

Attachment 3: Enterprise Resource Planning Capabilities & Scenarios

Human Resources	1
Human Resources Capabilities.....	1
Human Resources Scenarios	4
Payroll.....	5
Payroll Capabilities	5
Payroll Scenarios.....	7
Financial Management (including Grants Accounting, Purchasing, Contracts Management).....	8
Financial Management Capabilities	8
Financial Management Scenarios.....	16
General Capabilities.....	19
General Capabilities	19
General Capabilities Scenarios.....	20

Human Resources

Human Resources Capabilities

No.	Category	Description of Capability	Included	Note
1	Employee Records	Maintain active and inactive employee master records.		
2	Employee Records	Process requests for personnel actions and generate notices of personnel action, memoranda of understanding, acting/detail appointments.		
3	Employee Records	Maintain personnel action records.		
4	Employee Records	Track employment time, including prior service.		
5	Employee Records	Process grievances and grievance appeals.		
6	Employee Records	Maintain staffing matrix of positions.		
7	Employee Records	Provide employees read-only access to their personnel information: Pay, leave balances, training history, etc.		

Attachment 3: Enterprise Resource Planning Capabilities & Scenarios

No.	Category	Description of Capability	Included	Note
8	Employee Records	Allow employees to initiate request to change personal records.		
9	Employee Records	Manage the court internship program: Recruitment, agreement, time tracking, and performance evaluations.		
10	Recruitment	Process and track personnel recruitment requests.		
11	Recruitment	Create, update, and post job announcements.		
12	Recruitment	Accept and record receipt of, applications submitted manually and via the internet.		
13	Recruitment	Rate applicants based on position requirements and determine certified applicants.		
14	Recruitment	Notify candidate of eligibility or ineligibility.		
15	Recruitment	Schedule examinations and record results.		
16	Recruitment	Schedule interviews and records results.		
17	Recruitment	Process applicant job rating appeals and notify applicant of results.		
18	Recruitment	Notify candidate of selection or non-selection.		
19	Recruitment	Maintain a candidate pool of applicants, to include Equal Employment Opportunity data.		
20	Recruitment	Identify qualified candidates (from the candidate pool) based on skills and classification standards and generate list.		
21	Classification and Compensation	Maintain pay scale and history.		
22	Classification and Compensation	Maintain job classification standards.		
23	Training	Maintain training course list and master schedule.		

Attachment 3: Enterprise Resource Planning Capabilities & Scenarios

No.	Category	Description of Capability	Included	Note
24	Training	Maintain employee training records.		
25	Training	Maintain schedule of all available training.		
26	Training	Maintain training requirements for each classification.		
27	Training	Flag training needs for each employee based on requirements and training records.		
28	Training	Initiate a training request and track the approval process.		
29	Performance Appraisals	Maintain employee performance evaluation records.		
30	Performance Appraisals	Provide for employee goal-setting and performance planning.		
31	Performance Appraisals	Schedule review dates, provide ticklers, and provide alerts for overdue performance reports.		
32	Performance Appraisals	Provide for multiple performance reviews, from multiple reviewers, in a single period.		
33	Performance Appraisals	Provide for performance reviews throughout the year.		
34	Performance Appraisals	Track promotions and salary increments.		
35	Performance Appraisals	Track disciplinary actions.		
36	Leave	Process and track leave requests.		
37	Leave	Track leave balances.		
38	Leave	Account for numerous types of leave, including: Ordinary, military, maternity/paternity, FMLA, and administrative.		

Attachment 3: Enterprise Resource Planning Capabilities & Scenarios

No.	Category	Description of Capability	Included	Note
39	Leave	Allow different rules for leave carry-over depending on leave type.		
40	Leave	Track sick days and sick day balances.		
41	Leave	Process transfer of leave to another employee and return of unused transferred leave.		
42	Leave	Flag when transferred leave is nearly exhausted or near 90-day limit.		
43	Leave	Process employee separation request.		
44	Worker's Compensation	Process and track worker's compensation claims.		
45	Worker's Compensation	Maintain OSHA incident records.		
46	Drug Testing	Maintain drug testing records.		
47	Education	Maintain and process all Judicial Educational Programs (Career Enhancement / Doc Sanchez).		
48	Donated Leave Sharing Program	Maintain, process and generate reports for all donated leave sharing requests.		

