

## Cornell College Database Requirements RFP General Requirements

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
<b>Web-based application</b>							
Launchable using Microsoft Internet Explorer	1						
Server side installation with zero client maintenance	1						
Allows remote data entry for off-campus employees/students/inquiries/alumni, etc.	1						
Allows remote access to reports based on user permissions	1						
Ability to collect credit card payments/fees	1						
<b>Integration</b>							
Fully integrated solution	1						
Admissions	1						
Accounts Receivable	1						
General Ledger	1						
Fund Accounting	1						
Budgeting	1						
Fixed Assets	1						
Accounts Payable	1						
Purchasing	1						
Human Resources	1						
Payroll	1						
Financial Aid	1						
Development	1						
Alumni	1						
Student Records	1						
Vehicle Management	1						
Student Affairs	1						
Room Reservations	2						
Residence Life	1						
Health and Counseling	2						
Career Services	2						
Facilities Management	1						
Faculty	1						
all modules share same RDBMS and operating system	1						
all modules use same security and login	1						
Configuration and general data management can be controlled by one person	1						
No data element must be entered more than once	1						
User-defined criteria for archiving and purging records	1						
Based on years/months of data required to maintain	1						
Purging records in one module do not affect data in other modules	1						
Ability to identify and purge master records when all child records removed	1						
<b>Interfaces</b>							

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Integrated solution is defined as a common workflow between modules	1						
vendor maintains interfaces to be current with new releases	1						
all query/reporting tools have access to data in all proposed modules	1						
<b>Database</b>							
Retain current ID numbers	1						
Database Vendor utilized	1						
Is it accessible via SQL	1						
Is it accessible via ODBC	1						
free-form data elements	1						
reference image-based documents	1						
calculated fields automatically recalculated	1						
Allow site-specific calculated fields	1						
system must support record level change logging	1						
date	1						
time	1						
user	1						
system must support field level change logging in fields the College identifies	1						
date	1						
time	1						
user	1						
all modules must be table driven	1						
Ability to add regular and calculated site-specific fields	1						
Ability to create and modify data entry screen layout for specific users/groups	1						
Ability to mass-maintain data via update and/or append	1						
<b>User interface</b>							
end-user hot-key from one screen to another	1						
pull down menus	1						
screen changes can be made without returning to main menu	1						
access based on user role/seeing only information allowed	1						
meaningful screen labels/prompts for all fields	1						
required fields identified	1						
data entry validation is table driven	1						
Duplicate key for entering batches of records with identical coding (per field)	1						
Copy and paste existing records for modification for a new record	1						
consistent graphical user interface - with Windowing	1						
Ability to see who is holding a locked record	1						
Competent mechanism for detecting, combining, and/or removing duplicate records	1						
Can create custom reports	1						
modify current	1						

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list reports on screen	1						
reports only listed dependent on user role/group	1						
<b>Look-ups</b>							
system must support look-ups by	1						
Module	1						
full name	1						
partial name	1						
zip code	1						
social security number	1						
ID#	1						
Phone Number	1						
Full or partial e-mail address	1						
look-up screens display all potential matches	1						
full name	1						
zip code	1						
Street Address	1						
social security number	1						
ID#	1						
Phone Number	1						
Searches multiple name fields on name search (maiden name, preferred... etc)	1						
<b>Security</b>							
system must support secure network transmission	1						
password and PIN transmission must be encrypted	1						
system must support access control by	1						
file	1						
record	1						
screen	1						
menu	1						
encrypted storage supported	1						
system must support role-based security	1						
system must support rule-based processing	1						
<b>Training Database</b>							
system must support a test environment/database	1						
procedure to population test environment with data	1						
<b>History and summaries</b>							
provides archive process changeable to meet needs of college	1						
system must support unlimited storing of historical records	1						
system must support access to historical records for comparison	1						
Supplies Data Warehouse for historical records	1						

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for reporting	1						
<b>Correspondence/contact tracking</b>							
system must support contact tracking	1						
Individuals	1						
Organizations	1						
system must support interface to 3rd party software	1						
MS Word	1						
Access	1						
Excel	1						
PDF	1						
email	1						
<b>Help and documentation</b>							
system must provide on-line contact sensitive help	1						
documentation is available on line	1						
<b>Training</b>							
all training can be done at client site	1						
training should be available via computer aided instruction	1						
training can be geared towards a "train the trainers" model	1						
<b>Image storage</b>							
system must support electronic image storage	1						
system must support electronic import of images from third-party applications	1						

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<b>Hardware requirements</b>							
Launchable using Microsoft Internet Explorer	1						
Windows client - XP or above	1						
Win 2000 Server or above - Specify Release	1						
Client-server based architecture	1						
What is the expected life cycle of the server							
<b>Compliance with industry standards</b>							
American Assoc. of Collegiate Registrars & Admissions Officers (AACRAO)	1						
The Council for Aid to Education (CFAE)	1						
Family Educational Rights and Privacy Act (FERPA)	1						
Student Housing	1						
Financial Accounting Standards Board (FASB)	1						
National Assoc. of College & University Business Officers (NACUBO)	1						
system shall be compliant with all relevant federal regulations.	1						
system must be able to support any relevant state and local regulations	1						
system shall adhere to all relevant, applicable industry standards, including:	1						
ANSI and ASCII	1						
Open Database Connectivity (ODBC)	1						
Structured Query Language (SQL)	1						
<b>Web Access</b>							
system must support on-line transactions by students and faculty, e.g.:	1						
Faculty/Staff access to update, view, access reports, etc.	1						
Inquiries	1						
Application for admission	1						
registration	1						
Collect Credit Card Payment/Fees	1						
Grade input	1						
Student Grade Reports	1						
meeting rooms	1						
submit admissions applications and inquiries	1						
Registration for Events	1						
Credit Card charges	1						
Donor Giving	1						
other information as defined by the college	1						
Accessible either on or off campus	1						
describe customizations that client can make to the web interface							
web interface warnings should be easily understood							
list printing and save-as capabilities							
<b>General</b>							
Supports TCP/IP	1						

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Ability to create customized codes and descriptions	1						
Can be changed	1						
Establish processing options within the system	1						
Easily create data entry forms	1						
Per user needs	1						
Ability to cross department or campus boundaries	1						
User may build custom menu of frequently used forms and reports	1						
Offers data/warehouse	2						
Ability to access live data with DataMart   DataWarehouse	2						
Ability to integrate and manage data to and from warehouse	2						
System rules may be easily changed	1						
Ability to automate routine tasks	1						
Provides extensive parameters, codes, and tables	1						
Normalized tables	1						
Work flow events can be triggered	1						
Triggers can be defined at the database level	1						
Presents a consistent user interface	1						
Cross reference and consistency checks for data entry	1						
All transactions encrypted	1						
Ability to create store procedures	1						
Supports variable length fields with each record	1						
Variable length records	1						
Allow user defined fields	1						
Unlimited records per file/table	1						
Ability to modify existing forms, adding fields, indexes, descriptions etc.	1						
Ability to add and edit forms, processes and submenus	1						
Calculated fields are recalculated automatically	1						
Calculations can be changed	1						
Supports nested relational multi-valued data types etc.	1						
Foreign key relationships are defined	1						
capability to generate system-wide messages to users at login							
List all tools used to access data							
List all tools used to report data							
List all tools used to manage the system							
Provide the vendor of each product and how it is licensed							
<b>Systems Administration and Management</b>							
Describe a suggested IT support staff model to administer system							
Provides archive, purge, and retrieval	1						

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Available 24/7	1						
May schedule jobs as batches	1						
Regularly scheduled backups	1						
Disaster recovery plan	1						
Ability to restore	1						
Available for query and update during backup	1						
Integrated security	1						
Monitor unauthorized access	1						
Restrict access by job	1						
Restrict access by application	1						
Restrict access by group	1						
Restrict access by table, row, or column	1						
Special security in sensitive areas	1						
Restricted access of FERPA information	1						
Maintains privacy flags	1						
Utilities to perform database updates	1						
Releases with instructions and guidelines	1						
Automatic updates	1						
Activity/error tracking log	1						
Automatic transaction loggings	1						
Can be customized to integrate with existing web services	1						
Customize portal for groups or roles	1						
Allow modifications to procedures as business practices change							
Modify screens							
Modify menus							
Modify reports							
<b>Implementation</b>							
Vendor identifies and solves technical issues during implementation	1						
Provides implementation schedule	1						
Assists with modifying/customizing	1						
Assistance installing software	1						
Assessing and developing required interfaces	1						
Assistance in data conversion/migration	1						
Assistance in reengineering processes/business processes	1						
Assistance in testing	1						
Assistance in deploying	1						
Provides overview of system configuration and basic maintenance tools	1						
Provides upgrade support services in loading releases or new hardware	1						
Provides technical education classes	1						

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System management training	1						
Classes on reporting tools	1						
<b>Support Services</b>							
Includes enhancements and upgrades	1						
800 number for assistance and troubleshooting	1						
Provides all bug-fix revisions	1						
Access to electronic board service and internet questions	1						
Handles all system issues	1						
Access to technical tip bulletins	1						
Opportunities to contribute to product development and design	1						
<b>Documentation</b>							
Available on web	1						
Data structure diagrams provided	1						
Tools are fully documented	1						
Index and search capabilities	1						
Institution can assemble customized documentation	1						

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<b>Reporting</b>								
	Ability to access reports from on or off-campus (via the Web)	1						
	Launchable using Microsoft Internet Explorer - accessible from off-campus	1						
	Ability to use complex queries to retrieve and calculate data from 20+ tables	1						
	Parameters used and easily added to or edited in reports	1						
	report generation tools easy to use	1						
	typical end user can create basic queries and reports	1						
	Advanced end user can create complicated queries and reports	1						
	Reports created and/or modified can be accessed by users with a defined role.	1						
	Labels/Letters/Envelopes easily created and printed	1						
	vendor-designed reports easily modified	1						
	all data protected by appropriate security	1						
	Ability to easily create merged letters/documents/e-mail	1						
	End user can export data/reports into standard data formats easily.	1						
	all reports can be sent by the end user:	1						
	to file	1						
	Excel	1						
	PDF	1						
	Fixed Length Text	1						
	Delimited Text	1						
	RTF	1						
	to screen	1						
	to printer	1						
	via email to individual and/or multiple email addresses	1						
<b>Management Reporting</b>								
	system must support on-demand management reporting	1						
	reports required include	1						
	Test score statistics	1						
	GPA statistics	1						
	balance sheet evaluations	1						
	AR aging and analysis reports	1						
	analysis of faculty grading practices and trends	1						
	Cross-tab statistical reports	1						
	Admission data	1						
	Development data	1						
	All others determined by the College/Department	1						
	Board reporting	1						
	current/past enrollment	1						
	current/past FTE	1						

