/non-reportable.
SIS-Student Records	Course set up/Maintenance	1077651	Provide ability to define valid grades for a course.
SIS-Student Records	Course set up/Maintenance	1077652	Provide ability to offer and/or restrict a course offering to a defined set of terms.
SIS-Student Records	Course set up/Maintenance	1077653	Provide ability to track and update course information by future effective term without impacting current processes.
SIS-Student Records	Course set up/Maintenance	1077654	Provide ability to offer a course for either fixed or variable credits.
SIS-Student Records	Course set up/Maintenance	1077656	Provide ability to offer a course for CEU credit.
SIS-Student Records	Course set up/Maintenance	1077657	Provide ability to allow course administrators to create a catalog.
SIS-Student Records	Course set up/Maintenance	1077658	Provide ability to inactivate a course to prevent it from being scheduled.
SIS-Student Records	Course set up/Maintenance	1077659	Provide ability to attach fees at the course level.
SIS-Student Records	Course set up/Maintenance	1077660	Provide ability to set up corporate sponsorship for a course.
SIS-Student Records	Course set up/Maintenance	1077661	Provide ability to track multiple grading method for a course (e.g. graded, pass/fail, audit, etc.)
SIS-Student Records	Course set up/Maintenance	1077662	Provide ability to add multiple requisites to a course.
SIS-Student Records	Course set up/Maintenance	1077663	Provide ability to allow courses to be made available to the general population or limited to a specific group
SIS-Student Records	Course set up/Maintenance	1077664	Provide ability to build courses for historical, current and future semesters.
SIS-Student Records	Course set up/Maintenance	1077665	Provide ability to track course attributes.
SIS-Student Records	Course set up/Maintenance	1077666	Provide ability to require instructor or departmental approval for registration at the course level.
SIS-Student Records	Course set up/Maintenance	1077667	Provide ability to define course equivalencies.
SIS-Student Records	Course set up/Maintenance	1077668	Provide ability to attach a course to a campus and only allow class to be scheduled on that campus.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Student Records	Course set up/Maintenance	1077669	Provide ability to indicate whether a course should display on the web.
SIS-Student Records	Course set up/Maintenance	1077670	Provide ability to track approving entity of a course (e.g. which committee approved course).
SIS-Student Records	Course set up/Maintenance	1077671	Provide ability to track the history of a course utilizing effective dates (reflects changes in course subject, course number, credits, title, etc.)
SIS-Student Records	Course set up/Maintenance	1077672	Provide ability to track who approved a course to be added/changed/inactivated.
SIS-Student Records	Course set up/Maintenance	1077673	Provide ability to set the repeat course fee by the state rules for repeat courses.
SIS-Student Records	Course set up/Maintenance	1077674	Provide ability to designate courses as repeatable for credit.
SIS-Student Records	Course set up/Maintenance	1077675	Provide ability to identify repeatable courses that are retaken in given situations, such as when the first grade of a repeatable course that has been taken twice is an F
SIS-Student Records	Course set up/Maintenance	1077676	Provide ability to indicate whether or not a course is repeatable.
SIS-Student Records	Course set up/Maintenance	1077677	Provide ability to indicate the maximum number of allowable repeats by course, including the maximum number of units allowable.
SIS-Student Records	Schedule Class Sections	1077680	Provide ability to calculate AND to input total and weekly contact hours for courses with non-standard meeting times/schedules.
SIS-Student Records	Schedule Class Sections	1077681	Provide ability to define minimum enrollment at the section level.
SIS-Student Records	Schedule Class Sections	1077682	Provide ability to manually assign/override/restrict a final exam date/time.
SIS-Student Records	Schedule Class Sections	1077683	Provide ability to use blind grading as an option for law classes.
SIS-Student Records	Schedule Class Sections	1077684	Provide ability to allow the cancellation/deletion of a class section with enrolled students. Provide ability to generate reports afterward.
SIS-Student Records	Schedule Class Sections	1077685	Provide ability to maintain an audit trail of section changes.
SIS-Student Records	Schedule Class Sections	1077686	Provide ability to include notes regarding expected student outcomes, e.g. completion rates, average grade, etc.
SIS-Student Records	Schedule Class Sections	1077687	Provide ability to show start and end times of classes in fractions of an hour.
SIS-Student Records	Schedule Class Sections	1077688	Provide ability to track change of class location.
SIS-Student Records	Schedule Class Sections	1077689	Provide ability to enter a course comment of user-defined length.
SIS-Student Records	Schedule Class Sections	1077690	Provide ability to restrict the enrollment in or out of a section to a user-defined population, by date (e.g. must be 'x' major to register during prerequisite, must be 'x' major or minor to register during registration, etc.)
SIS-Student Records	Schedule Class Sections	1077691	Provide ability to update the student section enrollment to reflect cancelled status, e.g. Cancelled class appears on student schedule
SIS-Student Records	Schedule Class Sections	1077692	Provide ability to show destination term instructor assignments as proposed or to be arranged. (e.g. Staff label)
SIS-Student Records	Schedule Class Sections	1077693	Provide ability to duplicate and roll a section(s) forward online using existing information from previous terms for creating a new term's class schedule.
SIS-Student Records	Schedule Class Sections	1077694	Provide ability to select sub criteria from source term to limit the number of sections copied.
SIS-Student Records	Schedule Class Sections	1077695	Provide ability to roll only those sections that have an approved course version in the destination term.
SIS-Student Records	Schedule Class Sections	1077696	Provide ability to blank out certain fields (such as location) when copying sections to a new term.
SIS-Student Records	Schedule Class Sections	1077697	Provide ability to select destination term/year to copy sections.
SIS-Student Records	Schedule Class Sections	1077698	Provide ability to change a student's status in a class at any point in a term (e.g. credit to audit, CEU'S to credit) with the associated transaction date.
SIS-Student Records	Schedule Class Sections	1077699	Provide ability to define credit hours at the section level.
SIS-Student Records	Schedule Class Sections	1077700	Provide ability to define credit type at the section level (e.g. audit, CEU, credit, etc.)
SIS-Student Records	Schedule Class Sections	1077701	Provide ability to grant credit for a section at multiple levels, i.e. undergraduate, graduate, non-credit.
SIS-Student Records	Schedule Class Sections	1077702	Provide ability to allow for the assigning of fractional credits for short-term courses.
SIS-Student Records	Schedule Class Sections	1077704	Provide ability to cross-list sections, e.g. Stacked Classes.
SIS-Student Records	Schedule Class Sections	1077705	Provide ability to set overall cross-listed capacity limits and monitor those limits during registration
SIS-Student Records	Schedule Class Sections	1077706	Provide ability to maintain cross-listed classes by term, site, campus or college.
SIS-Student Records	Schedule Class Sections	1077707	Provide ability to define meeting time at the section level.
SIS-Student Records	Schedule Class Sections	1077708	Provide ability to assign a section a large number of meeting days and times.
SIS-Student Records	Schedule Class Sections	1077709	Provide ability to define dates for full term and sub term courses.
SIS-Student Records	Schedule Class Sections	1077710	Provide ability to support variable begin and end dates for class sections.
SIS-Student Records	Schedule Class Sections	1077711	Provide ability to schedule sections with begin and end dates that overlap traditional terms.
SIS-Student Records	Schedule Class Sections	1077712	Provide ability to define maximum enrollment at the section level.
SIS-Student Records	Schedule Class Sections	1077713	Provide ability to display actual enrollment at the section level.
SIS-Student Records	Schedule Class Sections	1077714	Provide ability to define multiple fees at section level.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Student Records	Schedule Class Sections	1077715	Provide ability to bill different rates for distance education programs that are not tied to the traditional academic calendar.
SIS-Student Records	Schedule Class Sections	1077716	Provide ability to set up final examination schedule for each term.
SIS-Student Records	Schedule Class Sections	1077717	Provide ability to define exam time at the section level.
SIS-Student Records	Schedule Class Sections	1077718	Provide ability to create different titles and descriptions to sections of a course, e.g. Special Topics.
SIS-Student Records	Schedule Class Sections	1077719	Provide ability to link components of a class, e.g. student enrolls in ABC123 and system requires enrollment in ABC123L, aka lab to lecture.
SIS-Student Records	Schedule Class Sections	1077720	Provide ability to allow class sections to be scheduled without a specific date, time, or location, e.g. Arranged classes.
SIS-Student Records	Schedule Class Sections	1077721	Provide ability to interface with 3rd party scheduling software, e.g. Astra.
SIS-Student Records	Schedule Class Sections	1077722	Provide ability to allow for update of class schedule during open enrollment.
SIS-Student Records	Schedule Class Sections	1077723	Provide ability to define clusters of courses to be used for block enrollments.
SIS-Student Records	Schedule Class Sections	1077724	Provide ability to enroll in the same class at the section level, for dual enrollment purposes.
SIS-Student Records	Schedule Class Sections	1077725	Provide ability to generate system assigned section identifiers (do not reassign the section identifier if a course section is canceled).
SIS-Student Records	Schedule Class Sections	1077726	Provide ability to define number of weeks offered at the section level.
SIS-Student Records	Schedule Class Sections	1077727	Provide ability to define required course materials at the section level.
SIS-Student Records	Schedule Class Sections	1077729	Provide ability to define registration method at the section level.
SIS-Student Records	Schedule Class Sections	1077730	Provide ability to input textbooks and materials for a class section.
SIS-Student Records	Schedule Class Sections	1077731	Provide ability to associate a large number of attributes to a section.
SIS-Student Records	Schedule Class Sections	1077732	Provide ability to delete only those sections with no enrollment record.
SIS-Student Records	Schedule Class Sections	1077733	Provide ability to maintain section title different or in addition to course title.
SIS-Student Records	Schedule Class Sections	1077734	Provide ability to track section status (e.g. open, cancelled, pending, administrative close, etc.) and associated dates.
SIS-Student Records	Schedule Class Sections	1077735	Provide ability to track a budget code for a class section.
SIS-Student Records	Schedule Class Sections	1077736	Provide ability to schedule a class and indicate that it should not print or display online.
SIS-Student Records	Schedule Class Sections	1077737	Provide ability to define resource requirements at the section level (e.g. projector, white board, etc.)
SIS-Student Records	Schedule Class Sections	1077738	Provide ability to define instructor(s) at the section level.
SIS-Student Records	Schedule Class Sections	1077739	Provide ability to track change in instructor.
SIS-Student Records	Schedule Class Sections	1077740	Provide ability to identify authorized instructors based on the discipline(s), department(s), college(s) and campus(s) of the section.
SIS-Student Records	Schedule Class Sections	1077741	Provide ability to indicate sections taught in a large number of teaching locations (including distance learning and extended campuses).
SIS-Student Records	Schedule Class Sections	1077742	Provide ability to define meeting place at the section level.
SIS-Student Records	Schedule Class Sections	1077743	Provide ability to have multiple locations for courses.
SIS-Student Records	Schedule Class Sections	1077744	Provide ability to allow a single course to have multiple sections with multiple delivery modes (e.g. ITV)
SIS-Student Records	Schedule Class Sections	1077745	Provide ability to maintain course methods of instruction.
SIS-Student Records	Schedule Class Sections	1077746	Provide ability to enter/maintain note information and designate as public or internal use.
SIS-Student Records	Schedule Class Sections	1077747	Provide ability to maintain special instructions or comments about a course section.
SIS-Student Records	Schedule Class Sections	1077748	Provide ability to note exceptions to normal class schedule meetings.
SIS-Student Records	Schedule Class Sections	1077749	Provide ability to print class notes on the class/student/faculty schedules.
SIS-Student Records	Schedule Class Sections	1077750	Provide ability to decentralize schedule building at the department level. Departments should only be able to add classes that are owned by their respective department.
SIS-Student Records	Schedule Class Sections	1077751	Provide ability to restrict adding class sections for a term or session based on a defined time period.
SIS-Student Records	Faculty Management	1077754	Provide ability to store and link faculty evaluation results to personnel records
SIS-Student Records	Faculty Management	1077755	Provide ability to link workload with dept. budget info and salary info.
SIS-Student Records	Faculty Management	1077756	Provide ability to designate course hours and non-teaching hours as banked.
SIS-Student Records	Faculty Management	1077757	Provide ability to support faculty banking (of hours) and tracking.
SIS-Student Records	Faculty Management	1077758	Provide ability to maintain attributes about the faculty member or instructor to specify information such as department chairperson, full-time coach, or certified to teach English or adjunct or other types of appointments.
SIS-Student Records	Faculty Management	1077759	Provide ability to store faculty office hours, location and telephone number.
SIS-Student Records	Faculty Management	1077760	Provide ability to capture multiple attributes of faculty degrees (CIP codes, major, double-major).
SIS-Student Records	Faculty Management	1077761	Provide ability for students to fill and submit faculty evaluations and other forms online.
SIS-Student Records	Faculty Management	1077762	Provide ability to create faculty course evaluations and record results.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Student Records	Faculty Management	1077763	Provide ability to provide evaluations forms online
SIS-Student Records	Faculty Management	1077764	Provide ability to capture and evaluate all results from the evaluation forms submitted by the students.
SIS-Student Records	Faculty Management	1077765	Provide ability to maintain peer evaluations in a systematic format.
SIS-Student Records	Faculty Management	1077766	Provide ability to update faculty workload when a class is cancelled.
SIS-Student Records	Faculty Management	1077767	Provide ability to provide electronic workload report by college and by department.
SIS-Student Records	Faculty Management	1077768	Provide ability to record/maintain faculty member category/rank.
SIS-Student Records	Faculty Management	1077769	Provide ability to record staff type (FLSA status).
SIS-Student Records	Faculty Management	1077770	Provide ability to record faculty member status - e.g. active, inactive, sabbatical, etc.
SIS-Student Records	Faculty Management	1077771	Provide ability to record faculty member appointment date.
SIS-Student Records	Faculty Management	1077772	Provide ability to interface with both the Human Resources and Finance systems.
SIS-Student Records	Faculty Management	1077773	Provide ability to track graduate students' assignments to instructional and non-instructional activities.
SIS-Student Records	Faculty Management	1077774	Provide ability to record faculty full or part-time status.
SIS-Student Records	Faculty Management	1077775	Provide ability to support team teaching: two or more instructors teaching the same section.
SIS-Student Records	Faculty Management	1077776	Provide ability to track instructional workload.
SIS-Student Records	Faculty Management	1077778	Provide ability to maintain faculty workload information.
SIS-Student Records	Faculty Management	1077779	Provide ability to maintain an instructional workload value associated with a specific schedule type on a catalog record, i.e., one workload value if it is taught as a lecture, and another if it is taught as a lecture/lab.
SIS-Student Records	Faculty Management	1077780	Provide ability to capture non-instructional assignments and workload values.
SIS-Student Records	Faculty Management	1077781	Provide ability to establish faculty workload calculation rules broken out by workload term rules and workload contract rules, and perform the analysis online.
SIS-Student Records	Faculty Management	1077782	Provide ability to associate faculty assignments with multiple contract types.
SIS-Student Records	Faculty Management	1077783	Provide ability to calculate faculty overload amount based on load information.
SIS-Student Records	Faculty Management	1077784	Provide ability to verify that faculty assignments do not violate user defined contractual requirements.
SIS-Student Records	Faculty Management	1077785	Provide ability to accommodate team teaching assignments and corresponding load calculations.
SIS-Student Records	Faculty Management	1077786	Provide ability to identify courses taught as regular load, overload, etc.
SIS-Student Records	Faculty Management	1077787	Provide ability for a warning when part time faculty teach more than a user defined percentage of a full time load
SIS-Student Records	Faculty Management	1077788	Provide ability for faculty loads on an institution-wide basis (multi college/multi campus).
SIS-Student Records	Faculty Management	1077789	Provide ability to generate a load sheet at the beginning of each term for full and part time faculty.
SIS-Student Records	Faculty Management	1077790	Provide ability to define work load by contact hours and by credit hours (or hybrid approach).
SIS-Student Records	Faculty Management	1077791	Provide ability to assign multiple faculty members to a section, checking for faculty time conflicts.
SIS-Student Records	Faculty Management	1077792	Provide ability to 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	1077793	Provide ability to track graduate faculty status and terms of nomination.
SIS-Student Records	Faculty Management	1077794	Provide ability to assign a faculty member to teach sequences (specific days and times) within sections and percent responsibility for the sequence assigned.
SIS-Student Records	Faculty Management	1077795	Provide ability to enter faculty assignments individually at the class schedule level.
SIS-Student Records	Faculty Management	1077796	Provide ability to view online or produce in batch faculty schedules.
SIS-Student Records	Faculty Management	1077797	Provide ability to check for time conflicts when assigning faculty to course sections.
SIS-Student Records	Faculty Management	1077798	Provide ability to verify that faculty assignments do not violate Title 5 requirements.
SIS-Student Records	Faculty Management	1077799	Provide ability to record faculty participation in college committees, especially where this activity support accreditation, faculty evaluation or faculty load.
SIS-Student Records	Faculty Management	1077800	Provide ability to support faculty teaching in more than one department, at more than one site or at more than one campus.
SIS-Student Records	Faculty Management	1077802	Provide ability to support team teaching: two or more instructors teaching the same section.
SIS-Student Records	Faculty Management	1077803	Provide ability to track faculty expertise that can be tapped by other departments in partnerships, consortial or campus agreements.
SIS-Student Records	Attendance	1077805	Provide ability to track attendance electronically in large classes using card swipe or similar technology
SIS-Student Records	Attendance	1077806	Provide ability to automatically track class attendance via student ID card.
SIS-Student Records	Attendance	1077807	Provide ability to track student's first and last semester of attendance.
SIS-Student Records	Attendance	1077808	Provide ability to record no show/drop.
SIS-Student Records	Attendance	1077809	Provide ability to track last date of attendance.
SIS-Student Records	Class/Grade Roster	1077811	Provide ability to include student picture on class roster.
SIS-Student Records	Class/Grade Roster	1077812	Provide ability to view and print cross-listed classes on the class roster.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Student Records	Class/Grade Roster	1077813	Provide ability to download the class roster for importing and exporting to spreadsheets or electronic grade books, e.g. Blackboard, Sakai, Micrograde.
SIS-Student Records	Class/Grade Roster	1077814	Provide ability to view and print a class/grade roster online.
SIS-Student Records	Class/Grade Roster	1077815	Provide ability for some authorized departmental personnel to view all rosters for that department's course offerings.
SIS-Student Records	Class/Grade Roster	1077816	Provide ability to certify class roster online.
SIS-Student Records	Class/Grade Roster	1077817	Provide ability for grade rosters that accurately reflect up-to-date class roster (including adds/drops).
SIS-Student Records	Grades/Grading	1077820	Provide ability to incorporate date ranges in GPA calculations.
SIS-Student Records	Grades/Grading	1077821	Provide ability to import grades from third-party products (e.g. WebCT, Blackboard, Sakai, etc.)
SIS-Student Records	Grades/Grading	1077822	Provide ability to import grades from a spreadsheet (e.g. Excel).
SIS-Student Records	Grades/Grading	1077823	Provide ability to 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/Grading	1077824	Provide ability to calculate and display term and cumulative GPA.
SIS-Student Records	Grades/Grading	1077825	Provide ability to calculate and/or recalculate GPA upon grade being entered or changed upon users request
SIS-Student Records	Grades/Grading	1077826	Provide ability to calculate GPAs based on user defined calculation rules.
SIS-Student Records	Grades/Grading	1077827	Provide ability to control rounding or truncation of GPA on transcript and other reports.
SIS-Student Records	Grades/Grading	1077828	Provide ability to calculate and store semester units attempted, units completed, grade points, GPA progress probation and academic probation by level and campus.
SIS-Student Records	Grades/Grading	1077829	Provide ability to calculate separate GPA for each individual degree and/or major.
SIS-Student Records	Grades/Grading	1077830	Provide ability to calculate multiple sub-categories of GPA such as major or minor GPA.
SIS-Student Records	Grades/Grading	1077831	Provide ability to restart cumulative GPA and have separate GPA for multiple student levels when student moves from undergraduate to professional or graduate student.
SIS-Student Records	Grades/Grading	1077832	Provide ability to maintain student GPA by program level (grad, professional or undergrad) and by degree.
SIS-Student Records	Grades/Grading	1077833	Provide ability to capture a separate GPA for each degrees (e.g. student graduated and is admitted again for a second degree).
SIS-Student Records	Grades/Grading	1077834	Provide ability to perform GPA calculation upon grade entry/change.
SIS-Student Records	Grades/Grading	1077835	Provide ability to define the valid grades permitted for each course within a specific grading mode (credit, progress, normal, audit, withdraw, incomplete,).
SIS-Student Records	Grades/Grading	1077836	Provide ability to define the effect of each grade on credit hours attempted, earned and completed, and grade point average.
SIS-Student Records	Grades/Grading	1077837	Provide ability to define grades (including +/- grades) and associated grade values (including fractions).
SIS-Student Records	Grades/Grading	1077838	Provide ability to notify faculty and authorized department staff electronically periodically when they have not submitted their grades.
SIS-Student Records	Grades/Grading	1077839	Provide ability to change missing grades to either an automated incomplete grade or provide a missing grade code in the absence of a student petition.
SIS-Student Records	Grades/Grading	1077840	Provide ability to accommodate revert to grades if incomplete grades are not made up by a specified date of term, e.g. End date for Military Leave.
SIS-Student Records	Grades/Grading	1077841	Provide ability to produce online grade rosters for a range of dates.
SIS-Student Records	Grades/Grading	1077842	Provide ability to produce online grade rosters for a specific section.
SIS-Student Records	Grades/Grading	1077843	Provide ability to post a grade to a student's record upon entry, e.g. Testing Center, correspondence, 8w, 3w courses)
SIS-Student Records	Grades/Grading	1077844	Provide ability for Testing Center, Correspondence, Study Abroad, Extension to enter their grades which would feed into the Transcript file
SIS-Student Records	Grades/Grading	1077846	Provide ability to place student on registration hold when academic standing changes to probation or suspension due to grade changes.
SIS-Student Records	Grades/Grading	1077847	Provide ability to remove registration hold when academic standing changes from probation or suspension to good standing due to grade changes.
SIS-Student Records	Grades/Grading	1077848	Provide ability to support supplemental processing of grade notifications system, i.e. Provide ability to produce grade mailers for students (using mail or email) after batch processing is run.
SIS-Student Records	Grades/Grading	1077849	Provide ability for automation of grade distribution (number and percent of students) by term, by division, by subject, by section, by faculty, etc.
SIS-Student Records	Grades/Grading	1077850	Provide ability to verify that grades have been submitted.
SIS-Student Records	Grades/Grading	1077851	Provide ability to enter and store mid-term grades separately from end-of-semester grades.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Student Records	Grades/Grading	1077852	Provide ability to indicate whether grade of F was recorded on the basis of non-attendance (which will also require a last date of attendance) or as an earned failed grade.
SIS-Student Records	Grades/Grading	1077853	Provide ability to make deletions/reinstatements retroactive to any semester.
SIS-Student Records	Grades/Grading	1077854	Provide ability to perform grade related and academic standing recalculations upon grade changes, e.g. repeats, probation/suspension
SIS-Student Records	Grades/Grading	1077855	Provide ability for faculty to enter late grades online and have grade posting process reposted, automatically updating probation/suspension.
SIS-Student Records	Grades/Grading	1077856	Provide ability to update grades and appear in chronological order
SIS-Student Records	Grades/Grading	1077857	Provide ability to input and update student grade changes online real-time mode.
SIS-Student Records	Grades/Grading	1077858	Provide ability to display online audit trails showing all course, grade option, grade, or credit hour changes made to a student academic record.
SIS-Student Records	Grades/Grading	1077859	Provide ability to record an unlimited number of grade changes for a student enrollment.
SIS-Student Records	Grades/Grading	1077860	Provide ability to control which office/campus/individuals can process grade changes and makeups and other grades related information.
SIS-Student Records	Grades/Grading	1077861	Provide ability for Correspondence, Extension, Testing Center, Study Abroad to enter grades electronically and post to transcript file.
SIS-Student Records	Grades/Grading	1077862	Provide ability to record and validate all reported grades for a section online.
SIS-Student Records	Grades/Grading	1077863	Provide ability to record nothing or a withdrawal grade if section is dropped prior to the no penalty drop date.
SIS-Student Records	Grades/Grading	1077864	Provide ability to record grades until the section grade due date.
SIS-Student Records	Grades/Grading	1077865	Provide ability to change grades after submission within a defined time period.
SIS-Student Records	Faculty Self-Service	1077867	Provide ability to view complete roster for cross-listed courses.
SIS-Student Records	Faculty Self-Service	1077868	Provide ability to view a student list (real time) by enrollment status (enrolled, waitlisted, completed, dropped, payment status, etc.).
SIS-Student Records	Faculty Self-Service	1077869	Provide ability to change grades online until grade entry deadline has passed.
SIS-Student Records	Faculty Self-Service	1077870	Provide ability to view faculty/staff/student directory online.
SIS-Student Records	Faculty Self-Service	1077871	Provide ability to certify class rosters.
SIS-Student Records	Faculty Self-Service	1077872	Provide ability to enter grades online by individual entry or batch upload.
SIS-Student Records	Faculty Self-Service	1077873	Provide ability to send email to a roster of students.
SIS-Student Records	Faculty Self-Service	1077874	Provide ability to view their teaching schedules for one or more terms.
SIS-Student Records	Faculty Self-Service	1077875	Provide ability to view a student photo without the ability to copy the photo.
SIS-Student Records	Faculty Self-Service	1077876	Provide ability to have multiple hierarchical views of a student list (real time) by enrollment status (enrolled, waitlisted, completed, dropped, payment status, etc.) by role e.g. faculty, program coordinators, chairs, admins.
SIS-Student Records	Maintain Buildings Data	1077878	Provide ability to join building records to digital maps.
SIS-Student Records	Maintain Buildings Data	1077879	Provide ability to access, analyze and update building records using a digital map interface
SIS-Student Records	Maintain Buildings Data	1077880	Provide ability for online building inventory (all buildings)
SIS-Student Records	Maintain Buildings Data	1077881	Provide ability to create and maintain an inventory of buildings and rooms
SIS-Student Records	Maintain Buildings Data	1077882	Provide ability to attach electronic documents to building and room inventory.
SIS-Student Records	Maintain Buildings Data	1077883	Provide ability to export building inventory to a flat file, delimited text, dbf and other formats
SIS-Student Records	Maintain Buildings Data	1077884	Provide ability to specify building attributes including location.
SIS-Student Records	Maintain Rooms Data	1077886	Provide ability to join room records to digital floor plans and maps.
SIS-Student Records	Maintain Rooms Data	1077887	Provide ability to access, analyze and update room records using a digital floor plan and map interface
SIS-Student Records	Maintain Rooms Data	1077888	Provide ability to specify room attributes online (e.g. Capacity, dimensions, special equipment, instructional vs. non-instructional, user defined attributes)
SIS-Student Records	Maintain Rooms Data	1077889	Provide ability for tracking any room and room equipment as a resource.
SIS-Student Records	Maintain Rooms Data	1077890	Provide ability to assign equipment to specific facilities/rooms.
SIS-Student Records	Maintain Rooms Data	1077891	Provide ability to include quantities and types of equipment assigned to facilities/rooms.
SIS-Student Records	Maintain Rooms Data	1077892	Provide ability to secure who is allowed to schedule a room.
SIS-Student Records	Maintain Rooms Data	1077893	Provide ability to create and maintain a room inventory.
SIS-Student Records	Maintain Rooms Data	1077894	Provide ability to specify room attributes including square footage, type and capacity.
SIS-Student Records	Maintain Rooms Data	1077895	Provide ability to keep separate identities for credit and noncredit uses of the rooms.
SIS-Student Records	Maintain Rooms Data	1077896	Provide ability to create a room conflict report which shows date/time conflicts.
SIS-Student Records	Maintain Rooms Data	1077897	Provide ability to prioritize or authorize room scheduling based on the department offering the class
SIS-Student Records	Maintain Rooms Data	1077898	Provide ability to add user-defined room attributes, e.g. ADA accessibility attributes.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Student Records	Maintain Rooms Data	1077899	Provide ability for grid view of single and multiple room schedules showing conflicts, and with Provide ability to drag and drop events.
SIS-Student Records	Maintain Rooms Data	1077900	Provide ability to code rooms for proximity to other classrooms, facilities, ADA resources, etc.
SIS-Student Records	Maintain Rooms Data	1077901	Provide ability to request rooms electronically.
SIS-Student Records	Maintain Rooms Data	1077902	Provide ability to interface with levels of access control to search room schedules and make reservations.
SIS-Student Records	Maintain Rooms Data	1077903	Provide ability to report room usage on a single date or time or any combinations of dates and times.
SIS-Student Records	Room Scheduling	1077905	Provide ability for users to view room in real time.
SIS-Student Records	Room Scheduling	1077906	Provide ability to allow class sections to be scheduled with non-standard meeting patterns, e.g. Internet course that meets only once a month)
SIS-Student Records	Room Scheduling	1077907	Provide ability to generate warnings based on user-defined thresholds when event or class enrollment approaches room capacity.
SIS-Student Records	Room Scheduling	1077908	Provide ability to search for room based on user-defined criteria.
SIS-Student Records	Room Scheduling	1077909	Provide ability to generate and assign rooms based on user-defined criteria.
SIS-Student Records	Room Scheduling	1077910	Provide ability to generate and assign rooms to final exam schedule based on user-defined criteria.
SIS-Student Records	Room Scheduling	1077911	Provide ability to monitor which classrooms are not scheduled.
SIS-Student Records	Room Scheduling	1077912	Provide ability for an integrated scheduling facility for room reservations for classes and other activities.
SIS-Student Records	Room Scheduling	1077913	Provide ability to automatically check for room conflicts and notify user at time of input.
SIS-Student Records	Room Scheduling	1077914	Provide ability for the Schedule of Classes to be integrated with room scheduling tools.
SIS-Student Records	Room Scheduling	1077915	Provide ability to allow certain classes to be restricted to being taught in certain buildings or certain areas of the campus.
SIS-Student Records	Room Scheduling	1077916	Provide ability to support scheduling class sections with non-standard start and end dates that are not restricted by other set up (e.g., term and session dates).
SIS-Student Records	Room Scheduling	1077917	Provide ability to do classrooms scheduling based on maximum enrollment and classroom capacity.
SIS-Student Records	Room Scheduling	1077918	Provide ability to swap rooms.
SIS-Student Records	Room Scheduling	1077919	Provide ability to set up a holiday schedule and do not schedule classes and associated rooms on holidays.
SIS-Student Records	Room Scheduling	1077920	Provide ability to schedule a room using various dates and times.
SIS-Student Records	Room Scheduling	1077921	Provide ability to prioritize or authorize room scheduling based on a predefined role. (ex. Science lab, computer labs)
SIS-Student Records	Prerequisites/Co-requisites	1077924	Provide ability to automatically validate pre-requisites against student what if schedule prior to registration to assist in schedule planning.
SIS-Student Records	Prerequisites/Co-requisites	1077925	Provide ability to provide different levels of pre-requisite enforcement, e.g. warning, block registration, etc.
SIS-Student Records	Prerequisites/Co-requisites	1077926	Provide ability to require a specified number of hours from a user defined list of courses in combination with other pre-requisites.
SIS-Student Records	Prerequisites/Co-requisites	1077927	Provide ability to enforce course prerequisite checking during registration and add/drop.
SIS-Student Records	Prerequisites/Co-requisites	1077928	Provide ability to override a pre-requisite or co-requisite or to enter special permissions to allow a student to enroll without pre or co-requisites.
SIS-Student Records	Prerequisites/Co-requisites	1077929	Provide ability for student to view a description of the pre/co-requisite that is preventing him/her from registering for a course.
SIS-Student Records	Prerequisites/Co-requisites	1077930	Provide ability to enforce course co-requisite checking during registration.
SIS-Student Records	Prerequisites/Co-requisites	1077931	Provide ability to restrict who is allowed to override pre/co-requisites during registration.
SIS-Student Records	Prerequisites/Co-requisites	1077932	Provide ability to restrict a course to special groups of students or students with particular attributes (e.g. Honors College, Capstone Scholars, Extension, Study Abroad, etc.)
SIS-Student Records	Prerequisites/Co-requisites	1077933	Provide ability to require a minimum GPA as a pre-requisite.
SIS-Student Records	Prerequisites/Co-requisites	1077934	Provide ability to require a minimum academic standing as a pre-requisite.
SIS-Student Records	Prerequisites/Co-requisites	1077935	Provide ability to restrict a section to exclude students with a particular major.
SIS-Student Records	Prerequisites/Co-requisites	1077936	Provide ability to use test scores to override course prerequisites.
SIS-Student Records	Prerequisites/Co-requisites	1077937	Provide ability to track and enforce prerequisites at the course level.
SIS-Student Records	Prerequisites/Co-requisites	1077938	Provide ability to track and enforce co-requisites at the course level.
SIS-Student Records	Prerequisites/Co-requisites	1077939	Provide ability to restrict a section to only those students within a major.
SIS-Student Records	Prerequisites/Co-requisites	1077940	Provide ability to restrict a course to only those students who have obtained a minimum score on assessment or other tests.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Student Records	Prerequisites/Co-requisites	1077941	Provide ability to define prerequisites using a multiple of test score(s) and/or course(s).