*Item 36-43 are Payroll functions. HR needs access to view the files.

Human Resources Scenarios

Employee Records

1. Process a request for personnel actions and generate a notice of personnel action.
2. Update an employee's address.
3. Demonstrate a grievance process
4. Display a matrix of positions

Recruitment

1. Process and track a personnel recruitment request.
2. Create, update, and post a job announcement.
3. Accept and record receipt of, an application submitted.

Attachment 3: Enterprise Resource Planning Capabilities & Scenarios

4. Display the process for rating applicants based on position requirements, and determine certified applicants.
5. Schedule an interview and record the results.

Classification and Compensation

1. Display pay scale and history.
2. Maintain training course list and master schedule.

Training

1. Update an employee training record.
2. Set up a flag for training needs for each employee based on requirements and training records.
3. Initiate a training request and track the approval process.

Performance Appraisal

1. Maintain an employee's performance evaluation records.
2. Schedule an employee's review dates, set up a tickler, and demonstrate an alert for overdue performance reports.
3. Show tracking of promotions and salary increments for an employee.

Leave

1. Process and track a leave request, and show a leave balance.
2. Show different rules for leave carry-over depending on leave type.
3. Process a transfer of leave to another employee and return of unused transferred leave.
4. Set up and display a flag when transferred leave is nearly exhausted or near 90-day limit.

Worker's Compensation

1. Process and track a worker's compensation claim.
2. Update an OSHA incident record.

Benefits

1. Show enrolling an employee in benefits programs and make a change.

Payroll

Payroll Capabilities

No.	Category	Description of Capability	Included	Note
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Attachment 3: Enterprise Resource Planning Capabilities & Scenarios

No.	Category	Description of Capability	Included	Note
1	Payroll	Review, edit, and consolidate timesheet information		
2	Payroll	Process a standard payroll		
3	Payroll	Apply shift differential and hazardous pay percentages		
4	Payroll	Apply multiple payroll deductions		
5	Payroll	Track retirement benefits		
6	Payroll	Post to budget and general ledger modules		
7	Payroll	Process overtime requests subject to rules		
8	Payroll	Flag "overtime" entry – requires payroll auditor's approval		
9	Payroll	Process hazardous pay requests		
10	Payroll	Process compensatory time claim forms and track compensatory time		
11	Payroll	Automatically accumulate compensatory time when time exceeds 40 hours in one week. Input ratio based on position classification (exempt and non-exempt)		
12	Payroll	Generate aging report for comp time and flag supervisors as comp time nears expiration		
13	Payroll	Generate and transmit allotment release to bank		
14	Payroll	Process payments to providers (health insurance, life insurance, cafeteria plan, retirement plan, etc.)		
15	Payroll	Generate employee earnings statements		
16	Payroll	Generate quarterly tax return (941) and transmit to Guam Treasurer		
17	Payroll	Send Guam Depository Receipt and check (withholdings) to Guam Treasurer		
18	Payroll	Generate Non-discrimination Testing report and provide to cafeteria plan provider		

Attachment 3: Enterprise Resource Planning Capabilities & Scenarios

No.	Category	Description of Capability	Included	Note
19	Payroll	Generate and issue W-2 to each employee annually		
20	Payroll	Generate W3SS and transmit to IRS and SSA		
21	Payroll	Process in-house clearance form and cut final check		
22	Payroll	Allow new employees transferring from another GovGuam Agency to enroll with life Insurance prior to meeting 6 months of employment.		
23	Payroll	Allow employees who transferred to Judiciary from another agency to pay health and dental insurance premiums from date of employment		
24	Payroll	Transferred leave: Calculate recipient's pay rate (based on donor's rate) for period when transferred leave is being used.		
25	Payroll	Allow for work week of less than 40 hours (e.g., 32 hour work week with benefits) and allow paid benefits for employees on approved leave without pay (LWOP) and military LWOP.		
26	Payroll	Process other payroll deductions (e.g., employee memberships)		
27	Payroll	Process W-4 for changes in withholding and send to IRS		
28	Interface	Allow employees to clock in and clock out using the G4S Access System proximity card readers (Optional)		