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		current/past staffing	1						
		current/past giving	1						
		current/past financial aid	1						
		current/past admission data	1						
		Current/Past Residence Hall Occupancy	1						
		Other user defined reports	1						
<b>Other</b>									
		Web-Enabled phone directory	1						
		Accessible only to	1						
		Faculty	1						
		Staff	1						
		Students	1						
		Based on privacy restrictions on student record	1						

## Cornell College Database Requirements RFP Firms and Persons

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<b><u>Firm Profile must include</u></b>							
Type of firm, as defined by the College	1						
Size							
Corporate headquarters	1						
Contacts (unlimited)	1						
Name	1						
Title	1						
Unlimited Phone type and numbers	1						
Unlimited Free Form Notes	1						
Contact history	1						
<b><u>Person types</u></b>							
Ability to assign "current status" to any person	1						
Student	1						
Faculty	1						
Staff	1						
Alumni	1						
Parents	1						
Relatives	1						
Donors	1						
Employers	1						
firms and persons may be any combination of relationships	1						
Volunteers	1						
Prospects	1						
Applicants	1						
Vendors	1						
(Ability to add types)	1						
<b><u>Name and address data</u></b>							
Name	1						
Ability to label as "Private"	1						
Option of multiple Titles	1						
first name	1						
middle	1						
Option of last name history with dates	1						
Option of multiple salutations	1						
nick names	1						
Maiden name	1						
Preferred Name	1						
Address	1						
Ability to label as "Private"	1						

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	Unlimited Address types per module	1						
	support for international postal codes	1						
	Country	1						
	Allow "Seasonal" address	1						
	Start and end dates	1						
	phone numbers	1						
	Ability to label as "Private"	1						
	Unlimited Phone types per module	1						
	Unlimited Phone Numbers per module	1						
	phone numbers may be associated with specific addresses	1						
	phone numbers may be associated with specific person	1						
	email addresses	1						
	Ability to label as "Private"	1						
	Unlimited email Address types per module	1						

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<b>AR Charges</b>							
Launchable using Microsoft Internet Explorer							
based on current registration	1						
based full-time/part-time status	1						
based on term calendar	1						
based on data from other offices	1						
allows payment via web	2						
encrypts credit card numbers	2						
Web access to statements off campus	2						
system must support a variety of charge assessments processes							
Generate student charges en mass	1						
Generate individual charges	1						
enter, change, edit or post transactions	1						
allow miscellaneous charge entries	1						
Student info impacts charge generation	1						
system must support different charge tables							
supporting different cost types (Veterans, In-State, etc.)	2						
supporting different refund schedules	2						
created for each term	2						
for each program	2						
use parameter and logic tables to define charges, rates, fees, etc.							
Student Housing	1						
Meal Plan	1						
Parking	2						
Other fees, etc.	1						
system must support automatic calculation and assessment of late fees	1						
user defined criteria	1						
Automatic Posting to the GL	1						
system must support complete AR transaction audit trail	1						
Ability to copy charges/refunds to a new term	1						
Age the accounts receivable	1						
A/R subsidiary control	1						
A/R master finance charges assessed	1						
Admitted students to A/R subsidiary master	1						
Copy charges/refunds to a new term	1						
A/R update unapplied financial aid	1						
A/R subsidiary master	1						
Student information impacts charge generation	1						
<b>Preliminary Billing</b>							

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automatically generate credits to student billings from financial aid	1						
Transfer Financial Aid	1						
define criteria	1						
generate pre-bills and statements	1						
student statements reflect anticipated financial aid	1						
student statements reflect actual financial aid applied							
Ability to edit generated transactions	1						
A/R exceptions edit	1						
A/R transactions	1						
A/R Statements	1						
Subsidiary group control	1						
A/R subsidiary type control	1						
A/R subsidiary control	1						
A/R register	1						
Create individual statements	1						
reports to reconcile loans awarded by financial aid to amounts applied by AR	1						
<b>AR Controls</b>							
Subsidiary group control	1						
A/R subsidiary type control	1						
A/R subsidiary control	1						
Edit/create charges definitions	1						
Edit/create charges	1						
Edit/create refunds	2						
define criteria for refunding rules	2						
define for registration changes	2						
define for residence hall and meal plan changes	1						
define for financial aid changes	1						
Edit/create refunds definitions	1						
Allow Payment plans	1						
Track and calculate	1						
Automatically assess late charges and interest charges	1						
Edit/create receipt code master	1						
Edit/create Financial Aid codes and definitions	1						
Share with other offices	1						
Unapplied financial aid control	1						
Miscellaneous charge codes	1						
Edit charge year definition	1						
<b>Generate AR Billing</b>							
A/R exceptions edit	1						

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A/R transactions	1						
Generate finance charges	1						
generates interest	1						
A/R register	1						
Create A/R statements	1						
Create 3rd party statements	1						
Subsidiary group control	1						
A/R subsidiary type control	1						
A/R subsidiary control	1						
Create on demand A/R statements	1						
Allow changes	1						
automatic generation of bill when student registers	2						
Generate statements to send to any of the following:							
students	1						
custodial parents	1						
non-custodial parents	1						
other designated address	1						
recalculates changes	2						
<b><u>AR Receipting, General Cashiering</u></b>							
Generate A/R receipts	1						
Generate List of checks received	1						
Edit or post transactions	1						
Receipt code master	1						
A/R subsidiary master	1						
A/R inquiry	1						
On demand A/R statements	1						
AR AP Payment requests	1						
Allow single payment to multiple accounts	1						
System creates a Daily receipt batch for approval processing	1						
System can distribute full or partial batched							
Payments can be flagged as 1098 deductible	1						
System must support standard forms of payment	1						
Student "advance deposit paid" flags	1						
Generates late charge for non-sufficient fund checks	2						
System must support financial holds	1						
financial holds can block certain actions	1						
enrollment	1						
graduation	1						
transcripts	1						

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		degree granting		1						
		grades		1						
<b>AR Transfer of Financial Aid</b>										
		Rename transferred financial aid		1						
		Rename financial aid adjustments		1						
		Enter or change transactions		1						
		Edit or post transactions		1						
		Aid element master		1						
		A/R subsidiary master		1						
		Student "advance deposit paid" flags		1						
<b>Reports</b>										
		A/R balances report		1						
		A/R credit balances report		1						
		A/R debit balances report		1						
		A/R history register		1						
		A/R aging report		1						
		Provides comparative reporting from previous user defined periods		1						
		Provides reports on user defined variables for historical data		1						
		Ability to format reports based on user selected criteria		1						
		Financial aid deposits and student loans								
		1098T reporting		1						
		Grant budget reports		1						
		Grant expenses reports		1						
<b>History</b>										
		maintain complete financial history for all transactions		1						
		maintain history of accounts		1						

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<b><u>G/L Configuration / Control</u></b>							
G/L security by components	1						
G/L security by budget officer	1						
Edit/create Subsidiary definitions	1						
Edit/create Project definitions	1						
Edit/create Project masters	1						
Edit/create Source code masters	1						
Function security	1						
Source edit control	1						
Edit/create G/L account master	1						
Edit/create Report cell definitions	1						
Edit/create Component definitions	1						
Edit/create Budget officer master	1						
Edit/create Due to/due from accounts	1						
Edit/create Monthly adjustments master	1						
Edit/create Report cell definition	1						
Report cell auto control	1						
Create report cells from auto control file	1						
Change transaction descriptions after the fact (secured)	1						
User-defined fiscal calendars	1						
user-defined calendar periods	2						
Ability to define multiple calendars	2						
Calendars may span multiple periods or fiscal years	2						
Ledgers are closed prior to purging/archiving	1						
Unlimited notes for entries	2						
Allows recurring entries	1						
Monthly	1						
Yearly	2						
Weekly	2						
User defined	1						
Disallows out of balance entries	1						
Provides for automatic reversing	1						
Ability to use standards that automatically propagate throughout the system	1						
Includes account number, amount, description, transaction type	1						
Allows multiple line items per journal	1						
Validate balance within funds	1						
Create entries from spreadsheets	2						
<b><u>General</u></b>							
Generates budget worksheets	1						

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Ability to build scenarios and justifications							
Summaries by account, type, departments, etc.	1						
Summarize expenditures by account, type, departments, etc.	1						
Ability to update budget	1						
Allows budget transfers	1						
Allows transferring funds	1						
Supports establishing multi-year budgets	1						
May rollover selected accounts from prior fiscal year	1						
Ability to set budget limits per account	2						
Supports forecasting multi-year budgets for 5 or more years	2						
Performs budget projections	1						
Current year	1						
Multiple year comparisons	2						
Allow unlimited fund types	1						
Variable accounting periods	2						
Open at the same time	1						
Search for account by number or description	1						
Cash disbursement transactions	1						
Edit/post transactions	1						
Regular payments control	1						
<b>Daily</b>							
Entry of G/L transactions	1						
Edit/post G/L transactions	1						
Import data into an edit file (TMS, etc)	1						
Create reversing journal entries	1						
G/L account master	1						
G/L inquiry	1						
Process cash receipts to automatically update	1						
Post payments to student accounts	1						
mark as cash or check payment	1						
indicate NSF for checks	2						
<b>Monthly</b>							
Process restricted fund expenses	1						
Monthly adjustments master	1						
Create monthly adjustments transactions	1						
Select G/L transactions for close	1						
<b>Annually</b>							
Year close exceptions edit	1						

## Cornell College Database Requirements RFP General Ledger

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
Carries forward year end balances and selected detail	1						
Automated end of year processing	1						
Ability to make year end adjustments for following year	1						
Allows account balance information rollover	1						
Roll G/L master for new fiscal year	1						
Archive and clear transaction history file	1						
Clear unneeded header records	1						
Automatic Year-end rolling of balances in sub-ledgers and general ledger	1						
Allows automatic aging account balances	1						
Ability to maintain separate balances	1						
<b>Projects (Capital, Grants)</b>							
G/L Transactions	1						
Project definitions	1						
Project masters	1						
Project inquiry	1						
<b>Budget</b>							
Projected budget control	1						
Budget changes - based on control	1						
Projected budget changes	1						
Budget changes - online	1						
Budget change inquiry	1						
Budget reports	1						
<b>Market Value Investment Pool</b>							
Market value data entry (MVIP)	1						
Update market value control file	1						
Market value investment report and file updates	1						
<b>Other</b>							
Put freeze on accounts without deactivating	1						
Audit log of account changes	1						
Provides audit trails	1						
Post detail and summary transactions	1						
Accommodates future changes in methodology and reporting	2						
Unlimited number of general ledger balance sheet accounts	1						
User designated headers/titles for accounts	1						
Up to 25 characters for account numbers	1						
Provides a table driven chart of accounts	1						
Translation table for accounts	1						
Unlimited number of funds	2						
Allows user-defined field names for tables	2						