SIS-Student Records	Prerequisites/Co-requisites	1077942	Provide ability to indicate whether 'in-progress' courses should satisfy a prerequisite.
SIS-Student Records	Prerequisites/Co-requisites	1077943	Provide ability to toggle on/off prerequisite/co-requisite checking by semester and college.
SIS-Student Records	Prerequisites/Co-requisites	1077944	Provide ability to check student eligibility in math, English, reading, science, etc. when registering a student in a class that has an eligibility level requirement as a prerequisite.
SIS-Student Records	Prerequisites/Co-requisites	1077945	Provide ability to define minimum grade requirements for a course prerequisite.
SIS-Student Records	Prerequisites/Co-requisites	1077946	Provide ability to define minimum test scores as a prerequisite.
SIS-Student Records	Prerequisites/Co-requisites	1077948	Provide ability to track and enforce prerequisites at the section level.
SIS-Student Records	Prerequisites/Co-requisites	1077949	Provide ability to track and enforce co-requisites at the section level.
SIS-Student Records	Registration	1077952	Provide ability to produce a system-generated warning to a student about the impact on the student if a class is dropped, e.g. Degree plan, financial aid, NCAA eligibility, 3-peats, excess hour limits, six drop rule.
SIS-Student Records	Registration	1077953	Provide ability to limit and monitor number of drops
SIS-Student Records	Registration	1077954	Provide ability to produce a system-generated warning to a student about the impact on immigration status if a class is dropped.
SIS-Student Records	Registration	1077955	Provide ability to store the last date of attendance based on drop date.
SIS-Student Records	Registration	1077956	Provide ability to prevent an F-1 or J-1 international student from registering for more than one correspondence, distance ed. or internet-based course to satisfy full time requirements without prior approval from the International Office.
SIS-Student Records	Registration	1077957	Provide ability to establish limits on the number of classes a student can register for during the term.
SIS-Student Records	Registration	1077958	Provide ability for student to save a preliminary schedule prior to submitting (shopping cart schedule).
SIS-Student Records	Registration	1077959	Provide ability to define credit hour limits on a sliding scale based on GPA.
SIS-Student Records	Registration	1077960	Provide ability to automatically enroll in a course component based on set up, e.g. student enrolls in BIO 101 L and is auto enrolled in BIO 101.
SIS-Student Records	Registration	1077961	Provide ability to override the maximum # of credits or classes a student is allowed to take.
SIS-Student Records	Registration	1077962	Provide ability to track permissions issued to individuals by departments.
SIS-Student Records	Registration	1077963	Provide ability for student to initiate online request for permission to take a specific course.
SIS-Student Records	Registration	1077964	Provide ability to block add/drops of user-defined populations (e.g. Athletes).
SIS-Student Records	Registration	1077965	Provide ability to incorporate student degree progress data in search results (list courses student is required to take).
SIS-Student Records	Registration	1077966	Provide ability to list alternative courses or other options according to academic progress of the student's program of study.
SIS-Student Records	Registration	1077967	Provide ability to provide refunds or credits for enrollment fee and other fees based on multiple class refund dates.
SIS-Student Records	Registration	1077968	Provide ability to check the registration calendar and student appointment (if applicable) to insure student eligibility to add/drop course(s).
SIS-Student Records	Registration	1077969	Provide ability to automatically notify students prior to drop from courses due to non-payment of tuition.
SIS-Student Records	Registration	1077970	Provide ability to extend and not cancel certain groups of students
SIS-Student Records	Registration	1077971	Provide ability to automatically drop students from courses upon non-payment of tuition.
SIS-Student Records	Registration	1077972	Provide ability to store the last date of attendance based on instructor assigned date.
SIS-Student Records	Registration	1077973	Provide ability to support course drop/add function online.
SIS-Student Records	Registration	1077974	Provide ability to log all add/drop transactions, including who made the change and when
SIS-Student Records	Registration	1077975	Provide ability to track the order the students register for a specific course (who registered first or last).
SIS-Student Records	Registration	1077977	Provide ability to have student fees re-evaluated as course is added. Credit hour changes and course-specific fees must be reviewed for additional fees.
SIS-Student Records	Registration	1077978	Provide ability to recount semester credit instantly after add/drop and provide financial aid related warning (if any).
SIS-Student Records	Registration	1077979	Provide ability to 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.
SIS-Student Records	Registration	1077980	Provide ability to 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.
SIS-Student Records	Registration	1077981	Provide ability to automatically determine add/drop dates for a class based on class start date.
SIS-Student Records	Registration	1077982	Provide ability to automatically determine add/drop dates for a class based on class end date.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Student Records	Registration	1077983	Provide ability to automatically determine add/drop dates for a class based on percent of class meetings.
SIS-Student Records	Registration	1077984	Provide ability for staff to add/drop students at any point in a term.
SIS-Student Records	Registration	1077985	Provide ability to set timelines on when staff is able to add/drop students.
SIS-Student Records	Registration	1077986	Provide ability to enforce course drop restrictions
SIS-Student Records	Registration	1077987	Provide ability to notify students of eligibility and access times.
SIS-Student Records	Registration	1077988	Provide ability to establish user-defined rules for setting registration time assignments.
SIS-Student Records	Registration	1077989	Provide ability to manually assign a student appointment.
SIS-Student Records	Registration	1077990	Provide ability to override a student appointment
SIS-Student Records	Registration	1077991	Provide ability to track who overrode an appointment and associated date/time.
SIS-Student Records	Registration	1077992	Provide ability to mass reschedule students from a specific (possibly cancelled) section to another section of a course without having to access each student's registration individually
SIS-Student Records	Registration	1077993	Provide ability to register a user-defined student group into a class or group of classes.
SIS-Student Records	Registration	1077994	Provide ability to pre-screen students for registration eligibility.
SIS-Student Records	Registration	1077995	Provide ability to perform adjustments to student schedule when schedule changes are made, e.g. changing course numbers in bulk, changing instructors, change in meeting location.
SIS-Student Records	Registration	1077996	Provide ability to add/drop student(s) into predefined blocks of courses.
SIS-Student Records	Registration	1077997	Provide ability to do mass add/drop of specific class section.
SIS-Student Records	Registration	1077998	Provide ability to establish limits on the number of credit hours a student can register for during the term, by student based on rules for maximum course load to include credit, non-credit, correspondence and extension.
SIS-Student Records	Registration	1077999	Provide ability to establish limits on the number of credit hours a student can register for during the term, by program.
SIS-Student Records	Registration	1078000	Provide ability to define credit hour limits for students by program.
SIS-Student Records	Registration	1078002	Provide ability to define credit hour limits for students based on student deficiencies.
SIS-Student Records	Registration	1078003	Provide ability to vary the unit limit restriction based on student academic standing.
SIS-Student Records	Registration	1078004	Provide ability to allow restrictions to be placed to prevent individual students or groups of users (as defined by the institution) from adding or dropping classes above or below certain defined limits.
SIS-Student Records	Registration	1078005	Provide ability to establish limits on the number of credit hours a student can register for during the term, by campus.
SIS-Student Records	Registration	1078006	Provide ability to limit a student's eligibility to register based on a defined number of maximum credits.
SIS-Student Records	Registration	1078007	Provide ability to define course load minimums, at the program and student level, and prevent students from dropping below that minimum.
SIS-Student Records	Registration	1078008	Provide ability to record and store enrollment hours for off campus enrollment.
SIS-Student Records	Registration	1078009	Provide ability to 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 (students taking classes at other schools).
SIS-Student Records	Registration	1078010	Provide ability to maintain real time enrollment counts online.
SIS-Student Records	Registration	1078011	Provide ability to block duplicate courses/sections from being entered into student's schedule unless special permission is granted.
SIS-Student Records	Registration	1078012	Provide ability to display warning to student to indicate repeat courses at the point of enrollment.
SIS-Student Records	Registration	1078013	Provide ability to automatically cancel (administrative cancel) a student's enrollment when they have been suspended, e.g. Contract students.
SIS-Student Records	Registration	1078014	Provide ability to automatically cancel (administrative cancel) a student's enrollment when they have been dismissed, e.g. Contract students or Student Justice.
SIS-Student Records	Registration	1078015	Provide ability to allow continuous registration across terms.
SIS-Student Records	Registration	1078016	Provide ability to identify senior citizens auditing classes
SIS-Student Records	Registration	1078017	Provide ability to automatically remove student from probation/suspension using user-defined criteria.
SIS-Student Records	Registration	1078018	Provide ability to support student class registration for the main campus and other associated campuses from a single system.
SIS-Student Records	Registration	1078019	Provide ability to register for multiple sessions (or sub-terms).
SIS-Student Records	Registration	1078020	Provide ability to register overlapping sub-terms.
SIS-Student Records	Registration	1078021	Provide ability for registration for future terms.
SIS-Student Records	Registration	1078022	Provide ability to check for linked (lecture/lab) courses.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Student Records	Registration	1078023	Provide ability to obtain updated enrollment counts online for a section.
SIS-Student Records	Registration	1078025	Provide ability to determine section for registration by term.
SIS-Student Records	Registration	1078026	Provide ability to handle multiple registrations for more than one term, and for multiple sessions within a term.
SIS-Student Records	Registration	1078027	Provide ability to allow an academic department to override restrictions for its own courses only
SIS-Student Records	Registration	1078028	Provide ability to allow the Registrar (or designee) to indicate which kinds of overrides are possible for specific groups of users.
SIS-Student Records	Registration	1078029	Provide ability to maintain an audit trail to track overrides granted, when and by whom
SIS-Student Records	Registration	1078030	Provide ability to track who assigned permission to individuals (faculty, staff, students).
SIS-Student Records	Registration	1078031	Provide ability to grant user access according to calendar dates
SIS-Student Records	Registration	1078032	Provide ability to support and tracks a force/add process (entering students into a course section with an instructor's permission even if the course is full).
SIS-Student Records	Registration	1078033	Provide ability to assign special permission to a student to take a class (override prerequisites and class limits).
SIS-Student Records	Registration	1078034	Provide ability to manage priority seats held in courses during registration.
SIS-Student Records	Registration	1078035	Provide ability to register student only if academic status is not dismissed.
SIS-Student Records	Registration	1078036	Provide ability to restrict registration if student has not seen or contacted academic advisor.
SIS-Student Records	Registration	1078037	Provide ability to locate online all sections of a course with a selected status such as closed, canceled.
SIS-Student Records	Registration	1078038	Provide ability to identify all sections of a course that are open and do not conflict with a student's schedule.
SIS-Student Records	Registration	1078039	Provide ability to list alternative class sections in case of time conflicts or closed classes.
SIS-Student Records	Registration	1078040	Provide ability to track who overrode a time conflict and associated date/time.
SIS-Student Records	Registration	1078041	Provide ability to block out times the student is unable to be scheduled for a class (e.g. athletic students who have team practice after 3:00 Monday through Friday during each semester).
SIS-Student Records	Registration	1078042	Provide ability to identify time conflicts based on actual begin and end dates/times. Display warning.
SIS-Student Records	Registration	1078043	Provide ability to display the sections causing a time conflict to occur.
SIS-Student Records	Registration	1078044	Provide ability to withdraw at any time for any future semester before current semester is finalized, e.g. Advance Register semesters.
SIS-Student Records	Registration	1078045	Provide ability to allow students to withdraw completely online.
SIS-Student Records	Registration	1078046	Provide ability for students to re-register for classes on their own if they have been withdrawn and then reinstated.
SIS-Student Records	Registration	1078048	Provide ability to indicate or flag withdrawals for reporting to the National Clearinghouse and financial aid for notification of student loan exit counseling requirements.
SIS-Student Records	Registration	1078050	Provide ability to record and store enrollment hours for on campus enrollment.
SIS-Student Records	Registration	1078051	Provide ability to record and store enrollment hours for online enrollment.
SIS-Student Records	Registration	1078052	Provide ability to place holds on registration due to academic standings (or levels), e.g. not dismissed, not on probation, etc.
SIS-Student Records	Enrollment Verification	1078054	Provide ability to produce and mail or email and provide online enrollment verifications to students, employers, and third-parties.
SIS-Student Records	Enrollment Verification	1078055	Provide ability to maintain an online history of the verification requests and to whom the information was sent.
SIS-Student Records	Enrollment Verification	1078056	Provide ability to verify student enrollment status for specific dates.
SIS-Student Records	Enrollment Verification	1078057	Provide ability to support automated enrollment verification system for third parties (e.g. businesses, government agencies, NSC).
SIS-Student Records	Enrollment Verification	1078058	Provide ability to send enrollment and degree verification files to National Student Clearinghouse via secure ftp.
SIS-Student Records	Waitlist	1078060	Provide ability to establish waitlist maximums by course or section.
SIS-Student Records	Waitlist	1078061	Provide ability to support wait listing for closed courses at the course or section level.
SIS-Student Records	Waitlist	1078062	Provide ability to add a student to a waitlist for a course if they cannot be scheduled due to time conflicts and/or closed classes.
SIS-Student Records	Waitlist	1078063	Provide ability to process students on a waitlist in a first in, first out basis, whenever there is a course drop or limit increase to allow the student the opportunity to accept the waitlist assignment within a specified time period.
SIS-Student Records	Waitlist	1078064	Provide ability to automatically add a waitlisted student to the class, according to priority, when space becomes available.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Student Records	Waitlist	1078065	Provide ability to define rules for adding students to waitlists.
SIS-Student Records	Waitlist	1078066	Provide ability to automatically remove the student from the waitlist after they have been added to the section outside of the waitlist processing.
SIS-Student Records	Waitlist	1078067	Provide ability to view waitlists online (sort by student position or registration priority).
SIS-Student Records	Waitlist	1078068	Provide ability to assign a priority level to the student for the next registration scheduling period if they were unable to gain entry to the selected course or section.
SIS-Student Records	Waitlist	1078069	Provide ability to automatically notify an advisor when a student on a waitlist can be enrolled in a section.
SIS-Student Records	Waitlist	1078070	Provide ability for automatic e-mail to a student moved from a waitlist to enrolled status.
SIS-Student Records	Waitlist	1078071	Provide ability to prevent students from wait listing a class if they are not eligible for the class.
SIS-Student Records	Waitlist	1078072	Provide ability to drop a student from a waitlist.
SIS-Student Records	Waitlist	1078073	Provide ability to automatically notify student of status, or change in status, on waitlist.
SIS-Student Records	Waitlist	1078075	Provide the ability to rank students on the waitlist to allow certain students first option to the class, such as for a graduating student.
SIS-Student Records	Reporting	1078077	Provide ability to generate reports based on federally mandated requirements, e.g. IPEDS.
SIS-Student Records	Reporting	1078078	Provide ability to generate National Student Clearinghouse (NSC) data file.
SIS-Student Records	Transfer Credit	1078081	Provide ability to automatically reevaluate transfer credits using what if scenarios when changing majors.
SIS-Student Records	Transfer Credit	1078082	Provide ability to maintain articulation agreements with transfer of each course from junior colleges, community colleges, senior institutions, and other educational institutions, including foreign institutions.
SIS-Student Records	Transfer Credit	1078083	Provide ability to search for transfer credit equivalencies by school code, country or other variables.
SIS-Student Records	Transfer Credit	1078084	Provide ability to 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	1078085	Provide ability to use wild card tests for incoming courses in addition to specific course matches.
SIS-Student Records	Transfer Credit	1078086	Provide ability to automatically evaluate test credit based on user-defined rules, including test score ranges.
SIS-Student Records	Transfer Credit	1078087	Provide ability to post transfer credit to the student record.
SIS-Student Records	Transfer Credit	1078088	Provide ability to roll the transfer credit onto the student's permanent academic record.
SIS-Student Records	Transfer Credit	1078089	Provide ability to apply courses not pre-approved as electives only.
SIS-Student Records	Transfer Credit	1078090	Provide ability to track the transfer work of an applicant from an unlimited number of transfer institutions.
SIS-Student Records	Transfer Credit	1078091	Provide ability to enter transfer credit on a course-by-course or block credit basis for an unlimited number of institutions.
SIS-Student Records	Transfer Credit	1078092	Provide ability to automate the transfer evaluation, make adjustments as necessary, and post transfer credits to student's record.
SIS-Student Records	Transfer Credit	1078093	Provide ability to maintain an institutional transfer, and overall grade point average for each student.
SIS-Student Records	Transfer Credit	1078094	Provide ability to record and maintain an unlimited number of courses for a particular academic term.
SIS-Student Records	Transfer Credit	1078095	Provide ability to generate a transfer credit award notice when transfer credit is edited for a student or applicant.
SIS-Student Records	Transfer Credit	1078096	Provide ability to track credit given for ELAs (Experiential Learning Assessment - credit for life experience.)
SIS-Student Records	Transfer Credit	1078097	Provide ability for option to include transfer course credit and test credit on the transcript.
SIS-Student Records	Transfer Credit	1078098	Provide ability to develop electronic format for reviewing equivalencies with stakeholders.
SIS-Student Records	Transfer Credit	1078099	Provide ability to articulate the course work into Institution course equivalents.
SIS-Student Records	Transfer Credit	1078100	Provide ability to articulate other institutions with our institution's catalog to provide for automated transfer articulation.
SIS-Student Records	Transfer Credit	1078101	Provide ability to maintain transfer institution equivalency information.
SIS-Student Records	Transfer Credit	1078102	Provide ability to evaluate many-to-many transfer-to-generated home course combinations.
SIS-Student Records	Transfer Credit	1078104	Provide ability to evaluate transfer courses differently depending upon the academic program or college the student is transferring into.
SIS-Student Records	Transfer Credit	1078105	Provide ability to evaluate transfer course titles when assigning equivalents.
SIS-Student Records	Transfer Credit	1078106	Provide ability to maintain articulation agreements with high schools to use for graduation and registration purposes.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Student Records	Transfer Credit	1078107	Provide ability to define test score rules by indicating test, test component, range of scores and associated internal equivalency(s).
SIS-Student Records	Transfer Credit	1078108	Provide ability to edit test scores for appropriate range validation.
SIS-Student Records	Transfer Credit	1078109	Provide ability to process special credit such as Advanced Credit, CLEP, departmental credit and credit by exam.
SIS-Student Records	Transfer Credit	1078111	Provide the ability to set an expiration date on a specific student's transfer credit so that it cannot be used if the institutional degree is not completed within a specified time frame.
SIS-Student Records	Honors	1078113	Provide ability to track student internal honors
SIS-Student Records	Honors	1078114	Provide ability to manually assign/override student internal honors.
SIS-Student Records	Graduation	1078116	Provide ability to block updates to student's program once application for graduation has been cleared for graduation.
SIS-Student Records	Graduation	1078117	Provide ability to define graduation honors criteria and identify potential graduation honors for students at the time of application entry.
SIS-Student Records	Graduation	1078118	Provide ability to track history of degree status.
SIS-Student Records	Graduation	1078119	Provide ability to maintain an unlimited number of degrees, majors, minors, and certificates for a student.
SIS-Student Records	Graduation	1078120	Provide ability to generate reports on students' degrees and transmit information to Federal, State and Accrediting agencies.
SIS-Student Records	Graduation	1078121	Provide ability to give instant feedback to student applying for graduation with graduation requirement info, e.g. Workflow.
SIS-Student Records	Graduation	1078122	Provide ability to route graduation application to appropriate academic administrative unit and/or academic advisor for approval.
SIS-Student Records	Graduation	1078123	Provide ability to add more than two majors in graduation application
SIS-Student Records	Graduation	1078124	Provide ability to identify and route graduation applications based on major and degree type
SIS-Student Records	Graduation	1078125	Provide ability to remind students that re-application is required.
SIS-Student Records	Graduation	1078126	Provide ability to record degrees to the student's permanent record.
SIS-Student Records	Graduation	1078127	Provide ability to track degree status and associated date.
SIS-Student Records	Graduation	1078128	Provide ability to track who was responsible for a change in degree status.
SIS-Student Records	Graduation	1078129	Provide ability to produce a list of students potentially eligible for graduation for a term.
SIS-Student Records	Graduation	1078130	Provide ability to schedule graduation ceremonies and maintain information on attendance.
SIS-Student Records	Graduation	1078131	Provide ability for graduation checkout processing, using the degree audit as the source.
SIS-Student Records	Graduation	1078132	Provide ability to automate analysis of graduates on a fixed number of terms.
SIS-Student Records	Graduation	1078133	Provide ability for analysis by graduation date, by curricula, by demographics.
SIS-Student Records	Graduation	1078134	Provide ability to identify graduates: record degree(s), award(s), certificate(s) and degree projected/actual date.
SIS-Student Records	Graduation	1078135	Provide ability to maintain student program award information.
SIS-Student Records	Graduation	1078136	Provide ability to produce an electronic database for outside vendors i.e. diploma orders, commencement program.
SIS-Student Records	Graduation	1078137	Provide ability to record majors, minors, areas of concentration associated with degrees and certificates awarded.
SIS-Student Records	Transcript	1078140	Provide ability to keep any updates done in transcript files in chronological order.
SIS-Student Records	Transcript	1078141	Provide ability for option to include CEU and noncredit academic activity on the transcript.
SIS-Student Records	Transcript	1078142	Provide ability to track transcript notes and option to print on transcript, e.g. 6 drop limit.
SIS-Student Records	Transcript	1078143	Provide ability to support printing of validation/signature and seal on transcript.
SIS-Student Records	Transcript	1078144	Provide ability to maintain all non-academic credit courses separately from the academic record. (DD214 for PE)
SIS-Student Records	Transcript	1078145	Provide ability to exclude all non-credit classes from transcripts.
SIS-Student Records	Transcript	1078146	Provide ability to include Semester/Term statistics (GPA, Hours Earned, etc.) as well as Cumulative statistics.
SIS-Student Records	Transcript	1078147	Provide ability to identify dual-credit coursework.
SIS-Student Records	Transcript	1078148	Provide ability to identify AP credits.
SIS-Student Records	Transcript	1078149	Provide ability to identify IB credits.
SIS-Student Records	Transcript	1078150	Provide ability to include withdrawn or dropped courses in total attempted hours for financial aid SAP purposes.
SIS-Student Records	Transcript	1078151	Provide ability to identify courses completed without a grade (CR/PR credits)

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Student Records	Transcript	1078152	Provide ability to capture attempted hours by degree type (undergrad / 2nd bachelors / masters / doctoral)
SIS-Student Records	Transcript	1078153	Provide ability to capture GPA by degree type (undergrad / 2nd bachelors / masters / doctoral).
SIS-Student Records	Transcript	1078154	Provide ability to enter certificates in transcripts.
SIS-Student Records	Transcript	1078155	Provide ability to enter standardized certificates.
SIS-Student Records	Transcript	1078156	Provide ability to allow academic actions to be printed on transcripts.
SIS-Student Records	Transcript	1078157	Provide ability to allow semester abroad participation to be printed on transcripts.
SIS-Student Records	Transcript	1078158	Provide ability to allow withdrawals to be printed on transcripts.
SIS-Student Records	Transcript	1078159	Provide ability to include information about other institutions of attendance on transcript.
SIS-Student Records	Transcript	1078161	Provide ability to include information about other institutions of degrees on the transcript.
SIS-Student Records	Transcript	1078162	Provide ability to track non-course requirements and have them print on the transcript.
SIS-Student Records	Transcript	1078163	Provide ability to define official and unofficial transcripts with varying contents.
SIS-Student Records	Transcript	1078164	Provide ability to flag repeated courses.
SIS-Student Records	Transcript	1078165	Provide ability to treat a graded student enrollment as academic history immediately without a batch process intervention.
SIS-Student Records	Transcript	1078166	Provide ability for option to print notes about a class on transcript.
SIS-Student Records	Transcript	1078167	Provide ability to reflect rules on GPA calculation for repeated courses.
SIS-Student Records	Transcript	1078168	Provide ability to print transcripts with semester totals.
SIS-Student Records	Transcript	1078169	Provide ability to show ranking on a transcript.
SIS-Student Records	Transcript	1078170	Provide ability to print official transcripts for CEUs awarded through Continuing Education for professional requirements.
SIS-Student Records	Transcript	1078171	Provide ability to allow multiple degrees programs to print on transcript.
SIS-Student Records	Transcript	1078172	Provide ability to allow multiple majors to print on transcript.
SIS-Student Records	Transcript	1078173	Provide ability for option to print student bio/demo data on transcript (ssn, address, birth date, etc.) with the ability to mask the SSN on request.
SIS-Student Records	Transcript	1078174	Provide ability to automatically send and receive transcripts via EDI using SPEEDE.
SIS-Student Records	Transcript	1078175	Provide ability to automatically send and receive transcripts acknowledgements via EDI using SPEEDE.
SIS-Student Records	Transcript	1078176	Provide ability to automatically enter info submitted in XML for student (course, grades, etc.), i.e. without keying in info.
SIS-Student Records	Transcript	1078177	Provide ability to send an email acknowledgement of transcript request.
SIS-Student Records	Transcript	1078178	Provide ability to receive an email acknowledgment of transcript receipt.
SIS-Student Records	Transcript	1078179	Provide ability to support charging additional fees for special services (e.g. FedEx), course extensions, postage, courier service charge not just for transcripts.
SIS-Student Records	Transcript	1078180	Provide ability to accept credit card payments for all transcript processing fees in person, via mailed/faxed request and through student self-service online.
SIS-Student Records	Transcript	1078181	Provide ability for accounting information for charges for transcripts (e.g. immediate transcripts, more than three per day, etc.).
SIS-Student Records	Transcript	1078182	Provide ability to notify student why the release of transcripts is restricted.
SIS-Student Records	Transcript	1078183	Provide ability to define an unlimited number of holds.
SIS-Student Records	Transcript	1078185	Provide ability to define business processes that should enforce holds.
SIS-Student Records	Transcript	1078186	Provide ability to certain users to track any holds overridden to release transcript without clearing the hold.
SIS-Student Records	Transcript	1078187	Provide ability to restrict the release of transcripts due to holds.
SIS-Student Records	Transcript	1078188	Provide ability to place or remove holds by specified groups of students automatically by batch i.e. financial aid exit counseling holds.
SIS-Student Records	Transcript	1078189	Provide ability to select transcripts to print by batch, student request, special populations or transcript type.
SIS-Student Records	Transcript	1078190	Provide ability to print official transcripts on-demand on a laser printer.
SIS-Student Records	Transcript	1078191	Provide ability to customize multiple transcript print formats to user specifications (e.g. official, unofficial, etc.).
SIS-Student Records	Transcript	1078192	Provide ability to control the number of transcripts to be printed when released automatically (e.g. print 200 transcripts at a time for work control purposes).
SIS-Student Records	Transcript	1078193	Provide ability to print official transcripts in batch on a laser printer.
SIS-Student Records	Transcript	1078194	Provide ability to support online entry of a transcript request, including destination address, type of transcript, fees and number of copies.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Student Records	Transcript	1078195	Provide ability to support holding transcript request until term is completed and grades/degrees processed.
SIS-Student Records	Transcript	1078196	Provide ability to automatically release transcript requests when degrees and grades are posted.
SIS-Student Records	Transcript	1078197	Provide ability to generate acknowledgement of transcript request in multiple formats, e.g. Letter, email, fax, etc.
SIS-Student Records	Transcript	1078198	Provide ability to display detailed information for each student about all transcripts requested, pending or produced online.
SIS-Student Records	Transcript	1078199	Provide ability for staff and students to produce an individual unofficial transcript or an individual degree audit, for advising and readmission walk-ins.
SIS-Student Records	Transcript	1078200	Provide ability for student to track transcript request status online.
SIS-Student Records	Transcript	1078201	Provide ability to view student's complete transcript request history.
SIS-Student Records	Transcript	1078202	Provide ability to automatically release transcript requests when a hold code is removed.
SIS-Student Records	Transcript	1078203	Provide ability to track transcript requests for reporting purposes (e.g. over counter, fax, corrected copy, student copy, advisor copy, etc.).
SIS-Student Records	Transcript	1078204	Provide ability to track other pertinent information for reporting purposes (e.g. over counter, fax, corrected copy, student copy, advisor copy, etc.).
SIS-Student Records	Transcript	1078205	Provide ability for an audit trail of transcript requests.
SIS-Student Records	Transcript	1078206	Provide ability to track mailing options for transcript (e.g. FedEx, Standard, etc.).
SIS-Student Records	Transcript	1078207	Provide ability to notify other users/offices of transcript request with any dept. hold that keeps a transcript from being produced (parking, library, laundry, FA).
SIS-Student Records	Transcript	1078208	Provide ability to notify other users/offices of transcript requestor with any dept. hold, which keeps a transcript from being produced and provide students current address, email, or contact info.
SIS-Student Records	Transcript	1078209	Provide ability to store/capture transcript requestor's current contact information, e-mail, address, phone etc.
SIS-Student Records	Transcript	1078211	Provide ability to automatically enter info submitted in EDI for student (course, grades, etc.), i.e. without keying in info.
SIS-Student Records	Parental Self-Service	1078213	Provide ability for the student (according to FERPA guidelines) to grant access to parents/guardians via a Parental Portal to view student records that they have been given permission to access.
SIS-Student Records	Nontraditional Students	1078215	Provide ability to provide an expedited, simplified admission and registration procedure for part-time, non-degree seeking students who may be taking a single or an occasional course through Continuing Education.
SIS-Student Records	Nontraditional Students	1078216	Provide ability to prevent F-1 or J-1 international students from withdrawing and informing them that prior approval from the International Office, as required by Department of Homeland Security, is required.
SIS-Student Records	Nontraditional Students	1078217	Provide ability to prevent F-1 or J-1 international students from dropping below full time hours and informing them that prior approval from the International Office, as required by the Department of Homeland Security, is required.
SIS-Student Records	Nontraditional Students	1078218	Provide ability to 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 and informing them that prior approval is required from the International Office
SIS-Student Records	Nontraditional Students	1078219	Provide ability to inform an F-1 or J-1 who is enrolling in the first semester of a non-degree academic program must complete a Non-Degree Graduate Study Approval Form at the International Office before the 12th class day.
SIS-Student Records	Nontraditional Students	1078220	Provide ability to prevent an office or department from dropping a J-1 or F-1 international student below full time hours
SIS-Student Records	Nontraditional Students	1078221	Provide ability to identify international students, who have Incompletes (I).
SIS-Student Records	Nontraditional Students	1078222	Provide ability to identify international students in the system who are on approved medical leave in accordance with Department of Homeland Security regulations
SIS-Student Records	Nontraditional Students	1078223	Provide ability for an individual who does not exist in the student system to register online for a continuing education class.
SIS-Student Records	Visitor Self-Service	1078225	Provide ability to request information online.
SIS-Student Records	Visitor Self-Service	1078226	Provide ability to view course catalog online.
SIS-Student Records	Visitor Self-Service	1078227	Provide ability to view class schedule online.
SIS-Student Records	Visitor Self-Service	1078228	Provide ability to view faculty/staff directory online.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Advising and Degree Audit	Track External Education Data	1078231	Provide the ability to calculate multiple GPAs from native and external course work in order to assess the student's academic ability to advance or complete a requirement or degree.
SIS-Advising and Degree Audit	Track External Education Data	1078232	Provide ability to provide a warning when entering a graduate student's external degree which is not graduate degree equivalent.
SIS-Advising and Degree Audit	Track External Education Data	1078233	Provide ability to track an unlimited number of college majors, graduate school majors, professional school majors, dates of graduation, certificates and credentials.
SIS-Advising and Degree Audit	Track External Education Data	1078234	Provide ability to capture core coding from other institutions of higher education
SIS-Advising and Degree Audit	Track External Education Data	1078235	Provide ability to record previous post-secondary enrollment, credits and degrees earned at a previous institution.
SIS-Advising and Degree Audit	Track External Education Data	1078236	Provide ability to track external course information.
SIS-Advising and Degree Audit	Track External Education Data	1078237	Provide ability to indicate external course attributes (Honors, AP, IB, etc.)
SIS-Advising and Degree Audit	Track External Education Data	1078238	Provide ability to track external degree(s).
SIS-Advising and Degree Audit	Track External Education Data	1078239	Provide ability to convert incoming grades to valid institution grades (e.g. incoming grade of A- does not exist at institution and is converted to an A).
SIS-Advising and Degree Audit	Track External Education Data	1078240	Provide ability to indicate Last School Attended.
SIS-Advising and Degree Audit	Track Misc. Data	1078242	Provide ability to track certification data including type (e.g. teacher certification), requirements, date of expiration and the certification state.
SIS-Advising and Degree Audit	Advising	1078245	Provide ability to prevent entry of an advisement appointment date prior to the current date.
SIS-Advising and Degree Audit	Advising	1078246	Provide ability to assign an advisor to a student automatically based on defined criteria.
SIS-Advising and Degree Audit	Advising	1078247	Provide ability to support a tracking process for new/revised majors, minors and certificate programs.
SIS-Advising and Degree Audit	Advising	1078248	Provide ability to allow the advisor to either grant or request exceptions to designated registration rules and policies.
SIS-Advising and Degree Audit	Advising	1078249	Provide ability to assign walk-in students to an advisor.