Payroll Scenarios

1. Demonstrate entry of a timesheet and approval by a supervisor.
2. Enter a timesheet with shift differential and hazardous pay percentages.
3. Flag "overtime" entry – requires payroll auditor's approval.
4. Automatically pay life insurance premiums and health benefits for retirees
5. Automatically pay retirement contributions for employees on Military LWOP and employees on approved reduced work hours
6. Post a payroll to the budget and the general ledger.

Attachment 3: Enterprise Resource Planning Capabilities & Scenarios

7. Generate an aging report for comp time and flag supervisors as comp time nears expiration.
8. Process payments to health insurance provider and the pension fund.
9. Generate employee earnings statements.
10. Allow new employees transferring from another GovGuam Agency to enroll with Life Insurance prior to meeting 6 months of employment.
11. For donated leave, calculate a recipient's pay rate (based on donor's rate) for period when transferred leave is being used.
12. Track number of days on donated leave status. Flag records in excess of 90 days in compliance with policy.
13. Set up a work week of less than 40 hours with benefits and allow paid benefits for employees on approved LWOP and military LWOP.
14. Interface hours in "Pay Time Record" to automatically update "Work Authorization Record"
15. Establish an on-line "Service Card".
16. Monitor maternity and paternity leave in line with policy.
17. Track number of days on Military Leave; carry over unused hours based on policy.
18. Maintain history of leave balance - documents entries made.

Financial Management (including Grants Accounting, Purchasing, Contracts Management)

Financial Management Capabilities

No.	Category	Description of Capability	Included	Note
1	Financial Reporting	Manage records from a chart of accounts		
2	Financial Reporting	Post to general ledger and subsidiary accounts		
3	Financial Reporting	Run periodic closure routines		
4	Financial Reporting	Post recurring journal entries		

Attachment 3: Enterprise Resource Planning Capabilities & Scenarios

No.	Category	Description of Capability	Included	Note
5	Financial Reporting	Prepare a trial balance		
6	Financial Reporting	Prepare an appropriated funds balance sheet and statement of revenue and expenditure and changes in fund balances		
7	Financial Reporting	Prepare standard and ad hoc financial management reports		
8	Budget	Create, change, and delete items from a master budget shell		
9	Budget	Prepare preliminary budget		
10	Budget	Consolidate budget reports		
11	Budget	Edit budget requests		
12	Budget	Establish the annual budget		
13	Budget	Record budget appropriation and allotment monies		
14	Budget	Post budget encumbrances		
15	Budget	Post budget expenses		
16	Budget	Adjust appropriations due		
17	Fund Accounts	Establish Fund accounts (e.g., Judicial Building Fund Accounts, Appropriation Fund Accounts, General Trust Account, Special Conduit Accounts) and update accounts based on transactions.		
18	Fund Accounts	Transfer funds between accounts manually or automatically and record reason for transfer.		
19	Fund Accounts	Provide the ability to post financial transactions following GAAP standards.		

Attachment 3: Enterprise Resource Planning Capabilities & Scenarios

No.	Category	Description of Capability	Included	Note
20	Cash Disbursements and Accounts Payable	Prepare checks for pass-through payments from conduit accounts.		
21	Cash Disbursements and Accounts Payable	Record the receipt of invoices for goods and services posted in the purchase module.		
22	Cash Disbursements and Accounts Payable	Record payment transactions not previously recorded in the purchase module.		
23	Cash Disbursements and Accounts Payable	Maintain a voucher register.		
24	Cash Disbursements and Accounts Payable	Consolidate transactions by vendor, date or a combination of both.		
25	Cash Disbursements and Accounts Payable	Prepare checks for disbursement to vendors.		
26	Cash Disbursements and Accounts Payable	Maintain a cash disbursements register.		
27	Cash Disbursements and Accounts Payable	Reverse transactions for voided checks and purchase returns.		

