



JOY HOFMEISTER

STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

TO: The Honorable Members of the State Board of Education
FROM: Joy Hofmeister
DATE: August 25, 2016
SUBJECT: New Oklahoma Cost Accounting System Software Vendor Request

Pursuant to 70 O. S. § 5-135 J, the State Board of Education must approve accounting systems that are used by school districts in Oklahoma. Infinite Campus is seeking approval to be added to the Oklahoma Cost Accounting System (OCAS) vendor list.

Infinite Campus student software system has been used by many Oklahoma school districts for many years. Infinite Campus financial software is used in four states and is being implemented in three additional states this year.

Infinite Campus financial software exceed the OCAS minimum criteria for software and the company has successfully demonstrated the software to the Financial Accounting/OCAS department.

We respectfully request your approval.

JH/nh

Attachments

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1

School Code of 1971

Article V

Section 5-135 - System for Initiating, Recording and Paying Contractual Obligations

A. The board of education of each school district shall use the following system of initiating, recording and paying for all purchases, salaries, wages or contractual obligations due from any of the funds under the control of such board of education. However, a school district board of education may use the procedures outlined in Section 304.1 of Title 62 of the Oklahoma Statutes for the payment of salaries and wages only if the board so votes. The provisions contained herein shall not apply to the sinking fund and school activity fund.

B. The encumbrance clerk and treasurer of the school district shall each enter the authorized amounts in the various appropriation accounts of the funds to which this system is applied. The authorized amounts of appropriations shall be the general fund and building fund appropriations approved by the county excise board and such additional amounts as may be applied in the manner provided by law, the amount received for deposit in a special cash fund where such special cash fund is authorized by law or required by the person or agency providing such funds, or the amount of the net proceeds realized from the sale of bonds of the school district and any other income due such fund.

C. It shall be the duty and responsibility of the board of education of the school district to prescribe and administer adequate business procedures and controls governing the purchase or confirmation of purchase and delivery of goods or services. Such procedures shall include the designation of authorized persons to purchase goods or services for the district and the method of determining the school employee receiving delivery of each purchase.

D. Prior to the issuance of a purchase order, the encumbrance clerk must first determine that the encumbrance will not exceed the balance of the appropriation to be charged. The encumbrance clerk shall charge the appropriate appropriation accounts and credit the affected encumbrances outstanding accounts with the encumbrances. A copy of the encumbrance or purchase order may be used as the authority for the designated school personnel to complete the purchasing process. Encumbrances must be submitted to the board of education in the order of their issuance on a monthly basis, subject to a monthly business cycle cut-off date determined by the board of education. Approved encumbrances shall be listed in the minutes by the minute clerk.

E. After satisfactory receipt of the goods or services, the employee designated by the board of education to be responsible for the transaction shall certify the bill to the encumbrance clerk for payment. The encumbrance clerk, however, shall not pay any bill unless it is, or is properly supported by, an itemized invoice clearly describing each item purchased, the quantity of each item, its unit price, and its total cost. The bill and/or invoice shall be filed in the encumbrance clerk's official records. If a district has the ability to electronically utilize evaluated receipt settlement (ERS), the district may remit to vendors on that basis if the requirements of this subsection are fulfilled. In the event a district is establishing electronic data interchange, electronic entries will suffice in lieu of paper documents. In order for a district to be authorized to utilize an evaluated receipt settlement system:


1. The ERS must have received the prior approval of the State Auditor and Inspector as conforming to industry standards governing ERS systems;
2. The ERS must result in payment by the district from vendor receipts that have been matched to the purchase order date;
3. The ERS may only be used when there is an agreement between the district and the vendor for use of an ERS; and
4. The ERS must be included in the district's journal ledger/accounts payable/purchase order software.

F. The encumbrance clerk shall debit the encumbrances outstanding account and credit the accounts payable account for the amount of the approved bill. The board of education shall determine the extent such costs may fluctuate without additional board action. Minor adjustments not requiring additional board approval shall be referenced to the original encumbrance.

G. After ascertaining that proper accounting of the purchase has been made and that the files contain sufficient information to justify the expenditure of public funds, the encumbrance clerk shall pay the approved bill by issuing a warrant against the designated fund, except as otherwise provided in subsection I of this section. The warrants so issued shall be consecutively numbered in the order of their issuance. The encumbrance clerk shall charge the warrant against the accounts payable account and credit it to the warrants issued account. Provided, if payment is to be made immediately and the board of education deems it advisable, the postings to the accounts payable account may be omitted and the payment of the approved bill may be credited directly to the warrants issued account. The warrant shall show on its face the name of the school district, the date of issue, the payee, the amount, the expenditure classification code, and such other information as may be necessary or desirable. The president and clerk of the board of education shall each sign the warrant, thereby denoting to the public that the warrant is for the purpose and within the amount of the appropriation charged.

H. The warrant shall then be delivered to the treasurer of the school district who shall register the same in the warrant register, charging the appropriation account and crediting the warrants outstanding account of the designated fund. Provided, no warrant shall be registered in excess of the appropriation account's balance. All warrants shall be registered in the order of their issuance number. Voided warrants shall be registered and filed with the treasurer. The warrants against each fund shall be payable in the order of their issue. The treasurer shall sign each warrant showing its registration date and stating whether the warrant is payable or nonpayable. When funds become available, nonpayable warrants shall be called in the same manner as that now provided by law. When a properly payable warrant is presented to the treasurer, the treasurer shall issue a check in payment thereof. The payment shall be charged to the warrants payable account and credited to the cash account of the fund involved.

I. In lieu of issuing such warrant as provided for in subsection G of this section, the treasurer of any school district may, upon notification from the encumbrance clerk that the bill is approved for payment, enter the warrant on the warrant register and record payment of the warrant by check, wire transfer, direct payroll deposit, or other instrument or method of disbursement through the Federal Reserve System.

 J. School districts complying with the provisions of this act shall use only those forms and accounting systems approved by the State Board of Education. Such forms and systems shall be considered in substantial compliance with this act if they are sufficient to convey the meaning and sequence of transactions contained herein. Provided, nothing contained herein shall be construed to limit or prevent the use of additional or subsidiary accounts, forms, or files which may be deemed necessary or advisable by the board of education of the district or the State Board of Education.

K. Any school district desiring to utilize the services of a data processing center to furnish any or all of the records herein required may do so if the center and its system complies with this act and the rules and regulations of the State Board of Education. Such center shall furnish an honesty bond in an amount to be set by the board of education but not less than Ten Thousand Dollars (\$10,000.00).

L. The State Board of Education shall notify the board of education of the school district of the tentative amount said district is to receive from state and federal aid funds or allocations, and the board of education of the school district may include such tentative estimate as an item of probable income in the preparation of the school district's Estimate of Needs and Financial Statement; provided, no such federal aid estimate shall be used in any way to reduce the State Foundation Aid or Incentive Aid for such school district or sustain a protest for the reduction of a tax levy.

July 18, 2016

Oklahoma State Department of Education
Attn: Nancy Hughes
2500 North Lincoln Boulevard
Oklahoma City, OK 73105

Subject: Oklahoma Cost Accounting System Vendor List

Dear Ms. Hughes,

Thank you for the opportunity to demonstrate our Business Administration Suite: Campus Finance, Human Resources and Payroll. These tools integrate seamlessly with our student information system (SIS) and are designed to streamline processes for K12 education.