## Cornell College Database Requirements RFP General Ledger

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
Method to verify keying to ensure appropriate records updated							
Allows user defined account groupings	1						
Multi-year processing and reporting	1						
Allow closings on demand	1						
Ability to store and access information for an unlimited number of years	1						
Process interfund transfers	1						
Separate accounts for each fund for observing restrictions	1						
Handles funds of multiple entities	1						
Encumbering	2						
Links to vendor information							
<b>Investments</b>							
Ability to make corrections for spendable endowment income							
Tracks expenses related to investments	1						
Across fiscal years	1						
Allows funds to participate in pool	1						
Tracks the historic gift value of investments	1						
Tracks reinvested earnings and gains/losses	1						
Automates calculation of distribution of investment earnings and gains/losses	1						
Creates transactions to distribute cash income in gains/losses							
<b>Fixed Assets</b>							
Specify location and attributes for each asset	1						
Track condition of asset at physical inventory	1						
Associate assets with each other	2						
Track transfers of assets	1						
User-defined categories of fixed assets	1						
Maintain useful life	1						
Maintain information on restrictions or asset disposal	1						
Automatically updates the general ledger							
Ability to designate which assets are to be capitalized	1						
Automatically updates the general ledger							
Maintain asset evaluation information	2						
date, method, amount, company, etc...	2						
Allows user to project valuation of an asset or a specified number of periods	2						
Recalculates depreciation when valuation is changed	1						
Allow depreciable and non-depreciable	1						
Batch processing routine to depreciate assets	2						
Updates general ledger							
Allows depreciation calculations on user defined basis	1						
Tracks warranty information	2						

## Cornell College Database Requirements RFP General Ledger

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
Tracks insured value	2						
Tracks replacement value	2						
Provides a depreciation schedule	1						
Allow transfers from accounts payable							
Provides a disposed assets report	1						
Provides a insurance report							
Provides a property report	1						
Report total return of endowment	2						
<b>Grants</b>							
Enter grant budget information to general ledger	2						
Allows account codes for grants	1						
Maintains grant ledger information for online query and reconciliation	1						
Maintain and store award type, category, and sub-category	1						
Accommodates unlimited text on a grant	2						
Associate department or personnel to a grant	1						
Manage budgets for federal and private grants	1						
Query grants by agency ID or name	2						
Allows entry of contact and other award information for tracking and reporting	2						
Associate multiple cost codes by grant	1						
Reconciliation of grant ledger	1						
<b>Reporting</b>							
Online financial statements available	1						
Allow multi-level reporting	1						
Account	1						
Division	1						
Department	1						
Type of fund	1						
Other	1						
Exports to spreadsheet	1						
Financial statements in batch mode							
Daily							
Closeout							
User-defined reports as needed	1						
Ability to query and report easily	1						
Weekly							
User-defined reports as needed	1						
Ability to query and report easily	1						
Monthly							
Month Close	1						

## Cornell College Database Requirements RFP General Ledger

Feature/Function/Specification			1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
	Variance		1						
	Trial Balance		1						
	Balance Sheet/Income Statement		1						
	Other user-defined reports as needed		1						
Annual									
	G/L year-to-date history report		1						
	Fund balance audit report		1						
	Balance sheet/income statement		1						
	Variance report		1						
	Trial balance report		1						
	Cash flow analysis		1						
	General ledger trial balance		1						
	Control report listing pages on which errors and warnings have occurred		1						
	Can report disbursements/expenses by funding source								
	Can cross-reference cost-sharing and matching funds								
	Generates available cash/investment report		1						
	Generates cash investment/distribution report		1						
	Investment history reports		1						
	Reports total return for endowment		2						
	Reports net appreciation of endowment		2						

## Cornell College Database Requirements RFP

### Accounts Payable

Feature/Function/Specification	1=Must Have 2=Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
<b>General</b>							
Launchable using Microsoft Internet Explorer							
based on current registration							
based full-time/part-time status							
based on term calendar							
based on data from other offices							
Verifies transaction against accounts receivable	1						
Automatically updates accounts receivable ledger	1						
Ability to maintain multiple bank accounts	1						
Do not allow bad account numbers to be posted	1						
Checks							
Manually generated checks	1						
Payee, date, number, amount, and description	1						
Performs check authorization process online	2						
Tracks travel reimbursements against advances	2						
Users request travel advances online	2						
Automatically calculates refund							
Special note on pay stub							
Ability to write checks without a vendor number	1						
Ability to write checks without a PO number	1						
Allows single payment for multiple vendor invoices	1						
Allows manual check writing	1						
Allows printing of refunds and other checks	1						
Allows recovery of damaged checks							
Maintains complete audit trail of checks	1						
Ability to stop individual payments, or all payments to a vendor							
Ability to print checks outside the regular processing cycle	1						
Automatically pays due invoices by specified dates	1						
Allow exceptions	1						
Specified invoices only	1						
Automatically process recurring payments	1						
Ability to customize check format							
Open items list	2						
A/P invoices	1						
Invoices created							
Enter purchase order numbers							
Posted invoice dates							

## Cornell College Database Requirements RFP

### Accounts Payable

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
Checks to be issued edit	1						
Checks and check register	1						
Cash disbursement transactions	1						
Edit/post transactions	1						
Subsidiary group control	2						
Recalculate invoice payable date	2						
Vendor inquiry	1						
Provides complete bank reconciliation process	1						
Matches receipts with deposits	1						
Produces outstanding checklist	1						
Marks checks as they are reconciled	1						
Compares check number and dollars	1						
Ability to void check	1						
Ability to reverse a check							
Checks and check register	1						
Checks to be issued edit	1						
Tracks future commitments							
<b>Vouchers</b>							
Supports invoiced voucher entry							
Provides online editing	1						
Supports system generated numbers - vendor id	1						
Accepts manual voucher numbers	1						
Permits comments for each item on voucher	1						
Provides inquiry for open and paid items	1						
Validates accounts and fund availability	1						
Supports invoicing selected for payment	1						
Using paythrough date	1						
Using manual flagging	1						
Provides credit and debit memos to the vendor	1						
Supports online payment and cancellation	2						
Creates from purchase orders without re-entry	2						
<b>Daily Tasks</b>							
Invoices and credits	1						
Edit/post transactions	1						
Vendor master	1						
Vendor inquiry	1						
Open items list	1						

## Cornell College Database Requirements RFP

### Accounts Payable

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
Cash requirements report	1						
Purchasing- A/P inquiry	1						
<b>Fiscal Year End</b>							
Find fiscal year vendor list	1						
Clear vendor fiscal year totals	2						
<b>Calendar Year End</b>							
1099 magnetic media control	1						
Vendor 1099 form information	1						
Vendor 1099 forms	1						
Transfer 1099 magnetic media file from disk	1						
A/P Register	1						
Allows some payments to be 1099 reportable and others non-reportable	1						
<b>Bank Reconciliation</b>							
Process cancelled checks file	1						
Manual entry of cancelled checks file	1						
List of cancelled checks	1						
List of outstanding checks	1						
Clear cancelled checks from file	1						
Check reconciliation inquiry	1						
<b>AP Controls</b>							
Vendor master	1						
Vendor alternate addresses	1						
Regular payments control	1						
Subsidiary group control	2						
Locate purchase orders by PO number	1						
Report "Ship to" master file	1						
PO control information/MSDS report	2						
Purchasing - A/P inquiry	1						
A/P open items by date report	1						
<b>Reports</b>							
Cash disbursement	1						
Check register	1						
Cash requirement analysis	1						
Financial information act							
Reconciled check register	1						
Unauthorized/in progress vouchers	2						
Standard vendor reports	1						

## Cornell College Database Requirements RFP

### Accounts Payable

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
show all checks written	1						
User defined reports	1						
complicated reports	1						
Include reports with invoice and purchase order numbers	2						
tied to a check number	2						
Error reports of vendors without proper 1099 information	2						
Budget number report	2						
tied to a check number							
Generates monthly expenditure report	2						
Provides verification of GL number to budget report	1						
Allows revisions	1						
Reports budget overruns	2						
Reports budgeted against actual expenses	2						
Allows monthly budget reports by department	1						
Posted invoice dates AP aging report	1						
Cash requirements report	1						
<b>History</b>							
Minimum 3 to 5 years	1						
Easy access to trace payments	1						
Easy access to trace checks	1						
Easy access to trace vendors	1						
<b>Integration</b>							
Gifts	1						
Financial aid	1						
Transactions from regular payments	1						
Transactions from Financial Aid	1						
Transactions from A/R credit balances	1						
Student receivables	1						
Admissions	1						
Health	2						
other offices as needed	1						
Integrates with general ledger	1						
Automatically processes entries	1						

## Cornell College Database Requirements RFP Purchasing

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
<b>Purchasing</b>							
Launchable using Microsoft Internet Explorer	1						
<b>General</b>							
Unlimited comment fields							
Date and time stamped							
Default shipping address with override capabilities	2						
Ability to change attention to	2						
Provides a match between							
Requisition							
Receipt of goods							
Purchase order							
bypass exceptions possible							
handling purchases without req/PO, invoice date, tracking acct number							
Invoice							
integrates with vendor list							
<b>Requisitions</b>							
Ability to access Requisitions online	1						
Approval done online	1						
Move from Requisition to Purchase Order	1						
Viewable/editable online with permissions by Department.							
Ability to set/edit Controls	1						
Approval Hierarchy	1						
Per department	1						
Based on amount	1						
Allow authorization exceptions	1						
Online Approval	1						
Online processing	1						
Checks account numbers, budget, and user access	1						
Ability to override budget							
Identify line items as non-taxable	1						
Ability to combine and or split to one or more purchase orders							
Provides sufficient funds checking	2						
Notifies appropriate department(s)							
Ability to override							
<b>Vendor</b>							
Profiles	1						
Multiple addresses							
Multiple email addresses							
Web Site							

## Cornell College Database Requirements RFP Purchasing

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
Multiple phone numbers							
Multiple fax numbers							
Multiple contact names							
Title and specific address							
Multiple lead times by product	2						
external							
transportation							
Multiple shipment methods							
Ability to group vendors by type	2						
<b>Purchase Orders</b>							
Combine multiple requisitions into one purchase order	2						
Ability to generate blanket purchase orders							
Ability to manually enter purchase orders							
Ability to change purchase orders							
Provides for voiding purchase orders	1						
Generating reversing entries	1						
Set up P/O controls							
Create Bids	1						
Save/retrieve	1						
Manipulate/change	1						
Report by Company/Dept./PO#/Account#	1						
Create from Requisition	1						
Include Requisition detail	1						
Mark when each item is received	1						
Enter comments such as Back Order, etc.	1						
Create method/rules for payment	1						
Fax or E-mail directly to vendor after approval	1						
Allow unlimited account numbers for expense distribution	1						
Line item	1						
Handles freight shipping charges	1						
Method of shipment							
provides a note section	1						
Allow Change Orders	1						
On demand printing	1						
<b>Receiving</b>							
date, time, and condition of delivery	1						
Records goods returned to vendor	1						
processes partial receipts	1						
tracks number of items ordered							