Attachment 3: Enterprise Resource Planning Capabilities & Scenarios

No.	Category	Description of Capability	Included	Note
28	Cash Disbursements and Accounts Payable	Post case disbursement transactions to the general ledger.		
29	Cash Disbursements and Accounts Payable	Provide bank reconciliation module.		
30	Cash Disbursements and Accounts Payable	Prepare 1099 forms for unincorporated vendor whose yearly payments are greater than an amount which is determined by the IRS.		
31	Cash Disbursements and Accounts Payable	Prepare and process payments to court-appointed counsel and other related expenditures.		
32	Cash Disbursements and Accounts Payable	Automatically allocate funds received in payment based on rules enforced at the time the obligation was established. Manually override fund allocations as needed (e.g., to correct improperly-allocated funds).		
33	Cash Disbursements and Accounts Payable	Process disbursement requests. Manage disbursement request queues by case type(s), user group(s), and account(s).		
34	Cash Disbursements and Accounts Payable	Schedule and process end of month disbursements.		
35	Cash Disbursements and Accounts Payable	Exchange funds with other entities through electronic funds transfer (EFT).		

Attachment 3: Enterprise Resource Planning Capabilities & Scenarios

No.	Category	Description of Capability	Included	Note
36	Cash Disbursements and Accounts Payable	Assess fees based on established business rules and link the assessed costs to the agencies or individual to whom the money is due.		
37	Billing and Accounts Receivable	Manage a database of law firms using the services of the court.		
38	Billing and Accounts Receivable	Record charges for services rendered.		
39	Billing and Accounts Receivable	Prepare information to accompany bank deposit.		
40	Billing and Accounts Receivable	Post all billing transactions to the general ledger.		
41	Billing and Accounts Receivable	Generate invoices to be mailed to the law firms that reflect the unpaid billing notices within a given period of time.		
42	Billing and Accounts Receivable	Prepare month-end statements.		
43	Billing and Accounts Receivable	Prepare an aging report and other reports required by users.		
44	Billing and Accounts Receivable	Write off uncollectible accounts.		
45	Billing and Accounts Receivable	Post cash receipts to the general ledger.		
46	Guardianship Payments	Prepare deposit information to accompany deposit receipts.		
47	Guardianship Payments	Manage records for a guardianship database.		

Attachment 3: Enterprise Resource Planning Capabilities & Scenarios

No.	Category	Description of Capability	Included	Note
48	Grants Accounting	Set up hierarchical account code structure to accommodate multi-level reporting and tracking of grants.		
49	Grants Accounting	Establish and adjust budgets for each grant or project.		
50	Grants Accounting	Apply budgetary restraints (revenue and/or expenditures) which have been either established by the legislature or administrative directive.		
51	Grants Accounting	Compare current costs to budgeted costs.		
52	Grants Accounting	Prepare billing statements and other associated documents to any of the federal and/or local units regardless of the billing arrangements and participation agreements (e.g., project reimbursement)		
53	Grants Accounting	Bring forward fiscal year balances of funds for multi-year grants.		
54	Grants Accounting	Record grant encumbrances and subsequent payments against existing encumbrances so that available funding calculations can be generated.		
55	Grants Accounting	Allow transfer of excess phase/project funds back to the funding agency.		
56	Grants Accounting	Apply indirect salaries and fringe benefits allocated to the applicable grants.		
57	Grants Accounting	Allow for multiple grants/funding sources for a single program.		
58	Grants Accounting	Input costs for a project submitted by sub recipients		
59	Grants Accounting	Produce Accounts Payable vouchers for payment to sub recipients.		
60	Grants Accounting	Allow users to re-open previously closed grants.		
61	Grants Accounting	Copy existing grants to establish templates for new grants.		