Campus Finance gives Oklahoma districts fine-grained control over budgets, requisitions, purchase orders and more while utilizing built-in state reporting to ensure district compliance. The Infinite Campus SIS allows districts to quickly deploy this functionality, streamline workflow processes between departments, and provide secure access to relevant financial information.

To provide Oklahoma districts the power of our integrated Campus Finance, we are seeking to be added to the Oklahoma Cost Accounting System (OCAS) Vendor List. Beyond our demonstration, please consider:

- Infinite Campus has met OCAS criteria for software vendors.
- Campus Finance, Human Resources and Payroll is live in four states (California, Colorado, Illinois and Minnesota) and being implemented in three states (Massachusetts, Nevada and New York) with 2016 go-live dates.
- Infinite Campus is an Oklahoma state-preferred SIS vendor with over 10 years of successful WAVE experience managing data for 170,000+ Oklahoma students in 28 districts.

Thank you for your consideration. We look forward to continuing our successful relationship with the Oklahoma State Department of Education and delivering additional functionality to Oklahoma districts that share our mission to Transform K12 Education®.

Please contact Burke Stucker, Product Manager, with questions at burke.stucker@infinitecampus.com.

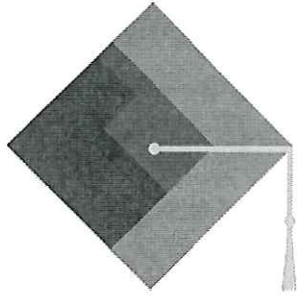
Sincerely,



Eric Creighton

Chief Operating Officer: Infinite Campus, Inc.

eric.creighton@infinitecampus.com 800-850-2335



OKLAHOMA STATE DEPARTMENT OF
EDUCATION
— CHAMPION EXCELLENCE —

Oklahoma Cost Accounting System (OCAS)

Minimum Criteria For Software

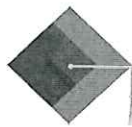


Oklahoma Cost Accounting System
Minimum Criteria for Software

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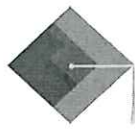
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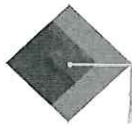
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
	MODULE: OPERATIONAL CHARACTERISTICS				
A.	Application Software				
	Modularly constructed application software.	•	•	•	
B.	Data Files				
	1. Data file records contain space for additional data elements.	•	•	•	
	2. System date is automatically appended to each journal entry transaction record.	Δ	•	•	
C.	Operating Characteristics				
	1. Application software supports:				
	* batch processing,	•	•	•	
	* online inquiry,	•	•	•	√
	* ability to generate new inquiry display screens,	Δ	Δ	Δ	√
	* online "real-time" updating,	Δ	Δ	Δ	√
	* online editing of input data,	•	•	•	√
	* online initiation of processing, and	•	•	•	√
	* simultaneous online data entry by multiple users.	•	•	•	√
	2. Menu driven application software.	•	•	•	√
	3. Descriptive menus and system messages to provide the user with adequate guidance to input data, help screens, easy reference manuals, correct errors, process data, and generate reports.	•	•	•	√
	4. Redundant data (i.e., account numbers) is automatically inserted on the video screen by system to facilitate data entry.	Δ	Δ	Δ	√



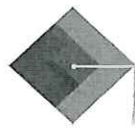
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
D. Processing Features and Controls					
1. All journal entries must be in balance, by fund, before files may be updated.	•	•	•		
2. Full audit trails, from source documents through the processing cycle, are provided.	•	•	•		
3. Batch control totals are automatically verified.	•	•	•		
4. Narrative descriptions are retained for all journal entries.	•	•	•		
5. Batch numbers can be assigned automatically by the software or manually by the user.	•	•	•		
6. Transaction numbers can be assigned automatically by the software or manually by the user.	•	•	•		
7. Run-to-run controls can be maintained in a control file.	•	•	•		
8. Cycle-to-cycle controls can be maintained in a control file.	•	•	•		
9. Master file maintenance programs do not permit dynamic modification of dollar fields.	•	•	•		
10. Online system edit checks include:					
* data class (alpha/numeric tests),	•	•	•	√	
* range checks,	•	•	•	√	
* missing data tests, and	•	•	•	√	
* validation data checks.	•	•	•	√	
11. Error reporting is descriptive and comprehensive.	•	•	•		
12. All processing errors are flagged by the system.	•	•	•		



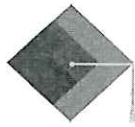
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
E. Documentation					
	1. The documentation is clearly written, user-oriented for public schools and includes:				
	* system overview description,	•	•	•	
	* system flow chart,	•	•	•	
	* descriptions of all system controls,	•	•	•	
	* detailed backup and recovery procedures,	•	•	•	
	* detailed operating procedures,	•	•	•	
	* detailed data entry procedures,	•	•	•	
	* detailed report descriptions,	•	•	•	
	* detailed description of all user options,	•	•	•	
	* detailed description of error messages, and	•	•	•	
	* detailed screen layouts.	•	•	•	√
	2. Documentation must be placed in an escrow, including detailed file description and layouts and program descriptions.	•	•	•	
F. Security and Control					
	1. Provide online error detection capability.	•	•	•	√
	2. Provide cross field edit checks.	•	•	•	
	3. Option to prohibit month-end closing unless all batch transactions that affect suspense/clearing accounts have been cleared.	•	•	•	
	4. Ability to update security rules dynamically.	•	•	•	
	5. Provide log-on security by:				
	* user ID and	•	•	•	√
	* terminal ID.	Δ	Δ	Δ	√



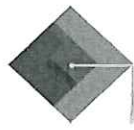
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
6. Provide transaction security by:					
* day of the week,	•	•	•		
* time of day,	Δ	Δ	Δ		
* chart of account by terminal, and	Δ	•	•		
* chart of account by user ID.	•	•	•		
7. Provide audit trail of every transaction by:					
* day of the week,	•	•	•		
* time of day,	•	•	•		
* terminal, and	Δ	•	•		
* user ID.	•	•	•		
G. Training					
1. Provide training to orient users with all aspects of the software as well as additional training for software for familiarization.	•	•	•		
2. Provide training on each module as it is installed.	•	•	•		
3. Provide continuation training as needed for employee or administration personnel changes.	•	•	•		
4. Provide cost information to schools, including, but not limited to: initial training, continuing training, and workshop training (this should include any cost for telephone calls) as a part of the contract.	•	•	•		
MODULE: GENERAL LEDGER					
A. Entry					
1. Ability to automatically generate standard recurring and offsetting entries to specific accounts.	•	•	•		
2. Ability to ensure all entries have been processed, posted, and are sequenced by setting up batch control or other posting controls.	•	•	•		



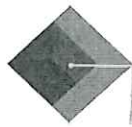
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

	MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
3. Ability to include descriptive, narrative information with transactions and entries.	•	•	•	
4. Ability to make prior period (month and year) entries.	•	•	•	
5. Ability to handle errors with multiple suspense accounts to ensure all entries have been processed, posted, and are sequenced.	Δ	Δ	Δ	
6. Ability to transfer entries in the suspense accounts into appropriate account in a later period.	Δ	Δ	Δ	
7. Ability to upload and download data from and to computers and interface with the spreadsheet programs.	•	•	•	
8. Ability to select online, real-time, or batch processing.	Δ	Δ	Δ	
9. Ability to provide accurate audit trail for all entries and reports.	•	•	•	
B. Edit/Error Correction				
1. System edits and journal reports should provide:	•	•	•	
* posted journals,	•	•	•	
* unposted journals,	•	•	•	
* transaction limits (high/low),	•	•	•	
* balance limits,	•	•	•	
* balance position,	•	•	•	
* required input fields, and	•	•	•	
* field relation edit.	•	•	•	
2. Ability for mass reversal of error batches or duplicate postings without "system restart."	•	•	•	
3. Ability to post transactions to current period if prior period (month and year) is not closed.	Δ	Δ	Δ	



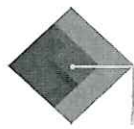
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
4. Ability to edit and validate entries for all dimensions in coding structure.	•	•	•		
5. Online error correction.	•	•	•		
6. Option to prohibit month-end closing until all batch transactions that affect clearing/suspense accounts have been totally cleared.	•	•	•		
7. Ability to produce error or warning report for exceptions from editing or validation check.	•	•	•		
C. Subledger					
1. Ability to maintain journals for multiple subledgers.	Δ	Δ	•		
2. Ability to provide nonfinancial statistical data for subledger.	Δ	Δ	•		
D. Fund Accounting System and Reports					
1. Ability to support a governmental fund structure with a self-balancing set of accounts.	•	•	•		
2. Ability to provide:					
*Preencumbrance accounting and	Δ	Δ	Δ		
*Encumbrance accounting.	•	•	•		
3. Ability to accommodate 99 funds or fund groups:	•	•	•		
* General Fund,					
* Special Revenue Fund,					
* Capital Projects Fund,					
* Debt Service Fund,					
* Internal Service Fund,					
* Trust and Agency Fund,					
* General Fixed Assets Account Group,					
* General Long-Term Debt Account Group, and					
* School Activity Funds.					



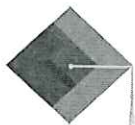
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
4. Ability to support and report for school districts having multiple federal tax identification numbers.	•	•	•		
5. Can support the following GAAFR financial statements in combined and separate format for all above mentioned fund types:	•	•	•		
* trial balance,					
* balance sheet,					
* statement of revenues, expenditures, and changes in fund balances,					
* statement of revenues, expenditures, and changes in retained earnings for proprietary fund types, and					
* comparative statement of budget versus actual for all fund types.					
6. Ability to provide grant accounting and reporting for multiple fiscal years and grant year which is different from the fiscal year of other fund types.	•	•	•		
7. Ability to provide monthly summary reports with current month and year-to-date totals by:	•	•	•		
* fund,					
* account,					
* program,					
* cost center,					
* grant, and					
* other account code groups as defined by the user.					
8. Ability to support multiple bases of accounting: modified and full accrual, cash and modified cash, and double entry accounting.	•	•	•		
9. Ability to provide reporting for multiple fiscal year simultaneously (calendar, fiscal, grant year, etc.).	•	•	•		
10. Ability to provide cash-flow statement by individual fund.	•	•	•		
11. Ability to provide revenue receipt report by individual fund.	•	•	•		



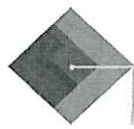
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
	12. Ability to automatically allocate, appropriate, or apportion all receipts to cash funds and subaccounts (Project Reporting).	•	•	•	
E.	Allocation of Costs				
	Ability to allocate overhead costs by multiple dimensions.	•	•	•	
F.	Account Coding Structure				
	1. Ability to accommodate account code of at least 30 digits plus delimiters for expenditures and 20 digits plus delimiters for revenue, as defined below:	•	•	•	
	EXPENDITURES				
	Field Size				
	Fiscal Year 1				
	Fund 2				
	Project 3				
	Function/Source 4				
	Object 3				
	Program 3				
	Subject 4				
	Job Class 3				
	Operational Unit 3				
	(Unassigned) 4				
	REVENUE				
	Fiscal Year 1				
	Fund 2				
	Source of Revenue 4				
	Program 3				
	Operational Unit 3				
	(Unassigned) 4				
	2. Ability to provide flexibility to change the size of individual fields within account coding structure.	•	•	•	



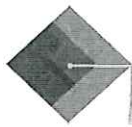
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

	MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
3. Ability to input only that portion of the account code necessary to describe uniquely a transaction.	Δ	Δ	Δ	
4. Account code structures, relationships, edit and validation rules should be table-driven.	•	•	•	
5. Account codes MUST be taken from the Oklahoma Cost Accounting System (OCAS) manual.	•	•	•	
G. Other				
1. Ability to interface with all other financial system modules as well as personnel/payroll system.	•	•	•	
2. Ability to create user defined screens.	Δ	Δ	Δ	
3. Ability to provide online help by individual field.	Δ	•	•	
4. Online features:				
*Real-time online update,	•	•	•	
*Online inquiry,	•	•	•	
*Online report writer with computation ability that is user oriented and is easy to use,	Δ	Δ	Δ	
*Access to detailed or summary data, and	•	•	•	
*Online queries or print at user's option.	Δ	Δ	Δ	
MODULE: BUDGET				
A. Budget Preparation				
1. Ability to enter projected personnel allocations and bring forward prior year personnel allocations.	Δ	Δ	Δ	
2. Ability to integrate budget and personnel information to formulate salary projections.	Δ	Δ	Δ	



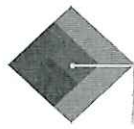
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
3. Ability to bring current year and latest prior year expenditures into projections for comparisons.	Δ	Δ	Δ		
4. Ability to move approved budget amounts into account expenditure module to activate new year.	•	•	•		
5. Ability to develop multiyear budgets (three years).	Δ	Δ	Δ		
6. Ability to develop budgets using ratios, volumes, and fixed dollar amounts.	Δ	Δ	Δ		
7. Ability to generate budget projections based on the relationship of multiple accounts.	Δ	Δ	Δ		
8. Ability to prepare budgets based on statistics such as school enrollment, number of teachers, etc.	Δ	Δ	Δ		
9. Ability to interface with a personnel and student database to prepare budget statistics.	Δ	Δ	Δ		
10. Online feature combining new data entered and data pulled from personnel and expenditure report.	Δ	Δ	•	√	
B. Budget Capabilities					
1. Ability to maintain and report on multiple years of budget data.	•	•	•		
2. Ability to upload and download budget data to and from computer spreadsheets.	Δ	Δ	Δ		
3. Provide a direct interface format between accounting and budget data.	•	•	•		
4. Provide online capability for global or select budget adjustments.	Δ	Δ	Δ		
5. Provide the capability to budget by each field within the account code.	•	•	•		



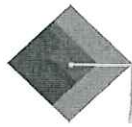
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
6. Provide capability to budget and report by complete chart of accounts.	•	•	•		
7. Provide online access to budget data for update, inquiry, browse, and create and print reports.	Δ	Δ	•		
8. Ability to budget and report by employee within the chart of accounts.	Δ	Δ	Δ		
9. Provide budget update reports and real-time (year-to-date) showing entry date.	•	•	•		
10. Ability to interface budget, payroll, encumbrance, purchasing, and accounting to provide fund availability reports.	•	•	•		
11. Ability to use current student enrollment and set formulas to periodically compute nonsalary allocation.	Δ	Δ	/Δ		
MODULE: ACCOUNTS PAYABLE/PURCHASING					
A. Transaction Processing					
1. The system must process the following types of transactions:	•	•	•		
* credit memo,					
* debit memo,					
* check/warrant requests,					
* corrections to:					
unpaid purchase orders (POs)					
void unpaid warrants					
cancel partial or entire PO					
account distribution					
* manual-cut warrants,					
* vendor additions, deletions, and changes, and					
* changes to recurring payments.					