SIS-Advising and Degree Audit	Advising	1078250	Provide ability to designate whether advising is required for a student utilizing a set of user-defined advising rules
SIS-Advising and Degree Audit	Advising	1078251	Provide ability to set up and track a Topics Discussed and Referrals made check sheet for advising sessions with students.
SIS-Advising and Degree Audit	Advising	1078252	Provide ability for advisors to schedule appointments online.
SIS-Advising and Degree Audit	Advising	1078253	Provide ability of tracking change in appointment and sending notification.
SIS-Advising and Degree Audit	Advising	1078254	Provide ability to allow advising administrators to view logs and student contacts by advisor to monitor advising.
SIS-Advising and Degree Audit	Advising	1078255	Provide ability to allow advisors to receive and respond to communications such as alerts and workflow steps.
SIS-Advising and Degree Audit	Advising	1078256	Provide ability to allow advisors to view advisee academic history.
SIS-Advising and Degree Audit	Advising	1078257	Provide ability to manually add/remove a student's advisor assignment.
SIS-Advising and Degree Audit	Advising	1078258	Provide ability to either have an open system or to allow advising administrators to define advising centers.
SIS-Advising and Degree Audit	Advising	1078259	Provide ability for academic advisors to access student data, including student demographic, transcript, financial, academic, and nonacademic information for their assigned advisees and for other students.
SIS-Advising and Degree Audit	Advising	1078260	Provide ability to set up an automated notification to students who have a course which will expire if they do not graduate in the next 'x' months.
SIS-Advising and Degree Audit	Advising	1078261	Provide ability to set up an automated notification to students who have reached their time limit for pursuing their current degree.
SIS-Advising and Degree Audit	Advising	1078262	Provide ability to support a tracking process for changes in majors, minors and certificate programs and codes.
SIS-Advising and Degree Audit	Advising	1078263	Provide ability to have certificate program codes independent from major/minor codes.
SIS-Advising and Degree Audit	Advising	1078264	Provide ability to add notations to student advising records, i.e. approved course substitutions.
SIS-Advising and Degree Audit	Advising	1078265	Provide ability for Academic Advisors to view students' financial aid SAP status, e.g. grace period, not meeting, etc.
SIS-Advising and Degree Audit	Advising	1078267	Provide ability to maintain student course placement recommendations.
SIS-Advising and Degree Audit	Advising	1078269	Provide ability to retain past academic degree audit and plan changes to view as needed for that time period.
SIS-Advising and Degree Audit	Advisor Self-Service	1078271	Provide ability to provide What If scenarios regarding financial aid (SAP, Pell census, Title IV, etc.).
SIS-Advising and Degree Audit	Advisor Self-Service	1078272	Provide ability to view advisee athletics information.
SIS-Advising and Degree Audit	Advisor Self-Service	1078273	Provide ability to view schedule of classes online.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Advising and Degree Audit	Advisor Self-Service	1078274	Provide ability to inquire on 'open'/'closed' classes by course index number, course prefix, course number, section, or suffix.
SIS-Advising and Degree Audit	Advisor Self-Service	1078275	Provide ability to maintain a history of address and phone number changes for the advisor to view changes over time.
SIS-Advising and Degree Audit	Advisor Self-Service	1078276	Provide ability to view advising groups and advisee assignments.
SIS-Advising and Degree Audit	Advisor Self-Service	1078277	Provide ability to view financial aid warnings for advisees' outstanding to-do items.
SIS-Advising and Degree Audit	Advisor Self-Service	1078278	Provide ability to view advisee grades.
SIS-Advising and Degree Audit	Advisor Self-Service	1078279	Provide ability to view a list of advisees and their associated class schedules, registration appointments and grades.
SIS-Advising and Degree Audit	Advisor Self-Service	1078280	Provide ability to view advisee commuter/resident status.
SIS-Advising and Degree Audit	Advisor Self-Service	1078281	Provide ability to view imaged documents for an advisee (e.g. transcript).
SIS-Advising and Degree Audit	Advisor Self-Service	1078283	Provide the ability for comments to be stored and accessed by other advisors regarding advising sessions.
SIS-Advising and Degree Audit	Advisor Self-Service	1078284	Provide the ability for the advisor to remove advising holds.
SIS-Advising and Degree Audit	Advisor Self-Service	1078285	Provide the ability for the advisor to remove other applicable holds, e.g. probation, academic alerts.
SIS-Advising and Degree Audit	Advisor Self-Service	1078286	Provide the ability to monitor and respond to Academic Alerts, e.g. Retention Alert.
SIS-Advising and Degree Audit	Degree Audit	1078289	Provide ability for full integration with third party degree audit system.
SIS-Advising and Degree Audit	Degree Audit	1078290	Provide ability to perform NCAA certification checks as related to minimum GPA, credit actually applied to graduation requirements and satisfactory progress.
SIS-Advising and Degree Audit	Degree Audit	1078291	Provide ability for academic departments/programs to define a composite set of requirements that is composed of other degree requirements, and add a message on the degree audit report when a student meets the composite set of requirements.
SIS-Advising and Degree Audit	Degree Audit	1078292	Provide ability to 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 from correspondence and extension.
SIS-Advising and Degree Audit	Degree Audit	1078293	Provide ability to automatically identify renumbered or re-titled courses as being equivalent; Provide ability to consider equivalent courses when satisfying requirements (when needed).
SIS-Advising and Degree Audit	Degree Audit	1078294	Provide ability to calculate GPA requirements based on course number (e.g. graduate students must have a 3.0 on all 5000, 6000, and 7000 level courses).
SIS-Advising and Degree Audit	Degree Audit	1078295	Provide ability to identify and process repeated courses.
SIS-Advising and Degree Audit	Degree Audit	1078296	Provide ability to waive degree requirements
SIS-Advising and Degree Audit	Degree Audit	1078297	Provide ability to add degree requirements
SIS-Advising and Degree Audit	Degree Audit	1078298	Provide ability to calculate GPA requirements for a user defined group of courses
SIS-Advising and Degree Audit	Degree Audit	1078299	Provide ability to track advanced hours for program completion.
SIS-Advising and Degree Audit	Degree Audit	1078300	Provide ability to define required courses requirements for program completion.
SIS-Advising and Degree Audit	Degree Audit	1078301	Provide ability to define minimum GPA requirements for program completion.
SIS-Advising and Degree Audit	Degree Audit	1078302	Provide ability to define residency requirements for program completion.
SIS-Advising and Degree Audit	Degree Audit	1078303	Provide ability to define non-course requirements for a program of study.
SIS-Advising and Degree Audit	Degree Audit	1078304	Provide ability to use degree program attributes to identify how a course may be used to satisfy degree requirements.
SIS-Advising and Degree Audit	Degree Audit	1078305	Provide ability to indicate which requirements may be reused to satisfy other requirements.
SIS-Advising and Degree Audit	Degree Audit	1078306	Provide ability to audit the progress towards degree with flexible management of degree requirements, including renumbered courses.
SIS-Advising and Degree Audit	Degree Audit	1078307	Provide ability to apply the same course to more than one requirement.
SIS-Advising and Degree Audit	Degree Audit	1078308	Provide ability to limit total course credit available for specified combinations of courses - regardless of where courses are assigned.
SIS-Advising and Degree Audit	Degree Audit	1078309	Provide ability to restrict a course or group of courses from applying to requirements if not taken in a prescribed time sequence.
SIS-Advising and Degree Audit	Degree Audit	1078310	Provide ability to limit/eliminate credit applied from courses taken out of sequence, i.e. introductory courses taken after intermediate level courses.
SIS-Advising and Degree Audit	Degree Audit	1078311	Provide ability to track detailed degree requirements at multiple levels (e.g., institution, career, school, department, major).
SIS-Advising and Degree Audit	Degree Audit	1078312	Provide ability to make course for course substitutions.
SIS-Advising and Degree Audit	Degree Audit	1078313	Provide ability to list course equivalencies and use those equivalencies to meet requirements for specific courses in a degree audit system.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Advising and Degree Audit	Degree Audit	1078315	Provide ability to indicate an 'age' on a course requirement (e.g. cannot use courses that are more than 6 years old).
SIS-Advising and Degree Audit	Degree Audit	1078316	Provide ability to provide what if scenarios for students with regard to financial aid satisfactory academic progress requirements.
SIS-Advising and Degree Audit	Degree Audit	1078317	Provide ability for students to perform self-service what if degree audits.
SIS-Advising and Degree Audit	Degree Audit	1078318	Provide ability to generate degree audits by batch, i.e. all students who applied for graduation.
SIS-Advising and Degree Audit	Degree Audit	1078319	Provide ability to run a degree audit report on-demand.
SIS-Advising and Degree Audit	Degree Audit	1078320	Provide ability to display a student's record in chronological order online.
SIS-Advising and Degree Audit	Degree Audit	1078321	Provide ability to display a student's record in subject order online.
SIS-Advising and Degree Audit	Degree Audit	1078322	Provide ability to certify all course, non-course and procedural requirements for graduation.
SIS-Advising and Degree Audit	Degree Audit	1078323	Provide ability to automatically adjust course assignments to requirements so as to produce best GPA course use.
SIS-Advising and Degree Audit	Degree Audit	1078324	Provide ability to 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 courses in a different track as well.
SIS-Advising and Degree Audit	Degree Audit	1078325	Provide ability to report exactly what courses are available to satisfy any unsatisfied requirement.
SIS-Advising and Degree Audit	Degree Audit	1078326	Provide ability to produce degree audits for students in dual degrees or dual majors.
SIS-Advising and Degree Audit	Degree Audit	1078327	Provide ability to automatically flag a student as being eligible for graduation based on the results of the degree audit.
SIS-Advising and Degree Audit	Degree Audit	1078328	Provide ability to provide a report showing all the requirements and options for a given program or major.
SIS-Advising and Degree Audit	Degree Audit	1078329	Provide ability to allow students, staff, and faculty to generate degree audits on line using real time data.
SIS-Advising and Degree Audit	Degree Audit	1078330	Provide ability to show within requirement report comments supporting exceptions.
SIS-Advising and Degree Audit	Degree Audit	1078331	Provide ability to waive course requirements with description of why it's necessary and who applied the change.
SIS-Advising and Degree Audit	Degree Audit	1078332	Provide ability to waive non-course requirements.
SIS-Advising and Degree Audit	Degree Audit	1078333	Provide ability to show within requirement report what exceptions have been made for the individual student.
SIS-Advising and Degree Audit	Degree Audit	1078334	Provide ability to maintain student overrides and exceptions through subsequent runs of the audit.
SIS-Advising and Degree Audit	Degree Audit	1078336	Provide the ability for advisors to view a variety of student progress needs, e.g. courses left for a degree, ability to graduate.
SIS-Advising and Degree Audit	Degree Audit	1078337	Provide the ability for students to see their courses needed to complete their degree by classes and semesters offered.
SIS-Advising and Degree Audit	Degree Audit	1078338	Provide the ability to batch assign advisors to students in addition to assigning individual advisees.
SIS-Advising and Degree Audit	Degree Audit	1078339	Provide the ability to batch process changes as well as unassign an advisor.
SIS-Advising and Degree Audit	Degree Audit	1078340	Provide the ability to update each term of the expected graduation date based on the progression determined in the degree audit.
SIS-Advising and Degree Audit	Degree Audit	1078341	Provide the ability to configure how courses are used to satisfy degree requirements with a defined hierarchy.
SIS-Advising and Degree Audit	Portfolio	1078344	Provide ability for administrator, faculty, advisor, or assessor to import program/course/unit related details into student's assessment portfolio.
SIS-Advising and Degree Audit	Portfolio	1078345	Provide ability to create a personal development plan using documents, i.e., samples of writing, works of art, sports talent scouting films, awards, research papers on best practices in teaching, to support a student's candidacy.
SIS-Advising and Degree Audit	Portfolio	1078346	Provide ability to link with the career services center interface for skill setting and curriculum vitae building.
SIS-Advising and Degree Audit	Portfolio	1078347	Provide ability to provide templates on reflections, personal statements, curriculum vitae, plans, goals, and advisor notes.
SIS-Advising and Degree Audit	Portfolio	1078348	Provide ability to allow the personal development plan user to show/hide certain sections of the personal development plan by setting access privileges.
SIS-Advising and Degree Audit	Portfolio	1078349	Provide ability to upload all formats of documents as evidences of work.
SIS-Advising and Degree Audit	Portfolio	1078350	Provide ability to allow students to maintain log files of activities.
SIS-Advising and Degree Audit	Portfolio	1078351	Provide ability for students to grant secure access to the portfolio system to third party viewers.
SIS-Advising and Degree Audit	Portfolio	1078352	Provide ability to manage portfolios by renaming, copying, deleting, and publishing.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Advising and Degree Audit	Portfolio	1078353	Provide ability to create portfolios from templates.
SIS-Advising and Degree Audit	Portfolio	1078354	Provide ability to create, approve, store, and publish portfolio templates for use by others.
SIS-Advising and Degree Audit	Portfolio	1078355	Provide ability to create the portfolio from the ground up using tools, creating pages, linking artifacts within the portfolio page.
SIS-Advising and Degree Audit	Portfolio	1078356	Provide ability for a design environment for creating pages to build portfolios.
SIS-Advising and Degree Audit	Portfolio	1078357	Provide ability to allow the portfolio author to quickly create professional-looking pages, associate content and properties, edit layouts and positioning of various pieces of content.
SIS-Advising and Degree Audit	Portfolio	1078358	Provide ability to show content within designated regions and give instant feedback.
SIS-Advising and Degree Audit	Portfolio	1078359	Provide ability to store and manage multimedia artifacts.
SIS-Advising and Degree Audit	Portfolio	1078360	Provide ability to allow the portfolio author to use artifacts in more than one portfolio without having to maintain multiple copies or versions of those artifacts.
SIS-Advising and Degree Audit	Portfolio	1078361	Provide ability to upload public artifacts which can be accessed and used by all portfolio owners for their portfolios.
SIS-Advising and Degree Audit	Portfolio	1078362	Provide ability to upload existing pages and artifacts from the desktop.
SIS-Advising and Degree Audit	Portfolio	1078363	Provide ability to allow the portfolio to author preview and test the links before publishing the portfolio.
SIS-Advising and Degree Audit	Portfolio	1078364	Provide ability for a viewer to look at the portfolio and all its related artifacts, and leave comments which only the portfolio author will see.
SIS-Advising and Degree Audit	Portfolio	1078365	Provide ability to define authorized portfolio creators.
SIS-Advising and Degree Audit	Portfolio	1078366	Provide ability to define and enforce a portfolio approval process.
SIS-Advising and Degree Audit	Portfolio	1078367	Provide ability to support a collaborative portfolio review and comment process, e.g. with students, advisors, faculty, et cetera, for accreditation portfolios.
SIS-Advising and Degree Audit	Portfolio	1078368	Provide ability to link to pages and artifacts in other portfolios.
SIS-Advising and Degree Audit	Portfolio	1078370	Provide ability to customize and polish a presentation portfolio of information that establishes a person's suitability for a specific profession or job.
SIS-Advising and Degree Audit	Portfolio	1078371	Provide ability to include information in the presentation portfolio such as resumes, curriculum vitae, or employment experience.
SIS-Advising and Degree Audit	Portfolio	1078372	Provide ability to present the portfolio to potential employers or investors via the web.
SIS-Advising and Degree Audit	Portfolio	1078373	Provide ability to have the assessment portfolio have many potential end users and uses.
SIS-Advising and Degree Audit	Portfolio	1078374	Provide ability to evaluate the assessment portfolio for grade assignment.
SIS-Advising and Degree Audit	Portfolio	1078375	Provide ability to associate skills assessment criteria with all programs/courses of study.
SIS-Advising and Degree Audit	Portfolio	1078376	Provide ability to have assessment portfolios used for collaborative work.
SIS-Advising and Degree Audit	Portfolio	1078377	Provide ability to use assessment portfolios as a mechanism to allow portfolio owners to evaluate their own work, or have it evaluated by peers, faculty, or supervisors.
SIS-Advising and Degree Audit	Portfolio	1078378	Provide ability to have instructors compile their own assessment portfolio in order to document student learning over time.
SIS-Advising and Degree Audit	Portfolio	1078379	Provide ability for administrators to develop assessment portfolios to document faculty learning about teaching, learning, management, and supervision.
SIS-Advising and Degree Audit	Portfolio	1078380	Provide ability for institutions to redesign their teacher evaluation and supervision systems, by having teachers and administrators compile ongoing evidence of their work and use their portfolios as the primary means for communicating with their supervisors.
SIS-Advising and Degree Audit	Portfolio	1078381	Provide ability to have the portfolio to be used in an accreditation review with consent of the student.
SIS-Advising and Degree Audit	Portfolio	1078382	Provide ability to allow faculty to grade student assessment portfolios.
SIS-Advising and Degree Audit	Portfolio	1078383	Provide ability to allow students to share their assessment portfolio with faculty and peers to receive feedback.
SIS-Advising and Degree Audit	Portfolio	1078384	Provide ability to allow assessment portfolio grades to be shared with student system for inclusion in transcripts.
SIS-Advising and Degree Audit	Portfolio	1078385	Provide ability to allow faculty to assign a student's work to other assessors who would grade the student portfolio without any knowledge about the student.
SIS-Advising and Degree Audit	Portfolio	1078386	Provide ability to define and communicate evaluation criteria for portfolio assessment.
SIS-Advising and Degree Audit	Portfolio	1078387	Provide ability for standard assessment rubrics (pass, fail, numeric or alphanumeric grading) to reflect the dimensional learning represented within the portfolio.
SIS-Financial Aid	ISIR	1078390	Provide ability to download and retain all ISIR files.
SIS-Financial Aid	ISIR	1078391	Provide ability to review ISIR downloads in a suspense file.
SIS-Financial Aid	ISIR	1078392	Provide ability to manage suspense file codes and corrections.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Financial Aid	ISIR	1078393	Provide ability to create student financial aid files.
SIS-Financial Aid	ISIR	1078394	Provide ability to update student financial aid files from subsequent ISIR loads, if desired.
SIS-Financial Aid	ISIR	1078396	Provide the ability to directly import ISIR transactions from CPS without the use of intermediary desktop software.
SIS-Financial Aid	ISIR	1078397	Provide the ability to define conditions for when a ISIR is loaded based upon admissions status and any other user defined criteria.
SIS-Financial Aid	ISIR	1078398	Provide the ability to define how an ISIR's personal information (name, dob, ssn etc.) are matched with system information for loading.
SIS-Financial Aid	ISIR	1078399	Provide the ability to add or update address and other personal information in the system, from the ISIR, based upon user defined criteria when the ISIR is loaded.
SIS-Financial Aid	ISIR	1078400	Provide the ability to compare multiple ISIRs and only view the field(s) that changed from previous transactions.
SIS-Financial Aid	Application	1078403	Provide ability for self service access to authorized external entities.
SIS-Financial Aid	Application	1078404	Provide ability to support an online admissions application, through the institution's home page, that creates a FA application.
SIS-Financial Aid	Application	1078405	Provide ability for E-signature assignment and authentication process for the assignment of an institutional PIN for students and parents.
SIS-Financial Aid	Application	1078406	Provide ability to view student authorization from our institutional form online to discuss financial aid status with parent or spouse whose data is required on the Federal Application.
SIS-Financial Aid	Application	1078407	Provide ability to display Student Eligibility Code, aka Ability to Benefit.
SIS-Financial Aid	Application	1078408	Provide ability to identify current record for use in other system functions (ISIR transaction numbers).
SIS-Financial Aid	Application	1078409	Provide ability for web access to authorized institutional representatives.
SIS-Financial Aid	Application	1078410	Provide ability to have statewide grant applications in electronic format for all students.
SIS-Financial Aid	Application	1078411	Provide ability to accept all central processor applications and corrections electronically.
SIS-Financial Aid	Application	1078412	Provide ability to select and load to the system only those applications which are desired.
SIS-Financial Aid	Application	1078413	Provide ability to create database records from electronically downloaded files.
SIS-Financial Aid	Application	1078414	Provide ability to create database records from information entered online.
SIS-Financial Aid	Application	1078415	Provide ability to maintain multiple financial aid application records by student.
SIS-Financial Aid	Application	1078416	Provide ability to maintain multiple financial aid application records by semesters.
SIS-Financial Aid	Application	1078417	Provide ability to maintain multiple financial aid application records by type (or source), e.g. Admissions Application, CPS, scholarship.
SIS-Financial Aid	Application	1078418	Provide ability to maintain multiple financial aid application records by year, including multiple years.
SIS-Financial Aid	Application	1078419	Provide ability to identify the campus that the student is enrolled and eligible to receive financial aid.
SIS-Financial Aid	Application	1078420	Provide ability to freeze existing records.
SIS-Financial Aid	Application	1078421	Provide ability to lock existing records from future updates.
SIS-Financial Aid	Application	1078422	Provide ability to compare data loaded into certain fields in a student's record against the corresponding field in the current need analysis record.
SIS-Financial Aid	Application	1078423	Provide ability for updating the appropriate application status.
SIS-Financial Aid	Application	1078424	Provide ability to draw down applicant records electronically from the U.S. Department of Education.
SIS-Financial Aid	Application	1078425	Provide ability to create financial aid application data when electronic application data is loaded.
SIS-Financial Aid	Application	1078426	Provide ability to enter financial aid application data before a student is in Admissions or Student Records.
SIS-Financial Aid	Application	1078427	Provide ability to create a prospect record for Admissions when a financial aid application is entered before student is in Admissions or Student Records.
SIS-Financial Aid	Application	1078429	Provide ability to prohibit duplicate records when data for same person is incorrectly entered under a different ID and/or social security number.
SIS-Financial Aid	Application	1078430	Provide ability to enter, maintain, and calculate parent contribution from non-custodial parent.
SIS-Financial Aid	Application	1078431	Provide ability to download a Free Application for Federal Student Aid (FAFSA) from federal Department of Education site.
SIS-Financial Aid	Application	1078432	Provide ability to collect information on economically disadvantaged financial aid applicants.
SIS-Financial Aid	Application	1078433	Provide ability to identify previous-year professional judgments when reviewing current year records for similar adjustments.
SIS-Financial Aid	Application	1078434	Provide the ability to create custom applications/online forms to collect information from students for use in summer aid processing and general resolution of conflicting information.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Financial Aid	Application	1078435	Provide the ability to define custom logic and criteria to compare ISIR data to other data elements or defined thresholds, including expanding the comparison beyond current aid year, for institutional
SIS-Financial Aid	Application	1078436	Provide ability to capture previous year citizenship documents when reviewing current year data.
SIS-Financial Aid	Application	1078437	Provide ability to have the flexibility in the system for each campus to set own parameters for draw downs and awarding of aid.
SIS-Financial Aid	Application	1078438	Provide ability for an automatic online transaction log of changes which records dates, times, user IDs and records from-and-to values of need analysis data.
SIS-Financial Aid	Application	1078439	Provide ability to maintain anecdotal comments online to further explain user actions on an individual applicant basis.
SIS-Financial Aid	Application	1078440	Provide ability to create and transmit ESAR corrections electronically to the central processor, eliminating the student from the paper correction process.
SIS-Financial Aid	Application	1078441	Provide ability for simultaneous need analysis and EDE corrections.
SIS-Financial Aid	Application	1078442	Provide the ability to define custom logic and criteria to compare ISIR data to other data elements or defined thresholds, including expanding the comparison beyond current aid year, for institutional selection of verification
SIS-Financial Aid	Application	1078443	Provide ability to create and transmit Student Aid Reports corrections electronically to the Central Processor System for any campuses.
SIS-Financial Aid	Application	1078444	Provide ability for the printing of electronic Student Aid Reports that were received through the CPS.
SIS-Financial Aid	Application	1078445	Provide ability for a list of students not loaded to the Financial Aid System with reasons for why they were not loaded.
SIS-Financial Aid	Application	1078446	Provide ability to accept ADHE Application for Financial Aid applications in electronic format for AR Resident / Non-Citizens to enter via the web.
SIS-Financial Aid	Application	1078448	Provide the ability to collect and calculate the Parent Contribution for independent students for specific types of Title VII loans.
SIS-Financial Aid	Application	1078449	Provide the ability to identify or select for verification students who received a professional judgment decision performed at another school.
SIS-Financial Aid	Needs Analysis	1078452	Provide ability to automatically capture and place tuition adjustments/waivers/third party billing (prior and current year) as university/institutional resources in need calculation (eliminate FAM subcodes for tuition adjustments).
SIS-Financial Aid	Needs Analysis	1078453	Provide ability to estimate taxes and earned income credits based on projected data and base or specified tax year.
SIS-Financial Aid	Needs Analysis	1078454	Provide ability for the Institutional Need Analysis Report (INAR) for students who have had a need analysis calculated by the system.
SIS-Financial Aid	Needs Analysis	1078455	Provide ability to conduct a federally certified needs analysis.
SIS-Financial Aid	Needs Analysis	1078456	Provide ability to allow manual entry of self-reported tuition adjustments, VA benefits, scholarships, etc.
SIS-Financial Aid	Needs Analysis	1078457	Provide ability to calculate EFC based on user-defined months of attendance (5 months, 4 months, 3 months).
SIS-Financial Aid	Needs Analysis	1078458	Provide ability to perform a financial needs analysis for non-immigrant international students.
SIS-Financial Aid	Needs Analysis	1078459	Provide ability to identify current record for use in need analysis.
SIS-Financial Aid	Needs Analysis	1078460	Provide ability to note any differences in data loaded into certain fields in a student's record when compared to the corresponding field in the current need analysis record.
SIS-Financial Aid	Needs Analysis	1078461	Provide ability for the calculation or recalculation of applicant financial need based on available family contribution data.
SIS-Financial Aid	Needs Analysis	1078462	Provide ability for an automatic online transaction log of changes in Need Analysis which records dates, times, IDs, and from-and-to values of changes.
SIS-Financial Aid	Needs Analysis	1078463	Provide ability for online needs analysis calculations.
SIS-Financial Aid	Needs Analysis	1078464	Provide ability for batch needs analysis calculations.
SIS-Financial Aid	Needs Analysis	1078465	Provide ability to simulate results for FM data element modifications.
SIS-Financial Aid	Needs Analysis	1078466	Provide ability to allow need analysis data to be entered into the system online.
SIS-Financial Aid	Needs Analysis	1078467	Provide ability to allow need analysis data to be entered into the system via electronic media from CPS application source.
SIS-Financial Aid	Needs Analysis	1078468	Provide ability to support multiple years of need analysis data.
SIS-Financial Aid	Needs Analysis	1078469	Provide ability to display application-specific supplemental data.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Financial Aid	Needs Analysis	1078470	Provide ability for batch calculation of need when the electronic media files are loaded into the database.
SIS-Financial Aid	Needs Analysis	1078471	Provide ability for batch calculation at a date after the initial application load prior to awarding.
SIS-Financial Aid	Needs Analysis	1078472	Provide ability for online calculation at a date after the initial application load prior to awarding.
SIS-Financial Aid	Needs Analysis	1078473	Provide ability for batch calculation at a date after the initial application load after awarding.
SIS-Financial Aid	Needs Analysis	1078474	Provide ability for online calculation at a date after the initial application load after awarding.
SIS-Financial Aid	Needs Analysis	1078476	Provide ability to simultaneously record need analysis changes to the EDE correction log file for use in EDE.
SIS-Financial Aid	Needs Analysis	1078477	Provide ability to allow the user to select which data elements to record on the correction log file when changes occur.
SIS-Financial Aid	Needs Analysis	1078478	Provide ability to maintain data element specific comments within the applicant's need analysis processing data.
SIS-Financial Aid	Needs Analysis	1078479	Provide ability to allow users to select the use of the primary or secondary FM calculations, globally.
SIS-Financial Aid	Needs Analysis	1078480	Provide ability to allow users to select the use of the primary or secondary FM calculations, on an individual student basis.
SIS-Financial Aid	Needs Analysis	1078481	Provide ability for the locking of individual bottom line results.
SIS-Financial Aid	Needs Analysis	1078482	Provide ability to identify students whose applications will be rejected due to incomplete data.
SIS-Financial Aid	Needs Analysis	1078483	Provide ability to simulate the recalculation of Expected Family Contribution to reflect certain tentative changes for which no audit trail is required.
SIS-Financial Aid	Needs Analysis	1078484	Provide ability to save the simulated change in both student and parent data for dependent student cases.
SIS-Financial Aid	Needs Analysis	1078485	Provide ability to support the utilization of professional judgment adjustments, including user-defined documentation/rationale together with the corresponding transmission of adjustment data to the Central Processor when required for Pell.
SIS-Financial Aid	Needs Analysis	1078486	Provide ability to report intermediate values to review calculations and effects on Expected Family Contributions.
SIS-Financial Aid	Needs Analysis	1078487	Provide ability to review or print intermediate values in simulation cases.
SIS-Financial Aid	Needs Analysis	1078488	Provide ability to identify the expected parent contribution as a specific data element.
SIS-Financial Aid	Needs Analysis	1078489	Provide ability for the calculation of Institutional Methodology (IM).
SIS-Financial Aid	Needs Analysis	1078490	Provide ability to simulate results for both Institutional Methodology or Federal Methodology data element modifications.
SIS-Financial Aid	Needs Analysis	1078491	Provide ability to perform Early Action/Early Decision processing from loading of applicant data.
SIS-Financial Aid	Needs Analysis	1078492	Provide ability to calculate need for producing preliminary award letters.
SIS-Financial Aid	Needs Analysis	1078493	Provide ability to maintain dual data streams for methodology-specific changes allowing one value for FM and a different value for IM.
SIS-Financial Aid	Needs Analysis	1078494	Provide ability for online side-by-side display and processing of methodology specific changes.
SIS-Financial Aid	Needs Analysis	1078495	Provide ability to maintain anecdotal comments online to further explain user actions on an individual applicant basis.
SIS-Financial Aid	Needs Analysis	1078496	Provide ability for users with the option to select projected year data or base year data in the calculation of Institution Methodology.
SIS-Financial Aid	Needs Analysis	1078497	Provide ability to determine unmet need for each applicant.
SIS-Financial Aid	Needs Analysis	1078498	Provide ability to prorate an EFC for certain conditions, i.e. only Fall semester.
SIS-Financial Aid	Needs Analysis	1078499	Provide ability to receive and recalculate changes in veteran's educational benefits.
SIS-Financial Aid	Needs Analysis	1078501	Provide the ability to adhere to the remedial coursework limits for financial aid purposes.
SIS-Financial Aid	Needs Analysis	1078502	Provide the ability to track the mandated data elements for efficient Gainful Employment reporting.
SIS-Financial Aid	Verification	1078505	Provide ability to 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-Financial Aid	Verification	1078506	Provide ability to be able to automatically compare tax return data with federal and/or institutional application data.
SIS-Financial Aid	Verification	1078507	Provide ability for IRS database match process for financial aid applicant tax information
SIS-Financial Aid	Verification	1078508	Provide ability to post work-study funds earned the previous academic year as a separate excludable income source on verification screens.
SIS-Financial Aid	Verification	1078509	Provide ability to post resident assistantships earned the previous academic year as a separate untaxed income item on verification screens.
SIS-Financial Aid	Verification	1078510	Provide ability to automatically set the verification status flag when verification is complete.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Financial Aid	Verification	1078511	Provide ability to identify students who were selected for verification after awarded.
SIS-Financial Aid	Verification	1078512	Provide ability to identify students selected for verification.
SIS-Financial Aid	Verification	1078513	Provide ability for an online verification process.
SIS-Financial Aid	Verification	1078514	Provide ability for a real time and batch verification process and output to a queue for workflow.
SIS-Financial Aid	Verification	1078515	Provide ability to allow tolerances to be set determining which fields are updated when run in batch.
SIS-Financial Aid	Verification	1078516	Provide ability to maintain all of the federally required items for verification.
SIS-Financial Aid	Verification	1078517	Provide ability for displaying original application with a column for entry of verified data to easily identify discrepancies.
SIS-Financial Aid	Verification	1078518	Provide ability for displaying original application with a column for entry of verified data for the automatic identification of discrepancies.
SIS-Financial Aid	Verification	1078519	Provide ability for displaying current data with a column for entry of verified data for the automatic identification of discrepancies.
SIS-Financial Aid	Verification	1078520	Provide ability for displaying historical data with a column for entry of verified data to easily identify discrepancies.
SIS-Financial Aid	Verification	1078521	Provide ability to use comment codes from the ISIR record to post required documents.
SIS-Financial Aid	Verification	1078522	Provide ability to use reject reasons from the ISIR record to post required documents.
SIS-Financial Aid	Verification	1078523	Provide ability to determine if the ISIR record was rejected.
SIS-Financial Aid	Verification	1078524	Provide ability to determine why the ISIR record was rejected.
SIS-Financial Aid	Verification	1078525	Provide ability to select individually those students for the verification process.
SIS-Financial Aid	Verification	1078526	Provide ability to select by group(s) those students for the verification process.
SIS-Financial Aid	Verification	1078527	Provide ability to compare data from third party documents to data elements in the application/need analysis online.
SIS-Financial Aid	Verification	1078528	Provide ability to compare data from third party documents to data elements in the application/need analysis in batch.