Attachment 3: Enterprise Resource Planning Capabilities & Scenarios

No.	Category	Description of Capability	Included	Note
62	Grants Accounting	Record project performance information.		
63	Grants Accounting	Generate requests for reimbursements.		
64	Purchasing	Process purchase requests for: <ul style="list-style-type: none"> • Goods • Services • Stock items • Capital equipment 		
65	Purchasing	Generate and manage purchase orders, including: <ul style="list-style-type: none"> • Standard purchase orders • Blanket purchase orders • Internal purchase orders 		
66	Purchasing	Maintain inventory, and track depreciation, of fixed assets		
67	Purchasing	Create, edit and delete vendor records.		
68	Purchasing	Record receipt of goods.		
69	Purchasing	Maintain consumable supplies inventory.		
70	Purchasing	Update capital equipment property records.		
71	Purchasing	Transfer amount of purchase order from encumbrance to expenditure.		
72	Purchasing	Post purchase orders (for payment).		
73	Purchasing	Receipt delivery of stock.		

Attachment 3: Enterprise Resource Planning Capabilities & Scenarios

No.	Category	Description of Capability	Included	Note
74	Purchasing	Allocate inventory charges to designated division.		
75	Purchasing – Property Management	Create, edit and delete property item records. Track transfer of property item from one user to another.		
76	Purchasing – Property Management	Monitor service and maintenance contracts.		
77	Purchasing – Property Management	Record repairs made to property items.		
78	Purchasing – Property Management	Track physical survey recommendations and comments.		
79	Purchasing - Facilities Management	Track facility maintenance requests and associated costs.		
80	Contracts Management	Allow a bid award to automatically turn into a contract after the necessary approval and review processes have been completed.		
81	Contracts Management	Create a single year or a multi-year contract.		
82	Contracts Management	Manage and track grant-related revenue contracts.		
83	Contracts Management	Link multiple contract amounts to one project.		
84	Contracts Management	Provide reason codes and/or remarks for missed milestone dates.		
85	Contracts Management	Track the contract amount, payments and the contract balance for the original contract as well as all the amendments.		
86	Contracts Management	Create and process change orders.		

Attachment 3: Enterprise Resource Planning Capabilities & Scenarios

No.	Category	Description of Capability	Included	Note
87	Contracts Management	Close partially fulfilled contracts with proper authorization. The closing transaction must automatically update encumbrances and budget.		
88	Contracts Management	Prevent a contract from being closed if all required closing activities have not been achieved.		
89	Contracts Management	Close out a contract through user-defined criteria (e.g., upon the issuance of final payment, etc.) and automatically transfer the remaining balance to available funds.		
90	Contracts Management	Track contractor correspondence.		
91	Contracts Management	Track warranty claims.		

Financial Management Scenarios

Financial Reporting

1. Make a change to the chart of accounts.
2. Post expenses to general ledger accounts.
3. Set up recurring journal entries.
4. Prepare a trial balance.
5. Demonstrate ad hoc management reporting.

Budget

1. Create, change, and delete items from a master budget shell.
2. Prepare a preliminary budget.
3. Consolidate budget reports.
4. Record budget appropriation monies.
5. Post an encumbrance.

Fund Accounts

1. Establish a new account and update accounts based on transactions.
2. Transfer funds between accounts manually or automatically and record reason for transfer.

Cash Disbursements and Accounts Payable

1. Prepare a check for pass-through payment from a conduit accounts.
2. Record a payment transaction not previously recorded in the purchase module.
3. Consolidate transactions by vendor, case, date, etc.
4. Prepare a check for disbursement to a vendor.
5. Reverse a transaction for a voided check and for a purchase return.
6. Post a case disbursement transaction to the appropriate ledger.
7. Prepare a 1099 form for an unincorporated vendor whose yearly payments are greater than an amount which is determined by the IRS.
8. Prepare and process a payment to court-appointed counsel.
9. Automatically allocate funds received in payment based on rules enforced at the time the obligation was established. Manually override fund allocations as needed (e.g., to correct improperly-allocated funds).
10. Schedule and process end of month disbursements.
11. Assess a fee based on established business rules for interpreters and link the assessed costs to the agencies or individual to whom the money is due.