## Cornell College Database Requirements RFP Purchasing

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
tracks number of items received							
tracks items returned							
tracks reason returned							
enter receipt online by purchase order number							
allows Accounts Payable to edit the price after approval							
<b>Searching</b>							
Locate purchase orders by PO number, vendor, etc.	1						
<b>Reporting</b>							
Report Vendor Master file							
PO control information/MSDS report	2						
Purchasing - A/P inquiry							
A/P open items by date report							
Requisition - Report date last printed/sent	1						
Requisition - Report by PO, Vendor, Dept., Account #	1						
Approval hierarchy file							
Report by PO, Vendor, Dept., Account #	1						

## Cornell College Database Requirements RFP Admission

Feature/Function/Specification									
			1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
<b>Inquiries</b>									
	Launchable using Microsoft Internet Explorer		1						
	Undergraduate		1						
	Domestic		1						
	system must support inquiries via		1						
	downloads from Web		1						
	email		1						
	ACT files		1						
	SAT files		1						
	Other files received		1						
	phone		1						
	Assign "First" Inquiry Source		1						
	Track additional Inquiry Sources		1						
	Ability to use same source more than once		1						
	system must support document and action tracks and tracking:		1						
	Assign counselors		1						
	Based on region		1						
	State		1						
	Zip Codes		1						
	Allows Web recruiting components		1						
	Integrated email campaign		1						
	Tracks personal interests		1						
	Tracks academic interests		1						
	Bounce backs		1						
	Opt outs		1						
<b>Application</b>									
	transfer credit supported		1						
	Supports segment mailings to specific groups, and automate their production		1						
	track requirements for each program		1						
	generate appropriate mailings		1						
	Tracks all documentation needed to complete an application		1						
	Keeps record of "required" documents		1						
	Letters may be date or response-driven		1						
	Ability to control the timing of mailings		1						
	Allows interactive Web application process		1						
	Allows recording of application decision		1						
	Allows candidates to check the status of their application via the web		1						
	Allows Admissions to view								
	Real-time integration with Financial Aid		1						

## Cornell College Database Requirements RFP Admission

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
View Financial Aid information on each applicant	2						
Real-time integration with General Ledger							
Coordinate mailings with Financial Aid	1						
Shares data with other departments as needed	1						
Allows multiple applications for same prospect	1						
Allows institution to assign a priority value on each prospect	1						
Base on institutions interest in recruiting	1						
Grade and qualify prospects	1						
<b>Rolling Admission – Acceptance</b>							
system must support rolling admission	2						
system must support application fee processing	1						
Allows waived application fee	1						
Ability to set admission requirements based on application type	1						
system must support deposit processing	1						
system must support unlimited application statuses	1						
system must support unlimited applicant response	1						
after paying "intent to register fee", students are matriculated	1						
Admission still able to view records	1						
system must support multiple addresses	1						
<b>Visits</b>							
Procedure for scheduling on-campus visits	1						
Staff notification	1						
Professor notification	1						
Online visit requests supported	1						
<b>Telemarketing</b>							
Fields to code every call made to all candidates with each phone project	1						
Fields to code telemarketing results or interest level	1						
<b>Automated Communication Flow</b>							
Produces personalized letters, forms, envelopes and/or file labels for each communication	1						
Tracks incoming and outgoing correspondence	1						
Accommodates various recruitment strategies	1						
high interest	1						
athletic interest (rated or not)	1						
academic	1						
other self-defined criteria	1						
Generates communication flows for multiple tracks (i.e. seniors, juniors, etc.)	1						
Allows conditional correspondence	1						
speaks to specific interest	1						
speaks to specific concerns	1						

## Cornell College Database Requirements RFP Admission

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
Notifies candidate about both missing and received items	1						
Comprehensive methods of editing and creating correspondence based on .	1						
within a specific group	1						
where they are in the admission process	1						
other self-defined criteria	1						
Method of reducing problems after mass-maintaining records	1						
Robust email correspondence that can be tracked within the system	1						
Records Test Score Summaries	1						
Allows scores and dates to be viewed	1						
Allows reporting on scores and summaries	1						
<b>Reporting/Data</b>							
system must support sophisticated analysis tools	1						
system must support historical data for all years	1						
Archives records for analytical comparisons and statistical reporting	1						
Executive summary reports	1						
Recent trends	1						
market targets	1						
feeder schools	1						
Analysis Reporting available	1						
Ability to run statistical reports for college-determined timeframe	1						
Ability to easily create time-sensitive cross-tab comparison reports	1						
Use complex criteria	1						
Allows creation of user-defined reports	1						
Parameters defined/changed	1						
Ability to access reports created from the web (off-campus)	1						
<b>Uploading</b>							
Allows storage of approximately 250,000 prospect records yearly	1						
Codes records so unused records can be purged at a defined time	1						
Ability to upload into the Active inquiry pool from	1						
Search records (by the source)	1						
SAT records	1						
ACT records	1						
<b>Other issues</b>							
Re-activation							
system must support students going through application process more than once	1						
Ability to view admitted students financial aid packages	1						
Automated third-party referral follow-up	1						
system must support Continuing Educations (CE) and college admissions from single office	1						
System employs a tickler system for follow up	1						

## Cornell College Database Requirements RFP Admission

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
Key data is tracked and migrated as prospect becomes admitted, including:							
Name and Address data	1						
Interests	1						
Test Scores	1						
High school data	1						
Demographical information	1						
Supports creating and tracking recruiting events	1						
on campus	1						
off campus	1						
Tracks attendance	1						
Generates follow-up and confirmation letter	1						
Tracks Test Scores	1						
Self-reported	1						
Official	1						
Calculates "Best" official scores	1						
Tracks High School Transcripts	1						
Official data	1						
7th semester grades	1						
Unofficial/self-reported data	1						
GPA	1						
Rank	1						
Class Size	1						
Tracks College Transcripts	1						
Initial GPA	1						
Final GPA	1						
Preserves integrity of records after ownership leaves admissions	1						
<b>High School Information</b>							
School Code	1						
School Name	1						
Phone Number	1						
Fax Number	1						
Address	1						
Contacts	1						
Name	1						
Title	1						
Phone Number	1						
Fax Number	1						
Address	1						
Contact type	1						

## Cornell College Database Requirements RFP Admission

Feature/Function/Specification		1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
<b><u>College Information</u></b>								
	Track: Final/Initial	1						
	School Code	1						
	School Name	1						
	Phone Number	1						
	Fax Number	1						
	Address	1						
	Contacts	1						
	Name	1						
	Title	1						
	Phone Number	1						
	Fax Number	1						
	Address	1						
	Contact type	1						

## Cornell College Database Requirements RFP Registrar

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
<b>Registration</b>							
Launchable using Microsoft Internet Explorer							
Supports both Official and Un-Official Registration	2						
on-line validation of	2						
pre- and co-requisites	2						
Schedule conflicts							
Ability to waive	2						
Web based registration is available	2						
Collect approvals by advisors (record name, date and time)	2						
Record approvals of instructors (name, date and time)	2						
Drop or add classes available	2						
Allows customization of registration form vocabulary	2						
Ability to handle the Block Plan (9 blocks per year)	1						
Establish an academic calendar including start and end dates of each block	2						
Allow students without a social security number	1						
Allow auditing							
Registration based on students bid for classes	1						
Validate student eligibility to register for classes	3						
Allow exceptions	3						
Verify prerequisites for class are met	3						
Allow exceptions	3						
Allow administrative hold on registration	2						
Limits on credit hours per term							
Allow exceptions							
Allow advisors to electronically sign student bid via web	2						
Allow other faculty to sign in place of advisor	2						
70 points to bid a priority for getting a class for freshman	1						
Registration and 90 points for returning student registration	1						
Ability to check students registration for over use of points for each registration	1						
Upload final registration as a result of bid process via web	2						
Notification of closed course	2						
Allow waitlist for closed courses	3						
Notify student when class is open	3						
Student can remove themselves from the waitlist	3						
Ability to override a student taking more than 1 course per block with a petition	1						
Allow multiple instructors per class section	1						
Allow adjunct courses that span 4 blocks	1						
Allow courses to vary in their start and end dates							
Ability to access the term table via the web	1						

## Cornell College Database Requirements RFP Registrar

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
Allow student-based programs for credit requiring special approval	1						
Internship	1						
Independent study	1						
Ability to hold the course catalog	1						
course numbers	1						
blocks the course is offered	1						
prerequisites	1						
co-requisites	1						
prohibited courses	1						
divisions	1						
class level	1						
instructor	1						
Ability to handle courses that are cross-listed.	1						
Ability to rollover courses in the section master each year	2						
Ability to create a term table listing courses being offered	1						
When they are offered	1						
Post to the web	1						
List prerequisite	1						
List corequisites	1						
List prohibitions	1						
Ability to support the senior audit process (degree audit)	2						
Ability to create "what-if" scenario to determine academic plan	2						
Based on degree	2						
Based on major	2						
Ability to review how many blocks a student attends	1						
Each given year	1						
Register for 9 blocks at one time	1						
Faculty access registration	1						
Produce class rosters	1						
Input and access grades	1						
Faculty actions "pending" until registration staff review and release	2						
Define beginning and ending dates	2						
For each academic year	2						
Allow separate registration date for freshman	1						
Define add and drop dates	2						
For each academic term	2						
Ability to override add and drop dates	2						
Ability to handle repeated courses	1						
Notification of occurrence	1						
Allow repeat courses	1						

## Cornell College Database Requirements RFP Registrar

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
With criteria	1						
Authorized staff can manually register students	1						
Add course for student	1						
Drop course for student	1						
Ability to withdraw student	1						
Specifies credits required for degree choice	2						
Tracks graduation requirements	2						
Tracks waivers accepted by registrar	2						
Tracks course substitutions	2						
Evaluate transfer credits, waivers, and substitutions	2						
<b>x</b> Allow user-defined tuition rules							
<b>x</b> Live tuition calculation							
<b>Grades</b>							
system must support grade processing							
faculty grade sheets	2						
manual grade entry	2						
Issue "block" grade reports	1						
GPA information for the year	1						
Cumulative GPA	1						
system must support grade schemes	3						
multiple grading schemes	3						
multiple grade point averages	3						
Grades of C- or lower have notes of explanation included before instructor submit	1						
Faculty may not change or update grades already entered	1						
Faculty may write an explanation and submit to registration for grade changes	2						
System supports attendance tracking	3						
Ability to distribute grades to students via the web	1						
Produce grade report self-mailers automatically or on demand	2						
To parents, students, etc. as needed	2						
<b>Curriculum management</b>							
system must support multiple catalogs	1						
Ability to access the college catalog via the web	1						
Ability to post meeting rooms for 1st day of courses each block via the web.	1						
Using course requirements	1						
Identifying rooms that meet requirements	1						
Check faculty availability conflicts in room scheduling	2						
Determine appropriate classroom space for each class each block	1						
Integrate with course catalog and term table	2						
Allow establishing action items							
Occur throughout the year							