SIS-Financial Aid	Verification	1078529	Provide ability to simultaneously log verification changes to the EDE correction file for use in EDE.
SIS-Financial Aid	Verification	1078531	Provide ability to capture C code on ISIR record.
SIS-Financial Aid	Verification	1078532	Provide ability to track a graduate student's external degree.
SIS-Financial Aid	Verification	1078533	Provide ability to track an unlimited numbers of education data, e.g. college majors, graduate school majors, professional school majors, dates of graduation, certificates and credentials.
SIS-Financial Aid	Verification	1078534	Provide ability to maintain anecdotal comments online to further explain user actions on an individual applicant basis.
SIS-Financial Aid	Verification	1078535	Provide ability to 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	1078536	Provide ability to define federally allowed institutional parameters (e.g., tolerance levels) for verification.
SIS-Financial Aid	Verification	1078537	Provide ability to select applicants for verification based on school criteria, even if they are not selected by federal processor.
SIS-Financial Aid	Verification	1078538	Provide ability to interface with the admissions module for identification and possible resolution of veteran, selective service, and citizenship issues.
SIS-Financial Aid	Verification	1078539	Provide ability to distinguish those records that contain verified data.
SIS-Financial Aid	Budgeting	1078542	Provide ability to determine available funding levels by user-defined award periods.
SIS-Financial Aid	Budgeting	1078543	Provide ability for 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	1078544	Provide ability for automatic system recalculation of cost due to changes in student load.
SIS-Financial Aid	Budgeting	1078545	Provide ability for automatic system recalculation of cost due to part-year attendance.
SIS-Financial Aid	Budgeting	1078546	Provide ability to capture and track federal cash requests by program, including the dates and amounts requested.
SIS-Financial Aid	Budgeting	1078547	Provide ability to automatically add loan fees to the budget and automatically remove loan fees from the budget.
SIS-Financial Aid	Budgeting	1078548	Provide ability to allow user to view comments in user-defined order (e.g., last-in-first-out, topical, etc.). To also allow year specific versus non-year specific.
SIS-Financial Aid	Budgeting	1078549	Provide ability to create an unlimited number of user-defined budget groups.
SIS-Financial Aid	Budgeting	1078550	Provide ability to create an unlimited number of user-defined budget components (by campus).
SIS-Financial Aid	Budgeting	1078551	Provide ability to define budget types for use in awarding Federal funds.
SIS-Financial Aid	Budgeting	1078552	Provide ability to define budget types for use in awarding State funds.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Financial Aid	Budgeting	1078553	Provide ability to define budget types for use in awarding Institutional funds.
SIS-Financial Aid	Budgeting	1078554	Provide ability to allow applicants to be assigned into one of an unlimited number of user-defined budget groups.
SIS-Financial Aid	Budgeting	1078555	Provide ability to allow for budget assignments to be made on a batch or online basis.
SIS-Financial Aid	Budgeting	1078556	Provide ability to simulate grouping assignments online viewing applicants assigned to various user-defined groups.
SIS-Financial Aid	Budgeting	1078557	Provide ability to allow for the assignment of students to budget groups with user selected data from the Student System and Financial Aid System in batch.
SIS-Financial Aid	Budgeting	1078558	Provide ability to allow for the assignment of students to budget groups with user selected data from the Student System and Financial Aid System online.
SIS-Financial Aid	Budgeting	1078559	Provide ability for 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	1078560	Provide ability to allow global update of charges if fee schedule changes.
SIS-Financial Aid	Budgeting	1078561	Provide ability to automatically flag manually changed or overridden budgets to identify non-standard budgets online.
SIS-Financial Aid	Budgeting	1078562	Provide ability to review listing of student's budget group.
SIS-Financial Aid	Budgeting	1078563	Provide ability to review listing of budget total for each budget type.
SIS-Financial Aid	Budgeting	1078564	Provide ability to process by terms to calculate single term contribution.
SIS-Financial Aid	Budgeting	1078565	Provide ability to override automatic results on an individual basis.
SIS-Financial Aid	Budgeting	1078566	Provide ability for on-demand budgeting
SIS-Financial Aid	Budgeting	1078568	Provide ability to calculate Estimated Family Contribution (EFC) according to the Federal methodology, to include the ability to include parent in college, when this is deemed acceptable by professional judgment.
SIS-Financial Aid	Budgeting	1078570	Provide the ability for automatic system recalculation of cost for students taking courses offered in modules due to part-term attendance.
SIS-Financial Aid	Budgeting	1078571	Provide the ability to replicate or reuse the student financials tuition and fee calculation logic for use in the tuition component of the budget.
SIS-Financial Aid	Award	1078574	Provide ability to support an interactive online platform for FAFSA reject/missing information resolution.
SIS-Financial Aid	Award	1078575	Provide ability to automatically update year in school on FAFSA based on actual classification.
SIS-Financial Aid	Award	1078576	Provide ability to automatically adjust or package student who is undergraduate in fall and graduate/certification seeker in spring.
SIS-Financial Aid	Award	1078577	Provide ability to award on projected levels of student grade level as a result of the advance registration process or transfer transcript documentation.
SIS-Financial Aid	Award	1078578	Provide ability to allow awards to be processed on a term or annual basis.
SIS-Financial Aid	Award	1078579	Provide ability to allow for different enrollment status for different terms in the packaging module.
SIS-Financial Aid	Award	1078580	Provide ability to adjust awards automatically based on enrollment level.
SIS-Financial Aid	Award	1078581	Provide ability to generate simultaneously user-defined hard copy letters requesting outstanding requirements for multiple award periods.
SIS-Financial Aid	Award	1078582	Provide ability to generate simultaneously user-defined electronic notices requesting outstanding requirements for multiple award periods.
SIS-Financial Aid	Award	1078583	Provide ability to search and replace functionality on the message table.
SIS-Financial Aid	Award	1078584	Provide ability to allow for an unlimited set of identifiers attached to each fund created, i.e. merit based, need based, federal, state, institutional, to allow for accurate reporting
SIS-Financial Aid	Award	1078585	Provide ability to automatically calculate loan period table based on academic calendar.
SIS-Financial Aid	Award	1078586	Provide ability to allow for the integration of a knowledgebase question and answer.
SIS-Financial Aid	Award	1078587	Provide ability to automatically adjust student award package when new awards are received.
SIS-Financial Aid	Award	1078588	Provide ability to support automated and scheduled email notification processes to include student progress or lack of progress in correspondence study courses.
SIS-Financial Aid	Award	1078589	Provide ability to generate an electronic notification to the student if his or her course is expiring or if we have received no contact from the student.
SIS-Financial Aid	Award	1078590	Provide ability to support automated and scheduled email notification processes to include FAFSA follow-up and award notifications.
SIS-Financial Aid	Award	1078591	Provide ability to print a letter and/or send email in a custom designed award letter to students that include images for school branding, signatures, etc. to inform students of eligibility for financial aid.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Financial Aid	Award	1078592	Provide ability to print a letter and/or send email in a custom designed total loan indebtedness letters to students informing them of eligibility for financial aid.
SIS-Financial Aid	Award	1078593	Provide ability to automatically generate a cancellation letter.
SIS-Financial Aid	Award	1078594	Provide ability to generate an electronic notification to the student if their award is revised indicating the amount
SIS-Financial Aid	Award	1078595	Provide ability to generate an electronic notification to the student if their award is revised indicating the reason for change.
SIS-Financial Aid	Award	1078596	Provide ability to view correspondence sent to students by date sent and type of correspondence.
SIS-Financial Aid	Award	1078597	Provide ability for additional letters for individuals or groups of individuals.
SIS-Financial Aid	Award	1078598	Provide ability for students to accept or decline scholarships and all awards online.
SIS-Financial Aid	Award	1078600	Provide ability to automatically cancel award offers that have expired based on multiple subpopulations (cancel freshmen in 6 weeks, continuing students in 3 weeks, etc.).
SIS-Financial Aid	Award	1078601	Provide ability for detail or summary results by fund per award period.
SIS-Financial Aid	Award	1078602	Provide ability to maintain a complete audit trail of award entries or changes (automatic and/or manual).
SIS-Financial Aid	Award	1078603	Provide ability to systematically award state and institutional programs to include ADHE scholarship and grant programs, etc.
SIS-Financial Aid	Award	1078604	Provide ability to determine initial eligibility for programs. (state including ADHE scholarship and grant programs, federal and other programs).
SIS-Financial Aid	Award	1078605	Provide ability for a complete interactive online award letter, to include the ability to accept/decline/reduce awards with instant updates to external offices (Athletics, academic departments, etc.).
SIS-Financial Aid	Award	1078606	Provide ability for user defined parameters regarding online acceptance of certain funds.
SIS-Financial Aid	Award	1078607	Provide ability to automatically package based on actual classification of student.
SIS-Financial Aid	Award	1078608	Provide ability to automatically cancel aid for students who declined admission.
SIS-Financial Aid	Award	1078609	Provide ability to review number of students and dollar amounts of aid cancelled for students who were no shows.
SIS-Financial Aid	Award	1078610	Provide ability to restrict certain scholarships/aid from being awarded to students that are designated as athletes
SIS-Financial Aid	Award	1078611	Provide ability for automatic scheduling of awarded funds into award periods at the time of award acceptance.
SIS-Financial Aid	Award	1078612	Provide ability to identify award actions that require no student acknowledgment.
SIS-Financial Aid	Award	1078613	Provide ability to maintain the dates students were packaged or repackaged.
SIS-Financial Aid	Award	1078614	Provide ability for repackaging of a student award.
SIS-Financial Aid	Award	1078615	Provide ability to automatically block awarding of funds based on specific edit errors/problems from the NSLDS program.
SIS-Financial Aid	Award	1078616	Provide ability to maintain anecdotal comments online to further explain user actions on an individual applicant basis.
SIS-Financial Aid	Award	1078617	Provide ability to identify special comment messages to be printed on award letters for students who receive a specific fund.
SIS-Financial Aid	Award	1078618	Provide ability for a packaging capability to duplicate, change or refine existing packaging policy.
SIS-Financial Aid	Award	1078619	Provide ability to model WHAT IF? scenarios for students for repackaging due to changes in account balances in case of withdrawals.
SIS-Financial Aid	Award	1078620	Provide ability to perform automatic packaging online for an individual or group of students.
SIS-Financial Aid	Award	1078621	Provide ability to perform simulated packaging.
SIS-Financial Aid	Award	1078622	Provide ability for manual packaging.
SIS-Financial Aid	Award	1078623	Provide ability for packaging overrides.
SIS-Financial Aid	Award	1078625	Provide ability for an online audit trail of award activity for individuals.
SIS-Financial Aid	Award	1078626	Provide ability to repackage, adjust awards, budgets and Estimated Family Contributions for changes in enrollment status.
SIS-Financial Aid	Award	1078627	Provide ability to send a series of missing information letters to students on a periodic basis.
SIS-Financial Aid	Award	1078628	Provide ability to 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	Award	1078629	Provide ability to allow mass or individual change of assignment of applicants to packaging groups using user-defined selection criteria including student system data while users access the database.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Financial Aid	Award	1078630	Provide ability to use optional equity packaging techniques.
SIS-Financial Aid	Award	1078631	Provide ability to allow users to enter comments for individual award changes.
SIS-Financial Aid	Award	1078632	Provide ability to create award records by student indicating scholarship awards offered, scheduled, and disbursed, along with appropriate dates .
SIS-Financial Aid	Award	1078633	Provide ability to monitor student award packages for overaward and overcost situations
SIS-Financial Aid	Award	1078634	Provide ability to 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	Award	1078635	Provide ability for fund eligibility by student, but not awarded, with reasons reports.
SIS-Financial Aid	Award	1078636	Provide ability for a report listing student's status by class year.
SIS-Financial Aid	Award	1078637	Provide ability for a report listing student's status by course load.
SIS-Financial Aid	Award	1078638	Provide ability for a report listing student's status by aid period.
SIS-Financial Aid	Award	1078639	Provide ability for 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	Award	1078640	Provide ability for an ad hoc report for a concise list of Total Financial Aid for each student, and institution-wide.
SIS-Financial Aid	Award	1078641	Provide ability to prepare SEOG federal reports.
SIS-Financial Aid	Award	1078642	Provide ability to prepare Perkins federal reports.
SIS-Financial Aid	Award	1078643	Provide ability to produce reports based on FAFSA.
SIS-Financial Aid	Award	1078644	Provide ability to review demographics and awards, FAFSA information, admissions, registrars or any combination criteria defined by the user.
SIS-Financial Aid	Award	1078645	Provide ability to track online 'offered' award status by student and fund and semester.
SIS-Financial Aid	Award	1078646	Provide ability to track online 'accepted' award status by student and fund and semester.
SIS-Financial Aid	Award	1078647	Provide ability to track online 'declined' award status by student and fund and semester.
SIS-Financial Aid	Award	1078648	Provide ability to track online 'canceled' award status by student and fund and semester.
SIS-Financial Aid	Award	1078649	Provide ability to track online 'authorized for disbursement' award status by student and fund and semester.
SIS-Financial Aid	Award	1078651	Provide ability to track online 'paid' award status by student and fund and semester.
SIS-Financial Aid	Award	1078652	Provide ability to generate multiple forms of user-defined communication requesting outstanding requirements to include hard copy letter and email.
SIS-Financial Aid	Award	1078653	Provide ability to generate user-defined electronic notices requesting outstanding requirements.
SIS-Financial Aid	Award	1078654	Provide ability to provide user defined letters to third party entities.
SIS-Financial Aid	Award	1078655	Provide ability to allow for student group assignment in online based on user-defined rules. Rules may be overridden online on an individual basis.
SIS-Financial Aid	Award	1078656	Provide ability to post requirements and status across all tracking groups based on user-defined selection criteria.
SIS-Financial Aid	Award	1078657	Provide ability for the identification of applicants requiring communication regarding requirements in question before processing can continue.
SIS-Financial Aid	Award	1078658	Provide ability for the recording of receipt dates of requirements.
SIS-Financial Aid	Award	1078659	Provide ability to identify whether or not the requirement is satisfied.
SIS-Financial Aid	Award	1078660	Provide ability to mass enter receipt of requirements.
SIS-Financial Aid	Award	1078661	Provide ability to mass enter satisfaction of requirements.
SIS-Financial Aid	Award	1078662	Provide ability to review and update user-defined rules tables online.
SIS-Financial Aid	Award	1078663	Provide ability for loan entrance interviews to be tracked.
SIS-Financial Aid	Award	1078664	Provide ability for loan entrance interviews to be required for disbursement of a particular fund.
SIS-Financial Aid	Award	1078665	Provide ability for a list of requirements by student.
SIS-Financial Aid	Award	1078666	Provide ability for a status of the list of requirements by student.
SIS-Financial Aid	Award	1078667	Provide ability to view correspondence sent to student by date requested.
SIS-Financial Aid	Award	1078668	Provide ability to automatically create and revise tracking requirements online, according to user-defined criteria.
SIS-Financial Aid	Award	1078669	Provide ability to automatically create and revise tracking requirements in batch, according to user-defined criteria.
SIS-Financial Aid	Award	1078670	Provide ability to create requirement tracking document or action when specified funds are offered or accepted.
SIS-Financial Aid	Award	1078671	Provide ability for tracking of multiple loan applications.
SIS-Financial Aid	Award	1078672	Provide ability to define budget types for the use in calculation of Federal Pell Grants.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Financial Aid	Award	1078673	Provide ability to maintain federal and state program rules.
SIS-Financial Aid	Award	1078674	Provide ability to 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	Award	1078675	Provide ability to track multiple satisfactory academic progress policies for different programs, e.g. Pell; FSEOG; TEACH; Iraq and Afghanistan Service Grants; ADHE scholarships and grants; and study abroad grants.
SIS-Financial Aid	Award	1078677	Provide ability to effectively handle aggregate loan limit calculations for students who have received graduate and undergraduate loans.
SIS-Financial Aid	Award	1078678	Provide ability to effectively handle aggregate loan limit calculations for students who have received additional unsubsidized loans as a result of parent loan denials.
SIS-Financial Aid	Award	1078679	Provide ability to 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	Award	1078680	Provide ability to identify students who have previously borrowed additional unsubsidized loans as a result of a parent loan denial.
SIS-Financial Aid	Award	1078681	Provide ability to add new loan period based on user defined criteria.
SIS-Financial Aid	Award	1078682	Provide ability for complete COD Compliance for sending Direct Loan Origination and Disbursement files.
SIS-Financial Aid	Award	1078683	Provide ability for complete COD Compliance for sending Grant Origination and Disbursement files.
SIS-Financial Aid	Award	1078684	Provide ability to determine minimum number of hours for a student to earn a degree (by specific major) for SAP maximum attempted hours calculation.
SIS-Financial Aid	Award	1078685	Provide ability to define policies for satisfactory academic progress for multiple classifications and academic programs.
SIS-Financial Aid	Award	1078686	Provide ability for processing of multiple groups in a user-determined sequence.
SIS-Financial Aid	Award	1078687	Provide ability for an automatic online transaction log of changes in Awarding which records dates, times, IDs, from-and-to values of changes.
SIS-Financial Aid	Award	1078688	Provide ability to generate acceptable academic progress requirements based on GPA.
SIS-Financial Aid	Award	1078689	Provide ability to generate unacceptable academic progress requirements based on GPA.
SIS-Financial Aid	Award	1078690	Provide ability to generate unacceptable academic progress requirements based on credits passed.
SIS-Financial Aid	Award	1078691	Provide ability to generate acceptable academic progress requirements based on cumulative credits by major.
SIS-Financial Aid	Award	1078692	Provide ability to generate unacceptable academic progress requirements based on cumulative credits by major.
SIS-Financial Aid	Award	1078693	Provide ability to generate acceptable academic progress requirements based on cumulative credits by degree.
SIS-Financial Aid	Award	1078694	Provide ability to automatically communicate with students who lose financial aid because of lack of good academic standing.
SIS-Financial Aid	Award	1078695	Provide ability to create unlimited algorithms for automated packaging formulas.
SIS-Financial Aid	Award	1078696	Provide ability to split awards unevenly across terms.
SIS-Financial Aid	Award	1078697	Provide ability to load estimated awards.
SIS-Financial Aid	Award	1078698	Provide ability for complete COD Compliance for sending Pell Origination and Disbursement files including automatically sending and loading of files directly into SIS without manually downloading/uploading steps.
SIS-Financial Aid	Award	1078699	Provide ability to assess courses repeated when assessing SAP.
SIS-Financial Aid	Award	1078700	Provide ability for a GPA calculator, both for students and staff, to determine WHAT IF scenarios.
SIS-Financial Aid	Award	1078702	Provide ability to assess SAP for all students at the conclusion of appropriate terms, independent of the receipt of a subsequent year FAFSA.
SIS-Financial Aid	Award	1078703	Provide ability to easily specify the address hierarchy to use when sending student correspondence (physical and email address).
SIS-Financial Aid	Award	1078705	Provide ability to allow user to select from a list of defined reasons for individual award changes.
SIS-Financial Aid	Award	1078706	Provide the ability to monitor progress and determine progression based up 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	Award	1078707	Provide the ability to 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.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Financial Aid	Award	1078708	Provide a Financial Aid Calculator that is able to interface with the admissions module and add students as a prospect if the student requests it.
SIS-Financial Aid	Award	1078709	Provide ability to autopackage aid (batch and online) for multiple program types for all Pell formulas and BBAY and SAY, i.e., standard, non-standard, non-term, clock-hour, competency-based education, etc.; within the same institution and aid year.
SIS-Financial Aid	Award	1078710	Provide ability to attach loan origination fees to loan awards, including ability to update fees mid-year.
SIS-Financial Aid	Award	1078711	Provide the ability to 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	Scholarship	1078714	Provide ability to include remaining years of eligibility in the renewal notification.
SIS-Financial Aid	Scholarship	1078715	Provide ability for scholarship committees to review and score online scholarship applications.
SIS-Financial Aid	Scholarship	1078716	Provide ability for students to complete and submit a web based scholarship application that also allow students to upload documents, e.g. resume, letters of recommendation, etc.
SIS-Financial Aid	Scholarship	1078717	Provide ability of searchable database to allow students to search for all available university scholarships; limit to scholarships with sufficient funding or show all university scholarships.
SIS-Financial Aid	Scholarship	1078718	Provide ability to access a searchable database to allow students to search for all available outside scholarships.
SIS-Financial Aid	Scholarship	1078719	Provide ability for students to complete donor specific documents online.
SIS-Financial Aid	Scholarship	1078720	Provide ability for scholarship recipients to upload photographs in multiple formats.
SIS-Financial Aid	Scholarship	1078721	Provide ability for a searchable database for faculty and staff to determine account information, i.e. account number, account manager, development account flag, etc.
SIS-Financial Aid	Scholarship	1078722	Provide ability to award scholarships by term.
SIS-Financial Aid	Scholarship	1078723	Provide ability to flag scholarship recipients throughout the system, i.e. various screens, class and advisor roster, etc.
SIS-Financial Aid	Scholarship	1078724	Provide ability to automatically alert awarding office that scholarship recipient is not in attendance on some predetermined date so hold is placed on student record until funds returned.
SIS-Financial Aid	Scholarship	1078725	Provide ability to automatically generate communication (including hard copy letters) for unsuccessful scholarship applicants.
SIS-Financial Aid	Scholarship	1078726	Provide ability to have scholarships, fellowships, traineeships, tuition supplements, and performance and athletic grant in aid, etc., uploaded by awarding departments after an automated validation has occurred (e.g. checking for GPA, hours enrolled, major, funds, etc.), and then generate electronic, downloadable and printable awarding reports to be distributed to specified recipients.
SIS-Financial Aid	Scholarship	1078727	Provide ability to automatically produce renewal notifications (including email and hard copy) to students and to awarding departments when they are automatically renewed by the system.
SIS-Financial Aid	Scholarship	1078728	Provide ability to track outside scholarship donor information with cross reference to award recipients.
SIS-Financial Aid	Scholarship	1078729	Provide ability to generate receipts.
SIS-Financial Aid	Scholarship	1078730	Provide ability to generate donor appreciation letters.
SIS-Financial Aid	Scholarship	1078731	Provide ability to import information from external sources.
SIS-Financial Aid	Scholarship	1078732	Provide ability to incorporate all GPA types from Admissions (weighted, unweighted, core, etc.) in all aspects of the scholarship process, e.g. printing on applications, incorporating into scoring formulas, viewing on system, etc.).
SIS-Financial Aid	Scholarship	1078733	Provide ability to view imaged documents (transcripts, resumes, letters of recommendation).
SIS-Financial Aid	Scholarship	1078734	Provide ability to allow students to view status of their scholarship application (e.g. missing letters of recommendation, missing transcripts).
SIS-Financial Aid	Scholarship	1078735	Provide ability to enter outside scholarship details for students to view online.
SIS-Financial Aid	Scholarship	1078736	Provide ability for an automatic notification to external offices (Athletics, academic departments, etc.) when students drop below the minimum hours requirements, change in majors, etc.
SIS-Financial Aid	Scholarship	1078737	Provide ability to track students having met awarding body specifics (submission of bio, photo, etc.).
SIS-Financial Aid	Scholarship	1078739	Provide ability for students to accept scholarships online.
SIS-Financial Aid	Scholarship	1078740	Provide ability for an automated alert to be sent to the Athletic Department when a student athlete is awarded any type of aid.
SIS-Financial Aid	Scholarship	1078741	Provide ability for an alert to Financial Aid staff when making awards or adjusting the aid of a student athlete.
SIS-Financial Aid	Scholarship	1078742	Provide ability to disallow manual awarding of grant aid or scholarships to student athletes.
SIS-Financial Aid	Scholarship	1078743	Provide ability to override parameters regarding manual awarding for grant aid or scholarships to student athletes.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Financial Aid	Scholarship	1078744	Provide ability to have an approval process, i.e. prevent awards from posting, for grants or scholarships awarded to student athletes.
SIS-Financial Aid	Scholarship	1078745	Provide ability to automatically prevent the stacking of certain scholarships.
SIS-Financial Aid	Scholarship	1078746	Provide ability to generate weekly automated reports to selected donors and other offices.
SIS-Financial Aid	Scholarship	1078747	Provide ability to coordinate the denial notification process university wide.
SIS-Financial Aid	Scholarship	1078748	Provide ability to enter student information from a scholarship application form.
SIS-Financial Aid	Scholarship	1078749	Provide ability to maintain student information from a scholarship application form.
SIS-Financial Aid	Scholarship	1078750	Provide ability to maintain a scholarship database that includes fund information.
SIS-Financial Aid	Scholarship	1078751	Provide ability to maintain a scholarship database that includes donor information.
SIS-Financial Aid	Scholarship	1078752	Provide ability to maintain a scholarship database that includes information on the purpose.
SIS-Financial Aid	Scholarship	1078753	Provide ability to maintain a scholarship database that includes scholarship amount information.
SIS-Financial Aid	Scholarship	1078754	Provide ability to maintain a scholarship database that includes current amounts awarded information.
SIS-Financial Aid	Scholarship	1078755	Provide ability to maintain a scholarship database that includes history of amounts awarded information.
SIS-Financial Aid	Scholarship	1078756	Provide ability to access and collect student information from the Admission system for determining scholarship eligibility.
SIS-Financial Aid	Scholarship	1078757	Provide ability to access and collect student information from the Registration system for determining scholarship eligibility.
SIS-Financial Aid	Scholarship	1078758	Provide ability to support user-defined rules based scholarship awarding process that is based on student selection.
SIS-Financial Aid	Scholarship	1078759	Provide ability to support user-defined rules based scholarship awarding process that is based on fund selection.
SIS-Financial Aid	Scholarship	1078760	Provide ability to support user-defined rules based scholarship awarding process that is based on student rank.
SIS-Financial Aid	Scholarship	1078761	Provide ability to support user-defined rules based scholarship awarding process that is based on student score.
SIS-Financial Aid	Scholarship	1078762	Provide ability to support user-defined rules based scholarship awarding process that is based on awarding formulas.
SIS-Financial Aid	Scholarship	1078764	Provide ability to support user-defined rules based scholarship awarding process that is based on awarding priorities.
SIS-Financial Aid	Scholarship	1078765	Provide ability to extract Expected Family Contribution (EFC) financial need figure from FAFSA data for use in formula to rank students for consideration for need-based scholarships.
SIS-Financial Aid	Scholarship	1078766	Provide ability to produce reports from specific data elements of scholarship applicants such as GPA, test score and level of need, etc., with the ability to sort data elements in any order.
SIS-Financial Aid	Scholarship	1078767	Provide ability to capture online the activity in a specific scholarship account along with up-to-date biographical information on current recipients.
SIS-Financial Aid	Scholarship	1078768	Provide ability to capture online the activity in a specific scholarship account along with up-to-date biographical information on previous recipients.
SIS-Financial Aid	Scholarship	1078769	Provide ability to capture by report history the activity in a specific scholarship account along with up-to-date biographical information on current recipients.
SIS-Financial Aid	Scholarship	1078770	Provide ability to capture by report history the activity in a specific scholarship account along with up-to-date biographical information on previous recipients.
SIS-Financial Aid	Scholarship	1078771	Provide ability to automatically produce scholarship award certificates and/or notifications.
SIS-Financial Aid	Scholarship	1078772	Provide ability to automatically renew awards based on fund specific renewal criteria.
SIS-Financial Aid	Scholarship	1078773	Provide ability to track scholarship donor information with cross reference to award recipients.
SIS-Financial Aid	Scholarship	1078774	Provide ability to access Scholarship fund balance information from the general ledger.
SIS-Financial Aid	Scholarship	1078775	Provide ability to have scholarship award uploaded online onto the Financial Aid system when awarded, changed or cancelled by Admissions.
SIS-Financial Aid	Scholarship	1078776	Provide ability to have scholarship award uploaded to a report when awarded, changed or cancelled by Admissions
SIS-Financial Aid	Scholarship	1078777	Provide ability to manipulate minimum hours for scholarships separate from federal aid and student specific.
SIS-Financial Aid	Scholarship	1078778	Provide ability to track scholarship cohorts (history of scholarships and semester limits assessed), with ability to override (student specific).
SIS-Financial Aid	Scholarship	1078779	Provide ability to track scholarship leave of absences and time extensions.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Financial Aid	Scholarship	1078780	Provide ability to automatically produce scholarship suspension notifications.
SIS-Financial Aid	Scholarship	1078781	Provide ability to systematically upload amounts for tuition-sensitive scholarships and grants.
SIS-Financial Aid	Scholarship	1078782	Provide ability to define what each tuition-sensitive scholarship and grant will or will not pay.
SIS-Financial Aid	Scholarship	1078783	Provide ability to systematically balance outside scholarship accounts.
SIS-Financial Aid	Scholarship	1078784	Provide ability to monitor cost of attendance limits for state programs.
SIS-Financial Aid	Scholarship	1078785	Provide ability to set scholarship fund rules at different enrollment hours.
SIS-Financial Aid	Scholarship	1078787	Provide the ability to 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	Scholarship	1078788	Provide the ability to switch out or replace awards (to define which award(s) will be automatically cancelled when a particular award is posted).
SIS-Financial Aid	Scholarship	1078789	Provide the ability to batch post or load awards from external sources in various file formats.
SIS-Financial Aid	Student Employment	1078792	Provide ability to disallow payment if earnings exceed work study award.
SIS-Financial Aid	Student Employment	1078793	Provide ability for what if scenarios (automatically calculate number of hours able to work per term based on award, amount earned, hourly salary, and time remaining).
SIS-Financial Aid	Student Employment	1078794	Provide ability to automatically interface the financial aid module supporting work programs with Payroll/Human Resources.
SIS-Financial Aid	Student Employment	1078795	Provide ability to create a transaction file of student employment authorization information.
SIS-Financial Aid	Student Employment	1078796	Provide ability to automatically alert (via recipient-specified text message, e-mail, report, etc.) students and impacted departments when student risks exceeding their FWS award amount.
SIS-Financial Aid	Student Employment	1078797	Provide ability to disallow payment if not awarded work study.
SIS-Financial Aid	Student Employment	1078798	Provide ability to disallow work study payment for overtime.
SIS-Financial Aid	Student Employment	1078799	Provide ability for departments to view students awarded work study, amount awarded, earnings balance, and employment status by term.
SIS-Financial Aid	Student Employment	1078800	Provide ability for work study employers to automatically notify financial aid when student is hired.
SIS-Financial Aid	Student Employment	1078801	Provide ability to automatically update financial aid database upon notification of work study hire.
SIS-Financial Aid	Student Employment	1078802	Provide ability for student employment information reports.
SIS-Financial Aid	Student Employment	1078803	Provide ability to track award, earnings, and available balances.
SIS-Financial Aid	Student Employment	1078804	Provide ability to report award, earnings, and available balances to student employees and supervisors.
SIS-Financial Aid	Student Employment	1078805	Provide ability to monitor departmental budgets for student employees.
SIS-Financial Aid	Student Employment	1078806	Provide ability to identify jobs and earnings that are for community service, with breakdown by category.
SIS-Financial Aid	Student Employment	1078807	Provide ability to support off-campus work-study program.
SIS-Financial Aid	Student Employment	1078808	Provide ability to enter an unlimited number of job referrals for a student in a particular aid year.
SIS-Financial Aid	Student Employment	1078809	Provide ability for user-defined student employment fund rules.
SIS-Financial Aid	Student Employment	1078810	Provide ability to define an unlimited number of student employment funds.
SIS-Financial Aid	Student Employment	1078811	Provide ability for an unlimited number of student employment awards per student, per aid year.
SIS-Financial Aid	Student Employment	1078812	Provide ability for unlimited jobs per student, per aid year.
SIS-Financial Aid	Student Employment	1078813	Provide ability for multiple pay rates per job.
SIS-Financial Aid	Student Employment	1078814	Provide ability to enter hourly or flat stipend pay rate.
SIS-Financial Aid	Student Employment	1078815	Provide ability for production of letters regarding status of allocation to departments and/or students.
SIS-Financial Aid	Student Employment	1078816	Provide ability to allocate or pool FWS funds among departmental budgets.
SIS-Financial Aid	Student Employment	1078818	Provide ability to analyze and track actual FWS earnings by student for a calendar or award year.
SIS-Financial Aid	Student Employment	1078819	Provide ability to capture and track off-campus earnings for FWS students.
SIS-Financial Aid	Funds Disbursement	1078822	Provide ability to accept budget amounts from a data extract file.
SIS-Financial Aid	Funds Disbursement	1078823	Provide ability to create electronically-transferable authorizations to charge up to certain user-defined limits at College Bookstore or on campus declining-balance cards, if authorization is granted by the student.
SIS-Financial Aid	Funds Disbursement	1078824	Provide ability to interface with unique state tuition assistance programs.
SIS-Financial Aid	Funds Disbursement	1078825	Provide ability for automatic reconciliation among loan funds receivables and the General Ledger receivables
SIS-Financial Aid	Funds Disbursement	1078826	Provide ability for students to view why funds did not disburse.
SIS-Financial Aid	Funds Disbursement	1078827	Provide ability to run a simulated disbursement without updating the database.
