

Municipal ERP Software Requirements			
Meets Application Requirement Key: Y = Yes, T = with Third Party, N = No Option			
Number	Module	Description	Meets Req.
23	Building Permits	Ability to track Building Permit applications and workflow of processing.	
24	Building Permits	Maintain Permit Numbers.	
25	Building Permits	Track the following information: Fee, Receipt amount and person who collected it, Contractor info, Permit type, Permit number, Status, Comments, Permit filing date, Permit approval date, Permit expiration date, Record of inspections performed.	
26	Building Permits	Ability to record Permit receipts, through the normal cash receipting process.	
27	Building Permits	Tracking for inspection failures and re-inspection fees.	
28	Building Permits	System should have multiple fee structures based on type of work being done with ability to build based off of defined fee menu for each permit type; Ability to change underlying formula and fee table (Fee Engine)	
29	Building Permits	Standard fields should exist for forms and/or certificates; permit information should auto-populate forms/certificates; custom fields should be available for forms and certificates	
30	Business Licenses	Ability to track Business Licenses by type that are renewed each calendar year.	
31	Business Licenses	Ability to check, apply for, approve, pay for licenses from remote access or web browser.	
32	Business Licenses	Ability to send renewal and second notices.	
33	Business Licenses	Ability to record renewal fee receivable and record cash receipt, in the normal cash receipting process.	
34	Business Licenses	Ability to print customizable business license certificates.	
35	Business Licenses	Report of licenses by type (i.e. business, liquor, etc).	
36	Certificates of Insurance	Ability to track Certificate of Insurance expiration dates for vendors, along with a field for anyone who is additional insured.	
37	Certificates of Insurance	Ability to provide notifications a month prior to the expiration date.	
38	Certificates of Insurance	Ability to generate customizable expiration letters to the vendors.	
39	Certificates of Insurance	Ability to provide notice to others within the Village before expiration letters are mailed, to make sure the vendor is still doing business with the Village.	
40	Certificates of Insurance	Maintain vendor contact information and notes on communication with the vendors.	
41	Certificates of Insurance	Report to show certificates due within a future date range.	
42	Elevator Inspections	Ability to track semi-annual elevator inspections.	
43	Elevator Inspections	Ability to invoice owners for the inspection fees.	
44	Elevator Inspections	Ability to record Elevator Inspection receipts, through the normal cash receipting process.	
45	Elevator Inspections	Ability to track pass or fail of the inspection, including attachment of inspection report.	

Other		Municipal ERP - Software Requirements	
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46	Elevator Inspections	Ability to print and mail the inspection certificate.	
47	Elevator Inspections	Ability to generate second notices if the inspection fails and a second inspection is necessary.	
48	FOIA Requests	Ability to track FOIA requests and the workflow for fulfilling the request.	
49	FOIA Requests	Allow notifications of open requests with periodic reminders.	
50	FOIA Requests	Ability to charge miscellaneous fees related to FOIA requests for copies as an example.	
51	FOIA Requests	Automatically assign a due date for the request to be completed based on the receipt date of the request, with different time periods set by the user for different types of requests.	
52	Hydrant Rentals	Allow billing for Hydrant Rentals.	
53	Hydrant Rentals	Allow billing, tracking, and refund of Hydrant Rental deposits.	
54	JULIE Requests	Ability to track JULIE requests and attach electronic request (scanned, if paper request) in the system.	
55	Liquor Licenses	Ability to track Insurance requirements with expiration dates.	
56	Liquor Licenses	Ability to track Liquor Licenses that are renewed each calendar year.	
57	Liquor Licenses	Ability to send renewal notices.	
58	Liquor Licenses	Ability to send second notices and additional notices each month thereafter.	
59	Liquor Licenses	Ability to record renewal fee receivable and record cash receipt, in the normal cash receipting process.	
60	Liquor Licenses	Ability to print customizable liquor licenses.	
61	Master Address List	Maintain addresses of property locations with a sorting category for Apartments, Town Homes, Single Family Homes, and Businesses.	
62	Master Address List	Ability to print Mailing Labels, filtered for a specific category.	
63	Parking Tickets	Ability to track Parking Tickets, with the due date, final notice date, and whether it has been paid or sent to collections.	
64	Parking Tickets	Ability to record cash receipts against the open Parking Tickets, received in the normal cash receipting process.	
65	Parking Tickets	Ability to print first and final notices.	
66	Backflow Monitoring	Allow tracking of all backflow units with prior and next testing dates. Backflow units have to be tested periodically.	
67	Online Self-Service	Ability for customers to query, pay bills, see outstanding bills, see payment history.	
68	Online Self-Service	Ability to apply for, pay for, print (with barcode) and retrieve permits, licenses, etc.	
69	Online Self-Service	Ability to schedule inspections and other types of appointments online.	
70	Online Self-Service	Ability to view status on permits, licenses, complaints online.	
71	Online Self-Service	All online transactions tied back to finance and/or other applicable applications within software solution.	