## Cornell College Database Requirements RFP Registrar

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
Monitor progress							
Sophomore Declaration of Major by February 1	2						
Senior Audits	2						
Returning Student registration	2						
ability to setup academic calendar	1						
define terms	1						
beginning date	1						
ending date	1						
define holidays	1						
begin date	1						
end date	1						
system must support requisite and restriction management, including							
pre-requisites	2						
co-requisites	2						
co-requisites taken as pre-requisites	2						
equivalencies of current to former courses	2						
restrictions (who may not take course)	2						
system must support permanent catalog of all courses, including	1						
complete history of courses and sections	1						
former courses names, numbers, equivalencies	1						
system must support on-line course schedule creation	2						
academic departments propose courses	3						
courses are made active by Registrar	1						
system must support tracking of course scheduling process	2						
system must support course enrollment limits	1						
by class	1						
registrar-defined limitations	1						
allow overrides	1						
Classroom scheduling							
Allow adding/dropping classes	2						
Notify registered students that class is dropped	2						
Allow adding/dropping sections	1						
Faculty can print class roster	1						
May include grades	1						
<b>Student information</b>							
system must support students in multiple programs							
system must track all current and former programs							
system must support Limited Enrollment Program (LEP; i.e., part time)							
Generate random ID#s							
Track consecutive terms							

## Cornell College Database Requirements RFP Registrar

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
system must store picture of students on line							
system must support ethnicity tracking	1						
system must support citizenship tracking	1						
Ability to request a change of address via the web	1						
system must support collection and tracking of all other data necessary for							
IPEDS	1						
other government required reports	1						
check that students meet requirements to attend classes	2						
drops courses for nonpayment of fees	2						
students are notified	2						
unlimited notes field for comments about student	1						
tracks student honors	1						
awards	1						
participation in organizations							
allow importing test scores (ACT, SAT, etc.)							
manually enter scores							
each score has test date							
track student disabilities							
special accommodations needed	2						
type of student for categorical funding	2						
tracks correspondence							
from college to student	3						
from student to college	3						
Supports integration into SEVIS	2						
VISA type and date issued	2						
Date of non-immigrant entry into USA	2						
Tracks student status	2						
Tracks leave of absence	2						
Comment field for reason for leave	2						
Track tax identification number or SSN	2						
<b>Transcripts</b>							
Comprehensive, showing concurrent academic/practice credits	1						
Includes	1						
grades	1						
GPA	1						
No credit	1						
Incomplete	1						
Pass/fail	1						
academic honors by term	2						
other academic statuses (e.g., probation)	1						

## Cornell College Database Requirements RFP Registrar

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
dates when probated	1						
graduation honors	1						
credits attempted, earned, gap points	1						
estimated credits attempted to determine student level	1						
earned credits to determine student level	1						
system must support on-line transcript requests (currently signature required)	3						
ability to print official transcripts	1						
individually	1						
batch	2						
System supports transfer of credits	1						
Restrict transcripts for students who default on a previous federal loan	2						
system must track transcript request history	1						
tracks date requested	1						
tracks date mailed	1						
tracks recipient	1						
Provide a user-friendly means of producing the following:	1						
Based on College's requirements (can be changed)	1						
Dean's List	1						
Class Ranks	1						
Can designate course as being a retake	1						
Can post accepted transfer courses to transcript	1						
Handles credit for AP exams	1						
Produce and/or print online transcripts	1						
On or off campus	1						
supports charging fees for special services (overnight mailing, etc)	2						
One step transcript generation							
Official	1						
Unofficial	1						
<b>GPA's</b>							
system must track multiple GPA calculations per student	2						
calculations updated when a grade is added/removed/changed	1						
system must track all GPA's by term	1						
each GPA has separate calculation based on							
students major(s)	2						
students minor(s)							
course types							
student's academic program	2						
grade types	2						
<b>Graduation</b>							

## Cornell College Database Requirements RFP Registrar

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
Seniors can apply for graduation via web	2						
Create graduation batch load	1						
Print degree audits for potential graduates	2						
Notify graduates of upcoming commencement activities	3						
Notify graduates of graduation checkout process	3						
Calculate graduation honors	2						
Rank student in graduating class	1						
Hold official name for diploma	1						
Transfer of data to alumni/development	1						
Retain integrity of registrar data	1						
<b>Reporting</b>							
full support of IPEDS reporting	1						
all other mandated federal reporting	1						
mandated reports to be kept current by vendor software releases	1						
all other reporting requirements as defined elsewhere	1						
National Student Loan Clearinghouse Report	1						
Grades analysis by course and instructor	2						
Grades distribution and section analysis	2						
List of outstanding grades (not received)	2						
Trend analysis	2						
Reporting needs							
Institutional characteristics							
Fall enrollment survey	1						
Completions survey	1						
Graduation rate survey	1						
Class	2						
Student	2						
faculty	2						
graduation	2						
financial aid	2						
<b>Student retention</b>							
Maintain and track student retention data	2						
provide cohort tracking	2						
<b>Withdrawal/leave of absence processing</b>							
date of withdrawal/LOA	1						
date of return	1						
calculate refund amount if withdrawal							
define refund formulas							
allow override of formula							
<b>Academic requirements/Degree Audit</b>							

## Cornell College Database Requirements RFP Registrar

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
system must support calculated educational levels, including							
courses	2						
based on credits completed	2						
Accommodates a retake policy	2						
Degree Audit/Progress	2						
system must support degree audit for all programs	2						
Provide authorized users with degree audits	2						
Audit progress toward degree	2						
What-if audits, including changing	2						
major	2						
degree	2						
<b>Data required for Degree Audits</b>							
major	1						
courses taken and completed	1						
grades	1						
credits earned	1						
<b>Advising</b>							
system must track all advising history, including	2						
student	2						
advisor	2						
nature of meeting (coded field)	2						
description of meeting (test field)	2						
next steps	2						
creating action tracks for next steps	2						
<b>Other</b>							
Tightly integrated with Admissions, Financial Aid, Business Office and Student Life	1						
Ability to track communications	1						
By Source	1						
By Date	1						
Notepad entries	1						
Allow user's to set reminders that integrate with outlook	3						
Security restricts access to data element level	1						
Notifies departments and advisors							
When course is dropped by student	2						
When course is added by student	2						
Meet SPEED/EDI standards for electronic record transfer	1						
Ability to access historical data	1						

## Cornell College Database Requirements RFP Faculty

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
<b>Faculty information</b>							
Launchable using Microsoft Internet Explorer							
contact information							
Name	1						
Title/Position (more than 1) - track by begin and end date	1						
address -(more than one type)	1						
telephone (more than one type)	1						
emergency contact info (more than one) with begin and end dates	1						
Track Employment/Teaching Experience	1						
Begin Date	1						
Track (Tenure, Full-time, Part-Time, etc.) - begin and end dates	1						
Promotions (dated)	1						
Tenure Reviews - dated	1						
Re-Appointment Reviews - dated	1						
Integrates with human resources	1						
Parameters to determine how many advisees assigned to advisor	1						
Allows batch assignments	1						
Allows batch reassignments	1						
Allows data entry to assignments	1						
Link to Advisees (date, etc.)	1						
View advisee schedules	1						
View advisee grades and GPAs	1						
View advisee transcripts	1						
View demographic and academic history	1						
Service	1						
Academic	1						
Student Group Advising	1						
Committee	1						
honors/awards/publications	1						
Dates, etc.	1						
Faculty Development	1						
Various types	1						
Description	1						
Amount Received	1						
By date	1						
Expenses	1						
By date	1						
Track Travel Amounts	1						
Description	1						

## Cornell College Database Requirements RFP Faculty

Feature/Function/Specification			1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
		Expenses	1						
		By date	1						
		Sabbatical/leave, etc.	1						
		Begin Date	1						
		End Date	1						
		notes	2						
		Schedule faculty office hours							
		Track participation in committees	1						
		Committee role	1						
		Track classes and sections they are teaching	1						
		Enter by year and term	1						
<b>Faculty types</b>									
		system must support faculty with multiple types							
		system must indicate faculty status	1						
		when can they teach							
		what can they teach							
		system must support tracking changes to data	2						
		who	2						
		what	2						
		when	2						
		System contains:							
		Demographics							
		Education history	1						
		Activities and memberships	1						
		System records faculty loading							
		Ability to upload new faculty information from a spreadsheet	2						
<b>Integration</b>									
		Registrar	1						
		Human Resources	1						
		Room Scheduling	1						
		Business Office	1						
		Personnel	1						
<b>Reports</b>									
		Generate Committee Assignments Report	1						
		By Academic Year	1						
		Generate Individual Faculty report including	1						
		Hire date	1						
		Review Date(s)	1						
		Position (by date)	1						

## Cornell College Database Requirements RFP Faculty

Feature/Function/Specification		1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
	Tenure Review Dates	1						
	honors/awards/publications	1						
	Faculty Development information	1						
	Sabbatical/leave, etc.	1						
	Committee Participation	1						
	Other information desired	1						

## Cornell College Database Requirements RFP Financial Aid

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
<b>Financial Aid Requirements</b>							
Launchable using Microsoft Internet Explorer	1						
Can access application via web from off campus	1						
Students and staff can access application to update info via web	1						
Loans	1						
Grants	1						
Scholarships	1						
Work study	1						
Biographical Info	1						
Financial aid history	1						
Includes prior aid	1						
Allow students to view received and required documents via web	1						
Access award history via web							
by fund							
by year							
by student							
system must support attendance tracking							
verification report							
Allows setting conditions an actions based on an event	1						
Receipt of financial aid estimator	1						
A flag on the ISAR	1						
system must support scholarship awarding	1						
Academic Year	1						
Semester							
Term							
Aid Awarded	1						
Date received	1						
Allow students to accept or reject awards via web							
system must support tracking student status							
registration status	1						
enrollment status	1						
changes in statuses, GPA, course load, class level, satisfactory progress	1						
keeps history of status changes	2						
automatic notification of changes effecting financial aid status	1						
automatic updates of financial aid records	1						
Fund balances	2						
Tracks collection of information	2						
Reminders to students of missing information	1						
Includes auto-packaging component	1						