SIS-Financial Aid	Funds Disbursement	1078828	Provide ability to automatically disburse funds based on flexible schedule (calculate first class day, last class day, midpoint, 60% date, disbursement dates, etc.)

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Financial Aid	Funds Disbursement	1078829	Provide ability to determine Pell Grant and Stafford Loan (SAY and BBAY) 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, etc.
SIS-Financial Aid	Funds Disbursement	1078830	Provide ability to control disbursement so that only funds whose user defined rules (SAP, hours, etc.) allow automatic system disbursement online are considered.
SIS-Financial Aid	Funds Disbursement	1078831	Provide ability to control disbursement so that only funds whose user defined rules (SAP, hours, etc.) allow automatic system disbursement in batch are considered.
SIS-Financial Aid	Funds Disbursement	1078832	Provide ability for fund management data on offers, acceptances and payments/earnings, with comparisons of data across years to help set targets for award offers based on fund by year or by period.
SIS-Financial Aid	Funds Disbursement	1078833	Provide ability to enter unlimited administrative notes (not fund specific) that are either generic or year/term specific.
SIS-Financial Aid	Funds Disbursement	1078834	Provide ability to add user defined fund attributes for each funds.
SIS-Financial Aid	Funds Disbursement	1078835	Provide ability for automatic scheduling of awarded funds into disbursement periods at the time of award acceptance.
SIS-Financial Aid	Funds Disbursement	1078836	Provide ability for the creation of a fund based data (global) for each fund with over-commitment.
SIS-Financial Aid	Funds Disbursement	1078837	Provide ability for the creation of a fund based data (global) for each fund with awarding.
SIS-Financial Aid	Funds Disbursement	1078838	Provide ability for the definition of special disbursement patterns, i.e., awards are not equally divided between terms.
SIS-Financial Aid	Funds Disbursement	1078839	Provide ability for a financial aid disbursement function that takes financial aid awards as awarded and scheduled in the packaging function.
SIS-Financial Aid	Funds Disbursement	1078840	Provide ability to automatically check to ensure that all tracking requirements necessary for disbursement have been satisfied.
SIS-Financial Aid	Funds Disbursement	1078841	Provide ability to 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	Funds Disbursement	1078842	Provide ability for the disbursement transactions based on actual enrollment, Budget, and Pell Expected Family Contribution.
SIS-Financial Aid	Funds Disbursement	1078843	Provide ability to define tracking elements to be met before certain funds can be disbursed.
SIS-Financial Aid	Funds Disbursement	1078844	Provide ability to allow for on-demand online deferments.
SIS-Financial Aid	Funds Disbursement	1078845	Provide ability to reconcile financial aid disbursements to the student accounts.
SIS-Financial Aid	Funds Disbursement	1078846	Provide ability for gross offers, rejections and cancellations, and net offers.
SIS-Financial Aid	Funds Disbursement	1078848	Provide ability to maintain fund attributes for each fund, including source, Title IV, aid type, limit, and other characteristics of interest for reporting and administrative purposes.
SIS-Financial Aid	Funds Disbursement	1078849	Provide ability for 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 over-rides are available).
SIS-Financial Aid	Funds Disbursement	1078850	Provide ability for 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	Funds Disbursement	1078851	Provide ability to distinguish between gross loans, loan fees, and net credit to student account.
SIS-Financial Aid	Funds Disbursement	1078852	Provide ability to 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	Funds Disbursement	1078853	Provide ability to designate how the fund is to be applied to the student account (e.g. fees only).
SIS-Financial Aid	Funds Disbursement	1078854	Provide ability to allow disbursable funds to be passed to the billing module online and applied directly to a student's account.
SIS-Financial Aid	Funds Disbursement	1078855	Provide ability to allow deferrable funds to be passed to the billing module online and applied directly to a student's account.
SIS-Financial Aid	Funds Disbursement	1078856	Provide ability to allow disbursable funds to be passed to the billing module in batch and applied directly to a student's account.
SIS-Financial Aid	Funds Disbursement	1078857	Provide ability to allow deferrable funds to be passed to the student-billing module as memo transactions.
SIS-Financial Aid	Funds Disbursement	1078858	Provide ability to allow for available aid to be displayed in the student billing module for use by the accounts receivable office.
SIS-Financial Aid	Funds Disbursement	1078859	Provide ability to interface with Student Accounts and Payroll/Human Resources.
SIS-Financial Aid	Funds Disbursement	1078860	Provide ability to have an interface with the NSLDS program to include display of reported history and requesting and receiving updates to that history.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Financial Aid	Funds Disbursement	1078861	Provide ability for appropriate notifications to student (or parent) borrower when disbursement is made.
SIS-Financial Aid	Funds Disbursement	1078862	Provide ability to review total dollars and number offered per fund per term per year.
SIS-Financial Aid	Funds Disbursement	1078863	Provide ability to review total dollars and number accepted per fund per term per year.
SIS-Financial Aid	Funds Disbursement	1078864	Provide ability to review total dollars and number declined per fund per term per year.
SIS-Financial Aid	Funds Disbursement	1078865	Provide ability to review total dollars and number canceled per fund per term per year.
SIS-Financial Aid	Funds Disbursement	1078866	Provide ability to review total dollars and number authorize per fund per term per year.
SIS-Financial Aid	Funds Disbursement	1078867	Provide ability to review total dollars and number memo per fund per term per year.
SIS-Financial Aid	Funds Disbursement	1078868	Provide ability to review total dollars and number paid per fund per term per year.
SIS-Financial Aid	Funds Disbursement	1078869	Provide ability for fund award minimum to offer per term per year.
SIS-Financial Aid	Funds Disbursement	1078870	Provide ability to control what types of aid are disbursed in a given disbursement run. I.e.; if a problem is discovered with loans for instance, then all other type aid should be eligible for disbursement.
SIS-Financial Aid	Funds Disbursement	1078871	Provide ability for the posting of memo credits (deferrable awards) with expiration dates removing the credit as appropriate.
SIS-Financial Aid	Funds Disbursement	1078872	Provide ability for the automatic recalculation of Federal Pell Grant Awards and disbursement transactions based on actual enrollment (less hours reported for never beginning attendance, and excess attempted remedial coursework hours), Budget, and Pell Expected Family Contribution.
SIS-Financial Aid	Funds Disbursement	1078874	Provide ability for the automatic recalculation of Federal Pell Grant Awards and disbursement transactions based on nine-month Expected Family Contribution.
SIS-Financial Aid	Funds Disbursement	1078875	Provide ability for automatic posting of payment totals in the funds management as disbursement occurs.
SIS-Financial Aid	Funds Disbursement	1078876	Provide ability for automatic posting of payment totals in the individual student award as disbursement occurs.
SIS-Financial Aid	Funds Disbursement	1078877	Provide ability to override disbursement rules online.
SIS-Financial Aid	Funds Disbursement	1078878	Provide ability to view why funds did not disburse.
SIS-Financial Aid	Funds Disbursement	1078879	Provide ability to allow for on-demand online disbursement.
SIS-Financial Aid	Funds Disbursement	1078880	Provide ability to import external grants award data for disbursement.
SIS-Financial Aid	Funds Disbursement	1078881	Provide ability to import outside scholarships award data for disbursement.
SIS-Financial Aid	Funds Disbursement	1078882	Provide ability for batch disbursement.
SIS-Financial Aid	Funds Disbursement	1078883	Provide ability to review dollars available.
SIS-Financial Aid	Funds Disbursement	1078884	Provide ability for actual funding level (real dollars).
SIS-Financial Aid	Funds Disbursement	1078885	Provide ability for available to offer (greater or less than actual funding).
SIS-Financial Aid	Funds Disbursement	1078886	Provide ability for 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	Funds Disbursement	1078887	Provide ability for an automatic alerting system when funds are exhausted or with-in user defined limits.
SIS-Financial Aid	Funds Disbursement	1078888	Provide ability to prevent loan disbursements until system is coded that promissory notes and entrance counseling have been signed by student.
SIS-Financial Aid	Funds Disbursement	1078889	Provide ability to disburse set amounts on a predetermined day for Athletic grant in aid room and board checks.
SIS-Financial Aid	Funds Disbursement	1078890	Provide ability to automatically calculate the amount of financial aid student refunds to be disbursed from each program.
SIS-Financial Aid	Funds Disbursement	1078891	Provide ability to prevent overage checks for tuition-sensitive scholarships and grants.
SIS-Financial Aid	Funds Disbursement	1078892	Provide ability to review an account balance report showing amounts currently awarded, accepted, declined, canceled, authorized, paid, and remaining available by fund.
SIS-Financial Aid	Funds Disbursement	1078893	Provide ability to 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	Funds Disbursement	1078894	Provide ability for detailed disbursement reports.
SIS-Financial Aid	Funds Disbursement	1078895	Provide ability for summary disbursement reports.
SIS-Financial Aid	Funds Disbursement	1078896	Provide ability for fund management reports which shows borrowing including loan fees.
SIS-Financial Aid	Funds Disbursement	1078897	Provide ability to disburse funds according to multiple enrollment periods for study abroad.
SIS-Financial Aid	Funds Disbursement	1078898	Provide ability to review information to packaging and disbursement functions for eligibility determination.
SIS-Financial Aid	Funds Disbursement	1078900	Provide ability to authorize disbursements based upon continued student eligibility.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Financial Aid	Funds Disbursement	1078901	Provide ability to schedule payments automatically based upon a student's enrollment level and on courses currently enrolled and operating.
SIS-Financial Aid	Funds Disbursement	1078902	Provide ability to process consortium agreements for study at another school and study abroad agreements and to record enrollment level for these students in order to process aid and report enrollment appropriately.
SIS-Financial Aid	Funds Disbursement	1078903	Provide ability to support an online tuition deferment payment process.
SIS-Financial Aid	Funds Disbursement	1078904	Provide ability to incorporate CIP code in the definition of year-specific system rules for a fund.
SIS-Financial Aid	Funds Disbursement	1078906	Provide the ability to define multiple custom disbursement rules based upon multiple system fields for an award.
SIS-Financial Aid	Process Loans	1078909	Provide ability for electronic counseling (entrance and exit); automatic uploads to student information system regarding status of loan counseling; provide for e-forms, e-signatures, etc.
SIS-Financial Aid	Process Loans	1078910	Provide ability to model what if scenarios regarding loan indebtedness.
SIS-Financial Aid	Process Loans	1078911	Provide ability to view potential monthly payments counseling information.
SIS-Financial Aid	Process Loans	1078912	Provide ability to support web-based exit interview functions for student loans, with automatic update of performed interviews, placing and removing encumbrances.
SIS-Financial Aid	Process Loans	1078913	Provide ability to run an automated process to assess action required due to loan rejects, to include reject code and corresponding field.
SIS-Financial Aid	Process Loans	1078914	Provide ability to automatically calculate the net amount to be returned when processing disbursement adjustments.
SIS-Financial Aid	Process Loans	1078915	Provide ability to produce debt management reports for individual students on projected debt levels.
SIS-Financial Aid	Process Loans	1078916	Provide ability to produce debt management reports for individual students on projected payments relative to expected incomes typical of starting salaries for the career field a student is preparing with some indication of the debt burden.
SIS-Financial Aid	Process Loans	1078917	Provide ability to produce summary debt management reports.
SIS-Financial Aid	Process Loans	1078918	Provide ability for posting rejects are stored electronically until resolved.
SIS-Financial Aid	Process Loans	1078919	Provide ability to import and export from the servicer information for corrections.
SIS-Financial Aid	Process Loans	1078920	Provide ability to create and maintain online information for correction.
SIS-Financial Aid	Process Loans	1078921	Provide ability to export direct loan organizations and corrections directly to the loan servicer.
SIS-Financial Aid	Process Loans	1078922	Provide ability to require additional exit interview for students who re-enroll and subsequently drop below half time.
SIS-Financial Aid	Process Loans	1078923	Provide ability to monitor requirements for entrance and exit counseling according to Federal regulations.
SIS-Financial Aid	Process Loans	1078924	Provide ability to prompt students for intensive loan counseling where required according to institutional policy.
SIS-Financial Aid	Process Loans	1078925	Provide ability for online loan summary that displays the student loan history.
SIS-Financial Aid	Process Loans	1078926	Provide ability to generate lists of students who must exit interview or who have dropped out and require an interview.
SIS-Financial Aid	Process Loans	1078927	Provide ability to hold disbursements for students selected for verification after being awarded.
SIS-Financial Aid	Process Loans	1078928	Provide ability to make manual corrections to disbursements.
SIS-Financial Aid	Process Loans	1078929	Provide ability to generate online a short-term emergency, aka institutional loan, including user-defined terms while not affecting the students award eligibility status.
SIS-Financial Aid	Process Loans	1078930	Provide ability to import and export from the servicer information for direct loan disbursements.
SIS-Financial Aid	Process Loans	1078931	Provide ability to create and maintain online information for disbursements.
SIS-Financial Aid	Process Loans	1078932	Provide ability to calculate net loan.
SIS-Financial Aid	Process Loans	1078933	Provide ability to disburse net loan.
SIS-Financial Aid	Process Loans	1078935	Provide ability to retain a place for loan fees.
SIS-Financial Aid	Process Loans	1078936	Provide ability to define when loans are disbursable.
SIS-Financial Aid	Process Loans	1078937	Provide ability for online loan check tracking for entry of received checks.
SIS-Financial Aid	Process Loans	1078938	Provide ability to post received check amounts as memo transactions to the student's account with an expiration date.
SIS-Financial Aid	Process Loans	1078939	Provide ability for automatic update of award and fund records based on loan and check processing.
SIS-Financial Aid	Process Loans	1078940	Provide ability to disburse direct student loans to the student account and reconcile funds.
SIS-Financial Aid	Process Loans	1078941	Provide ability to have system automatically set up loan disbursements for all sessions with proper dates. Ex. 1st and 2nd disb for all loan periods.
SIS-Financial Aid	Process Loans	1078942	Provide ability to prohibit loan funds being disbursed to students enrolled less than half-time.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Financial Aid	Process Loans	1078943	Provide ability to accommodate the 30-day delay requirement for first-time first-year borrowers.
SIS-Financial Aid	Process Loans	1078944	Provide ability to send notification including hard copy to students who have not returned signed promissory notes.
SIS-Financial Aid	Process Loans	1078945	Provide ability to send reminder notice including hard copy to students who have not returned signed promissory notes.
SIS-Financial Aid	Process Loans	1078946	Provide ability to notify Department of Education regarding borrowers who withdraw.
SIS-Financial Aid	Process Loans	1078947	Provide ability to notify Department of Education regarding borrowers who fail to re-enroll.
SIS-Financial Aid	Process Loans	1078948	Provide ability to notify Department of Education regarding borrowers who graduate.
SIS-Financial Aid	Process Loans	1078949	Provide ability to notify Department of Education regarding borrowers who drop below part-time.
SIS-Financial Aid	Process Loans	1078950	Provide ability to generate notices (including hard copy) to students that the check has been received.
SIS-Financial Aid	Process Loans	1078951	Provide ability to send electronic reminder notices to students who have not returned signed promissory notes.
SIS-Financial Aid	Process Loans	1078952	Provide ability to generate a standard report of borrowers who withdraw/re-enroll/graduate.
SIS-Financial Aid	Process Loans	1078953	Provide ability to generate a standard report of borrowers who fail to re-enroll.
SIS-Financial Aid	Process Loans	1078954	Provide ability to generate a standard report of borrowers who drop below Half-time.
SIS-Financial Aid	Process Loans	1078955	Provide ability to automatically prorate loans as a result of the student graduating in the middle of an academic year.
SIS-Financial Aid	Process Loans	1078956	Provide ability to support Common Line functionality including change transactions.
SIS-Financial Aid	Process Loans	1078957	Provide ability to import and export from the servicer information for the direct lending origination.
SIS-Financial Aid	Process Loans	1078959	Provide ability to import and export other direct lending information from the files (credit overrides, payment to servicer, booking notifications, promissory not acknowledgements, etc.) as required.
SIS-Financial Aid	Process Loans	1078960	Provide ability to support Federal Stafford Loan processing with application information and check tracking.
SIS-Financial Aid	Process Loans	1078961	Provide ability to enter multiple federal loan applications online, including subsidized and unsubsidized loans for the Federal Stafford Loan program.
SIS-Financial Aid	Process Loans	1078962	Provide ability to automatically schedule loans across terms for use in the awarding process.
SIS-Financial Aid	Process Loans	1078963	Provide ability to automatically schedule expected disbursements across terms with the option of reducing the paid amount based on estimated origination fees.
SIS-Financial Aid	Process Loans	1078964	Provide ability to package any federal loans online or through the automatic packaging process online loan certification.
SIS-Financial Aid	Process Loans	1078965	Provide ability to package any federal loans online or through the automatic packaging process automatic schedule of disbursements.
SIS-Financial Aid	Process Loans	1078966	Provide ability to package any federal loans online or through the automatic packaging process online check tracking and disbursement.
SIS-Financial Aid	Process Loans	1078967	Provide ability to create and maintain direct loan origination records online.
SIS-Financial Aid	Process Loans	1078968	Provide ability to log direct loan origination corrections automatically as data is modified.
SIS-Financial Aid	Process Loans	1078969	Provide ability to import direct loan origination and correction acknowledgments.
SIS-Financial Aid	Process Loans	1078970	Provide ability for an automated process for reconciliation with COD.
SIS-Financial Aid	Process Loans	1078971	Provide ability for loan reports to assist with checking for unprocessed loans, exception files, reconciliation, etc.
SIS-Financial Aid	Process Loans	1078972	Provide ability to track, enter, view, and process alternative loans similar to the federal loans.
SIS-Financial Aid	Process Loans	1078973	Provide ability to track, enter, view, and process institutional loans.
SIS-Financial Aid	Process Loans	1078974	Provide ability to integrate with loan guarantors and loan servicers for transmitting and receiving loan data.
SIS-Financial Aid	Process Loans	1078975	Provide ability for flexibility in certifying loans with loan periods that do not conform to the conventional term-based calendar.
SIS-Financial Aid	Process Loans	1078976	Provide ability to import expired Master Promissory Notes for both student and parent loans.
SIS-Financial Aid	Process Loans	1078977	Provide ability to generate a promissory note online, including user-defined terms, while not affecting the students award eligibility status.
SIS-Financial Aid	Process Loans	1078978	Provide ability to import and export from the servicer information for promissory note and manifest.
SIS-Financial Aid	Process Loans	1078979	Provide ability to track and generate direct loan promissory notes.
SIS-Financial Aid	Process Loans	1078980	Provide ability for Master Promissory Notes (MPN).
SIS-Financial Aid	Process Loans	1078981	Provide ability to compare DLSAS year to date file against FA records to identify discrepancies.
SIS-Financial Aid	Process Loans	1078982	Provide ability to import and export, from the servicer, information for reconciliations.
SIS-Financial Aid	Process Loans	1078984	Provide ability to create and maintain online information for reconciliation's.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Financial Aid	Process Loans	1078985	Provide ability to produce debt management reports for individual students on cumulative debt levels.
SIS-Financial Aid	Process Loans	1078986	Provide ability to create and maintain online information for reconciliations.
SIS-Financial Aid	Process Loans	1078987	Provide ability to import disbursement and reconciliation acknowledgments from the loan servicer.
SIS-Financial Aid	Process Loans	1078989	Provide the ability to support Commonline 4 functionally for Private Alternative Loan Processing.
SIS-Financial Aid	Process Loans	1078990	Provide the ability to directly import and export COD transactions with the CPS without the use of intermediary desktop software.
SIS-Financial Aid	Process Loans	1078991	Provide the ability to load all relevant direct loan flat file message classes and generated corresponding reports into the system.
SIS-Financial Aid	Process Loans	1078992	Provide the ability to import the weekly Pell LEU file sent from COD with the option to not override the same aid year disbursements.
SIS-Financial Aid	Process Loans	1078993	Provide the ability to set up the initial loan fees and then make any mandated changes to loan fees within the aid year.
SIS-Financial Aid	Common Origination and Disbursement (COD)	1078995	Provide ability for the review of potential overpayment, concurrent enrollment and W status error records.
SIS-Financial Aid	Common Origination and Disbursement (COD)	1078996	Provide ability to participate fully in the Direct Loan Common Origination and Disbursement Program (COD).
SIS-Financial Aid	Common Origination and Disbursement (COD)	1078997	Provide ability to participate fully in the Pell Common Origination and Disbursement Program (COD).
SIS-Financial Aid	Common Origination and Disbursement (COD)	1078998	Provide ability for an automatic online transaction log of changes which records dates, times, user IDs, and records from-and-to values of Pell COD.
SIS-Financial Aid	Common Origination and Disbursement (COD)	1078999	Provide ability to support electronic applications, corrections and payment reporting.
SIS-Financial Aid	Common Origination and Disbursement (COD)	1079000	Provide ability for batch rejects reports for COD program.
SIS-Financial Aid	Common Origination and Disbursement (COD)	1079002	Provide the ability to participate fully in the TEACH Grant common origination and disbursement program.
SIS-Financial Aid	Common Origination and Disbursement (COD)	1079003	Provide the ability to manage COD programs with reports for awards with various statuses: hold, reject, adjustments, unbooked funds, etc.
SIS-Financial Aid	Fund Management	1079005	Provide ability to establish and monitor an unlimited number of funds for purposes of awarding and disbursing financial aid by year as defined by the user.
SIS-Financial Aid	Fund Management	1079006	Provide ability to establish and monitor fund types for purposes of awarding and disbursing Financial Aid by year as defined by the user.
SIS-Financial Aid	Fund Management	1079007	Provide ability for the creation of a fund based data (global) for each fund with assignment rules.
SIS-Financial Aid	Fund Management	1079008	Provide ability to incorporate aid year in the definition of year-specific system rules for a fund.
SIS-Financial Aid	Fund Management	1079009	Provide ability to incorporate 'reduce need' in the definition of year-specific system rules for a fund.
SIS-Financial Aid	Fund Management	1079010	Provide ability to incorporate fund source (federal/state/institutional/agency) in the definition of year-specific system rules for a fund.
SIS-Financial Aid	Fund Management	1079011	Provide ability to incorporate fund type (loan, grant, scholarship, job) in the definition of year-specific system rules for a fund.
SIS-Financial Aid	Fund Management	1079012	Provide ability to incorporate 'automatically package' in the definition of year-specific system rules for a fund.
SIS-Financial Aid	Fund Management	1079013	Provide ability to incorporate 'automatically schedule into term' in the definition of year-specific system rules for a fund.
SIS-Financial Aid	Fund Management	1079014	Provide ability to incorporate 'automatically disburse' in the definition of year-specific system rules for a fund.
SIS-Financial Aid	Fund Management	1079015	Provide ability to incorporate 'apply as a memo credit' in the definition of year-specific system rules for a fund.
SIS-Financial Aid	Fund Management	1079016	Provide ability to incorporate expiration date of memo in the definition of year-specific system rules for a fund.
SIS-Financial Aid	Fund Management	1079017	Provide ability to incorporate family contribution replacement in the definition of year-specific system rules for a fund.
SIS-Financial Aid	Fund Management	1079018	Provide ability to incorporate 'assign fund related requirements,' i.e., documents and/or messages, in the definition of year-specific system rules for a fund.
SIS-Financial Aid	Fund Management	1079019	Provide ability to incorporate option to use actual enrollment for disbursement in the definition of year-specific system rules for a fund.
SIS-Financial Aid	Fund Management	1079020	Provide ability to incorporate class in the definition of year-specific system rules for a fund.
SIS-Financial Aid	Fund Management	1079021	Provide ability to incorporate major in the definition of year-specific system rules for a fund.
SIS-Financial Aid	Fund Management	1079022	Provide ability to incorporate fund relationship in the definition of year-specific system rules for a fund.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Financial Aid	Fund Management	1079023	Provide ability to incorporate fund code in year-specific fund assignment system rules.
SIS-Financial Aid	Fund Management	1079024	Provide ability to incorporate awarding rules in year-specific fund assignment system rules.
SIS-Financial Aid	Fund Management	1079025	Provide ability to incorporate field code (e.g., parent's age) in year-specific fund assignment system rules.
SIS-Financial Aid	Fund Management	1079026	Provide ability to incorporate operator (when, ranges, eq, egt, elt, gt, lt) in year-specific fund assignment system rules.
SIS-Financial Aid	Fund Management	1079027	Provide ability to incorporate field values in year-specific fund assignment system rules.
SIS-Financial Aid	History	1079030	Provide ability to maintain history records across aid year as user defined.
SIS-Financial Aid	History	1079031	Provide ability to have a FERPA icon to automatically allow information through FERPA based on independent/dependent status. Also allow students to designate to whom information can be released.
SIS-Financial Aid	History	1079032	Provide ability for a mechanism to delete all or part of the electronic financial aid records.
SIS-Financial Aid	History	1079033	Provide ability for online detail of award history by student/fund/year/term.
SIS-Financial Aid	History	1079034	Provide ability for batch detail reports of award history by student/fund/year/term.
SIS-Financial Aid	History	1079035	Provide ability for online summary reports of award history by student/fund/year/term.
SIS-Financial Aid	History	1079036	Provide ability for batch summary reports of award history by student/fund/year/term.
SIS-Financial Aid	History	1079037	Provide ability to create, view, and update extracted FISAP data online.
SIS-Financial Aid	History	1079038	Provide ability to create, view and update a student audit.
SIS-Financial Aid	History	1079039	Provide ability for the addition and maintenance of a prior college's award information online.
SIS-Financial Aid	History	1079040	Provide ability to add in totals from the student's prior college award information so as not to exceed awarding limits.
SIS-Financial Aid	History	1079041	Provide ability for a view of award history information online.
SIS-Financial Aid	History	1079042	Provide ability for online detail of award history by fund.
SIS-Financial Aid	History	1079043	Provide ability for online detail of award history by year.
SIS-Financial Aid	History	1079044	Provide ability to create and maintain Perkin and other loan promissory notes by year.
SIS-Financial Aid	History	1079045	Provide ability to create and maintain Perkin and other loan promissory notes by term.
SIS-Financial Aid	History	1079046	Provide ability to retrieve Perkin and other loan promissory notes by year.
SIS-Financial Aid	History	1079047	Provide ability to retrieve Perkin and other loan promissory notes by term.
SIS-Financial Aid	History	1079048	Provide ability to retrieve Institutional loan promissory notes by term.
SIS-Financial Aid	History	1079049	Provide ability to accept file input of historical data from other system(s).
SIS-Financial Aid	History	1079050	Provide ability for a report of comments included in student records.
SIS-Financial Aid	History	1079051	Provide ability for online student financial aid history with amounts, check numbers, and dates of disbursement, with the option of viewing complete history or by semester.
SIS-Financial Aid	History	1079052	Provide ability to flag students whose individual applicant records can be destroyed according to Federal and State regulations.
SIS-Financial Aid	History	1079053	Provide ability to support maintenance of a student's financial aid record to meet award packaging, audit, and transcript requirements.
SIS-Financial Aid	History	1079054	Provide ability to identify those dependent students with a parent's tax return on file who were claimed as a dependent by that parent.
SIS-Financial Aid	History	1079056	Provide ability to import a transfer monitoring file from NSLDS.
SIS-Financial Aid	History	1079057	Provide ability to 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	1079059	Provide ability to interface with 3Rd party systems for downloading of scholarships, fellowships, traineeships, tuition supplements and Athletic grant in aid awarded to F-1 and J-1 international students
SIS-Financial Aid	Reporting	1079060	Provide ability to provide reports to assist with Common Dataset completion.
SIS-Financial Aid	Reporting	1079061	Provide ability to provide IPEDS, or equivalent information quickly and accurately
SIS-Financial Aid	Reporting	1079062	Provide ability to interface with the Arkansas Higher Education Coordinating Board for reporting and awarding purposes.
SIS-Financial Aid	Reporting	1079063	Provide ability to generate cumulative debt-levels as defined by end user (grade level, ethnicity, GPA, etc.).
SIS-Financial Aid	Reporting	1079064	Provide ability to compare Pell year to date file against FA records to identify discrepancies.
SIS-Financial Aid	Reporting	1079065	Provide ability to determine, on a student specific level, what funds are being used to meet need, regardless of whether the fund is need-based.
SIS-Financial Aid	Reporting	1079066	Provide ability to automatically accommodate the mandated NSLDS transfer monitoring alert process.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Financial Aid	Reporting	1079067	Provide ability to track the degree progress and retention of students previous identified as having a SAP problem.
SIS-Financial Aid	Reporting	1079068	Provide ability to produce state mandated Financial Aid Database Report/file.
SIS-Financial Aid	Reporting	1079069	Provide ability to produce state mandated Arkansas ADHE scholarship/grant end of year files/reports.
SIS-Financial Aid	Reporting	1079070	Provide ability for an audit report by term sorted by types of grants and loans including name, social security number, credit hours and amount with combined totals.
SIS-Financial Aid	Reporting	1079071	Provide ability for an audit report of term data combined into a cumulative total for fiscal year.
SIS-Financial Aid	Reporting	1079072	Provide ability for an aged report of 'tuition receivable owed by student' including social security number, 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	1079073	Provide ability for eligible applicant and program summary grids of the Federal Fiscal Operations Report in the Perkins Loan Supplemental Educational Opportunity Grant (SEOG), and College Work Study (CWS) Programs.
SIS-Financial Aid	Reporting	1079074	Provide ability to provide all required Perkins loan data to National Student Loan Data System, from disbursement to liquidation of the debt, including deferment, cancellation, payment, and change.
SIS-Financial Aid	Reporting	1079075	Provide ability to report campus-based and institutional loan data to national credit bureaus from inception of loan to liquidation of the loan.
SIS-Financial Aid	Reporting	1079076	Provide ability to automatically extract FWS Community Service and America Reads figures for report generation and FISAP.
SIS-Financial Aid	Reporting	1079078	Provide a report for user audit purposes that lists all online transactions for a user for a given date range (award changes, comments, budget changes, ISIR change etc.)
SIS-Financial Aid	Reporting	1079079	Provide the ability to run a delivered FISAP report.
SIS-Financial Aid	Reporting	1079080	Provide the ability to maintain fund attributes for each fund, including source, Title IV, aid type, custom fields and other characteristics of interest for reporting; e.g. need multiple sets of these attributes for each fund in order to satisfy different reporting purposes.
SIS-Financial Aid	Reporting	1079081	Provide the ability to generate financial aid history as well as transfer monitoring requests with the ability to load the results of requests from CPS.
SIS-Financial Aid	Verification	1079084	Provide ability to override 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	1079085	Provide ability to identify students that have earned work-study funds during the previous academic year.
SIS-Financial Aid	Verification	1079087	Provide the ability to interface with all other system data using custom user defined logic/criteria to identify and resolve conflicting information from the ISIR (grade level, degree status, VA status, marital status, parents/orphan status, high school completion, etc.).
SIS-Financial Aid	Verification	1079088	Provide the ability for students to upload required documents in a self-service setting.
SIS-Financial Aid	Verification	1079089	Provide the ability for parents that have been designated access by the student to upload required documents in a self-service setting.
SIS-Financial Aid	Verification	1079090	Provide the ability for students and parents to complete and sign their portion of an online verification form in a self-service setting.
SIS-Financial Aid	Verification	1079091	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	1079092	Provide the ability to define and enforce the order in which different types of aid or individual awards are applied towards a student need and/or COA.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079096	Provide ability to import fee tables from spreadsheet.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079097	Provide ability to reverse payments made to account and update all applicable interfaces as needed.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079098	Provide ability to charge dorm damages based on feed from housing system.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079099	Provide ability to interface with food management system to charge varied fee plans for board based on proration tables and usage.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079100	Provide ability to interface with parking services to charge parking permit fees.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079101	Provide ability to require online payment agreement acceptance prior to registration for a given semester/term/session.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079102	Provide ability to sell a declining dollar plan and interface with food management or housing management systems, banks and off-campus acceptors.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079103	Provide ability to process fee waivers (Hours based, percentage based, fee based, maximum amount).
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079104	Provide ability for automatic fee waivers for targeted recruitment programs.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079105	Provide ability to charge whole dollars vs. cents to accommodate third party providers, i.e. Military Bases.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079106	Provide ability to apply fee deferrals, waivers, contract education, Financial Aid, etc.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079107	Provide ability to credit the student's account when housing deposits are waived.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079108	Provide ability to assess convenience, flat rate, and/or percentage based fees for credit card payments by card type including e-checks.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079109	Provide ability to assess tuition online (On the fly schedule changes).
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079110	Provide ability to automatically trigger an assessment of a charge based on user specification, i.e. Returned Item is assessed in addition to assessing an additional Service Charge fee.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079111	Provide ability to charge and remove an annual and/or semester premium-based 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	Tuition/Fee Calc and Assessment	1079112	Provide ability to consider campus location (off campus locations) and delivery method in tuition assessment.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079113	Provide ability to copy from one fee record to another (Rollover of fee tables, etc.).
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079114	Provide ability to create a housing charge in a situation of no tuition assessment, i.e. work study summer job, co-op; Guest Housing.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079115	Provide ability to handle swapping of classes that may or may not result in penalties assessed (Administrative Drop/Add).