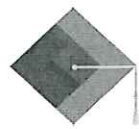
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

	MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
2. The system must perform the following data edit and validation checks:				
* validate the vendor code against a file of authorized vendors,	•	•	•	
* validate the source, transaction chart of account code against a file of valid codes,	•	•	•	
* validate invoice date,	•	•	•	
* validate that the total of the account distribution equals the invoice amount,	•	•	•	
* validate the PO number against the file of valid, open POs	•	•	•	
* validate debit amount equals credit amount,	•	•	•	
* validate unit of measure and item number against data on the PO	Δ	Δ	Δ	
* validate quantity and amount against data on the PO, and	Δ	Δ	Δ	
* validate due date as current or future date.	Δ	Δ	Δ	
3. The system must allow error correction by nonkey field without requiring an entire PO be "backed out" and resubmitted.	•	•	•	
4. The system must have the ability to provide proof runs by batch control totals before checks/warrants are issued and transactions are posted.	•	•	•	
5. Provide aging of open purchase order by fiscal year with indicators that a PO is a confirmation, a regular, or a bid.	Δ	Δ	Δ	
6. The system must prevent duplicate submission and payment of invoice by matching some of the following:	•	•	•	
* vendor code,				
* invoice number,				
* invoice date,				
* PO number, and				
* invoice amount.				
7. Capability to reissue a check/warrant which has been cancelled, stopped payment, or voided.	•	•	•	
8. Ability to establish sensitivity percentage and dollar range in approving invoices in excess of the PO amount.	Δ	Δ	Δ	



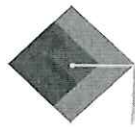
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
B. System Generated Transactions					
1. System generated transactions must meet same edit and validation criteria as manually submitted data and report the generated transactions.	•	•	•		
2. System must produce a schedule of general ledger account distribution including:	•	•	•		
* account number,					
* account type,					
* transaction description,					
* voucher number,					
* accounting month,					
* entry date,					
* debit amount, and					
* credit amount.					
3. System must create transactions for recurring payments.	•	•	•		
4. System generated transactions must be reported separately.	•	•	•		
C. Vendor Data					
1. Provide for addition, deletion, and modification of vendors.	•	•	•		
2. All new vendors must be assigned a unique code. Inactive vendors must be able to be reactivated and be able to reissue deleted vendor codes.	•	•	•		
3. All new, changed, and deleted vendors must be reported.	•	•	•		
4. Automatically generate 1099s to vendors and the appropriate magnetic media copy to the Internal Revenue Service at the end of each calendar year.	•	•	•		
5. Automatically generate vendor declaration form whenever a vendor is set up.	Δ	Δ	Δ		



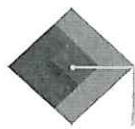
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
6. Provide an indicator if there is a vendor declaration on file.	Δ	Δ	Δ		
7. Provide an indicator if there is a vendor affidavit on file.	Δ	Δ	Δ		
8. Ability to identify and code required 1099 tax identification numbers.	•	•	•		
9. Ability to receive refund checks from overpayment and adjust the original account (nonrevenue) accordingly.	•	•	•		
D. Invoice Vouchers					
1. The system must allow payment to occur on due date or discount date depending on the terms chosen and calculate discounted payment amount.	Δ	Δ	Δ		
2. System must automatically calculate discount amounts.	Δ	Δ	Δ		
3. The system must accept, identify, and report the unapproved invoices.	Δ	Δ	Δ		
4. A batch report on unapproved invoices should be generated.	Δ	Δ	Δ		
5. The system must accept transactions to change the status of unapproved to approved invoices when purchase order, invoice, and receiving report are matched.	Δ	Δ	Δ		
6. The system must record the general ledger account distribution of each voucher for summarization and posting to the general ledger.	•	•	•		
E. Credit and Debit Memos					
1. The system must accept credit memos (i.e., returned goods) and debit memos and apply the amounts to the vendor's current account balance.	•	•	•		
2. Credits should be immediately applied to current invoice.	Δ	Δ	Δ		
3. Ability to report credit balances to vendor.	•	•	•		



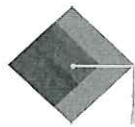
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
F. Check/Warrant Processing					
1. The system must automatically prepare checks/warrants for invoices scheduled to be paid.	•	•	•		
2. The system must be able to produce checks/warrants from more than one bank account and post to multiple cash accounts.	Δ	Δ	Δ		
3. Ability to automatically produce remittance form for each vendor, per payment cycle remittance information:	•	•	•		
* vendor name,					
* vendor address,					
* city, and zip code,					
* invoice number, and					
* invoice amount.					
4. The system must release only those checks/warrants specified by the user and hold others, or hold checks/warrants specified by the user and release others. Following are examples of criteria for releasing and holding:	•	•	•		
* partial payment,					
* one reference number,					
* a range of reference numbers,					
* warrants,					
* vendor code,					
* invoice date, and					
* due date.					
5. The system must identify and produce separate groups of checks/warrants for selected criteria.	•	•	•		
6. The system should prepare a single check/warrant for multiple invoices, or produce separate checks/warrants for each invoice, by vendor, per the user.	•	•	•		
7. The system should have capabilities to make payments to alternate payees.	•	•	•		



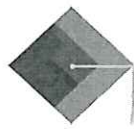
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

	MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
8. The system must provide the ability to reissue a new check/warrant for a voided check/warrant.	•	•	•	
9. Ability to assign and control sequential check/warrant numbers by fund outside of preprinted check/warrant number.	Δ	Δ	Δ	
10. Ability to report check/warrant register by fund and fiscal year.	•	•	•	
11. Ability to report check/warrant register by date, fund, and fiscal year.	•	•	•	
G. Multiple Fund Units				
The system must accept, segregate, and report data from multiple funds.	•	•	•	
H. Automated matching of PO, Invoice, and Receiving Report				
1. The system must accept purchase order data including:	•	•	•	
* PO number,				
* vendor code,				
* item number,				
* quantity ordered,				
* requisition number,				
* estimated dollars,				
* distribution account, and				
* chart of account.				
2. The online system must accept receiving report data without rekeying data based upon system prompts including:	Δ	Δ	•	
* receiving report number,				
* receiving date,				
* PO number,				
* vendor code,				
* item numbers,				
* quantity received, and				
* received by.				