## Cornell College Database Requirements RFP Financial Aid

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
Simulate multiple "what-if" analysis	2						
Calculate both PELL and loan eligibility	1						
Accommodate user-defined fund authorization	1						
Automatic packaging of federal aid	1						
Federal Funds							
Monitor for over award	1						
Monitor for under award	1						
Respond to changes in regulations	1						
Updated annually to comply with US Department of Education Regulations	1						
Allow packaging overrides/exceptions	1						
Enter packaging date	1						
Allow batch awarding	1						
Ability to revise packaging by group or individual	1						
Checks academic progress	2						
Allows entering financial aid awards in summary and detail	1						
Revise budget and award based on hours enrolled (full time student or not)	1						
Ability to migrate between award years	1						
Allow development of packages for seniors that graduate early	1						
Reduced according to % of full-time student attending	2						
Automatic budgeting for individual students	1						
Override automatically-generated budgets	1						
Ability to monitor scholarships tied to GPA's for each student recipient	1						
Support the verification process from the Department of Education	1						
System supplies award categories	1						
Ability to set requirements for award eligibility criteria	1						
Allow exceptions	1						
Allow the college to add their own verification flags to records	2						
Assign budgets based on rules	1						
Allow exceptions	1						
Perform needs analysis calculations	1						
Track student costs against financial aid available	1						
Create user defined budget groups	1						
Support of Work Study Programs	1						
Calculate Dollars	1						
Monitor monthly amount earned by each student	1						
Provide over/under report of work study students	1						
Provide verification limits							
Links dollar amounts to the payroll	1						
Debits payroll earnings into student financial aid file							

## Cornell College Database Requirements RFP Financial Aid

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
Allow budgeted cost to attend for each academic year	1						
Allow freezing student records (prevent change/updates)	1						
Utilize dollars and cents in all areas that hold currency values	1						
Establish financial aid parameters, defaults, codes, and definitions	1						
Support tracking of collection of information	1						
Reminders to students of missing information	1						
Ability to support the block plan	1						
Registration for 8 blocks each year (full time)	1						
Registering for less classifies as part time	1						
Part time status impacts the amount of aid the student can receive	1						
Fully compliant with all federal, financial aid and accounting regulations	1						
Vendor provides all necessary upgrades to keep system in compliance	1						
Vendor provides upgrades to interfaces with other systems as required	1						
Application and Document Processing	1						
Capture dollars guaranteed	1						
Regarding aid	1						
Regarding Loans	1						
Who guaranteed them	1						
Date they were guaranteed	1						
Early estimators	1						
Create new records	1						
Perform preliminary estimated family contribution	1						
Estimate financial aid award	1						
Process waivers	1						
Process scholarships	1						
Process grants	1						
Allow creation of user-defined data entry/edit screens	1						
Based on information to add	1						
Based on information to edit	1						
Ability to upload and review data posted	1						
Ability to update information	1						
<b>Integration</b>							
Seamless access to student demographic information needed for financial aid from:	1						
Admissions	1						
Business Office	1						
Registrar	1						
Business Office Access	1						
Amount the student needs to contribute	1						
As payments received	1						

## Cornell College Database Requirements RFP Financial Aid

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
Date and source stored	1						
Track online award statuses by fund	1						
Tie awards to general ledger accounts	2						
Post awards to accounts receivable when appropriate	2						
Interfaces to billing	1						
Interfaces to the General Ledger	2						
Export							
Needs analysis corrections to federal agencies	1						
Debits and credits to accounting	1						
<b>Interface with Financial Aid Applications</b>							
Automatic uploads and downloads between system and PowerFAIDS or EDE	1						
manual	1						
on demand	1						
Utilize dollars and cents in all areas that hold currency values	1						
Integrate or interface synchronized	1						
Reporting on either system yields same results	1						
Support electronic reception and upload	1						
from FAFSA applications	1						
Edit data as needed	1						
from PELL payment data	1						
from direct loan data	1						
ISIR data - matching process between	1						
records in the system	1						
data received	1						
Update all aspects of the system that utilize this data	1						
Automated file transfer process	1						
<b>Communication</b>							
System creates award letters	1						
To returning students	2						
To newly enrolled students	1						
Includes action codes for status of awards	1						
Allows setting of an amount limit for over-award situations	2						
Sent when required information has been received	2						
Accessible via web by financial aid staff and students	1						
Generates multiple types with user-defined text capabilities	1						
Resend or cancel	1						
Cross checks admission/enrollment status	1						
System creates denial letters							
Accessible via web by financial aid staff and students	2						

## Cornell College Database Requirements RFP Financial Aid

Feature/Function/Specification				1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
<b>History</b>										
			On-line financial aid histories	1						
			Allow to mark and remove records of students who did not matriculate	1						
			User-defined basis							
<b>Reporting</b>										
			Updated report format for Annual Report	1						
			produced for the government	1						
			financial aid dollars for the next 2 years	1						
			Ability to create	1						
			Merge Letters	1						
			email	1						
			Track date and letter/message sent	1						
			generate notifications for missing or incomplete documents	1						
			Prepare reports meeting federal requirements	1						
			Calculate enrollment credits for FISAP	1						
			Reports to aid in IPEDS reporting	1						
			Generates GOALS report as needed by the college	1						
			Students who change enrollment status	1						
			Standard reports with user-defined capabilities	1						
			Fully support FISAP	1						
			Report students who change enrollment status	1						
			Monitor student academic progress	1						

## Cornell College Database Requirements RFP Development

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
<b>Development Module</b>							
Launchable using Microsoft Internet Explorer	1						
Access data for entry/update online	1						
Ability for fundraisers to access the system remotely	1						
Update contact reports	1						
View information about donors to be visited	1						
Create standard form	1						
Collect information about each fundraiser visit to	1						
a donor	1						
a prospective donor	1						
Ability for donors to give online	1						
Secure credit card payments	1						
Access reports online	1						
<b>Donor profile</b>							
vendor will provide Donor profile form and report, including	1						
prospect name	1						
complete gift and pledge history	1						
with or without matching gift information	1						
address information	1						
relationships with college related people and firms	1						
Ability to segment and track donors that will not receive	1						
solicitation mailings	1						
telemarketing calls	1						
Ability to classify a donor	1						
Not to receive reminder mailings once a pledge is received	1						
who makes anonymous gifts	1						
who do not wish to be solicited	1						
Ability to override	1						
Unlimited note fields	1						
Ability to track the following on Individuals/Companies, etc.							
faculty	1						
student	1						
alumni	1						
relationships with other:							
family	1						
firms	1						
students	1						
interests	1						
system must support mailing codes for mailing lists	1						

## Cornell College Database Requirements RFP Development

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
last gift amount	1						
last gift date	1						
any other characteristics of giving and personal information	1						
system must support unlimited notes for an individual	1						
unlimited addresses	1						
do not mail codes	1						
Automates recognition club programs	1						
Generates lists of donors	1						
Gift club donation levels	1						
When donor achieves dollar level notify staff	1						
Produce honor roll of donors	1						
Allows donors to belong to multiple giving societies	1						
Allows husband, wife, or individual company to be added together	1						
Ability to override system calculation	1						
Specify a published name for reports	1						
Specify a legal name	1						
Specify graduation name	1						
Specify preferred mailing address	1						
Specify preferred mailing name	1						
per type of mailing	1						
<b>Prospects</b>							
Ability to develop prospect rating system	1						
Individuals or committees may rate each prospect	1						
Ability to retrieve the rating status	1						
Allow solicitor assignments	1						
Record information from gift officer contacts	1						
allow "ticklers"	1						
<b>Corporate and Foundation Relations</b>							
maintain database of organizations	1						
<b>Planned Giving</b>							
support a variety of gift types	1						
manage the appropriate reminders etc.	1						
distinguish between realized bequest and bequest expectancies	1						
track endowed scholarships, etc.	1						
interface with business office and financial aid to generate donor scholarship	1						
and reports							
<b>Gifts and Pledges</b>							
integrates with campus website in campaigns, etc.	1						
Support secure on-line giving	1						

## Cornell College Database Requirements RFP Development

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
Solicit pledges	1						
Accept pledges	1						
Accept payments	1						
Anonymously	1						
Enter in public reports	1						
Open pledges	1						
amount determined upon payment	1						
<b>Gift processing</b>							
proper handling of charitable/non-charitable gifts	1						
system must support matching gifts processing	1						
Ability to override	1						
complete gift history	1						
proper handling of hard, soft, and reciprocal credit	1						
Accept Check/cash and credit card payments	1						
Integrate with credit card payment software	1						
Allow payroll deductions	1						
In honor of	1						
In memory of	1						
Provides ability to track gifts in kind	2						
Provides ability to track stock and bond gifts	1						
Gifts of Land, equipment, life insurance policies	1						
Adjust or void gift	1						
<b>Pledge processing</b>							
Allow allocation to a single person	1						
Allow allocation to multiple persons	1						
Allow multi-year pledges	1						
pledge payments	1						
Track payments received	1						
Track timing in which payments will be received	1						
Track amount of pledges and payments received previously	1						
Cancel unpaid pledges but retain information for history	1						
<b>Campaign management</b>							
manage multiple campaigns with variable lengths	1						
manage/track multiple components of campaign	1						
track planned giving goals	1						
store and manage goals and results	1						
track solicitations	1						
Ability to note in the system or hold images of correspondence	1						
received from a donor	1						

## Cornell College Database Requirements RFP Development

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
sent to a donor	1						
ability to hold information about verbal commitments	1						
Without generating reminders	1						
Without generating solicitation mailings	1						
Ability to support data segmentation activities	1						
Allow user to select variables based on data fields	1						
Ability to extract data for telemarketing calls	1						
in-house	1						
External company	1						
Hard and soft credit functionality easy to understand	1						
Recording	1						
Gift Coding	1						
Reports	1						
Track single and campaign events	1						
Generates invitations and confirmation letters	2						
Tracks attendance	2						
Creates name tags, etc.	2						
Track mailings and who mailed to	2						
<b>Grants</b>							
Ability to store grant proposal requirements	2						
Total assets	2						
Track range	2						
Track expenditures	2						
Maintain gift, grant, and contact history by year/date	2						
Ability to notify donors of recipients	2						
<b>Scholarships</b>							
View financial aid recipients	1						
Share information with financial aid	1						
Produces acknowledgement letters	1						
Create letter to scholarship recipients	1						
Ability to notify donors of recipients	1						
<b>Communications tracking</b>							
system must support automatic document generation							
Letters	1						
E-Mail	1						
all contacts can be tracked in system	1						
correspondence	1						
phone calls	1						
visits	1						