Billing and Accounts Receivable

1. Update a law firm using the services of the court.
2. Record charges for services rendered.
3. Generate an invoice to be mailed to the law firm that reflects the unpaid billing notices within a given period of time.
4. Prepare information to accompany bank deposit.
5. Prepare an A/R aging report.
6. Write off an uncollectible account.
7. Identify and organize information according to creditor/biller and source of income.

Grants Accounting

1. Establish a new grant account:
 - a. From scratch.
 - b. Based on an existing grant.
2. Apply multiple grants to a single program.
3. Establish the budget for a grant and make adjustments to the budget.

Attachment 3: Enterprise Resource Planning Capabilities & Scenarios

4. Apply indirect salaries and fringe benefits allocated to a grant.
5. Compare current costs to budgeted costs for a grant.
6. Record grant encumbrances and payments against existing encumbrances.
7. Input costs for a project submitted by a sub-recipient and produce an Accounts Payable voucher for payment to the sub-recipient.
8. Prepare a billing statement.
9. Generate a request for reimbursement.
10. Close a grant and re-open a grant that was previously closed.
11. Record transfer of excess phase/project funds back to the funding agency.

Purchasing

1. Enter and process purchase requests for:
 - Goods
 - Services
 - Stock items
 - Capital equipment
2. Create, edit and delete a vendor record.
3. Generate and manage purchase orders:
 - Standard purchase order
 - Blanket purchase order
 - Internal purchase order
4. Record receipt of goods.
5. Transfer amount of a purchase order from encumbrance to expenditure.
6. Post a purchase order for payment.
7. Maintain inventory, and track depreciation, of fixed assets.
8. Receipt delivery of stock and update consumable supplies inventory.
9. Allocate inventory charges to designated division.
10. Update capital equipment property records.
11. Create, edit and delete a property item record.
12. Track the transfer of a property item from one user to another.

Attachment 3: Enterprise Resource Planning Capabilities & Scenarios

13. Record physical survey recommendations and comments.
14. Process a facility maintenance request and record associated costs.

Contracts Management

1. Convert a bid award into a multi-year contract after the necessary approval and review processes have been completed.
2. Link multiple contract amounts to one project.
3. Provide reason codes and/or remarks for missed milestone dates.
4. Create and process a change order.
5. Display the contract amount, payments and the contract balance for an original contract and two amendments.
6. Process a warranty claim.
7. Provide a warning that a contract is about to expire.
8. Close a partially fulfilled contract and automatically update encumbrances and budget.
9. Prevent a contract from being closed if all required closing activities have not been achieved.
10. Close out a contract upon the issuance of final payment and automatically transfer the remaining balance to available funds.

General Capabilities

General Capabilities

No.	Category	Description of Capability	Included	Note
1	Workflow	Configure an unlimited number of workflow rules. Each rule includes: a) Trigger b) Response c) Optional prompt (e.g., the prompt provides opportunity to complete or cancel the automated response)		

Attachment 3: Enterprise Resource Planning Capabilities & Scenarios

2	Reporting	Provide user-configurable ad-hoc reporting, with results returned either onscreen, to an export file, or into a report format specified by the user.		
3	Alerts	Provide user-configurable alerts (e.g., based on expiration dates, activity/inactivity, specific events, etc.). For each alert, allow the end-user to take immediate action or place it in a "pending queue" for subsequent action.		
4	Security	Provide role-based security that prevents each user from accessing data and performing specific actions unless the user has the proper authorization.		
5	Audit Trail	Log all user activity, including the username, date, time, workstation address and details of all data/events/files viewed, added, edited, and deleted by each user. Display all user account logs.		
6	Audit Trail	Log all changes (creation, revision, update, deletion) made to data fields, including what user made each change and when each change was made.		

General Capabilities Scenarios

1. Define and generate several ad hoc reports. Save report criteria and formats for future use.
2. Define a standard financial report and save the results to MS Excel format.
3. Establish an alert indicating that :
 - a. A payment to a service provider is due.
 - b. A contract is going to expire in three months.
4. Define several user roles and demonstrate how individual users are restricted from/allowed performing actions and accessing data.
5. Display a user account log.
6. Display a system activity log.