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079116	Provide ability to import and post departmental charges from external sources electronically.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079117	Provide ability to 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/Fee Calc and Assessment	1079119	Provide ability to manually batch enter or remove a specific group (e.g. applying all library fines, or applying a special course fee to all students enrolled in that course).
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079120	Provide ability to process fee scholarships for graduate student employees as well as course enrollment.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079121	Provide ability for selected categories of students to have a maximum amount of fees for any one term, i.e. Waiving on campus fees for off-campus students.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079122	Provide ability to assess a one-time fee to all students for security deposit, i.e. General Property Deposit; Trust Fund Deposit.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079123	Provide ability to calculate fees for a given structure and freeze the students rates on catalog year.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079124	Provide ability to charge fees with per hour charge reaching a maximum, i.e. Student Service fee increments per hour to a maximum of X dollar amount; Fees with Ceiling.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079125	Provide ability to initiate the process to charge an annual and/or semester premium medical insurance fee to F-1 or J-1 students who are not officially enrolled in classes with the ability to waive or cancel the charge.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079126	Provide ability to roll fee and related tables from one semester to another.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079127	Provide ability to submit F-1 and J-1 international students to be charged the International Operations Fee who are not officially enrolled in courses but who must pay the fee.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079128	Provide ability to apply a specific charge to a group of individuals with the detail code, date, and dollar amount.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079129	Provide ability to assess a late registration fee. This fee may be increased based on the date the student registers for courses.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079130	Provide ability to assess tuition through batch processing.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079131	Provide ability to automatically generate future charges for repayment of short term loans.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079132	Provide ability to avoid charging high school and bridged students selected fees while charging them other fees.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079133	Provide ability to charge a network services fee by campus to all students with separate fees for on-campus students.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079134	Provide ability to consider credit hours taken in tuition assessment.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079135	Provide ability to consider flat fees in tuition assessment.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079136	Provide ability to consider full or part-time student criteria in tuition assessment.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079137	Provide ability to consider per credit hour fees with a maximum amount in tuition assessment.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079138	Provide ability to consider special course fees in tuition assessment.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079139	Provide ability to consider student classification (student, staff, faculty, etc.) in tuition assessment.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079140	Provide ability to consider term (fall, spring or summer) in tuition assessment.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079141	Provide ability to consider type of class in tuition assessment.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079142	Provide ability to consider undergraduate vs. graduate in tuition assessment.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079143	Provide ability to handle penalty assessments based on flexible scheduled courses.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079145	Provide ability to handle penalty assessments based on the sections the student added and/or dropped.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079146	Provide ability to handle penalty assessments based on workshop fees.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079147	Provide ability to handle two major types of deferments, financial aid and non-financial aid.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079148	Provide ability to manually batch enter and apply charges to a groups of accounts (e.g. applying all library fines, o applying a special course fee to all students enrolled in that course).
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079149	Provide ability to recalculate fees based on drops and adds.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079150	Provide ability to reconcile system generated charges to transaction activity which has triggered charge generation.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079151	Provide ability to record and provide third party billings of enrollment and other student/class related fees.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079152	Provide ability to remove student fees in batch mode once placed on the student's account.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079153	Provide ability to update student fees for a cancelled class in real-time mode.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079154	Provide ability for 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/Fee Calc and Assessment	1079155	Provide ability for employees to pay only a portion of the general fee.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079156	Provide ability for special waivers granted by authorized personnel.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079157	Provide ability for waivers or discounts of out-of-state tuition fee for special workshops.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079158	Provide ability to credit money collected for tuition deposit to the student's account (Prepaid Tuition - International Students).
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079159	Provide ability to monitor all money collected for admission fees (Decentralized Receipting all depts).
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079160	Provide ability to monitor money collected for tuition deposit (Prepaid Tuition - International Students).
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079161	Provide ability to monitor all money collected for International Operations Fee.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079162	Provide ability to credit to the student's account all money collected for admission fees.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079163	Provide ability to allow for caps on all fee types, i.e. Student Service fee.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079164	Provide ability to enter fees by section, course, site, campus, college and district, term or session.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079165	Provide ability to tie each fee category to a term and session.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079166	Provide ability to assess a charge for daily usage of rooms, i.e. Break/Guest housing.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079167	Provide ability to assess a fee based on students withdrawal reversal (Reinstatement Charge).
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079168	Provide ability to assess different charges based on schedule changes and timing of changes, i.e. \$2 change vs. \$10 drop; Activity Charges.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079169	Provide ability to assess matriculation fees.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079171	Provide ability to assess misc. charges based on criteria from other university depts.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079172	Provide ability to assess Tuition by resident (in-state), by non-resident (out-of-state), by foreign status; by statutory funding (EandG) and designated funding; by graduate and undergraduate status (Statutory and Designated Tuition).
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079173	Provide ability to charge a fee based on prior enrollment in a course (Course Repeat Fee).
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079174	Provide ability to charge based on course level, i.e. Graduate vs. Undergraduate level classes; Graduate Tuition Increment.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079175	Provide ability to charge fee based on course delivery method, i.e. class taught via internet; Electronic Course Fee.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079176	Provide ability to charge fee based on course location, i.e. taught in satellite office; Off-Campus Fee.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079177	Provide ability to charge fee based on specified course enrolled, i.e. Music Practice Fee) (Individual Instruction/Incidental Fees.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079178	Provide ability to charge fee based on student classification, i.e. Graduate, Post Graduate student vs. Undergraduate; Advising Fee; Fees Based on Student Classification.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079179	Provide ability to charge fee based on student registration status, i.e. Charge \$10 for students registering before x date, charge \$50 for students registering after x date; Late Registration Fees.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079180	Provide ability to charge fee based on term or semester, i.e. bus fee charged once a semester; Semester Based Fees.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079181	Provide ability to charge fees based on international Visa status (International Student Operations Fee).

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079182	Provide ability to charge fees based on specified course enrolled classes, i.e. Biology Fee; Laboratory Fees.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079183	Provide ability to charge tuition based on excessive hours over base degree hours, i.e. different by major; Excess Hours Tuition.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079184	Provide ability to charge various fees based on semester credit hour (Hourly Based Fees).
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079185	Provide ability to waive/override fees based on user-defined criteria.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079186	Provide ability for Economic Hardship Waiver, i.e. Pell eligible students do not pay excess hours; Waiver of Fees.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079187	Provide ability to calculate fee refunds on dropped classes using multiple refund calendars.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079188	Provide ability to define tuition and fee assessment rules.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079189	Provide ability to maintain unlimited fee codes.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079190	Provide ability to recalculate fees when fees are changed mid-registration.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079191	Provide ability to set the fee type as non-refundable.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079192	Provide ability to 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/Fee Calc and Assessment	1079193	Provide ability to set up user-defined business rules for how the fees are applied.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079194	Provide ability to set up user-defined charges such as per credit hour fees (instructional fee, general fee, out of state tuition surcharge, et cetera).
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079195	Provide ability to allow the user to define and schedule when tuition assessment batch processing runs.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079197	Provide ability to automatically recalculate tuition and fees based on changes in a student's status.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079199	Provide ability to assess Tuition by academic level/career and program.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079200	Provide ability to assess Residency in-district and out-of-district fees and tuition rates.
SIS-Student Accounts	Tuition/Fee Calc and Assessment	1079201	Provide ability to assess different tuition models based on type of course taken, e.g. online.
SIS-Student Accounts	Billing	1079204	Provide ability to present estimated vs. actual fees. Allowing or disallowing payment based user defined criteria.
SIS-Student Accounts	Billing	1079205	Provide ability to 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	1079206	Provide ability to print on the billing statement account transactions past due dates (e.g. 30 days, 180 days).
SIS-Student Accounts	Billing	1079207	Provide ability to view online and print detailed and summary account information for a group of accounts (e.g. by student/non, student/faculty/staff, campus, term, major, course, and section, and age of accounts receivable).
SIS-Student Accounts	Billing	1079208	Provide ability to be fully integrated with the General Ledger.
SIS-Student Accounts	Billing	1079209	Provide ability to review online real-time all activity for a single account within a beginning and ending date period.
SIS-Student Accounts	Billing	1079210	Provide ability to allow third-party to pay school via secure web application.
SIS-Student Accounts	Billing	1079211	Provide ability to accept data entry from multiple locations or a central location or an electronic upload, i.e. Parking Charges, Room/Board Charges.
SIS-Student Accounts	Billing	1079212	Provide ability to print on the billing statement account transactions by user definable period to include current semester and/or previous semester, or current age.
SIS-Student Accounts	Billing	1079213	Provide ability to allow flexible payments online with the ERP system doing the processing.
SIS-Student Accounts	Billing	1079214	Provide ability to include general messages on the bill and/or the bill stub.
SIS-Student Accounts	Billing	1079215	Provide ability to include textual messages based on conditions in account (e.g. health care, meal plans, financial aid) on the bill and/or the bill stub.
SIS-Student Accounts	Billing	1079216	Provide ability to pull data out of a message file for printing billing statements.
SIS-Student Accounts	Billing	1079217	Provide the ability to roll-up selected multiple charges by type into a single line item on the bill (such as all financial aid transactions into one line item).
SIS-Student Accounts	Billing	1079218	Provide ability to be able to automatically generate credits to student billings from financial aid. Also, provide ability to show financial aid in detail, i.e. pell, fseog, subsidized/unsubsidized loan.
SIS-Student Accounts	Billing	1079219	Provide ability to generate fall, spring, and summer semester bills using credit hours from the advance registration process.
SIS-Student Accounts	Billing	1079220	Provide ability to include groups for billing based on the last billing date (Prior bill period bills)
SIS-Student Accounts	Billing	1079221	Provide ability to schedule and establish recurring payments for outstanding balances.
SIS-Student Accounts	Billing	1079222	Provide ability to regenerate exact bill created for a given bill run.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Student Accounts	Billing	1079223	Provide ability to initiate the process for billing for F-1 or J-1 international students who were not billed for the International Operations Fee but should have been.
SIS-Student Accounts	Billing	1079224	Provide ability to provide electronic bills and present bill on web and allow for students to pay via web, including 3rd party processors.
SIS-Student Accounts	Billing	1079225	Provide ability for electronic notification to students related to billing, due dates, payments and user defined events.
SIS-Student Accounts	Billing	1079226	Provide ability for electronic notification to notify students of cancellation.
SIS-Student Accounts	Billing	1079227	Provide ability to adjust payment and charge transactions for source, amounts, application to different accounts, or to different academic periods.
SIS-Student Accounts	Billing	1079228	Provide ability to generate an invoice/bill and send to multiple sources, e.g., one to parents and one to student.
SIS-Student Accounts	Billing	1079230	Provide ability to batch bill using account data as of a specified date (e.g. this is your bill as of mm/dd/yy) with specified due date or due upon receipt.
SIS-Student Accounts	Billing	1079231	Provide ability to bill either by paper or electronically.
SIS-Student Accounts	Billing	1079232	Provide ability to charge interest, late fees on past due charges.
SIS-Student Accounts	Billing	1079233	Provide ability to correct or adjust batches of transactions including changing individual transactions within a batch.
SIS-Student Accounts	Billing	1079234	Provide ability to correct or adjust individual transactions within a batch.
SIS-Student Accounts	Billing	1079235	Provide ability to create billing records with detailed charges billed by academic period.
SIS-Student Accounts	Billing	1079236	Provide ability to exclude groups for billing based on the last billing date.
SIS-Student Accounts	Billing	1079237	Provide ability to generate automated follow-up billings on unpaid charges.
SIS-Student Accounts	Billing	1079238	Provide ability to generate billing statements both online and in batch mode on all students.
SIS-Student Accounts	Billing	1079239	Provide ability to generate billing statements both online and in batch mode on only selected accounts.
SIS-Student Accounts	Billing	1079240	Provide ability to generate bills by individuals on-demand.
SIS-Student Accounts	Billing	1079241	Provide ability to generate bills for different groups at different times without duplicating outstanding bills.
SIS-Student Accounts	Billing	1079242	Provide ability to generate bills on a regular schedule.
SIS-Student Accounts	Billing	1079243	Provide ability to generate bills outside the regular schedule.
SIS-Student Accounts	Billing	1079244	Provide ability to generate correspondence based on user-defined parameters.
SIS-Student Accounts	Billing	1079245	Provide ability to generate detailed and summary account information for a group of accounts, e.g. by SSN, student/non, student/faculty/staff, campus, term, age of accounts receivable.
SIS-Student Accounts	Billing	1079246	Provide ability to include/exclude groups for billing based on the last term.
SIS-Student Accounts	Billing	1079247	Provide ability to indicate that a note is attached to this account.
SIS-Student Accounts	Billing	1079248	Provide ability to maintain current accounts receivable totals online.
SIS-Student Accounts	Billing	1079249	Provide ability to process and record transactions based upon special classification of student, e.g. Senior Citizen Tuition Fee Waiver.
SIS-Student Accounts	Billing	1079250	Provide ability to process and record transactions based upon the special classification of organization.
SIS-Student Accounts	Billing	1079251	Provide ability to produce a trial balance report on demand.
SIS-Student Accounts	Billing	1079252	Provide ability to restrict adjustment authority by operator.
SIS-Student Accounts	Billing	1079253	Provide ability to retain billing history in an online summary of bills sent with invoice dates, payment dates, and amounts billed.
SIS-Student Accounts	Billing	1079254	Provide ability to 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	1079256	Provide ability to send account statements to individuals that have zero balances but with account activity.
SIS-Student Accounts	Billing	1079257	Provide ability to specify a bill to address hierarchy for mailing purposes.
SIS-Student Accounts	Billing	1079258	Provide ability to store multiple e-mail addresses for billing purposes.
SIS-Student Accounts	Billing	1079259	Provide ability to store the message file data in a chronological fashion for historical purposes.
SIS-Student Accounts	Billing	1079260	Provide ability to store the number of credit hours on the student's account at the time the bill was generated.
SIS-Student Accounts	Billing	1079261	Provide ability to summarize, transmit and post the daily billing information by type of revenue and by semester.
SIS-Student Accounts	Billing	1079262	Provide ability to suppress and generate bills by group types (bankrupt, payroll deduction, etc.).
SIS-Student Accounts	Billing	1079263	Provide ability to suppress bills by individuals.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Student Accounts	Billing	1079264	Provide ability to 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	Billing	1079265	Provide ability to view reports (printed and online) based on billing summaries.
SIS-Student Accounts	Billing	1079266	Provide ability to view reports (printed and online) based on open charge summaries.
SIS-Student Accounts	Billing	1079267	Provide ability to view reports (printed and online) based on tuition assessment summaries.
SIS-Student Accounts	Billing	1079268	Provide ability to 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	Billing	1079269	Provide ability for account set ups that need multiple fields, e.g. multiple addresses, telephone #s, cell ph #s, email, SSN; ensuring a single student ID as the authoritative source.
SIS-Student Accounts	Billing	1079270	Provide ability to support automatic update from receipts (Updating ancillary systems; clearing holds).
SIS-Student Accounts	Billing	1079271	Provide ability for 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	Billing	1079272	Provide ability to refund tuition and fees paid by credit/debit card directly back to credit/debit card.
SIS-Student Accounts	Billing	1079273	Provide ability to apply waivers and exemptions.
SIS-Student Accounts	Billing	1079274	Provide ability to apply adjustments based on dollar amount, percentage of fees, selected fees, hours.
SIS-Student Accounts	Billing	1079275	Provide ability to extend students payment deadlines.
SIS-Student Accounts	Billing	1079276	Provide ability to have multiple/flexible payment plans.
SIS-Student Accounts	Billing	1079277	Provide ability to have user defined rules to assess fees.
SIS-Student Accounts	Billing	1079278	Provide ability to interface with Financial Aid system.
SIS-Student Accounts	Billing	1079279	Provide ability to pass financial transactions to the financial system.
SIS-Student Accounts	Billing	1079280	Provide ability to process and test multiple semesters concurrently.
SIS-Student Accounts	Billing	1079282	Provide ability to process various interfaces between systems.
SIS-Student Accounts	Billing	1079283	Provide ability to recalculate all fees/charges in real-time.
SIS-Student Accounts	Billing	1079284	Provide ability to recalculate/reassign charges to and from student.
SIS-Student Accounts	Billing	1079285	Provide ability to simulate various fee related scenarios in a test environment.
SIS-Student Accounts	Billing	1079286	Provide ability to soft drop students that have not applied their aid.
SIS-Student Accounts	Billing	1079287	Provide ability for automated placement/removal of holds based on account delinquency/payment.
SIS-Student Accounts	Billing	1079288	Provide ability to search for customer accounts in multiple methods, including by name, SSN, DOB, or ID#.
SIS-Student Accounts	Billing	1079289	Provide ability to view online real-time all activity for a single account within a beginning and ending date period.
SIS-Student Accounts	Billing	1079290	Provide ability to allow billing program to interface with the student registration module to generate accurate statements.
SIS-Student Accounts	Billing	1079291	Provide ability to maintain and apply various tuition rates consistent with business rules.
SIS-Student Accounts	Billing	1079292	Provide ability to support billing for short sessions or courses.
SIS-Student Accounts	Billing	1079293	Provide ability for the system to allow for both invoice and statement billing formats.
SIS-Student Accounts	Billing	1079294	Provide ability to allow manual addition or removal of financial aid credits.
SIS-Student Accounts	Billing	1079295	Provide ability to automate third party billing for percent of fees charged as defined in the contract.
SIS-Student Accounts	Billing	1079296	Provide ability to cancel or bill students if third party does not pay by a certain date.
SIS-Student Accounts	Billing	1079297	Provide ability to review and verify students with multiple third party billing coverage.
SIS-Student Accounts	Billing	1079298	Provide ability to identify 3rd party contact names, 3rd party outsourced payers, and phone numbers to resolve payment issues.
SIS-Student Accounts	Billing	1079299	Provide ability to prevent more than 100% of the charges being over billed to the third party, i.e. Student with Multiple TA's.
SIS-Student Accounts	Billing	1079300	Provide ability to allow students to set up third-party or parental access to student data.
SIS-Student Accounts	Billing	1079301	Provide ability to generate invoices for third-party entities.
SIS-Student Accounts	Billing	1079302	Provide ability to receive payment from third-party providers.
SIS-Student Accounts	Billing	1079303	Provide ability to assign a receivable to a third party.
SIS-Student Accounts	Billing	1079304	Provide ability to automate third party billing for flat fee charges as defined in the contract.
SIS-Student Accounts	Billing	1079305	Provide ability to automate third party billing for specific charges as defined in the contract.
SIS-Student Accounts	Billing	1079307	Provide ability to bill a third party (individual or organization) for a single group of students.
SIS-Student Accounts	Billing	1079308	Provide ability to bill a third party (individual or organization) for a single student.
SIS-Student Accounts	Billing	1079309	Provide ability to differentiate between terms.
SIS-Student Accounts	Billing	1079310	Provide ability to generate account statements for third party payer accounts in batch.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Student Accounts	Billing	1079311	Provide ability to generate account statements for third party payer accounts online real-time.
SIS-Student Accounts	Billing	1079312	Provide ability to generate account statements to include detail listing of student's course schedule.
SIS-Student Accounts	Billing	1079313	Provide ability to handle an unlimited number of dollar amounts per third party account.
SIS-Student Accounts	Billing	1079314	Provide ability to handle an unlimited number of students per third party account.
SIS-Student Accounts	Billing	1079315	Provide ability to 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.
SIS-Student Accounts	Billing	1079317	Provide ability to allow flexible payments online through a 3rd party supported interface.
SIS-Student Accounts	Maintain Receivables	1079320	Provide ability to correct or adjust any type of payments in batch with appropriate security and audits in place.
SIS-Student Accounts	Maintain Receivables	1079321	Provide ability to limit hold releases and over rides to specific staff or mgmt. level based upon system security. Also, system should identify user who released hold.
SIS-Student Accounts	Maintain Receivables	1079322	Provide ability to interface with collection agency process
SIS-Student Accounts	Maintain Receivables	1079323	Provide ability to interface with a bank to automatically place returned item charges on customer's account based upon agreed terms.
SIS-Student Accounts	Maintain Receivables	1079324	Provide ability to block other activities for delinquent loan students based on user defined criteria.
SIS-Student Accounts	Maintain Receivables	1079325	Provide ability to interface with Department of Education for verification of electronic signatures of promissory notes.
SIS-Student Accounts	Maintain Receivables	1079326	Provide ability to import a data feedback from financial system to verify transaction postings and detail.
SIS-Student Accounts	Maintain Receivables	1079327	Provide ability for real-time credit card verification and update of student accounts through the processing system, whether in the ERP or through a 3rd party system.
SIS-Student Accounts	Maintain Receivables	1079328	Provide ability to accept pre-payments (refundable and non-refundable) for future terms/programs without these funds counting as credit balances.
SIS-Student Accounts	Maintain Receivables	1079329	Provide ability to handle fee waivers (e.g. faculty/staff, graduate assistants, etc.).
SIS-Student Accounts	Maintain Receivables	1079330	Provide ability to record user-defined credit card payment information (card type, account number, approval number, amount charged, etc.), whether in the ERP or through a 3rd party system.
SIS-Student Accounts	Maintain Receivables	1079331	Provide ability for athletic financial aid to be designated towards specific charges.
SIS-Student Accounts	Maintain Receivables	1079332	Provide ability to support state mandated options regarding payment of tuition.
SIS-Student Accounts	Maintain Receivables	1079333	Provide ability for all payment applications to comply with industry standards to reduce number of chargebacks.
SIS-Student Accounts	Maintain Receivables	1079334	Provide ability to perform automated credit card reconciliation between bank, merchants, swipe terminals, processor, payment gateway, issuer (Visa, MC, AMEX), and student account system.
SIS-Student Accounts	Maintain Receivables	1079335	Provide ability to refund credit card charges back to credit card.
SIS-Student Accounts	Maintain Receivables	1079336	Provide ability for all payment applications and related vendors must be PCI compliant.
SIS-Student Accounts	Maintain Receivables	1079337	Provide ability to accept partial payments.
SIS-Student Accounts	Maintain Receivables	1079338	Provide ability to apply deposit payments (e.g. housing deposits).
SIS-Student Accounts	Maintain Receivables	1079339	Provide ability to apply payments either by invoice number or apply to account and follow established payment application priority.
SIS-Student Accounts	Maintain Receivables	1079340	Provide ability to apply payments to charges using the institution-defined set of rules and priorities.
SIS-Student Accounts	Maintain Receivables	1079341	Provide ability to authorize parents/guardians to pay over the web, using parents pin.
SIS-Student Accounts	Maintain Receivables	1079342	Provide ability to automatically age the accounts receivable and generate appropriate communications resulting from account status, in user-selected form (letter, electronic mail, etc.).
SIS-Student Accounts	Maintain Receivables	1079343	Provide ability to allow designated users to correct or adjust any type of payments individually.
SIS-Student Accounts	Maintain Receivables	1079344	Provide ability to credit the student's account when they are paying for something not yet charged.
SIS-Student Accounts	Maintain Receivables	1079346	Provide ability to define an applied payment hierarchy to determine which charge(s) gets paid first.
SIS-Student Accounts	Maintain Receivables	1079347	Provide ability to handle donor designation payments (general, scholarships, fee waivers) that feed into the financial aid system.
SIS-Student Accounts	Maintain Receivables	1079348	Provide ability to handle financial aid transactions both as deferred payments (changes amount presently due but not amount owed) and dispersed payments (changes amount due).
SIS-Student Accounts	Maintain Receivables	1079349	Provide ability to post payments to individual accounts.
SIS-Student Accounts	Maintain Receivables	1079350	Provide ability to process multi-term payments covering past and future academic terms.
SIS-Student Accounts	Maintain Receivables	1079351	Provide ability to process payments (cash, check, charge and electronic transfer of funds) online.
SIS-Student Accounts	Maintain Receivables	1079352	Provide ability to reapply all payments to charges in an account upon request.
SIS-Student Accounts	Maintain Receivables	1079353	Provide ability to record payments against an account.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Student Accounts	Maintain Receivables	1079354	Provide ability for a comprehensive account by account analysis showing student account balance.
SIS-Student Accounts	Maintain Receivables	1079355	Provide ability for generating and storing various ending balances.
SIS-Student Accounts	Maintain Receivables	1079356	Provide ability for international students to pay application fee and international fee separately online.
SIS-Student Accounts	Maintain Receivables	1079357	Provide ability to add hold to prevent future registration based upon past due balances due the University.
SIS-Student Accounts	Maintain Receivables	1079358	Provide ability to interface with Arkansas state debt setoffs, e.g. state tax refunds can be garnished.
SIS-Student Accounts	Maintain Receivables	1079359	Provide ability to apply financial holds based on user defined criteria (i.e., dollar threshold amount, days past due etc.).
SIS-Student Accounts	Maintain Receivables	1079360	Provide ability to automatically clear a hold upon satisfying the conditions that originally held the account.
SIS-Student Accounts	Maintain Receivables	1079361	Provide ability to control holds by user id.
SIS-Student Accounts	Maintain Receivables	1079362	Provide ability to have financial holds automatically removed when pre-defined institutional requirements are met (e.g. payment that reduces balance below a threshold).
SIS-Student Accounts	Maintain Receivables	1079363	Provide ability to identify date financial hold was placed.
SIS-Student Accounts	Maintain Receivables	1079364	Provide ability to identify operator who placed the hold.
SIS-Student Accounts	Maintain Receivables	1079365	Provide ability to identify past due accounts and ages the delinquencies of cohort and non-cohort groups.
SIS-Student Accounts	Maintain Receivables	1079366	Provide ability to manually flag a student's account so the system treats the account as paid for purposes of not canceling classes.
SIS-Student Accounts	Maintain Receivables	1079367	Provide ability to 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	1079368	Provide ability to see financial holds on cashiering and accounts receivables screens.
SIS-Student Accounts	Maintain Receivables	1079369	Provide ability to automatically assess late fees.
SIS-Student Accounts	Maintain Receivables	1079370	Provide ability to maintain and monitor multiple installment payment plans.
SIS-Student Accounts	Maintain Receivables	1079372	Provide ability to assess and apply late payment fees on outstanding balances.
SIS-Student Accounts	Maintain Receivables	1079373	Provide ability to automatically assess an installment payment plan fee.
SIS-Student Accounts	Maintain Receivables	1079374	Provide ability for automated follow-up billings on pay plans with itemized descriptions on charges due and past due.
SIS-Student Accounts	Maintain Receivables	1079375	Provide ability for optional automatic method of not canceling student due to non-payment and of assessing/not assessing late fees.
SIS-Student Accounts	Maintain Receivables	1079376	Provide ability to identify and provide list or electronic feed of returned check offenders to all cash collection points on campus.
SIS-Student Accounts	Maintain Receivables	1079377	Provide ability to 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	1079378	Provide ability to 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	Maintain Receivables	1079379	Provide ability to assign/place returned item into various collection processes.
SIS-Student Accounts	Maintain Receivables	1079380	Provide ability to create a returned item tracking system to allow free-form comments to be entered (phone log).
SIS-Student Accounts	Maintain Receivables	1079381	Provide ability to create a variety of returned items statuses (temporary cash only, permanent cash only).
SIS-Student Accounts	Maintain Receivables	1079382	Provide ability to create/track various types of returned items in system (by dept./source, by type - such as ACH, by charge paid).
SIS-Student Accounts	Maintain Receivables	1079383	Provide ability to notify customer electronically of returned items with progressively severe notifications.
SIS-Student Accounts	Maintain Receivables	1079384	Provide ability to pay specific returned item related charges online, following credit card terms and conditions.
SIS-Student Accounts	Maintain Receivables	1079385	Provide ability to process returned items (create charge debits, place/remove holds, add service charges, reverse related returned item charges).
SIS-Student Accounts	Maintain Receivables	1079386	Provide ability to reassign returned item to different source, i.e., from parent to student.
SIS-Student Accounts	Maintain Receivables	1079387	Provide ability to write-off returned items charges against original charge source/dept. based on user defined parameters.
SIS-Student Accounts	Maintain Receivables	1079388	Provide ability for an automatic payment reversal, updating late charges, from date of last good payment received.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Student Accounts	Maintain Receivables	1079389	Provide ability to use the same loan subsystem to calculate payment schedule, interest calculations, late fees, etc
SIS-Student Accounts	Maintain Receivables	1079390	Provide ability to accept interfaces with emergency/short term loan system (promissory note inventory / loan issuance / demographic data of borrower / etc.).
SIS-Student Accounts	Maintain Receivables	1079391	Provide ability to accept payment for emergency/short term loan via online web application.
SIS-Student Accounts	Maintain Receivables	1079392	Provide ability to calculate daily loan interest, delinquent interest, or origination fee.
SIS-Student Accounts	Maintain Receivables	1079393	Provide ability to credit outstanding student account balances with Perkins loan funds.
SIS-Student Accounts	Maintain Receivables	1079394	Provide ability to fully administer the collection side of an emergency tuition/short term loan program.
SIS-Student Accounts	Maintain Receivables	1079395	Provide ability to generate and log detailed loan transaction history and present via web application.
SIS-Student Accounts	Maintain Receivables	1079396	Provide ability to generate payment agreements/payment extensions based on user defined criteria.
SIS-Student Accounts	Maintain Receivables	1079398	Provide ability to interface with various collection agencies.
SIS-Student Accounts	Maintain Receivables	1079399	Provide ability to mark loans with specific statuses such as 'write-off', 'bankruptcy.'
SIS-Student Accounts	Maintain Receivables	1079400	Provide ability to meet all Perkins loan Federal regulations (issuance, collections and reporting).
SIS-Student Accounts	Maintain Receivables	1079401	Provide ability to write-off emergency/short term loans based on user defined parameters such as age of debt.
SIS-Student Accounts	Maintain Receivables	1079402	Provide ability for online payment application to provide a detailed history of loan transactions and accumulated interest.
SIS-Student Accounts	Maintain Receivables	1079403	Provide ability to automatically assess late payment fees in the loan processing system.
SIS-Student Accounts	Maintain Receivables	1079404	Provide ability to handle short term loans to students.
SIS-Student Accounts	Maintain Receivables	1079405	Provide ability to receive and post loan payments via payroll deduction.
SIS-Student Accounts	Maintain Receivables	1079407	Provide ability to accept payment for various application fees online.
SIS-Student Accounts	Maintain Receivables	1079408	Provide ability to process variable credit hour scholarships and waivers.
SIS-Student Accounts	Cashiering	1079411	Provide ability to assign different security levels to voiding receipts.
SIS-Student Accounts	Cashiering	1079412	Provide ability to interface with food management system when changing meal plans.
SIS-Student Accounts	Cashiering	1079413	Provide ability to interface with RMS system when changing room assignments.
SIS-Student Accounts	Cashiering	1079414	Provide ability to void transactions.
SIS-Student Accounts	Cashiering	1079415	Provide ability to automatically reverse transactions (payments and credits) back to original state based on user defined criteria.
SIS-Student Accounts	Cashiering	1079416	Provide ability to reassign charges from one source to another.
SIS-Student Accounts	Cashiering	1079417	Provide ability to interface to the payroll system to automatically pay charges using payroll deductions.
SIS-Student Accounts	Cashiering	1079418	Provide ability to process external batch payments electronically from payroll deductions.
SIS-Student Accounts	Cashiering	1079419	Provide ability to process mass payments from third party entities such as lockbox operations, tuition payment plans, and loan companies as payments on student accounts.
SIS-Student Accounts	Cashiering	1079420	Provide ability to produce a descriptive receipt, with the option of listing the student's classes and charges.
SIS-Student Accounts	Cashiering	1079421	Provide ability to interface with a check imaging system.
SIS-Student Accounts	Cashiering	1079423	Provide the ability to permit the creation of a receipt with a negative balance, either for a single line item, or for the entire 'deposit.'
SIS-Student Accounts	Collections	1079425	Provide ability for automated collection activities: including automatic production of collection letters and/or emails based upon type of charge. Also collection notices should be date stamped in the system.
SIS-Student Accounts	Collections	1079426	Provide ability to assess collection fees based on contractual amounts specified.
SIS-Student Accounts	Collections	1079427	Provide ability for automated processing and application of collection agency payments.
SIS-Student Accounts	Collections	1079429	Provide ability to search accounts based on date of delinquency.
SIS-Student Accounts	Cashiering	1079432	Provide ability to search transactions by date.
SIS-Student Accounts	Cashiering	1079433	Provide ability to search transactions by other criteria to aid in locating misapplied payments.
SIS-Student Accounts	Cashiering	1079434	Provide ability to view, balance and reconcile all cash drawers on line.
SIS-Student Accounts	Cashiering	1079435	Provide ability to assign different security levels to closing a register.
SIS-Student Accounts	Cashiering	1079436	Provide ability to identify/link operator ID to all transactions processed through a cash drawer.
SIS-Student Accounts	Cashiering	1079437	Provide ability to monitor open and closed times for cash drawer activity.
SIS-Student Accounts	Cashiering	1079438	Provide ability to post payments off-line should the system or networks go down.
SIS-Student Accounts	Cashiering	1079439	Provide ability for blind settlements for a register. The cashier counts the money and indicates to the system the amount remaining in the drawer.
SIS-Student Accounts	Cashiering	1079440	Provide ability for departments to balance cash, create daily distribution and transaction reports.