## Cornell College Database Requirements RFP Development

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
create mailing lists	1						
system must support correspondence track assignments	1						
system must track and maintain history of all contacts	1						
Ability to exclude individuals from mail/phone contact	1						
Unlimited number of salutations and type	1						
Track hometown newspapers and addresses for press releases	2						
produce merge files	1						
<b>Reporting</b>							
vendor must provide reports in the standards set by	1						
FASB	1						
CASE	1						
IPEDS	1						
LYBUNT and SYBUNT reporting	1						
Alumni directory info	1						
Ability to e-Mail Contact reports	1						
Ability to export data into standard formats (Excel, Text, etc.)	1						
Ability to download current year	1						
Actual numbers by donor	1						
Actual numbers by fund	1						
Ability to run outstanding pledge totals and summaries	1						
Without monthly pledge payments	1						
Without duplication	1						
Creates pledge reminders at intervals	1						
Provides a "tickler" calendar with reminders	1						
Various reports by campaign	1						
Ability to create complex reports	1						
<b>Other</b>							
Integrate with other departments	1						
Admissions	2						
Career Services	2						
Financial Aid	1						
Registrar	1						
Business Office	1						
General ledger	1						
Daily	1						
Sends summary of transactions	1						
Batch or individual	1						
Creates reconciliation report	1						
Ability to extract data	1						

## Cornell College Database Requirements RFP Development

Feature/Function/Specification		1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
	budget information	1						
	Each Campaign Fund	1						
	Ability to upload data	1						
	budget information	1						
	Each Campaign Fund	1						
	Ability to hold more than one budget per year.	1						

## Cornell College Database Requirements RFP Alumni

Feature/Function/Specification			1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
<b>Alumni</b>									
	Launchable using Microsoft Internet Explorer								
	Access data for entry/update online		1						
	Ability for alumni to sign up for events		1						
	Collection of credit card payments		1						
	Reports of those who sign up for an event		1						
	Ability to facilitate web-based training		1						
	On-line not for college credit		1						
	chat-room instructions		1						
	system must support moving students to alumni from Registrar								
	Name		1						
	Parent's Name		1						
	Multiple Address Types		1						
	Designate preferred contact address		1						
	Multiple phone types		1						
	Multiple email address types		1						
	Employer		1						
	If matches donations		1						
	Designate if class agent		1						
	Start and end dates		1						
	Graduation Year		1						
	Majors		1						
	Athletics		1						
	Clubs served		1						
	Minors		1						
	Student groups		1						
	Role		1						
	Campus Alumni Events - year and data		1						
	Attendance (per event)		1						
	Marital Status		1						
	Link to spouse		1						
	Is Spouse Cornell Graduate?		1						
	Spouse Graduation Year		1						
	Children		1						
	Name		1						
	Birth Date		1						
	system must support access to student history		1						
<b>Communications</b>									
	Track and record mailings sent to each alumni		1						

## Cornell College Database Requirements RFP Alumni

Feature/Function/Specification			1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
		Document related responses	1						
		Create mass communications	1						
		Based on selection criteria	1						
		Letters	1						
		email	1						
		Envelopes	1						
		Labels	1						
<b>Integration</b>									
		Integrated with other campus departments	1						
		Admissions	1						
		Business Office	1						
		Development	1						
		Registrar	1						
<b>Reporting</b>									
		Ability to produce lists of those who have signed up for an event	1						
		Collect attendance information	1						
		Reports by class year, etc.	1						

## Cornell College Database Requirements RFP

### Room Scheduling

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
<b>Room Scheduling</b>							
Launchable using Microsoft Internet Explorer	1						
Handles reservations online	1						
system must support "request for space" tracking	1						
allows residence halls to be reserved	1						
track all rooms	1						
track all room assignments	1						
allows recurring reservations	1						
allows one-time reservations	1						
automatically checks course offering schedule for time conflicts	1						
system must handle information for:	1						
capacity (min and max)	1						
equipment	1						
Layout/design	1						
A/V Equipment available	1						
type of seating	1						
Primary Use Department name	1						
Type of seating	1						
Handicap accessible	1						
Other	1						
allows multiple people to control rooms based on							
usage	1						
time, date and day	1						
user	1						
Ability to reserve based on academic "block" schedule	2						
Ability to track who is reserving	1						
Number	1						
Begin and end time and date	1						
Contact information	1						
Payments received and due if necessary	1						
Contract sent	1						
contract received	1						
Ability to track if a location can be reserved	1						
Restrict by group	1						
Add charges	1						
Ability to define free time the location is open	1						
by time of day	1						
by calendar day	1						
Ability for requests to be forwarded for approval to appropriate personnel	1						

## Cornell College Database Requirements RFP Room Scheduling

Feature/Function/Specification			1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
		Prior to confirmation	1						
		Ability for users to view a calendar for each location (room)	1						
		View when facilities are available	1						
		View when facilities are not available	1						
		Allow reservations to be changed	1						
		Ability to collect additional information	2						
		Special equipment needed	2						
		Food Service needs	2						
		Support student equipment check out function	3						
		Charge appropriately for missing or damaged items	3						
<b>Communications</b>									
		Generates notifications to appropriate departments	2						
		Equipment needs	2						
		Food Service needs	2						
		Contact and Billing information	2						
<b>Integration</b>									
		Registrar	2						
		Faculty	2						
		Business Office	2						
		Food Service	2						
		Equipment Checkout	2						
<b>Reports</b>									
		Generates weekly schedules	1						

## Cornell College Database Requirements RFP Student Affairs

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
<b>Student Records</b>							
Ability to establish privacy blocks	1						
Student address	1						
Student phone	1						
Grade information	1						
Parent information	1						
Other	1						
Ability to access other department's information on a student	1						
Admissions	1						
Registrar	1						
Ability to access all information regarding a specific current student	1						
Ability to record student status	1						
Additional notes	1						
Additional detail	1						
Ability to access the Photo ID of a student	1						
Ability to store medical concerns regarding a student	1						
Ability to record RA's	1						
Beginning and ending dates	1						
Students assigned to an RA	1						
Beginning and ending dates	1						
Ability to assign students to peer groups	1						
Beginning and ending dates	1						
Ability to assign students to social groups	1						
Beginning and ending dates	1						
Position	1						
Ability to record discipline and violations	1						
Date	1						
Additional information (notes)	1						
Ability to set up, track and report	1						
Programs/workshops	1						
Presented by a defined group	1						
Presented by a person	1						
Department	1						
Presenter	1						
Workshop Sponsor	1						
Name	1						
Block	1						
Date	1						
Time	1						

## Cornell College Database Requirements RFP Student Affairs

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
location	1						
Attendance	1						
Attendance by student	1						
Ability to collect Peer Advocate survey information via the Web	2						
Ability to record student groups registered with the college	2						
Record officers	2						
Record members	2						
Record advisor	2						
By academic year	2						
Begin & end dates	2						
Ability to handle classified members of specific groups	1						
Ability to track officers for student groups each year	2						
Ability to track students of color	1						
Ability to track international students	1						
Ability to track student activities	2						
Sports	1						
Access students athletic eligibility via GPA	1						
For any student/social group org.	1						
Intramurals	2						
Fine arts participation	2						
Access students eligibility via GPA	2						
<b>Integration</b>							
Tightly integrated with Housing, allowing sharing of records	1						
Tightly integrated with Student Health, allowing sharing of records as permitted	1						
Tightly integrated with the Registrar, allowing sharing of records as permitted	1						
Tightly integrated with Admissions, allowing sharing of records as permitted	1						
<b>Incidents</b>							
Ability to classify and track incidents on campus	1						
Description	1						
Student(s) involved	1						
date	1						
location	1						
time	1						
outcome	1						
Ability to track correspondence regarding an incident	1						
Allow authorized users to see incident reports filed and outcomes	2						
Ability to manually add information received from the local police dept.	2						
<b>History</b>							
Minimum of 4 years of history on-line	1						

## Cornell College Database Requirements RFP Housing and Meals

Feature/Function/Specification		1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
<b>Housing</b>								
	Supports unlimited, buildings, and rooms	1						
	Hold dorm room specifications	1						
	Dimensions	1						
	Special Notes	1						
	How the room can be configured	1						
	How the room is currently configured	1						
	Track number of students per room, per floor, per dorm	1						
	Tracks student room changes	1						
	reports to appropriate personnel	2						
	Track room key issue and history	2						
	Lost Keys	2						
	Returned Keys	2						
	Key or proxy card	3						
	Vacancy/occupancy reporting	1						
	Ability to track if student is part of living/learning program	2						
	Record the name of the group	2						
	Ability to handle allocation of damage charges	1						
	Based on who is living in a room	1						
	Based on who living on a floor	1						
	Based on who living in a building	1						
	Based on damage date	1						
	Based on damage discovery date	1						
	Based on period of time the damage charge covers	1						
	Ability to assign students to rooms	1						
	Using online form	2						
	With waitlist	2						
	Manually	1						
	Automatically - use factors from questionnaire	2						
	Quiet/Social	2						
	By Sport	2						
	With begin and end date (term, semester, year)	1						
	Accommodate early arrival for some students	1						
	Bill student or department for room & board charges	1						
	Ability to add current students to the next academic year	1						
	Assign a room to those students	1						
	Ability to track students with special housing arrangements (disabilities, allergies)	2						
	Schedule housing for one time events (seminars)	2						
	Student room lottery system	2						

## Cornell College Database Requirements RFP Housing and Meals

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
Posts housing fees to accounts receivable	1						
post miscellaneous charges	1						
define housing cancellation charges	1						
Handle roommate preference survey through online form	1						
Room and roommate characteristics	1						
Assigns rooms en masse based on survey preferences	2						
Able to create future assignment listing	1						
Will not allow more than the maximum students to be assigned to a room	1						
Ability to override	1						
<b>Integration</b>							
Integration with meal contracts	2						
Integration with student billing	1						
Interacts with Admissions Records - Deposited Students	1						
Interacts with Registrar Records - Current Students	1						
<b>Communication</b>							
Ability to generate letters / emails	1						
Ability to set criteria for specific letters (who gets them)	1						
Record letter, date sent, and who to	1						
Generates roommates name, address, and phone	1						
Notes residence assistant phone and email	1						
Track online work orders for facilities management to complete	2						
Send notification of completed work orders to RA's	2						
<b>Reports</b>							
Report on room history	1						
Who assigned	1						
Start and end date	1						
Generate summary reports	1						
Generate room availability reports	1						
Point in time in history	1						
Head count	1						
By floor	1						
by dorm	1						
Particular date	1						
Generate waitlist reports	1						
Occupancy report listing by building noting vacancies	1						
Vacancy report	1						
Where and who lives there	1						
Ability to produce a list of students by academic level for specific date	1						
Projected standing bases on course registration	1						

## Cornell College Database Requirements RFP Housing and Meals

Feature/Function/Specification		1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
	Generates room and board agreement letters	1						
	Generate housing fees from length of student stay	1						
	Create a resident directory	1						
	Update automatically when room number is changed	1						
	Privacy flags	1						
	Current/Past residence hall occupancy	1						
<b>Meals</b>								
	Ability to record Meal plan	1						
	Cost	1						
	Beginning and ending dates	1						
	Variety of plans	1						