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Number	Module	Description	Meets Req.
72	Online Self-Service	Ability for residents to file a complaint online for streetlight outages, sidewalk repairs, etc.	
73	Fixed Assets	Menus have drill-down capabilities for detail.	
74	Fixed Assets	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, and download updates via secure connection.	
75	Fixed Assets	Integrated with Accounts Payable system to facilitate additions to the fixed assets inventory.	
76	Fixed Assets	Assets sent over from the Accounts Payable system will automatically record the purchase amount, purchase date, description, vendor, invoice number, and purchase order number.	
77	Fixed Assets	Allows user to assign fixed assets to one or more funds.	
78	Fixed Assets	Allows the user to define classes of fixed assets.	
79	Fixed Assets	Must be able to attach an unlimited number of electronic files to an asset.	
80	Fixed Assets	Must be able to scan invoices directly through the system without a third-party interface and automatically attach those scans to the asset record.	
81	Fixed Assets	Acquisition method is tracked.	
82	Fixed Assets	Capability of bar coding assets for physical inventory.	
83	Fixed Assets	Generate depreciation amounts and post automatically to the General Ledger.	
84	Fixed Assets	Calculates depreciation and records it to the appropriate G/L accounts.	

Comments

Human Resources		Municipal ERP Software Requirements		
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Number	Module	Description	Meets Req.	Comments
1	HR	Retain and display historical information related to employees (name changes, position changes, compensation, training, education, etc.).		
2	HR	Support the ability to terminate an employee (retire, resign, layoff, dismiss) including generation of employment termination communication (workflow) and notification of appropriate parties and a "stop pay date" in payroll as well as payouts for sick/vacation days accrued.		
3	HR	Ability to track scheduling/time-off/vacations		
4	HR	Ability to add categories such as leave, multiple next-of-kin, multiple contact methods for searchable fields.		
5	HR	Ability to track attendance and activity by person by shift, sick days, vacation days, overtime, other leave or time-off requirements, exempt or non-exempt classifications, etc. Ability to track and report on activity day-to-day.		
6	HR	Support the processing of on-line forms for various HR related activities or events, including appropriate routing for approval and informational purposes.		
7	HR	Support the definition of mandatory and optional demographic data for various reporting purposes.		
8	HR	Allow for the selection and changing of an employee's status (employed, resigned, retired, etc.) and allow for reactivation, including support for breaks in service.		
9	HR	System should allow for the creation and retention of job descriptions, categories, hiring against job, etc.		
10	HR	System has ability to track, calculate, report on leave by employee, by department, for entire Village.		
11	HR	System has ability to track, calculate, report on overtime by employee, by department, for entire Village.		
12	HR	Ability for employees to enter time directly into system (time and attendance as well as overtime and activity code) by the quarter-hour increment.		
13	HR	Ability to enter benefits information, step/COLA/other salary changes into system and feed into payroll automatically.		
14	HR	Support the recruitment process from requesting approval to fill a position through approval of a job description and advertisement, receiving applications and resumes, candidate evaluations, examination, referrals and the hiring decision		
15	HR	System should allow user to add or delete positions, reclassify positions, modify positions, transfer positions, freeze or unfreeze positions, and split positions.		

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16	HR	Allow conversion of a successful recruit/applicant to hired employee status with the ability to add additional required information.		
17	HR	Support the entry of certain key employment information required to manage work contracts.		
18	HR	Support the verification of the employee's employment eligibility (e.g. confirm SSN, drivers license, I-9, personal background, have been checked, identify resident or non-resident alien status).		
19	HR	Support the tracking of candidate history, resumes, background information and notes. Generate response letters.		
20	HR	Create, save and track job postings, candidate profiles.		
21	HR	Ability to report on recruiting and hiring trends (demographic, other)		
22	HR	System should support all legal and policy requirements of Village, county and state.		
23	HR	New hire automated process		
24	HR	Ability to score or track trends of employee performance (by Village, by Department, by Employee type or by Employee).		
25	HR	Ability for Department heads to score or track trends of employee performance (by Village, by Department, by Employee type or by Employee). Ability to document and report on employee evaluation and performance.		
26	HR	Ability to track and manage Insurance Payments, Retiree Benefits and Payments System.		
27	HR	Support the creation and maintenance of benefit options and coverage dates selected by employee/dependants, including dependant demographic data.		
28	HR	Maintain insurance plan details including unique enrollment and coverage dates for each plan. Support effective-dated benefit tables and allows for future-dated information.		
29	HR	Support ability to control separate annual salaries for health/dental and life calculations; handles the changes to these values, by batch or on-line, at specified times during the year (as determined by State of Illinois).		
30	HR	Track the accrual, use and balance of all employee benefit time, including calculation of benefit time based on multiple methods (actual hours worked, standard rate, etc.). Include reporting ability for employee query purposes.		
31	HR	System has ability to prorate vacation/sick leave/holiday benefit time for positions.		
32	HR	Support the ability to specify both employee and employer co-insurance amounts.		