SIS-Student Accounts	Cashiering	1079441	Provide ability to generate a tracking report of customers that have been affected by reversal process.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Student Accounts	Cashiering	1079442	Provide ability to capture all transactions through cash drawer reports including, but not limited to, payments, charge assessments and adjustments.
SIS-Student Accounts	Cashiering	1079443	Provide ability to interface with a check imaging system.
SIS-Student Accounts	Cashiering	1079444	Provide ability to view cash drawer activity historically.
SIS-Student Accounts	Cashiering	1079445	Provide ability for reports based on the campus site.
SIS-Student Accounts	Cashiering	1079446	Provide ability for reports based on the cashier.
SIS-Student Accounts	Cashiering	1079447	Provide ability for reports based on the register.
SIS-Student Accounts	Cashiering	1079448	Provide ability for all housing deposit transactions to interface with housing system.
SIS-Student Accounts	Cashiering	1079449	Provide ability to import charges and adjustments from a variety of systems with review/approval process.
SIS-Student Accounts	Cashiering	1079450	Provide ability to interface with bank for ACH disbursements, i.e. student refunds.
SIS-Student Accounts	Cashiering	1079451	Provide ability to interface with system to pass detail back and forth (including voided check, reissue data and dates).
SIS-Student Accounts	Cashiering	1079452	Provide ability for 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	1079453	Provide ability to distinguish between cashiering operations at multiple campus bursar offices.
SIS-Student Accounts	Cashiering	1079454	Provide ability to keep student account balances in sync between the cashiering system (if a separate independent system) and the master student accounts system.
SIS-Student Accounts	Cashiering	1079455	Provide ability to update the student system and general ledger accounts for all payment activity.
SIS-Student Accounts	Cashiering	1079456	Provide ability for other third party vendor cashier systems.
SIS-Student Accounts	Cashiering	1079458	Provide ability to update FA records when financial aid is repaid via the Student System.
SIS-Student Accounts	Cashiering	1079459	Provide ability to allow financial aid to be used to pay for books at campus bookstore.
SIS-Student Accounts	Cashiering	1079460	Provide ability to allow processing of payments received from collection agencies, or to adjust payment transactions entered from other sources.
SIS-Student Accounts	Cashiering	1079461	Provide ability to categorize payment source by credit card, and/or debit card, student fund system, wires, direct debit from bank acct.
SIS-Student Accounts	Cashiering	1079462	Provide ability to interface with third party to process online checking, e-checks, and/or ACH debits.
SIS-Student Accounts	Cashiering	1079463	Provide ability to restrict date changes by user, i.e. Back date, post date, etc.
SIS-Student Accounts	Cashiering	1079464	Provide ability for institution to receive payments from certain financial institutions located overseas.
SIS-Student Accounts	Cashiering	1079465	Provide ability to accept and create payment agreements.
SIS-Student Accounts	Cashiering	1079466	Provide ability to accept payments in-person via POS type system.
SIS-Student Accounts	Cashiering	1079467	Provide ability to accept payments via web.
SIS-Student Accounts	Cashiering	1079468	Provide ability to authenticate access to web payment applications.
SIS-Student Accounts	Cashiering	1079469	Provide ability to create automated bank deposit.
SIS-Student Accounts	Cashiering	1079470	Provide ability to create detailed daily balancing reports.
SIS-Student Accounts	Cashiering	1079471	Provide ability to enter online receipting for external offices (outside scholarship checks).
SIS-Student Accounts	Cashiering	1079472	Provide ability to fully automate cashier balancing.
SIS-Student Accounts	Cashiering	1079473	Provide ability to generate detailed receipts.
SIS-Student Accounts	Cashiering	1079474	Provide ability to interface with bank to automate rejects.
SIS-Student Accounts	Cashiering	1079475	Provide ability to interface with various payment gateways.
SIS-Student Accounts	Cashiering	1079476	Provide ability to pay various balances in 'shopping cart' type application.
SIS-Student Accounts	Cashiering	1079477	Provide ability to present charges in an easy to understand view (such as a credit card statement).
SIS-Student Accounts	Cashiering	1079478	Provide ability to present customer with consolidated and real-time presentment in-person (charges net of credits such as FA).
SIS-Student Accounts	Cashiering	1079479	Provide ability to report breakdown of tender type, state and local funds.
SIS-Student Accounts	Cashiering	1079480	Provide ability to respect holds and restrict payment from web based on user-defined criteria.
SIS-Student Accounts	Cashiering	1079481	Provide ability to reverse journal/posted transactions.
SIS-Student Accounts	Cashiering	1079483	Provide ability to view transaction history and status of transactions at a detailed and summary level.
SIS-Student Accounts	Cashiering	1079484	Provide ability to adjust students charges manually.
SIS-Student Accounts	Cashiering	1079485	Provide ability to annotate source and reason of charges.
SIS-Student Accounts	Cashiering	1079486	Provide ability to notify source area of charge adjustment via electronic workflow.
SIS-Student Accounts	Cashiering	1079487	Provide ability to accept Automatic Clearing House payments via the Web.
SIS-Student Accounts	Cashiering	1079488	Provide ability to accept cash.
SIS-Student Accounts	Cashiering	1079489	Provide ability to accept credit card payment of tuition, fees and all other charges.
SIS-Student Accounts	Cashiering	1079490	Provide ability to accept credit card payments via the Web.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Student Accounts	Cashiering	1079491	Provide ability to automatically generate receipts.
SIS-Student Accounts	Cashiering	1079492	Provide ability to categorize payment source by cash/credit card/financial aid.
SIS-Student Accounts	Cashiering	1079493	Provide ability to categorize payment source by financial aid and/or scholarship by detail, i.e. pell, subsidized/unsubsidized loans, fseog, etc.
SIS-Student Accounts	Cashiering	1079494	Provide ability to categorize payment types by tuition payment, housing deposit, departmental deposit, and/or third party payment.
SIS-Student Accounts	Cashiering	1079495	Provide ability to generate accounting entries for cash over/short with appropriate approvals.
SIS-Student Accounts	Cashiering	1079496	Provide ability to identify a returned check offender based upon University criteria when payment is presented.
SIS-Student Accounts	Cashiering	1079497	Allow to disallow/reject payment by those considered as a returned check offender.
SIS-Student Accounts	Cashiering	1079497	Provide ability to record an unlimited number of deposits against an account.
SIS-Student Accounts	Cashiering	1079498	Provide ability to search register transactions by cashier.
SIS-Student Accounts	Cashiering	1079499	Provide ability to search register transactions by dollar amount.
SIS-Student Accounts	Cashiering	1079500	Provide ability to allow electronic departmental deposits to process automated Cash Receipts Voucher (CRV) from various cash collection points on campus (and academic departments) upon verification of funds.
SIS-Student Accounts	Cashiering	1079501	Provide ability for foreign currency conversion.
SIS-Student Accounts	Cashiering	1079502	Provide ability to post transactions back to systems in real-time.
SIS-Student Accounts	Cashiering	1079503	Provide ability before initial payment: to credit outstanding balances in real-time based on various sources (FA, Emergency Tuition Loans, Tuition Adjustments, Housing, Parking, Admissions, Registrars).
SIS-Student Accounts	Cashiering	1079504	Provide ability for online decentralized departmental receipting linked to SIS student account.
SIS-Student Accounts	Cashiering	1079505	Provide ability to maintain historical data of receipts issued for auditing and balancing purposes.
SIS-Student Accounts	Cashiering	1079506	Provide ability to maintain receipt number sequence by the system over which the operator has no control.
SIS-Student Accounts	Cashiering	1079508	Provide ability to produce duplicate receipts on demand, but any duplicate should be clearly marked as duplicate
SIS-Student Accounts	Cashiering	1079509	Provide ability to record the receipt number as part of the payment information.
SIS-Student Accounts	Cashiering	1079510	Provide ability to summarize, transmit, and post the daily cash receipts.
SIS-Student Accounts	Cashiering	1079511	Provide ability for detail information about daily cash receipts which facilitates monthly bank reconciliation.
SIS-Student Accounts	Refunds	1079514	Provide ability for the student record to display check number and payee information.
SIS-Student Accounts	Refunds	1079515	Provide ability to mail refund checks to the borrower instead of students receiving refunds due from PLUS loan disbursement.
SIS-Student Accounts	Refunds	1079516	Provide ability to print one excess financial aid check, after fees are paid, instead of one for each type of aid.
SIS-Student Accounts	Refunds	1079517	Provide ability to refund by ACH direct deposit.
SIS-Student Accounts	Refunds	1079518	Provide ability to set a permanent block on sending refunds to a group of individuals.
SIS-Student Accounts	Refunds	1079519	Provide ability to set a permanent block on sending refunds to individuals.
SIS-Student Accounts	Refunds	1079520	Provide ability to set a temporary block on sending refunds to a group of individuals.
SIS-Student Accounts	Refunds	1079521	Provide ability to set a temporary block on sending refunds to individuals.
SIS-Student Accounts	Refunds	1079522	Provide ability for an approval process before any action will occur on the backdating.
SIS-Student Accounts	Refunds	1079523	Provide ability to prevent issuance of checks to selected individuals, i.e. Vendor Holds.
SIS-Student Accounts	Refunds	1079524	Provide ability to select and issue refunds to students who have a credit balance using various criteria such as: housing, withdrawals, tuition rebates, misc., etc.
SIS-Student Accounts	Refunds	1079525	Provide ability to use refund for a dropped class to pay for appropriate charges based on payment type (i.e. federal aid vs. personal payment).
SIS-Student Accounts	Refunds	1079526	Provide ability for authorized users to change the payee on refunds.
SIS-Student Accounts	Refunds	1079527	Provide ability to disburse parent loan funds via ACH direct deposit (account determined by parent).
SIS-Student Accounts	Refunds	1079528	Provide ability to generate a residual balance check on-the-fly (all charges net of all payments).
SIS-Student Accounts	Refunds	1079529	Provide ability to initiate the process for a refund of the International Operations Fee for an F-1 or J-1 student.
SIS-Student Accounts	Refunds	1079530	Provide ability to override EFT during disbursement process.
SIS-Student Accounts	Refunds	1079531	Provide ability to refund monies back to source of funds based on user defined rules, i.e. Athletic Scholarships.
SIS-Student Accounts	Refunds	1079532	Provide ability to require approval from athletic department prior to issuing a refund to an athlete.
SIS-Student Accounts	Refunds	1079533	Provide ability to cancel a refund.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Student Accounts	Refunds	1079535	Provide ability to generate real-time refunds by batch, by category, by date (via check or ACH).
SIS-Student Accounts	Refunds	1079536	Provide ability to redirect refund to multiple payees or sources, e.g. refund checks/ACH.
SIS-Student Accounts	Refunds	1079537	Provide ability to set priority of application of funds.
SIS-Student Accounts	Refunds	1079538	Provide ability to calculate credit balance due by using actual payments, financial aid not yet received, and financial aid being processed.
SIS-Student Accounts	Refunds	1079539	Provide ability to request a refund on-demand real-time (online check production) given the appropriate authority and security.
SIS-Student Accounts	Refunds	1079540	Provide ability to request a refund through a batch process (batch check production) given the appropriate authority and security.
SIS-Student Accounts	Refunds	1079541	Provide ability to review refunds by individual or group before they are issued.
SIS-Student Accounts	Refunds	1079542	Provide ability to support direct deposit of student refunds and aid disbursements.
SIS-Student Accounts	Refunds	1079543	Provide ability to allow manual overrides on clearing a refund to be held.
SIS-Student Accounts	Refunds	1079544	Provide ability to allow manual overrides on clearing a refund to be issued.
SIS-Student Accounts	Refunds	1079545	Provide ability to support automatic calculation of refunds.
SIS-Student Accounts	Refunds	1079546	Provide ability to support automatic Title IV calculation of refunds, i.e. R2T4.
SIS-Student Accounts	Refunds	1079547	Provide ability to set up user-defined refunding rules based upon days into the course.
SIS-Student Accounts	Refunds	1079548	Provide ability to set up user-defined refunding rules based upon user defined parameters, i.e.: Fall, Spring, Summer, evening classes, non-standard programs.
SIS-Student Accounts	Refunds	1079549	Provide ability to process refunds in accordance with Title IV federal aid requirements and institutional refund requirements.
SIS-Student Accounts	Refunds	1079550	Provide ability to create miscellaneous refunds by upload interface.
SIS-Student Accounts	Refunds	1079551	Provide ability for departments to create automated online batch request for miscellaneous refunds.
SIS-Student Accounts	Refunds	1079552	Provide ability to allow for pre-noting of direct deposits.
SIS-Student Accounts	Refunds	1079553	Provide ability to establish unique refunding rules for specific groups of students, e.g. military withdrawals.
SIS-Student Accounts	Refunds	1079554	Provide ability to set up user-defined refunding rules based upon non-standard calendars (sessions, workshops, late start classes, sprints).
SIS-Student Accounts	Refunds	1079555	Provide ability to set up user-defined refunding rules based upon refundable percentage.
SIS-Student Accounts	Refunds	1079556	Provide ability to handle penalty assessments based on the percent refundable amount (Matriculation Fee).
SIS-Student Accounts	Refunds	1079557	Provide ability to handle penalty assessments based on the refunding schedule(s) (Matriculation Fee).
SIS-Student Accounts	Collections	1079559	Provide ability to notify the student when an account becomes delinquent via online notification.
SIS-Student Accounts	Collections	1079560	Provide ability to produce a periodic aging report for allowance on doubtful accounts.
SIS-Student Accounts	Collections	1079561	Provide ability to send out notifications (including email and hard copy letters) for accounts past due at periodic intervals (30, 60, 90 days) along with other criteria.
SIS-Student Accounts	Collections	1079562	Provide ability to refer student accounts (past due installments, past due loans, misc. debt) to collections agencies based on user defined parameters.
SIS-Student Accounts	Collections	1079563	Provide ability to automatically identify accounts to be sent to collections with user-defined parameters and rules.
SIS-Student Accounts	Collections	1079564	Provide ability to code accounts for special actions/circumstances, identification, collection status, collection agency assigned to, bankruptcy, contested, deceased, small claims/litigation, etc.
SIS-Student Accounts	Collections	1079565	Provide ability to interface with a third party collection agency for the collection of past due accounts.
SIS-Student Accounts	Collections	1079566	Provide ability to 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, etc.
SIS-Student Accounts	Collections	1079567	Provide ability to place collection holds on accounts automatically based on a defined set of rules.
SIS-Student Accounts	Collections	1079568	Provide ability to produce a batch account aging report.
SIS-Student Accounts	Collections	1079569	Provide ability to record the collection agency to which a past due account has been transferred.
SIS-Student Accounts	Collections	1079570	Provide ability to set up special payment plans on past due accounts.
SIS-Student Accounts	Collections	1079571	Provide ability to store a separate address for collection purposes.
SIS-Student Accounts	Collections	1079572	Provide ability to view current and past individual billing statements online, and print statements.
SIS-Student Accounts	Collections	1079573	Provide ability to view online and print account aging information.
SIS-Student Accounts	Collections	1079574	Provide ability to collect Financial Aid Disbursement for outstanding charges i.e. Emergency tuition loans, installments
SIS-Student Accounts	Collections	1079575	Provide ability to collect Financial Aid Disbursements for prior year charges (user defined criteria).

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Student Accounts	Education Tax Credits	1079577	Provide ability for student to maintain 1098T record (demographics, etc.) via secure web application using user defined rules.
SIS-Student Accounts	Education Tax Credits	1079578	Provide ability to breakdown financial detail by qualified and non-qualified fees as well as gift and non-gifts.
SIS-Student Accounts	Education Tax Credits	1079579	Provide ability to electronically notify students of 1098T and to optionally request to receive the form electronically vs. paper.
SIS-Student Accounts	Education Tax Credits	1079580	Provide ability to fully comply with 1098-T Federal Reporting requirements using the 'payment method.'
SIS-Student Accounts	Education Tax Credits	1079581	Provide ability to fully interface with 1098T vendors.
SIS-Student Accounts	Education Tax Credits	1079582	Provide ability to have a online web application to serve as a student portal to all 1098T data (financial detail, 1098T form, reprints).
SIS-Student Accounts	Education Tax Credits	1079583	Provide ability to provide to students, staff, etc. details on individual 1098T (source of funding, date disbursed and amount).
SIS-Student Accounts	Education Tax Credits	1079584	Provide ability to report 1098T data on non-traditional students such as Continuing Education and Correspondence and Extension.
SIS-Student Accounts	Education Tax Credits	1079585	Provide ability to automatically generate Form 1098-T.
SIS-Student Accounts	Education Tax Credits	1079586	Provide ability to generate duplicate 1098-T's on demand.
SIS-Student Accounts	Education Tax Credits	1079587	Provide ability to identify and suppress printing for students for which we do not have to report, such as non-credit courses and international students.
SIS-Student Accounts	Education Tax Credits	1079588	Provide ability to identify and suppress printing for students whose scholarships were equal to or greater than charges billed.
SIS-Student Accounts	Education Tax Credits	1079589	Provide ability to track and apply exemption credits to accounts.
SIS-Student Accounts	Education Tax Credits	1079590	Provide ability to track the number of credits taken by term per student being claimed for tax exemption.
SIS-Student Accounts	Education Tax Credits	1079591	Provide ability for adjustments to aid reported during prior calendar year.
SIS-Student Accounts	Education Tax Credits	1079592	Provide ability for adjustments to charges billed during prior calendar year.
SIS-Student Accounts	Education Tax Credits	1079593	Provide ability for name, social security number, address, zip+four, mailing bar code, and independent or dependent status of student being claimed for tax exemption.
SIS-Student Accounts	Education Tax Credits	1079594	Provide ability for a breakdown of the total paid for tuition, e.g. sum of cash, checks, credit cards, electronic transfers, and loans excluding grants, scholarships, and book payments.
SIS-Student Accounts	Education Tax Credits	1079595	Provide ability to generate 'total paid for tuition' per term or for calendar year.
SIS-Student Accounts	Education Tax Credits	1079596	Provide ability for 'total paid for tuition' per term for fiscal year.
SIS-Student Services	Parking Services	1079599	Provide ability to maintain parking sticker for student, faculty and staff.
SIS-Student Services	Parking Services	1079600	Provide ability to receive payment (credit card, cash, e-check, payroll deduction, etc.) for parking permits either in person or via a web application.
SIS-Student Services	Parking Services	1079601	Provide ability to place holds on transcripts, registration and permit purchases due to outstanding violations.
SIS-Student Services	Parking Services	1079602	Provide ability to clear holds (manually and automatically) on transcripts, registration and permit purchases.
SIS-Student Services	Parking Services	1079603	Provide ability to maintain violation history (assignment, voids, transfers, payments, etc.).
SIS-Student Services	Career Services	1079606	Provide ability for Web access to Career Services.
SIS-Student Services	Career Services	1079607	Provide ability for an online process model for career services showing a model of what students should be doing at a given point in their college career to conduct the career planning process.
SIS-Student Services	Career Services	1079608	Provide ability to support a registration process for career services.
SIS-Student Services	Career Services	1079609	Provide ability to accommodate institution specific career services registration forms.
SIS-Student Services	Career Services	1079610	Provide ability to display and update success strategies.
SIS-Student Services	Career Services	1079611	Provide ability to track hiring history for listed positions.
SIS-Student Services	Career Services	1079612	Provide ability to conduct job prescreening and matching for students.
SIS-Student Services	Career Services	1079613	Provide ability to register students for specific employment services.
SIS-Student Services	Career Services	1079614	Provide ability for a list of requirements and instructions for requested services.
SIS-Student Services	Career Services	1079615	Provide ability to allow the institution to define what information they want in the individual Career profile in addition to the basic information.
SIS-Student Services	Career Services	1079616	Provide ability for access to information on Career Services job search preparation tutorials such as, Completing Applications, Find a Job, Interviewing Skills, Letters, Resources, and Resumes.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Student Services	Career Services	1079617	Provide ability to track the career resources material usage including date ordered, date received, ordered from, cost reorder/update date, notes and number.
SIS-Student Services	Career Services	1079618	Provide ability to search for resources based on specified criteria.
SIS-Student Services	Career Services	1079619	Provide ability to record detailed information on a resource.
SIS-Student Services	Career Services	1079620	Provide ability to link with existing computerized Career Services resources and databases.
SIS-Student Services	Career Services	1079621	Provide ability for description and information about Educational Work Experience (internships, college work-study, volunteer/community service, clinical, research assistance).
SIS-Student Services	Career Services	1079622	Provide ability to capture details regarding individual Educational Work Experiences including, interview assignments, referrals, and results of interviews.
SIS-Student Services	Career Services	1079623	Provide ability to list, view and search for all Educational Work Experience openings.
SIS-Student Services	Career Services	1079624	Provide ability to record Educational Work Experiences follow-up and evaluation from each participant, student, faculty liaison, work supervisor, and advisor.
SIS-Student Services	Career Services	1079625	Provide ability to establish, update, and view information about external organizations, such as, summary of Career Services activity, hiring history, On Campus Interviews and Recruiting history, contact information and details.
SIS-Student Services	Career Services	1079626	Provide ability to coordinate On Campus Interviews and Recruiting.
SIS-Student Services	Career Services	1079627	Provide ability to track counselor activity i.e. number of appointments, reason for appointments, site visits, class visits, etc.
SIS-Student Services	Career Services	1079628	Provide ability to capture and maintain a student career profile that includes: resume, view and send/references, employment activity summary, work experience summary, On Campus Interviews and Recruiting summary, and notes.
SIS-Student Services	Career Services	1079629	Provide ability to access detailed address/phone information and other student bio-demographic information.
SIS-Student Services	Career Services	1079630	Provide ability to access the student's academic transcript.
SIS-Student Services	Career Services	1079632	Provide ability to track student usage of all department services i.e. participation in workshops, career fair, counseling, co-op, resume drops, resume critiques, etc.
SIS-Student Services	Career Services	1079633	Provide ability to develop and maintain contact lists.
SIS-Student Services	Career Services	1079634	Provide ability to search for existing contacts.
SIS-Student Services	Career Services	1079635	Provide ability to list and search for all types of employment listings: full time, part-time, internships, volunteer, and clerkships.
SIS-Student Services	Career Services	1079636	Provide ability to link to the alumni database to develop contacts for internship opportunities, full and part-time job opportunities, network profiles, informational interview contacts, guest speaker/panelists, and related activities.
SIS-Student Services	Career Services	1079637	Provide ability to establish and maintain a bibliography of career resources including books, periodicals, handouts, files, corporate literature, videos, computer programs, and career assessments.
SIS-Student Services	Career Services	1079638	Provide ability to categorize bibliography alphabetically and by type of publication.
SIS-Student Services	Health	1079640	Provide ability to record and track information regarding Measles, Mumps, and Rubella immunizations in compliance with state requirements.
SIS-Student Services	Health	1079641	Provide ability to store detailed immunization information.
SIS-Student Services	Health	1079642	Provide ability to print an individual immunization history.
SIS-Student Services	Health	1079643	Provide ability to record student visits to Health Facility and doctor's office.
SIS-Student Services	Health	1079644	Provide ability to track record of sports physical.
SIS-Student Services	Health	1079645	Provide ability to automatically assign a health insurance plan for students that have not selected their own health insurance.
SIS-Student Services	Health	1079646	Provide ability to vary health and immunization requirements based on population, e.g. nursing students, athletes, etc.
SIS-Student Services	Housing	1079649	Provide ability to interface with meals and room system.
SIS-Student Services	Housing	1079650	Provide ability to print out and view residence hall floor plans.
SIS-Student Services	Housing	1079651	Provide ability to assess deposit or prepayment for each contract.
SIS-Student Services	Housing	1079652	Provide ability to assess damage charges and service fees for individual students.
SIS-Student Services	Housing	1079653	Provide ability to assess damage charges and service fees for groups of students.
SIS-Student Services	Housing	1079654	Provide ability to assess the associated fees of housing depending on length of the housing assignment, i.e., term monthly, or daily.
SIS-Student Services	Housing	1079655	Provide ability to have the information regarding housing prepayments and charges immediately available to Accounts Receivable.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Student Services	Housing	1079656	Provide ability to assess the associated fees of a meal plan depending on length of the housing assignment, i.e., term, monthly, or daily.
SIS-Student Services	Housing	1079657	Provide the ability to have the information regarding the meal plan charges immediately available to Accounts Receivable.
SIS-Student Services	Housing	1079658	Provide ability to develop formulas for billing tables, i.e. pro-rated amounts.
SIS-Student Services	Housing	1079659	Provide ability to initiate workflow to other departments for changes to housing contracts, i.e. financial aid, athletics.
SIS-Student Services	Housing	1079660	Provide ability to assign an inventory number and condition of resident room assets.
SIS-Student Services	Housing	1079661	Provide ability to inventory resident room data connections.
SIS-Student Services	Housing	1079662	Provide ability to print out and view residence hall resident lists both alphabetically and by room number order.
SIS-Student Services	Housing	1079663	Provide ability for student online submission of a housing application.
SIS-Student Services	Housing	1079664	Provide ability to automatically notify Financial Aid of any housing changes that could affect their award.
SIS-Student Services	Housing	1079665	Provide ability to designate a student as an athlete for housing purposes.
SIS-Student Services	Housing	1079666	Provide ability for interface to a Housing System, including demographics download, demographics upload, billing upload, and meal plan upload (if meal plans are subsumed within ERP).
SIS-Student Services	Housing	1079667	Provide ability to assign an individual to a meal plan depending on the length of the meal assignment, i.e., term, monthly, or daily.
SIS-Student Services	Housing	1079668	Provide ability to record a housing application.
SIS-Student Services	Housing	1079669	Provide ability to maintain housing utilization information, including inactivation of rooms for repairs.
SIS-Student Services	Housing	1079670	Provide ability to display all the meal plan assignments for a student.
SIS-Student Services	Housing	1079672	Provide ability for key/lock tracking.
SIS-Student Services	Housing	1079673	Provide ability to track resident disciplinary history online.
SIS-Student Services	Housing	1079674	Provide ability to cancel an assignment within the middle of the contract period and re-assess room and meal charges based on usage / forfeiture schedules.
SIS-Student Services	Housing	1079675	Provide ability to check in and/or check out residents from rooms after the start of a given contract period.
SIS-Student Services	Housing	1079676	Provide ability to have resident student mailboxes automatically assigned to new resident students.
SIS-Student Services	Housing	1079677	Provide ability to have returning students maintain their originally assigned mailboxes for duration of their stay in residence.
SIS-Student Services	Housing	1079678	Provide ability to maintain historical info on all housing assignments.
SIS-Student Services	Housing	1079679	Provide ability to perform automated roommate matching based on criteria defined by institution.
SIS-Student Services	Housing	1079680	Provide ability to assign an individual to housing depending on the length of the housing assignment, i.e., term, monthly, or daily.
SIS-Student Services	Housing	1079681	Provide ability to perform roommate processing, e.g. roommate matching, 2nd or 3rd requests for buildings, etc.
SIS-Student Services	Housing	1079682	Provide the ability to automate the assignments of residence halls and rooms based upon the optimizing of characteristics of the person and characteristics of the rooms, e.g. someone who requires first floor access.
SIS-Student Services	Housing	1079683	Provide ability to schedule housing for one-time events, i.e., meetings, seminars, etc.
SIS-Student Services	Housing	1079684	Provide ability for student online Room selection within parameters set by the housing staff.
SIS-Student Services	Housing	1079685	Provide ability to house conference attendees according to such needs as air-conditioning and accessibility.
SIS-Student Services	Housing	1079686	Provide ability to group conference attendees in housing units or floors by user defined criteria.
SIS-Student Services	Housing	1079687	Provide ability to override gender rules for roommates in the case of married conference attendees.
SIS-Student Services	Housing	1079688	Provide ability to enforce maximum room capacities.
SIS-Student Services	Housing	1079690	Provide the ability to interface with housing systems and work well with best of breed 3rd party supported products.
SIS-Student Services	Housing	1079691	Provide the ability to track who have been approved for ESAs (Emotional Support Animals).
SIS-Student Services	Housing	1079692	Provide the ability to recoup any damages done by an ESA.
SIS-Student Services	Housing	1079693	Provide ability for student to be directed to a 3rd party housing portal for online submissions, e.g. StarRez, Adirondack.
SIS-Student Services	Housing	1079694	Provide for the ability to download card information for residents and students attending classes in Housing facilities.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
SIS-Student Services	Housing	1079695	Provide ability to maintain historical mailing address on all housing assignments.
SIS-Student Services	Housing	1079696	Provide the ability to maintain current room assignment for international students for SEVIS.
SIS-Student Services	Housing	1079697	Provide the ability to accommodate all gender types when assigning rooms, e.g. male, female, transgender, etc.
SIS-Student Services	Judicial	1079699	Provide ability to track and report Federal incidents like alcohol abuse, automobile accidents, e.g. Clery, VAWA, Title IX.
SIS-Student Services	Judicial	1079700	Provide ability to see any common sanctions (including honor code) against any student.
SIS-Student Services	Judicial	1079701	Provide ability to track all communications (email, letter, phone call) with students regarding any hearing.
SIS-Student Services	Judicial	1079703	Provide the ability to produce lists of students banned by location, e.g. campus-wide, housing only, etc.
SIS-Student Services	Judicial	1079704	Provide ability to track and view any common sanctions or bans against a student, e.g. honor code, probation, loss of privilege, and other educational sanctions.
SIS-Student Services	Event Management	1079706	Provide ability to access database of valid student organizations that may schedule a room.
SIS-Student Services	Event Management	1079707	Provide ability to define and enforce maximum capacity for events.
SIS-Student Services	Event Management	1079708	Provide ability to RSVP to an event via the web and update status accordingly.
SIS-Student Services	Event Management	1079709	Provide ability to select an event contact and have the contact data auto-populate based on previous set up (e.g. address, phone #, etc.).
SIS-Student Services	Event Management	1079710	Provide ability to track speakers and other participants at an event.
SIS-Student Services	Event Management	1079711	Provide ability to maintain a calendar of events for each organization (e.g., career day).
SIS-Student Services	Event Management	1079712	Provide ability to establish events, such as homecoming, and create a number of functions associated with the event.
SIS-Student Services	Event Management	1079713	Provide ability to schedule events in the available rooms without causing conflict to other activities using the room.
SIS-Student Services	Event Management	1079714	Provide ability to create invitation letters for an event and track letter status.
SIS-Student Services	Event Management	1079715	Provide ability to record the revenue and expenses associated with an event or function.
SIS-Student Services	Event Management	1079716	Provide ability to record the numerous tasks which must be performed for the event, such as room set up or sending invitations.
SIS-Student Services	Event Management	1079717	Provide the ability to track and record the fees and charges paid at a function.
SIS-Student Services	Event Management	1079718	Provide ability to track the attendee's menu selection at a function.
SIS-Student Services	Event Management	1079719	Provide ability to schedule trips as events.
SIS-Student Services	Event Management	1079720	Provide ability to maintain registration/academic calendar.
SIS-Student Services	Event Management	1079721	Provide ability to manage University events and conferences at off campus locations.
SIS-Student Services	Event Management	1079722	Provide ability to integrate with an University calendar.
SIS-Student Services	Event Management	1079723	Provide ability to define resources needed for meeting, e.g. banner, security, food, etc..
SIS-Student Services	Event Management	1079724	Provide ability to enter attendee # of guests and ,if applicable, enter guest name.
SIS-Student Services	Event Management	1079725	Provide ability to track individual's invite status, e.g. invited, will attend, will not attend, attended, etc.
SIS-Student Services	Event Management	1079726	Provide the ability to trigger workflow actions to route to the resources assigned to an event, i.e. notify security if event requires security.
SIS-Student Services	Event Management	1079727	Provide ability to inquire on a complete list of events for an individual and the associated status, e.g. did not attend, attended, etc.
SIS-Student Services	Event Management	1079728	Provide ability to select an event location and have the location data auto-populate based on previous set up (e.g. address).
SIS-Student Services	Extracurricular Activities	1079730	Provide ability to assign a student to a specific NCAA sport.
SIS-Student Services	Extracurricular Activities	1079731	Provide ability to track intramural sports participation.
SIS-Student Services	Extracurricular Activities	1079732	Provide ability to track co-curricular information including student involvement in activities and educational programs.
SIS-Student Services	Extracurricular Activities	1079733	Provide ability to maintain information about student organizations - contact information, activation status, facilities use sanctions that have been placed against them.
SIS-Student Services	Extracurricular Activities	1079734	Provide ability to access student organization information - contact information, email, website, descriptions, and other multiple categories.
SIS-Student Services	Extracurricular Activities	1079735	Provide ability to track individual's participation in various extracurricular activities defined by the institution.
SIS-Student Services	Extracurricular Activities	1079736	Provide ability to track an individual's role in various extracurricular activities defined by the institution.
SIS-Student Services	Extracurricular Activities	1079737	Provide ability to track qualitative measures of participation in student organizations, e.g. learning outcomes.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-Student Services	Extracurricular Activities	1079738	Provide ability to track quantitative measures of participation in student organizations, e.g. time involvement.
SIS-Student Services	Extracurricular Activities	1079740	Provide the ability to assess a charge for those groups who depend on land line phones.