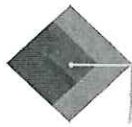
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
3. The system must match the PO, invoice, and receiving report data on:	Δ	Δ	•		
* PO number,					
* vendor code, and					
* quantity and change the payment status from unapproved to approved.					
4. Payment should be automatically recalculated based on quantity received.	Δ	Δ	Δ		
5. The system must accommodate processing of partial receipts against a PO.	•	•	•		
6. System-wide sensitivity parameters should be available indicating percent and/or dollar amount variances between PO and invoice which will be accepted and reported.	Δ	Δ	Δ		
I. Data Validation and Inquiry					
1. The system should use common master files to ensure consistency of data with other modules.	•	•	•		
2. Ability for adjusted data to be entered into feeder systems to ensure compatibility of data throughout all modules.	•	•	•		
3. Ability for adjusted data to be entered into feeder system for compatibility of data throughout all modules.	•	•	•		
J. General Ledger/Project Accounting Interface					
1. The accounts payable system must produce either detail or summary journal entries to the general ledger and project accounting system (at the user's option) based upon the account distribution coded on the pay estimate and invoice:	•	•	•		
* funds availability,					
* chart of account code,					
* account type,					
* description of transaction,					



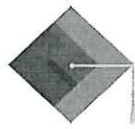
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
	* originating fund,				
	* interfund transaction ID,				
	* voucher or reference number,				
	* accounting month,				
	* entry date,				
	* debit amount,				
	* credit amount, and				
	* quantity amount.				
	2. The accounts payable system must retain detail supporting the summarizations for up to 24 months.	•	•	•	
K.	Bank Reconciliation				
	1. The accounts payable system must produce a file of checks/warrants including issues, manual, stop payment, cancellations, and voids.	•	•	•	
	2. This file will be matched against magnetic media of checks/warrants which have cleared the bank. This system should automatically perform the reconciliation process.	Δ	Δ	Δ	
L.	Purchasing				
	1. Ability to enter POs for all funds and receive immediate approval or disapproval.	•	•	•	√
	2. Ability to enter multiple page POs for all funds.	•	•	•	√
	3. Ability to print POs for distribution to all sites (i.e., vendor, accounting, accounts payable, purchasing, copy, receiving, responsibility center, and master copy).	•	•	•	
	4. Ability to make corrections and cancellations on POs for all funds.	•	•	•	√
	5. Ability to interface with inventory stock numbers and make additions or corrections.	Δ	Δ	Δ	



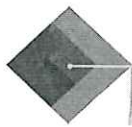
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
6. Ability to print listing of PO numbers, fund, account, etc.	•	•	•		
7. Ability to look at all POs on file and open a PO report.	•	•	•		
8. Ability to conduct vendor analysis.	•	•	•		
9. Ability to allow alternate "ship to" address.	•	•	•		
10. Ability to separate pay address from the "order from" address.	•	•	•		
11. Ability to add vendor numbers and update vendor files.	•	•	•		
12. Ability to void POs for all funds in excess of established time period (publish hard copy).	•	•	•		
13. Ability to:					
*assign next available PO number, and	•	•	•		
*reserve a block of PO numbers.	Δ	Δ	Δ		
14. Ability to run all reports at purchasing site (i.e., vendor listing, encumbrance listing, and inventory listing).	•	•	•		
M. Requisitions					
1. System must be able to accept input from manual or machine generated data to create requisition (RQ).	Δ	Δ	Δ		
2. Receive and print electronically transmitted requisitions from remote sites in the Purchasing Department.	Δ	Δ	Δ		
3. If requisition systems is available, data must flow smoothly from RQ to PO to invoice to receiving status with minimum keying.	•	•	•		



**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
4. Must utilize routine validation fields to include item number for warehouse items.	Δ	Δ	Δ		
5. Ability to generate bid documents from RQ data and create subsequent spreadsheets.	Δ	Δ	Δ		
6. Ability to look at open RQ report.	Δ	Δ	Δ		
7. Ability to inquire if RQ is open or closed.	Δ	Δ	Δ		
8. Ability to download requisition to a personal computer and manipulate data and specifications.	Δ	Δ	Δ		
MODULE: CAPITAL PROJECTS					
A. Capital Projects					
1. Bond Fund Status (Monthly Bond Fund Financial Report).	•	•	•		
2. Bond Fund Account Detail (Detailed Statement of Expenditures).	•	•	•		
3. Bond Fund Project Detail (Detailed on the individual PO).	•	•	•		
MODULE: INVENTORY CONTROL					
A. Inventory Control					
1. Online, real-time, or batch inventory processing: receipts, issues, adjustments, etc.	•	•	•	√	
2. Automated notice of receipt to Accounts Payable.	•	•	•		
3. Individual, five-year history records (demand, issues, cost, sales, etc.).	•	•	•		
4. Demand accumulation of nonstock receipts for possible stock adds.	•	•	•		



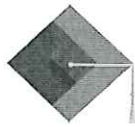
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
5. Access to PO and vendor files.	•	•	•		
6. Notice to requisition at minimum level (automatic generation of RQs).	•	•	•		
7. Back order system (demand history).	•	•	•		
8. Physical inventory count sheets, reconciliation work sheets, adjustments.	•	•	•		
9. Substitute/Interchangeability coding.	•	•	•		
10. Catalog preparation.	•	•	•		
11. Expanded description field on items.	•	•	•		
12. Extensive online inquiry capability (quantity, part number usage history, dollar amounts, etc.).	•	•	•	√	
13. Ability to change costing methods (LIFO, FIFO, average, etc.).	•	•	•		
14. Multiple warehouse identification (maintenance shop stock, truck stock, etc., as well as commodity classes, etc.).	•	•	•		
15. Online stock, and vendor returns.	•	•	•	√	
16. Online damage stock accounting.	•	•	•	√	
17. Online file maintenance capability.	•	•	•	√	
18. Interface general ledger, PO, and Order Entry/Work Order applications.	•	•	•		
19. Safety, minimum, and maximum stock level indicators.	•	•	•		
20. End of quarter calculation/recommended reorder quantities. (Records of vendor order/ship time performances).	•	•	•		



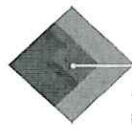
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
21. Issue register generation (online and weekly food service).	•	•	•		
22. Able to accommodate allocation as well as nonallocation issues online. (External funds, paid by, deliver to, are different, etc.)	•	•	•	√	
23. Stock reservation procedure (maintenance, primarily for work orders).	•	•	•		
24. Storeroom stock allocation reports.	•	•	•		
25. Inventory daily issue, returns, transfers, and adjustment recap reports.	•	•	•		
26. Serialized number parts list.	•	•	•		
27. On-demand inventory list printing.	•	•	•		
MODULE: CENTRAL FOOD SERVICE					
A. Financial Reporting					
1. Provide Profit and Loss report monthly, quarterly and yearly, showing per operational site and district total for: food, labor (with breakout of substitute cost), and supply costs.	•	•	•		
2. Provide monthly and yearend financial statement which shows outstanding POs.	•	•	•		
3. Generate monthly equipment depreciation schedules, operational unit, and district totals.	Δ	Δ	Δ		
B. State and Federal Reporting					
1. Must be able to interface financial data with operational procedures at point-of-sale at each operational unit.	•	•	•		



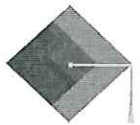
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
	2. Balances daily deposits and provides monthly deposit reports on each category of revenue by operational unit and district total.	•	•	•	
	3. Provide projected state and federal reimbursement by operational unit and district total.	•	•	•	
	4. Provide customized state reporting forms.	•	•	•	
	MODULE: OFFICE OF TREASURER				
A.	Entry				
	1. Ability to automatically generate standard recurring and offsetting entries to specific accounts.	•	•	•	
	2. Ability to ensure that all entries have been processed, posted, and are sequenced by setting up batch control or other posting controls.	•	•	•	
	3. Ability to include descriptive, narrative information with transactions and entries.	•	•	•	
	4. Ability to make prior period (month and year) entries.	•	•	•	
	5. Ability to upload and download data from and to computers and interface with the spreadsheet programs.	•	•	•	
	6. Ability to select online, real-time, or batch processing.	•	•	•	
	7. Ability to provide adequate audit trail for all entries and reports.	•	•	•	
B.	Edit/Error Correction				
	1. Ability to edit entries to ledger.	•	•	•	
	2. Ability for mass reversal of error batches or duplicate postings.	•	•	•	



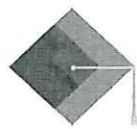
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
	3. Ability to post transactions to current period if prior period (month and year) is not closed.	•	•	•	
	4. Ability to edit and validate entries for valid account number, valid subaccount number, and valid transaction number.	•	•	•	
	5. Online error correction.	•	•	•	√
	6. Option to prohibit month-end closing until all posting is done.	•	•	•	
C.	Subledger				
	1. Ability to maintain journals for multiple subledgers.	•	•	•	
D.	Fund Accounting System and Reports				
	1. Ability to accommodate multiple funds or fund groups.	•	•	•	
	2. Ability to support the following financial statements in combined and separate format for all fund types:	•	•	•	
	* Trial Balance,				
	* Balance Sheets,				
	* Statements of revenues, expenditures, and changes in fund balances,				
	* Statement of revenues, expenditures, and earnings for all fund types, and				
	* Comparative statement of budget versus actual for all fund types.				
	3. Ability to provide monthly summary reports with current month and year-to-date totals by: Fund, Account, and other Account Code Groups as defined by the user.	•	•	•	
	4. Ability to support multiple bases of accounting such as modified and full accrual, and cash and modified cash.	•	•	•	



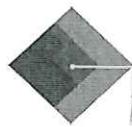
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
5. Ability to provide reporting for multiple fiscal years simultaneously (calendar, fiscal, etc.).	•	•	•		
6. Ability to provide cash-flow statement by individual fund.	•	•	•		
MODULE: PAYROLL					
A. Calculation of earnings					
1. Ability to calculate tax withholdings in compliance with tax laws:	•	•	•		
* federal and state tax tables,					
* additional withholdings for federal and state,					
* exempt from a specific tax withholding,					
* earned income credit (EIC) payment,					
* noncash fringe benefits,					
* pre-or post-tax payroll deductions, and					
* special bonus payments.					
2. Ability to enter new tax tables with a future effective date.	Δ	Δ	Δ		
3. Ability to accumulate earnings and tax information for multiple taxing units.	•	•	•		
4. Ability to support the following types of contracts by positions: annually, monthly, daily, hourly, and weekly.	•	•	•		
5. Ability to automatically calculate regular payday amount based on the type of contract and the number of pay periods in the fiscal year.	•	•	•		
6. Ability to automatically produce a detailed payroll schedule for a new employee based on type of contract and starting and ending payday.	•	•	•		
7. All pay schedules must be date sensitive:	•	•	•		
* each job class has a starting payday and an ending payday on a fiscal year basis,					



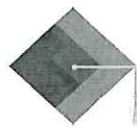
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

	MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
* mass update the starting and ending payday when switching to a new fiscal year, and				
* validation check against the date and the job class type with user option to accept any exception.				
8. Ability to calculate retroactive pay for any period defined by the user for: regular salary (excluding bonus), overtime pay, deductions, and an option for a specific group of employees only.	•	•	•	
9. Ability to simulate online net earning calculations for individual employee by changing tax factors (i.e., marriage status, number of exemptions, payroll deductions (pre- or post-), and other benefits.	Δ	Δ	Δ	
10. Ability to calculate overtime rate for different types of contracts in compliance with the Fair Labor Standards Act and negotiated agreements.	•	•	•	
11. Ability to write a warrant for a payroll deduction refund and adjust the year-to-date W-2 information accordingly.	•	•	•	
12. Ability to provide a listing of extra earnings above the contract amount on each payday such as: special bonus (by category), overtime pay, salary adjustment, and extra compensation.	•	•	•	
13. Ability to generate year-to-date reports by individual operational unit for overtime and bonuses.	•	•	•	
14. Extra earnings (bonus) or salary adjustments must be paydate sensitive for one-time only and continuous number of paydays.	•	•	•	
15. Ability to include third party sick pay in employee's W-2, 941 report for FICA contribution purposes, and tax withholding calculation if necessary.	•	•	•	



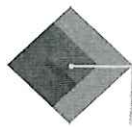
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
B. Payroll Deductions					
1. Ability to provide from 1 to 99 types of payroll deductions for unlimited categories (companies) within each type and payroll deduction can be identified as either pre-or post-tax per employee basis.	•	•	•		
2. Ability to suppress selective payroll deductions for a special payroll cycle (e.g., special bonus pay).	•	•	•		
3. Ability to provide payroll deduction list either on pay cycle basis or other user defined period with a description of payroll deduction type and company name and address.	•	•	•		
4. Ability to make mass changes of payroll deductions based on user defined criteria: deduction type, employee group, company, current rate, and other insurance terms.	•	•	•		
5. Ability to automatically clear a deduction type per user's selection.	•	•	•		
6. Payroll deductions, at user's option, can be date sensitive with future effective date and stop date.	•	•	•		
7. Ability to calculate a payroll deduction based on a percent of earnings.	•	•	•		
8. Ability to set up maximum amount of payroll deduction type allowed on either a calendar or a fiscal year basis.	•	•	•		
9. Ability to track number of garnishments processed by individual employees and by fiscal year.	•	•	•		
10. Ability to calculate garnishment and child support based on formula set up by law and/or an option for manual adjustment.	•	•	•		
11. Ability to automatically issue warrants to specified payees for child support, garnishment, and other deductions.	•	•	•		



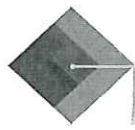
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
C. Position Control					
1. Paycheck should be position driven.	Δ	Δ	Δ		
2. The salary and fringe benefits of each position must be identified to a complete general ledger account code or multiple account codes with percentage distribution.	•	•	•		
3. Ability to provide two types of position control: permanent and temporary.	•	•	•		
4. Ability to provide accurate employee count (not position count) each payroll by:					
*salary account distribution and	•	•	•		
*employee bargaining group.	Δ	Δ	Δ		
D. Payroll Process					
1. Ability to generate unlimited number of proof runs (balance runs) before actual warrants are printed for next payday immediately after current payday is closed.	•	•	•		
2. Ability to provide payroll worksheets for next payday right after current payday is closed.	•	•	•		
3. Ability to process user defined regular pay cycle with unlimited special payroll between regular pay cycles.	•	•	•		
4. Ability to generate special payroll based on user defined formula or other direct input by the user.	•	•	•		
5. Ability to write special warrants either online or manually with online input.	•	•	•		
6. Ability to automatically void a current or prior pay cycle check/warrant.	•	•	•		