SIS-Student Services	Student Identification	1079742	Provide the ability to check for athletes (or other subgroups) that are registered for less than 12 hours.
SIS-Student Services	Student Identification	1079743	Provide ability to track student's status within sport i.e.: Active, Inactive, Medical Hold
SIS-Student Services	Student Identification	1079745	Provide the ability to interface with the University central sign in system for authentication and parking system access.
SIS-Student Services	Student Identification	1079746	Provide the ability to interface with parking systems, e.g. UAMS uses the U-Park system to manage parking for the campus (both clinical and education).
SIS-Student Services	Student Identification	1079747	Provide ability to receive payment (credit card, cash, e-check, payroll deduction, etc.) for parking permits either in person or via a web application with processing within the ERP system.
SIS-Student Services	Student Identification	1079748	Provide ability to receive payment (credit card, cash, e-check, payroll deduction, etc.) for parking permits either in person or via a web application via a 3rd party process.
SIS-Student Services	Academic Success Services	1079750	Provide ability to track use of academic success services, anonymously and/or per student interactions.
SIS-Student Services	Counseling Services	1079752	Provide ability to track use of counseling services, anonymously and/or per student interactions.
SIS-General	Application Functionality	1079755	Provide ability to track multiple name types, e.g. legal, preferred, maiden, etc.
SIS-General	Application Functionality	1079756	Provide ability to track multiple address types, e.g. home, dorm, mailing, etc.
SIS-General	Application Functionality	1079757	Provide ability to track multiple phone types, e.g. home, work, cell, etc.
SIS-General	Application Functionality	1079758	Provide ability to track multiple email types, e.g. personal, institution, etc.
SIS-General	Application Functionality	1079759	Provide ability to track country of citizenship.
SIS-General	Application Functionality	1079760	Provide ability to track country of origin.
SIS-General	Application Functionality	1079761	Provide ability to integrate with SIS and other departmental applications to retrieve images, documents, and other files from within the SIS system application.
SIS-General	Communications	1079763	Provide ability to use signature fonts within the letter generator.
SIS-General	Communications	1079764	Provide ability to assign communication, or series of communications, to individual automatically or manually.
SIS-General	Communications	1079765	Provide ability to stop all communications, e.g. upon death, if an individual cancels or withdraws their application or interest.
SIS-General	Communications	1079766	Provide ability to automatically change an individual's communication track based on user defined criteria, e.g. summer address, phone number no longer in service.
SIS-General	Communications	1079767	Provide ability to have dynamic intervals based upon a beginning and ending date and number of communication to be sent, such as date of admission and date of registration.
SIS-General	Communications	1079768	Provide ability to custom design and generate individually tailored correspondence to individuals.
SIS-General	Communications	1079769	Provide ability to record all material requested by and sent to an individual.
SIS-General	Communications	1079770	Provide ability to define standard communication plan tracks including correspondence and materials to be sent to an individual and have all material sent by entering one communication plan code.
SIS-General	Communications	1079771	Provide ability to produce mailing/notifications lists using various criteria.
SIS-General	Communications	1079772	Provide ability to notify appropriate people about due dates or incomplete information.
SIS-General	Communications	1079773	Provide ability to add text messages to typical communications.
SIS-General	Communications	1079774	Provide ability to indicate returned mail (bad address, undeliverable) and/or disconnected phone numbers, fax numbers, and bad email addresses.
SIS-General	Communications	1079775	Provide ability to assign communication, or series of communication, to individuals in batch based on various criteria.
SIS-General	Communications	1079776	Provide ability to assign communication, or series of communications, to individuals real-time based on defined triggers.
SIS-General	Communications	1079777	Provide ability to inquire on all communications (phone, email, letter, in person) with an individual.
SIS-General	Communications	1079778	Provide ability to view who assigned a letter and associated date/time.
SIS-General	Communications	1079779	Provide ability to create a PDF files and other common file formats.
SIS-General	Communications	1079780	Provide ability to automatically assign a series of communications using set dates so communications would be received in intervals.
SIS-General	Communications	1079781	Provide ability to assign a communication to another staff member to complete (e.g. individual calls an Admissions Officer with a specific FA question).
SIS-General	Communications	1079782	Provide ability to maintain multiple contacts with individuals.
SIS-General	Communications	1079783	Provide ability to include enclosures or attachments to any letter/email.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
SIS-General	Communications	1079784	Provide ability for authorized users to create custom communication groups and message series, on varying criteria to include: e.g. gap, classification, major/minor, certificate codes, courses completed, other demographic information.
SIS-General	Communications	1079786	Provide ability to assign communication, or series of communications, to individual automatically or manually.
SIS-General	Communications	1079787	Provide the ability for users to determine how they want to be communicated with.
SIS-General	Data Control	1079789	Provide ability to access individual's record by current or previous name and provide the history of addresses, phone numbers, email addresses, marital status, and other demographic information for the last 10 years.
SIS-General	Data Control	1079790	Provide ability to access student records history for the last 10 years with archival retrieval for all previous years.
SIS-General	Data Control	1079791	Provide ability to authorize parent, legal guardian or other individual to receive mailings on student-designated portions of student records.
SIS-General	Data Control	1079792	Provide ability to create flags, or attributes that can be used to identify groups of data according to common characteristics, e.g., students who are members of a first-time, full-time freshman cohort as defined by the U.S. Dept. of Education.
SIS-General	Data Control	1079793	Provided the ability for automated processes to identify and correct duplicate records.
SIS-General	Data Control	1079794	Provide ability to merge duplicate records.
SIS-General	Data Control	1079795	Provide ability to specify search criteria for duplicate matching and suspend matches for review to avoid merging similar unique records (e.g. twins with the same address, birthday, and nearly identical names).
SIS-General	Data Control	1079796	Provide ability to maintain a history of Social Security Number changes.
SIS-General	Data Control	1079798	Provide the ability to define and track alternate identifiers used by other organizations - referred to as External ID's, e.g. ACT IDs.
SIS-General	Self-Service	1079800	Provide ability to view course catalog online.
SIS-General	Self-Service	1079801	Provide ability to view class schedule online.
SIS-General	Self-Service	1079802	Provide ability to request information online.
SIS-General	Self-Service	1079804	Provide the ability to have a 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-Interfaces	Data Control	1079807	Provide ability to load transcripts based on SPEEDE or other defined standards.
SIS-Interfaces	Data Control	1079808	Provide ability to use different match criteria to search for existing records (will vary based on data load).
SIS-Interfaces	Data Control	1079809	Provide ability to interface with third party systems (inbound and outbound).
SIS-Interfaces	Data Control	1079810	Provide ability to load test scores from various agencies.
SIS-Interfaces	Data Control	1079812	Provide the ability to interface with Payroll system to establish payroll deductions, e.g. parking services.
SIS-Interfaces	Data Control	1079813	Provide the ability to interface with HR system to determine status of employment and annual salary.
SIS-Interfaces	Data Control	1079814	Provide the ability to interface with Student system to determine student status.
SIS-Interfaces	Data Control	1079815	Provide the ability to interface to a career services software program.
SIS-Interfaces	Data Control	1079816	Provide the ability to interface with housing systems and work well with best of breed 3rd party supported products.
UNI-Enterprise Security	Security	1079819	Provide ability to comply with Health Insurance Portability and Accountability Act (HIPAA).
UNI-Enterprise Security	Security	1079820	Provide ability to comply with Health Information Technology for Economic and Clinical Health Act (HITECH).
UNI-Enterprise Security	Security	1079821	Provide ability to comply with IRS Publication 1075 (Tax Information Security Guidelines for Federal, State and Local Agencies) and other IRS safeguarding requirements.
UNI-Enterprise Security	Security	1079822	Provide ability to comply with the Electronic Payments Association NACHA Automated Clearing House (ACH) Standards.
UNI-Enterprise Security	Security	1079823	Provide ability for access to users within a shared services or similar organization responsible for processing transactions across multiple departments and/or institutions.
UNI-Enterprise Security	Security	1079824	Provide the ability for system security administrator to grant security roles to persons who are neither employees nor enrolled students (e.g. auditors, contractors, parents of minors).
UNI-Enterprise Security	Security	1079825	Provide ability for security administrator to enter a future dated change to security access to accommodate new and retiring employees.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
UNI-Enterprise Security	Security	1079826	Provide ability for the 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 and capabilities of the user group.
UNI-Enterprise Security	Security	1079827	Provide ability for the 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).
UNI-Enterprise Security	Security	1079828	Provide ability to 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; based on management approvals, request will then be forwarded to system administrator or authorized user for review and potential action.
UNI-Enterprise Security	Security	1079829	Provide ability for a mechanism for individuals to request access to the system and for the request to be routed via Workflow.
UNI-Enterprise Security	Security	1079830	Provide ability for an exception report when additional access is granted to an individual user beyond the user group.
UNI-Enterprise Security	Security	1079831	Provide ability for the security administrator or other authorized users to assign users to more than one user group.
UNI-Enterprise Security	Security	1079832	Provide ability to 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.
UNI-Enterprise Security	Security	1079833	Provide ability to 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.
UNI-Enterprise Security	Security	1079834	Provide ability to create a report to identify all transactions where the same user initiated the transaction and provided final approval of that transaction.
UNI-Enterprise Security	Security	1079835	Provide ability for 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 users authenticating through Active Directory.
UNI-Enterprise Security	Security	1079836	Provide ability to delegate proxy roles to other users with an expiration date, and ability to notify user of new proxy right.
UNI-Enterprise Security	Security	1079837	Provide ability to grant user access based on the concept of least privilege.
UNI-Enterprise Security	Security	1079838	Provide ability to override system or user-defined defaults with proper security based on business rules with audit trail within individual ERP functions.
UNI-Enterprise Security	Security	1079839	Provide ability to prevent unauthorized users from editing notes once saved, but provide authorized access as needed.
UNI-Enterprise Security	Security	1079840	Provide ability to ensure appropriate protection and masking of any fields designated as personally identifiable information with access restricted to authorized users by department and role and responsibility.
UNI-Enterprise Security	Security	1079841	Provide ability to treat each department as a separate entity (e.g., Restrict departments from posting or viewing each other's data without cross-department security authorized.)
UNI-Enterprise Security	Security	1079842	Provide ability to configure role based security to allow users to modify (e.g., add, change, cancel, delete) transactions online, with audit trail.
UNI-Enterprise Security	Security	1079843	System has the ability to comply with PCI DSS.
UNI-Enterprise Security	Security	1079844	System has the ability to document compliance with cyber security frameworks and standards (eg NIST cyber security framework or ISO 27001) Additionally, third party source code audit security evaluation (ie VERACODE)
UNI-Enterprise Security	Security	1079845	Provide ability to comply with the Family Educational Rights and Privacy Act (FERPA).
UNI-Imaging	General	1079848	ERP provides image management capability.
UNI-Imaging	General	1079849	ERP provides image management capability through industry-standard protocol to interface to a 3rd party.
UNI-Imaging	General	1079850	Provide the ability to include an audit trail of stored documents.
UNI-Imaging	General	1079851	Provide the ability to include email and electronic communication as attachments that can be opened or viewed.
UNI-Imaging	Security	1079853	Provide ability to support industry standard protocols to encrypt data transfer.
UNI-Imaging	Security	1079854	Provide ability to support a comprehensive audit trail that includes date, time, workstation, location, user and operation.
UNI-Imaging	Security	1079855	Provide ability to support security audit reporting on all attributes of the audit trail.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
UNI-Imaging	Security	1079856	Provide ability to define users of a database with full security permissions, including Add, Modify, Delete or View Only.
UNI-Imaging	Workflow	1079858	Provide ability to establish the automated business rules which cause a document or image to be placed on a worklist or to be removed from a worklist.
UNI-Imaging	Workflow	1079859	Provide ability for the discretionary capability to route document to particular individuals or worklists
UNI-Imaging	Workflow	1079860	Provide ability to extract worklists for triage/indexing.
UNI-Imaging	Workflow	1079861	Provide ability to define the workgroups which can access and use a particular worklist.
UNI-Imaging	Workflow	1079862	Provide ability to temporarily or permanently give access to a particular user's worklist to accommodate sickness, vacation, temporary reassignment, or other types of absence.
UNI-Imaging	Workflow	1079863	Provide ability to display an online view of backlog and throughput of all established worklists.
UNI-Imaging	Workflow	1079864	Provide ability to support multiple search keys to locate document.
UNI-Imaging	Workflow	1079865	Provide ability to 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.
UNI-Imaging	Workflow	1079866	Provide ability to support document exporting into PCX, TIFF, BMP, PDF, and JPEG file formats with an audit trail of the execution.
UNI-Imaging	Workflow	1079867	Provide ability to keep track of any letterhead or form template that is associated with the document.
UNI-Imaging	Workflow	1079868	Provide ability to identify the components of the document that are saved and managed as separate documents, and the relationship between those components.
UNI-Imaging	Workflow	1079869	Provide ability to support document management capabilities that include transfer, annotation, archive, copy, export/download, print, and mark as 'Read Only'.
UNI-Imaging	Workflow	1079870	Provide ability to 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.
UNI-Imaging	Workflow	1079871	Provide ability to support Document Versioning.
UNI-Imaging	Workflow	1079872	Provide ability to launch Microsoft Word, Excel, PowerPoint, Visio, Outlook, and other packages to display retrieved files created with those packages.
UNI-Imaging	Workflow	1079873	Provide ability to organize, display, and retrieve images and other documents in hierarchical folders.
UNI-Imaging	Workflow	1079874	Provide ability to retrieve stored images using relational queries.
UNI-Imaging	Workflow	1079875	Provide ability to perform full text searches across the database and within specific documents.
UNI-Imaging	Workflow	1079876	Provide ability to provide automated batch reporting including batch number, documents per batch, start times and end times.
UNI-Imaging	Workflow	1079877	Provide ability to provide automated batch count controls to facilitate quality control on scanning, i.e. system automatically counts scanned images and compares to pre-entered batch count.
UNI-Imaging	Workflow	1079878	System provides the ability to alert appropriate personnel of backlog and through put issues via email and SMS
UNI-Universal	Application Functionality	1079882	Provide ability to support the importing/exporting of data to and from all supported software and platforms, such as Microsoft Office.
UNI-Universal	Application Functionality	1079883	Provide ability to support automatic system numbering or user-defined numbering (with reserved ranges or specific numbers).
UNI-Universal	Application Functionality	1079884	Provide ability to support the use of alphanumeric characters for documents (e.g., journal entry) and other references (e.g., vendor, customer).
UNI-Universal	Application Functionality	1079885	Provide ability to control by effective dating any master record or validation table entry to be activated or inactivated.
UNI-Universal	Application Functionality	1079886	Provide ability for wildcard or partial searches.
UNI-Universal	Application Functionality	1079887	Provide ability to default values for one field based on the value of another field according to user-defined business rules.
UNI-Universal	Application Functionality	1079888	Provide ability to allow alerts to be tied to any transaction based on user defined criteria.
UNI-Universal	Application Functionality	1079889	Provide ability to allow descriptions on all transactions.
UNI-Universal	Application Functionality	1079890	Provide ability for spell check capability in all system modules.
UNI-Universal	Application Functionality	1079891	Provide ability to support text formatting in the system, i.e., the ability to support mixed case letters, word wrap, line wrap, hyperlinks, email links, RTF to support Unicode interfaces, and character count when there is a limit, etc.
UNI-Universal	Application Functionality	1079892	Provide ability for query features that support alternate field lookup; for instance, using vendor name to look up vendor number.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
UNI-Universal	Application Functionality	1079893	Provide ability for a user with proper authority to support mass changes to defined groups of transactions or data.
UNI-Universal	Application Functionality	1079894	Provide ability for 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.
UNI-Universal	Application Functionality	1079895	Provide ability to prevent unauthorized users from editing notes once saved.
UNI-Universal	Application Functionality	1079896	Provide ability to support creation of user-defined form letters or business forms.
UNI-Universal	Application Functionality	1079897	Provide ability for automatic date and time stamping of all documents generated by the ERP system.
UNI-Universal	Application Functionality	1079898	Provide ability to copy a document in order to create a new document of the same type.
UNI-Universal	Application Functionality	1079899	Provide ability to edit 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.
UNI-Universal	Application Functionality	1079900	Provide ability for chart of account coding reduction techniques available in all functional areas that infers values by entering a subset of other fields.
UNI-Universal	Application Functionality	1079901	Provide ability for full set of chart of account data elements in all functional areas.
UNI-Universal	Application Functionality	1079903	Provide ability to ensure appropriate protection and masking of any fields designated as personally identifiable information with access restricted to authorized users by department and role and responsibility.
UNI-Universal	Application Functionality	1079904	Provide ability to support multiple attachments in Microsoft Office, PDF and image file formats.
UNI-Universal	Application Functionality	1079905	Provide ability for messaging capability to allow the system administrator and/or other authorized users to broadcast messages to all system users.
UNI-Universal	Application Functionality	1079906	Provide ability to allow broadcast messages to be tailored by agency or user roles/responsibilities.
UNI-Universal	Application Functionality	1079907	Provide ability to perform transactions in real-time in the sense that online access will display the most current element value. As an example if a user changes the value of a data element on one page, the newly changed data value will be shown if this same data element is displayed on the next page in a sequence of pages required to complete a business transaction.
UNI-Universal	Application Functionality	1079908	Provide ability to utilize effective-dated transactions and table updates with the ability to specify data edits by type of transaction.
UNI-Universal	Application Functionality	1079909	Provide ability to infer the entry of city and state based on the zip code entered. (The zip code does not always correspond the correct county code. In the ADHE student file we must report all undocumented students or non Arkansas residents with a county code of 999.)
UNI-Universal	Application Functionality	1079910	Provide ability to view multiple documents at the same time or multiple pages of the same document.
UNI-Universal	Application Functionality	1079911	Provide the ability to designate gender choices other than Male/Female.
UNI-Universal	Application Functionality	1079912	Provide the ability to input, foreign addresses.
UNI-Universal	Application Functionality	1079913	System must comply with the state and federal accessibility standards, including Americans with Disabilities Act, Section 508 of the Rehabilitation Act,
UNI-Universal	Application Functionality	1079914	System must comply with the Arkansas Technology Access for the Blind Act (ATABA) Ark Code Ann 25-26-201 et..seq..
UNI-Universal	Application Functionality	1079915	System must comply with the most recent Worldwide Web Consortium Accessibility Guidelines (WCAG) as outlined in UA Board Policy 280.1.
UNI-Universal	Application Functionality	1079916	Provide the ability to auto fill system-based forms and form letters with values stored in the system.
UNI-Universal	Application Functionality	1079917	Provide ability for the automatic date and time stamping of all documents to identify the time zone of the date and time stamp.
UNI-Universal	Application Functionality	1079918	System provides an audit trail (date and time stamp, user id, terminal id, etc.) for every system transaction (access, update, etc.).
UNI-Universal	Data Control	1079920	Provide ability to maintain a history of name changes and other biographical data with proper audits.
UNI-Universal	Data Control	1079921	Provide ability to record an individual's ethnicity based on federal and/or state mandated definitions, including ethnic sub-categories.
UNI-Universal	Data Control	1079922	Provide ability to prevent entry or modification of database variables to values that are out of range.
UNI-Universal	Data Control	1079923	Provide ability to 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).
UNI-Universal	Data Control	1079924	Provide ability to automatically notify a list of stakeholders whenever an attribute is added, deleted, or modified.
UNI-Universal	Data Control	1079925	Provide ability to compare/reconcile the records in one dataset with records in another so totals are equal or discrepancies in totals can be explained.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
UNI-Universal	Data Control	1079926	Provide the ability to establish a Single Identity unique identifier for Applicants in the database prior to final disposition or creation of an Employee or Student record.
UNI-Universal	ERP Integration	1079928	Provide ability to support integration/interfaces between modules, including but not limited to: General Ledger.
UNI-Universal	ERP Integration	1079929	Provide ability to support integration/interfaces between modules, including but not limited to: Accounts Payable.
UNI-Universal	ERP Integration	1079930	Provide ability to support integration/interfaces between modules, including but not limited to: Projects.
UNI-Universal	ERP Integration	1079931	Provide ability to support integration/interfaces between modules, including but not limited to: Asset Management.
UNI-Universal	ERP Integration	1079932	Provide ability to support integration/interfaces between modules, including but not limited to: Grants.
UNI-Universal	ERP Integration	1079933	Provide ability to support integration/interfaces between modules, including but not limited to: Inventory.
UNI-Universal	ERP Integration	1079934	Provide ability to support integration/interfaces between modules, including but not limited to: Facilities Management System.
UNI-Universal	ERP Integration	1079935	Provide ability to support integration/interfaces between modules, including but not limited to: Property Management System.
UNI-Universal	ERP Integration	1079936	Provide ability to support integration/interfaces between modules, including but not limited to: Fleet Management System.
UNI-Universal	ERP Integration	1079937	Provide ability to prevent redundant data entry by providing full integration between all application components. Transaction Creation, Replacement, Update or Deletion of any common data element occurs only once, and is carried forward and reflected through all related tables. (e.g., Data entered on requisition is carried forward to the Solicitation, PO, Etc.).
UNI-Universal	ERP Integration	1079938	Provide ability to support integration/interfaces between modules, including but not limited to: Finance.
UNI-Universal	ERP Integration	1079939	Provide ability to support integration/interfaces between modules, including but not limited to: HCM.
UNI-Universal	Workflow	1079941	Provide ability to allow users to be assigned as proxies to cover for each other in Cases of Absence with the proper Authorization.
UNI-Universal	Workflow	1079942	Provide ability to allow Supervisors to access transactions by their Subordinates with proper Authorization and audit trail.
UNI-Universal	Workflow	1079943	Provide ability to log Date, Time, and Approver for each Level of Approval as it is initiated.
UNI-Universal	Workflow	1079944	Provide ability to notify Approvers via multiple communication methods, i.e. email, portal, SMS, etc. when a Transaction is waiting for Approval.
UNI-Universal	Workflow	1079945	Provide ability for Approval Notification to be sent to the creator when Final Status, i.e. Approval or Disapproval is received.
UNI-Universal	Workflow	1079946	Provide ability to limit the Amount of Time Approvals can remain in Pending Status, before Notification is sent to the Approver's Alternates or Supervisor.
UNI-Universal	Workflow	1079947	Provide ability to setup Alternate Approvers when needed for Approvals.
UNI-Universal	Workflow	1079948	Provide ability to setup Sequential and/or Parallel Approvals.
UNI-Universal	Workflow	1079949	Provide ability for an Authorized User to reassign Documents assigned to an Approver to a Different User. For example, if an Approver leaves a position, the Authorized User needs to be able to reassign the Workload to Different Approver(s).
UNI-Universal	Workflow	1079950	Provide ability to allow a document to follow one of multiple approval paths based on business rules.
UNI-Universal	Workflow	1079951	Provide ability to allow users to add notes and update notes to content items within the Workflow and store these notes with User ID and date/time stamp.
UNI-Universal	Workflow	1079952	Provide ability to allow Workflows to be designated as either 'informational' or 'action (such as approval) required'.
UNI-Universal	Workflow	1079953	Provide ability to ensure a transaction is not finalized until all required approval Workflows are complete.
UNI-Universal	Workflow	1079954	Provide ability for an inbox within the ERP system for each user with Workflow items to be reviewed.
UNI-Universal	Workflow	1079955	Provide ability to support various user-defined transaction statuses, including but not limited to approved, rejected, pending, and under consideration.
UNI-Universal	Workflow	1079956	Provide ability for the display of the status of items submitted to a Workflow at any time.
UNI-Universal	Workflow	1079957	Provide ability to notify users automatically via email, SMS, etc. when items in their inbox have gone unprocessed for a user-defined period of time.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
UNI-Universal	Workflow	1079958	Provide ability to allow mass reassignment of documents assigned to a user for review to other users (i.e., to handle the situation when a user transfers or leaves).
UNI-Universal	Workflow	1079959	Provide optional ability to allow 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 normally be next in the Workflow sequence and maintain an audit trail.
UNI-Universal	Workflow	1079960	Provide ability to 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 indication of the transaction in an audit trail.
UNI-Universal	Workflow	1079961	System provides the ability to restrict access to workflow notes
UNI-Universal	Workflow	1079962	Provide ability for an authorized user to override the edit that all required approval Workflows are complete.
UNI-Universal	Workflow	1079963	Provide the ability to configure workflow inbox to include/exclude columns and data elements.
UNI-Universal	Reporting - Business	1079966	Provide ability for query features that support alternate field lookup; for instance, using vendor name to look up vendor number.
UNI-Universal	Reporting - Business	1079967	Provide ability for 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.
UNI-Universal	Reporting - Business	1079968	Provide ability to 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.
UNI-Universal	Reporting - Business	1079969	Provide ability to display a user's saved ad-hoc queries by descriptive name on the user's report portal.
UNI-Universal	Reporting - Business	1079970	Provide ability to organize saved queries.
UNI-Universal	Reporting - Business	1079971	Provide ability to list saved personalized reports and ad-hoc queries to view in the user's personal reports list.
UNI-Universal	Reporting - Business	1079972	Provide ability to list links only to reports that the user is authorized to see.
UNI-Universal	Reporting - Business	1079973	Provide ability for users to search existing reports inventory and subscribe after requesting and receiving permission from the report publisher.
UNI-Universal	Reporting - Business	1079974	Provide ability for designated report publishers to un-publish reports to individual users or groups of users.
UNI-Universal	Reporting - Business	1079975	Provide ability for 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.
UNI-Universal	Reporting - Business	1079976	Provide ability for users to delete shared reports from their personal reports list without deleting the shared report from other user's personal report lists.
UNI-Universal	Reporting - Business	1079977	Provide ability for users to refresh (run) saved personal reports or ad-hoc queries from the portal.
UNI-Universal	Reporting - Business	1079978	Provide ability for users the option to refresh (run) saved personal reports or ad-hoc queries in the background so users can continue processing.
UNI-Universal	Reporting - Business	1079979	Provide ability to notify users after a report or ad-hoc query running in the background is completed.
UNI-Universal	Reporting - Business	1079980	Provide ability for Workflow for approvals with electronic signatures and audit trail.
UNI-Universal	Reporting - Business	1079981	Provide ability to display any ad-hoc queries authorized by one user for use by a second authorized user on the second user's report portal.
UNI-Universal	Reporting - Business	1079982	Provide ability to 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.
UNI-Universal	Reporting - Business	1079983	Data access security should be severable 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.
UNI-Universal	Reporting - Business	1079984	Provide the ability to autofill system-based forms and form letters with values stored in the system.
UNI-Universal	Reporting - Business	1079985	Provide ability to prevent unauthorized users from viewing notes.
UNI-Universal	Reporting - Business	1079986	Provide the ability to schedule queries at a later date or on a schedule.
UNI-Universal	Reporting - Business	1079987	Provide the ability to create a report of security profiles by user, that is required by the state, upon request, aka legislative audit.
UNI-Universal	Reporting - Business	1079988	Provide sufficient core business reports generated by the operational systems to complete the 'day to day' business functions (e.g. payroll register, check register, etc).
UNI-Universal	Reporting - Business	1079989	System supports standard federal and state government reporting requirements in all ERP functions covered by this RFP.

University of Arkansas System
Consolidated Requirements (for reference only)

Module	SubModule	ContentId	Requirement
UNI-Universal	Reporting - Business	1079990	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.
UNI-Universal	Reporting - Business	1079992	Provide interactive analysis capabilities that help decision makers use communication technologies, data, documents, knowledge, and analytical models to identify and solve problems.
UNI-Universal	Reporting - Business	1079993	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.
UNI-Universal	Reporting - Business	1079994	Provide a data warehouse / business intelligence solution that includes pre-built data structures and data transformations to support reporting, financial analysis, modeling, forecasting, monitoring and the distribution of the core information captured in the ERP application.
UNI-Universal	Reporting - Business	1079995	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 over time by the Institutions.
UNI-Universal	Reporting - Business	1079996	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).
UNI-Universal	Reporting - Business	1079997	Provide the ability to have 24-hour/7 day a week access (excluding defined maintenance windows) to the reporting and data warehouse functions.
UNI-Universal	Reporting - Business	1079998	Provide for read-only access to data via ODBC (through appropriate security).
UNI-Universal	Reporting - Business	1079999	Provide user access to core business reports via the web without installation of client software 100% of the time.
UNI-Universal	Reporting - Business	1080000	System 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 administration functions.
UNI-Universal	Reporting - Business	1080001	Provide users with a personalized report portal that allows access to only those reports that the user is authorized to see consistent with ERP role based security definitions.
UNI-Universal	Reporting - Business	1080002	System allows viewing of rows and / or columns within the report to be restricted based on user's role e.g. the user can only view data for their agency .
UNI-Universal	Reporting - Business	1080003	System lists reports that have been distributed to the user via the portal i.e. the user has been granted authorization to view a report by designated report publishers (owners) e.g. report administrators.
UNI-Universal	Reporting - Business	1080004	System lists saved personalized reports and ad-hoc queries that the user has authority to either create or modify in the user's personal reports list.
UNI-Universal	Reporting - Business	1080005	System allows users to search existing reports inventory and subscribe after requesting and receiving permission from the report publisher (if access is denied).
UNI-Universal	Reporting - Business	1080006	System allows 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.
UNI-Universal	Reporting - Business	1080007	System allows users to define or modify the sort order of reports.
UNI-Universal	Reporting - Business	1080008	System integrates with GIS to spatially display data for applications where geo-referenced data is captured.
UNI-Universal	Reporting - Business	1080009	System supports export of query and report results as text files (.txt).
UNI-Universal	Reporting - Business	1080010	System supports export of query and report results in other presentation formats (e.g., PDF format).
UNI-Universal	Reporting - Business	1080011	System supports export of query and report results in standard portable flat file formats (comma delimited, tab delimited, etc.) with option to choose delimiter.
UNI-Universal	Reporting - Business	1080012	System supports export of query and report results in word processing format (.doc or .docx).
UNI-Universal	Reporting - Business	1080013	System supports export of query and report results as ASCII files.
UNI-Universal	Reporting - Business	1080014	System supports export of query and report results in spreadsheet format (.xls or .xlsx) with option to output data only.
UNI-Universal	Reporting - Business	1080015	System supports export of query and report results in XML format.
UNI-Universal	Reporting - Business	1080016	System supports effective dated selection and query including Boolean operations such as. date ranges.
UNI-Universal	Reporting - Business	1080018	Provide functionality for the user to incorporate formulas, functions, and mathematical calculations into reports.
UNI-Universal	Reporting - Business	1080019	Provide the ability to create and specify report templates.
UNI-Universal	Reporting - Business	1080020	Provide wizards to guide the users through reporting building steps.
UNI-Universal	Reporting - Business	1080021	Provide 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.

University of Arkansas System
Consolidated Requirements (for reference only)

<u>Module</u>	<u>SubModule</u>	<u>ContentId</u>	<u>Requirement</u>
UNI-Universal	Reporting - Business	1080022	Provide graphical report layout tools and drag-and-drop features to assist users in formatting reports and inquires.
UNI-Universal	Reporting - Business	1080023	Provide ability for the 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 as a search result.
UNI-Universal	Reporting - Business	1080024	System supports creation of graphics including gauges for dashboards from the reporting tool.
UNI-Universal	Reporting - Business	1080025	Provide ability to link from reporting tool to Microsoft Office graphic, spreadsheet and presentation applications.
UNI-Universal	Reporting - Business	1080026	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.
UNI-Universal	Reporting - Business	1080027	Provide the ability to configure reports such that information can be suppressed based on a user's role.
UNI-Universal	Reporting - Business	1080028	System leverages open standards to enable the exchange of metadata with other systems.
UNI-Universal	Reporting - Business	1080029	Provide pre-built data cubes for ERP functions.
UNI-Universal	Reporting - Business	1080030	Provide a range of analytical functions, capabilities, reports and queries for financial management information.
UNI-Universal	Reporting - Business	1080031	Provide the capability to 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.
UNI-Universal	Printing and Output	1080033	Provide ability to support various output formats including the following: EDI transaction sets, e-forms, fax, email and XML; also consider PDF, JPEG, SMS, PNG, TIFF, Excel, RTF, CSV, and on and on. SOAP, REST, for webservice integration as needed.
UNI-Universal	Printing and Output	1080034	Provide ability to print form overlays and images without viewing.
UNI-Universal	Printing and Output	1080035	Provide ability to automatically imprint date and time on copies.
UNI-Universal	Printing and Output	1080036	Provide ability to e-mail documents via Microsoft Mail (MAPI standard), IMAP standard, SMTP, POP3, and Lotus Notes Mail (VIM standard), etc.
UNI-Universal	Printing and Output	1080037	Provide ability to produce United State Postal Service Coding Accuracy Support System (CASS) certified mailings.
UNI-Universal	Printing and Output	1080038	Provide an audit trail of all refresh/updates to the data warehouse including but not limited to, user id, time/date stamp, number of records, status, process step, source, delta change.
UNI-Universal	Printing and Output	1080039	Provide functionality to seamlessly integrate with third party business intelligence and reporting tools such as Crystal Reports, Cognos, or MS SQL Server BI, Microsoft Office Suite.