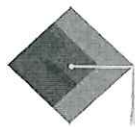
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
7. Ability to add and pay an employee on current pay cycle.	•	•	•		
8. Ability to process paychecks on any frequency per employee.	•	•	•		
9. Ability to set up a pay site which is different from an employee's operational unit.	•	•	•		
10. Ability to process payroll for multiple fiscal years in a pay cycle.	•	•	•		
11. Ability to provide a summary report after each payroll by salary categories (e.g., gross earnings, taxable earnings, withholdings, and deductions); contract year-to-date, calendar year-to-date, quarter-to-date, and current pay date; and salary and benefit information by employee bargaining groups.	•	•	•		
12. Ability to provide payroll projections based on current employees' contracts by account code groups, employee bargaining groups, and fiscal and grant year.	•	•	•		
13. Ability to provide salary analysis report after each payday including personnel contract amount versus actual payroll amount, and remaining contract amount by individual employee.	•	•	•		
14. Ability or commitment to accommodate direct deposit.	•	•	•		
15. Ability to maintain a summer mailing address for all employees with future effective and stop dates with replacement option by a bank and account number.	Δ	Δ	Δ		
E. Benefit Calculation and Reports					
1. Ability to provide eligibility code for each type of benefits:	•	•	•		
* health insurance,					
* life insurance,					
* retirement,					



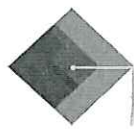
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

	MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
* disability,				
* dental insurance, and				
* other insurance benefit.				
2. Each type of benefit can be paid for by employer only, employee only, or both employer and employee based on a percentage or dollar amount.	•	•	•	
3. Ability to calculate benefit payment based on user defined formula and employee benefit cost.	•	•	•	
4. Ability to calculate and report retirement contributions in compliance with the laws of Oklahoma Teachers' Retirement System.	•	•	•	
5. Ability to provide benefit reports as required by law for Section 125 (cafeteria plans) and Section 89 (welfare benefit plans).	•	•	•	
6. Ability to interface with or maintain a reimbursement system for the cafeteria plan for unreimbursed medical and child care.	Δ	Δ	Δ	
F. Earnings History File				
1. Ability to accumulate employee's earnings records simultaneously by calendar year and contract year basis.	•	•	•	
2. Employee's earnings history file must include at least the following information:	•	•	•	
* earnings, withholdings, and deductions,				
* paydates,				
* warrant numbers and amounts,				
* tax factors,				
* voids and rewrites,				
* type of contract, and				
* other pertinent information related to an employee's position.				



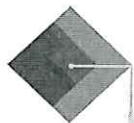
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
3. Ability to provide tax information to employees or tax agencies in a format (tape or electronic transfer) as required by current tax laws:		•	•	•	
* W-2s,					
* 941 quarterly report,					
* electronic notices,					
* state unemployment insurance report, and					
* other tax notices and reports.					
G. Other Operational Considerations					
1. Ability to automatically encumber or preencumber to general ledger.		•	•	•	
2. Ability to interface with financial accounting systems.		•	•	•	
3. Ability to interface with employee attendance records so deductions can be automatically generated and passed to payroll.		Δ	Δ	Δ	
4. Ability to integrate (not interface) with the personnel system.		•	•	•	
5. Ability to maintain an integrated warrant system with the account payable system, so all warrants issued can be numbered sequentially districtwide by each fund type.		Δ	Δ	Δ	
6. The warrant system can be interfaced with the bank reconciliation system.		•	•	•	
7. Ability to perform edit and validation check based on user designed criteria.		•	•	•	
8. Warning report from validation check should be for user's action only.		•	•	•	
9. Online features (as appropriate):					
* online inquiry,		•	•	•	√
* real-time, online updating,		•	•	•	√
* security check for online inquiry and updating should be by individual field, and		Δ	Δ	Δ	√
* online report writer must be flexible, easy to use, and user oriented.		Δ	Δ	Δ	√



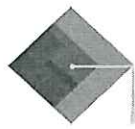
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
	MODULE: PERSONNEL SERVICES				
A.	Personnel				
	1. Provide a comprehensive personnel master file.	•	•	•	
	2. Provide online access to personnel allocations.	•	•	•	√
	3. Ability to do salary projections.	•	•	•	
	4. Ability to interface with budget and payroll information.	•	•	•	
	5. Ability to generate Affirmation Action Reports.	•	•	•	
	6. Ability to identify entry year teachers and teachers who need consultants.	•	•	•	
	7. Ability to identify Currently Certified (CC) and North Central Certified (NC) teachers.	•	•	•	
	8. Ability to designate multiple teacher certificates and validity dates.	Δ	•	•	
	9. Ability to identify multiple job class codes.	•	•	•	
	10. Ability to identify teacher consultants.	•	•	•	
	11. Ability to calculate the number of days of Entry Year Teacher Consultant (EYTC) and Teacher Consultant (TC).	•	•	•	
	12. Ability to process extra duty assignments (e.g., coaches, sponsors).	•	•	•	
	13. Provide online access for updating, inquiry, viewing, creating, and printing reports.	•	•	•	√
	14. Ability to include narrative information with transaction entries.	•	•	•	
	15. Ability to upload and download data from and to personal computer.	•	•	•	



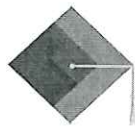
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
16. Ability to produce error/warning reports for exceptions from edit or validation check.	•	•	•		
17. Ability to have online current and prior year(s) information.	•	•	•	√	
18. Ability to produce State Department of Education (SDE) personnel reports using state format.	•	•	•	•	
19. Ability to change certification code entries.	•	•	•		
20. Ability to identify tenure status of teachers.	•	•	•		
21. Ability to identify seniority for all employee groups.	•	•	•		
22. Ability to do staff attendance. Use of scanners to correlate rosters, requests, and absence reports. Automatic attendance posting when documents do not correlate.	Δ	Δ	Δ		
23. Automatic transfer of personnel. Enter old and new Position Control Number (PCN); if no error, enter Social Security Number individual information transferred to new PCN.	Δ	Δ	Δ		
24. Ability to generate automatic vacancy notice when position is created by the budget office or vacated by an employee.	•	•	•		
25. Ability to do online processing of substitute pay with validation checks, auditing, and reports for exceptions.	•	•	•	√	
26. Ability to do online processing of payments for covering classes (extra duty pay) with audit and error flags.	•	•	•	√	
27. Ability to calculate fringe benefits as a total or percentage of salary with reporting capabilities.	•	•	•		



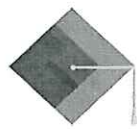
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
28. Ability to automatically calculate promotional pay using full-time employee's and salary schedules with override capabilities.	•	•	•		
29. Ability to mass update personnel files as a result of negotiations.	•	•	•		
30. Ability to maintain a file of projected employee notification and/or report dates with early notification reports.	•	•	•		
31. Ability to track and generate reports of personnel transactions by category (i.e., employment, separations, and transfer).	•	•	•		
B. Staff Development					
1. Ability to maintain staff development (SD) file.	•	•	•		
2. Ability to track SD points by year and by five-year cycle, by employee, as job specific or job related, by Board Goal, by standard and sponsoring organization, and by need per needs assessment.	•	•	•		
3. Online inquiry and update by individual.	•	•	•	√	
4. Batch update for group training.	•	•	•		
5. Ability to track evaluation process to include due dates, and exception reports for overdue evaluations.	•	•	•		
6. Ability to duplicate previous field data on current form.	Δ	Δ	Δ	√	
7. Ability to use scannable documents in workshop entries.	Δ	Δ	Δ		
8. Support licensing and license expiration and renewal dates (minimum of four licenses), job license requirements, and licenses possessed by the incumbent.	•	•	•		



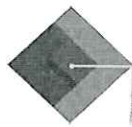
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
	MODULE: SCHOOL ACTIVITY FUNDS				
A.	Entry				
	1. Ability to automatically generate standard recurring and offsetting entries to specific accounts.	•	•	•	
	2. Ability to ensure that all entries have been processed, posted, and are sequenced by setting up batch control or other posting controls.	•	•	•	
	3. Ability to include descriptive, narrative information with transactions and entries.	•	•	•	
	4. Ability to handle errors with suspense accounts to ensure all entries have been processed, posted, and are sequenced along with the ability to handle petty cash and suspense accounts.	•	•	•	
	5. Ability to transfer entries in the suspense accounts into appropriate accounts at a later period.	•	•	•	
	6. Ability to upload and download data from and to computers and interface with the spreadsheet programs.	•	•	•	
	7. Ability to select online, real-time, or batch processing.	•	•	•	
	8. Ability to provide adequate audit trail for all entries and reports.	•	•	•	
B.	Edit/Error Correction				
	1. Ability to edit journal reports for:	•	•	•	
	* posted journals,				
	* unposted journals,				
	* transaction limits (high/low),				



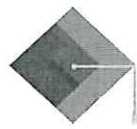
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

	MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
* balance position,				
* required input fields, and				
* field relation edit.				
2. Ability to mass reversal of error batches or duplicate postings without "system restart."	•	•	•	
3. Ability to post transactions to current period if prior period (month and year) is not closed.	•	•	•	
4. Ability to edit and validate entries for valid account number, valid subaccounts, and valid transaction codes.	•	•	•	
5. Online error correction.	•	•	•	√
6. Option to prohibit month-end closing until General Fund refund sub-account has been totally cleared.	•	•	•	
7. Ability to produce error or warning report for exceptions from editing or validation check.	•	•	•	
C. Subaccounts				
1. Ability to maintain journals for multiple subledgers.	•	•	•	
2. Ability to provide nonfinancial statistical data for subaccounts.	•	•	•	
D. Fund Accounting System and Reports				
1. Ability to support a governmental fund structure with a self-balancing set of accounts.	•	•	•	
2. Ability to provide preencumbrance accounting and encumbrance accounting.	•	•	•	
3. Ability to prepare and document sales tax reports by operational unit.	Δ	Δ	Δ	
4. Ability to support the following GAAFR financial statements in combined and separate format for all fund types by individual operational unit:	•	•	•	
* statement of revenues, expenditures, changes in fund balance, and				
* comparative statements of budget versus actual expenditures and receipts for all account types.				



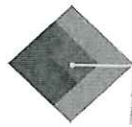
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
	5. Ability to provide monthly summary reports with current month and year-to-date totals by all dimensions.	•	•	•	
	6. Ability to provide reporting for multiple fiscal years simultaneously (calendar, fiscal, etc.).	•	•	•	
	7. Ability to provide cash-flow statement by individual account.	•	•	•	
	8. Ability to generate revenue receipts in sequential order.	•	•	•	
E.	Account Code Structure				
	1. Account code structures, relationships, edit, and validation rules should be table-driven.	•	•	•	
	2. Ability to interface with all other financial system modules.	•	•	•	
	3. Ability to create user defined screens.	Δ	Δ	Δ	√
	4. Ability to provide online help by individual field.	Δ	Δ	Δ	√
	5. Online features:	•	•	•	√
	* real-time, online update,				
	* online inquiry,				
	* online report writer with computation ability,				
	* access to detailed or summary data,				
	* online queries or print at user's option, and				
	* report writer must be user-oriented and easy to use.				



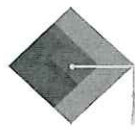
**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
F.	Bank Reconciliations				
	1. Ability to generate bank reconciliation.	•	•	•	
G.	Payment Procedures				
	1. The system must automatically prepare checks for invoices scheduled to be paid.	•	•	•	
	2. The system must be able to prepare a check in the same cycle the voucher was processed.	•	•	•	
	3. The system will need the ability to post multiple accounts.	•	•	•	
	4. The system should prepare single checks/warrants for multiple invoices or produce separate checks/warrants for each invoice by vendor per the user.	•	•	•	
	5. The system must make payments to alternate payees as designated.	Δ	Δ	Δ	
	6. The system should have capability to issue a new check for a voided check.	•	•	•	
	7. The system will have ability to report check register by account and by fiscal year.	•	•	•	
	8. The system should have the ability to produce remittance forms to be issued with checks and print corresponding mailing labels.	Δ	Δ	Δ	
	MODULE: WORKERS' COMPENSATION FUND				
A.	Operational Characteristics				
	1. Ability to enter data pertaining to workers' compensation claim, including claim number, personal data, injury data, period of time, dollar amounts in reserve, dollar amounts paid, and current status of claim.	•	•	•	



**Oklahoma Cost Accounting System
Minimum Criteria for Software**

	MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
2. Ability to inquire and reference file data by either claim number or claimant's name.	•	•	•	
3. Ability to enter "memorandum (comment) only" claim data which will NOT be included on monthly, quarterly, or yearly reports. However, will be viewed when referencing by claimant's name.	•	•	•	
4. Ability to generate monthly, quarterly, and yearly reports using claim entry data.	•	•	•	
5. Monthly, quarterly and yearly reports should contain subtotals including number of disability files, number of medical files, amount in reserves, and amounts paid. In addition, these reports should contain a district summary.	•	•	•	
6. Ability to add, alter or delete division, location, job class, and inquiry codes.	•	•	•	
7. Ability to create user defined reports using previously entered claim data.	•	•	•	
8. Ability to generate compensation payments online or manually with online input.	•	•	•	
9. Automate accounting procedures for Workers' Compensation Fund to include daily check ledger and monthly bank reconciliation.	•	•	•	
10. Reverse entry capability for subrogation (responsible third party) recovery, refunds and/or credits. These "credits" should be shown on the general ledger as well as credited against the individual claim file and the specified reserve line; i.e., a subrogation recovery may include medical, temporary total disability and permanent partial disability payments, or a combination; therefore, each reserve line would need to be credited.	•	•	•	



**Oklahoma Cost Accounting System
Minimum Criteria for Software**

		MICROCOMPUTER	MINICOMPUTER	MAINFRAME COMPUTER	ONLINE SYSTEMS
B. Management Reports					
1. Workers' Compensation Check Register Trial Balance.	•	•	•		
2. Workers' Compensation Check Register Final Balance.	•	•	•		
3. Workers' Compensation Monthly Checks by Claim.	•	•	•		
4. Workers' Compensation Monthly Checks by Payee.	•	•	•		
5. Workers' Compensation Monthly Checks by Check Number.	•	•	•		
6. Workers' Compensation Claims Detailed Year-To-Date.	•	•	•		
7. Workers' Compensation Claims Summary Year-To-Date.	•	•	•		
8. Worker's Compensation payee list alphabetical by payee name.	•	•	•		
9. Workers' Compensation payee list numerical by payee number.	•	•	•		