## Cornell college Database Requirements RFP Health and Counseling

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
<b>Student Health</b>							
Records health concerns for a student	1						
Tied to date	1						
Maintains medication and immunization history	2						
Unlimited periodic physical examinations							
Supports required document tracking							
Records pertinent insurance information	2						
Tied to dates							
Track hours							
Employees							
Practicum students	2						
Use defined activities	2						
Licensing	2						
Annual reporting	2						
Allow students to evaluate services anonymously via surveys	2						
Record athletic trainers	1						
Immunizations	1						
Date	1						
Immunizations	1						
Date	1						
Lot number	1						
Record Multiple Insurance carriers for students	2						
Track when insurance claims were filed	1						
Which Company							
Notes regarding follow-up actions	1						
Track refunds							
Track waivers							
Ability to send reminders to students	1						
via email	1						
via address							
Ability to report missing information	1						
via email	1						
via letter							
via phone							
Allow blocking students from registering	1						
deficiencies in medical history	1						
definition of what defines a deficiency	2						
ability to override	1						
Ability to integrate with student billing system	1						

## Cornell college Database Requirements RFP Health and Counseling

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
Ability to track medical resource items that can be checked out by students	2						
Date checked out	2						
Date checked in	2						
By which student	2						
Set due date for return of item	2						
Allow Number of days set independently per item	2						
Ability to notify students via email on due date	2						
Ability to bill students for items not returned in specific period of time	2						
Ability to track clients	2						
demographics information	2						
Start date	2						
end date	2						
number of sessions	2						
no show	2						
cancellations	2						
reschedules	2						
presenting concerns	2						
diagnosis	2						
disposition	2						
counselor(s)	2						
date closed	2						
date re-opened	2						
Ability to track meetings with students	1						
Date	1						
Secure notes field for each session	1						
Ability to create follow-up reminders	1						
Send via email							
Ability to track students interested in internships							
Record student internships							
Ability to track the number of students visited each year	1						
workshops							
meetings							
doctors office							
health center							
other (hospital, etc)							
Ability to collect senior survey information via the web							
Ability to restore results of interest survey in student records	2						
Ability to send notifications with hot links to other college personnel							
Academic advisor							

## Cornell college Database Requirements RFP Health and Counseling

Feature/Function/Specification			1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
		about student's interest in internships							
		internship information							
		Ability to view alumni files							
		Ability to record graduate survey							
		Allow other offices to view							
		Maintains emergency and health information	1						
		Contact names	1						
		Telephone numbers	1						
		Unlimited codes for insurance information	2						
		Unlimited codes for special health conditions	1						
		Confidential basic records	1						

## Cornell College Database Requirements RFP

### Student Placement

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
<b>Student Placement</b>							
Launchable using Microsoft Internet Explorer							
Maintains employer information	2						
Tracks jobs by employer and/or student	2						
Produces employer matching reports by GPA and major							
Resume storage							
Letter tickler system for mail merge							
<b>Career Services</b>							
Ability to track meetings with students	1						
Secure notes for each session	1						
Dated session	1						
Ability to create follow-up reminders (email)	1						
Ability to track students interested in internships	2						
Record internships	2						
Company	2						
Contact	2						
Begin Date	2						
End Date	2						
Notes	2						
Provide transcripts							
Ability to track the number of students visited each year	1						
Workshops documented	1						
Meetings documented	1						
Notes	1						
Date	1						
Ability to collect senior survey information	1						
Use a web form	1						
Store results in student record	1						
Ability to send notifications with hot links to other college personnel	3						
Academic advisor information	1						
Internship information	1						
Identify students interested in internship	1						
Identify students at risk via retention							
Includes organization profile component							
Role and relationship with the college	2						
Track activity	2						
Track history of employment	2						
Track category of employment (defined)	2						
<b>Integration</b>							

## Cornell College Database Requirements RFP Student Placement

Feature/Function/Specification		1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
	Ability to view alumni files	1						
	Ability to record Graduate Survey for other offices to view	1						
	Registrar							
<b>Reports</b>								

## Cornell College Database Requirements RFP HR and Payroll

Feature/Function/Specification	1=Must Have 2= Would Like	Fully Available in Current Release	To be Available in Next Release	Scheduled for Future Release 1=3 months, 2=6 months, 3=1 year, 4=2 years, 5=more than 2 years	Not Scheduled or Planned	Uses Integrated 3rd Party Solution	Clarifications Recommendations Comments
<b>Web-Based Application</b>							
Launchable using Microsoft Internet Explorer							
Ability to develop/modify data entry screens	1						
match processing requirements							
<b>Human Resources</b>							
Employees change their biographical information online	2						
Online Posting for qualified applicants and employees	1						
Based on requirements	1						
Track applications	1						
Resume routing	1						
Interview scheduling	2						
Track interview results	1						
Process Offers	2						
Integrate New Hires into Employee status	1						
Employee biographical information	1						
Unlimited length for title field (1,000)	1						
Ability to classify employee	1						
Emergency contacts listed for each employee	2						
Address	2						
Phone	2						
email	2						
Unlimited contact information	2						
Position begin and end date	1						
Unlimited comment field for position change	2						
Salary begin and end date	1						
Position coding	2						
Track medical information	2						
Track attendance history	2						
Background History	2						
Education	2						
Employment	2						
Includes professional/community organization information	2						
Track publications with title, date, publisher, etc.	2						
Tracks employee training	2						
Includes training program and date completed	2						
Define unlimited number of leave plans	1						
Types of leave	1						
Track begin and end dates	1						
Limit carryover hours							

## Cornell College Database Requirements RFP HR and Payroll

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Set maximum leave accrual limit	1						
Process and track all paid and unpaid leave requests	1						
Tracks reason for leave	1						
Tracks approval of leave requests	1						
Unlimited comment field							
Abilities to setup leave pool							
Tracks employee and number of hours donated							
Provides detailed transaction report							
Leaves detail audit log							
Track visa and international information	1						
Work permit information	1						
Stores beneficiary information	2						
Multiple beneficiaries							
Ability to define benefit eligibility	1						
Ability to have taxable and non-taxable benefits	1						
Ability to set limits on benefits and deductions	1						
Tracks overall employee benefit costs per employee	1						
Exit interview information	2						
User defined questions	2						
Responses	2						
Dated for each per employee	2						
Contract schedules	1						
Pay Out schedules	1						
Start date	1						
End date	1						
User-defined capabilities	1						
Includes comment field for employee							
Faculty							
Maintain years to tenure							
Faculty status							
Discipline							
Rank							
Review date							
Provide faculty contracts based on work load assignments							
Tracks contact information							
Provides historical data							
Course section, advising, etc.							
Track previous, current, and pending sabbaticals							
Ability to define load periods outside of academic terms							

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Classroom accommodation requirements	2						
Allow reactivation of former employee	1						
Tracking capabilities	2						
Retirement program associated with individual	2						
Ability to set up benefits for retired employees	2						
Ability to post vacancies online	1						
Reports applications received online	1						
Define rank codes							
Position and salary table	1						
What-if salary budget calculations	1						
Pay ranges associated with position/job codes	1						
Set minimum, midpoint, and maximum salaries per position	1						
Ability to enter job descriptions	1						
Track performance reviews	1						
Review Date	1						
Identify supervisor	1						
Enter time worked online							
Allow supervisor to mark as "approved"							
Capture reasons for absence	1						
Track overtime	1						
Track user defined rating							
Track review results	1						
Tracks anniversary dates for employees	1						
Record Performance evaluation information							
Support an unlimited number of	1						
pay codes	1						
vacation codes	1						
sick codes	1						
Track holiday hours							
<b>Payroll</b>							
Ability to do timecards online for faculty/staff/students	1						
Online approval by supervisors	1						
Print confirmation	1						
Ability to make changes/adjustments prior to approval	1						
Integrate student timecards with financial aid for work study	1						
Track distribution of expenses	1						
Track earnings limit	1						
Position/Job coding							
EEOC code for each position/job code	1						

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Description of duties							
Set up and store pay grades	1						
All wage expenses related to employment contract in appropriate fiscal year	1						
Employees that have payouts of less than 12 months	1						
Final payout of the salary contract include	1						
Accrual and withholding of appropriate benefit amounts	1						
health insurance where premiums and coverage are on a 12-month cycle	1						
Handles pre-tax and/or post-tax dollars	1						
Supports flexible spending accounts	1						
Process wage garnishments	1						
Allow for the integration with benefit provider software	1						
Wellmark	1						
TIAA/Creff	1						
Allows unlimited benefits and deductions	1						
Unlimited number of plans for each benefit	2						
Effective dates of benefits	1						
Allows batch processing enrollment/un-enrollment	1						
Process payroll for need and non-need student employees							
Process biweekly, monthly							
individual tax rates and cycle							
Process payroll for hourly and/or salary employees	1						
Ability to calculate "across the board" pay increases	1						
Pay salaries over 9, 10, or 12 months	1						
Handle more than one type of pay per person	1						
Calculate entitlements	1						
list entitlement balances on pay stub							
Automatically calculate retroactive pay	1						
Provides ability to make non-wage payments	1						
Prevent negative amount checks	1						
Define multiple earning codes	1						
Ability to exempt employees from tax withholding	1						
Manage deductions and reductions with flexible schedules							
Perform calculations for federal and state withholding, etc.	1						
Automated tax information updates	1						
Federal payroll	1						
State payroll	1						
Individual overrides of specific deductions	1						
Calculate taxes for foreign national employees	1						
Withhold court ordered deductions	1						

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Specify which deductions are included/excluded from tax calculations	1						
Automatically calculate overtime	1						
Prints payroll checks and advices	1						
notice of direct deposit	1						
Electronic check reconciliation for cleared payroll checks	1						
Ability to process single checks	1						
Ability to handle checks online	1						
Reissue checks	1						
Void checks or direct deposit	1						
Create manual checks	1						
Reverse checks	1						
Ability to void a check number range	1						
Ability to produce paychecks on special run basis	1						
Provides summary screen for checks on specified date ranges	1						
Updates general ledger	1						
<b>Workers Compensation</b>							
Record information on incidents	1						
Track information for multiple injuries	1						
Track lost hours	1						
Record and track claims	1						
<b>Integration</b>							
Integrates with general ledger	1						
Integrates with financial aid							
Integrates with student accounts							
Provides interface to accounts receivable							
Allow for easy import and export of information							
Excel	1						
Word	1						
Ability to generate letters on demand	1						
Text files	1						
Access	1						
Integrate with							
Outlook mail	2						
Calendar	2						
To-do list	2						
Process direct deposit for	1						
Payroll	1						
Expense reports	1						
Ability to directly deposit checks into multiple accounts	1						

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Meets all NACHA standards for direct deposit	1						
Integrates with ADP electronic transmission of payroll data	1						
Ability to perform account reconciliation	1						
Ability to assign GL codes	1						
Payroll	1						
Benefit expenses	1						
Not annualize stipend checks	1						
withholding purposes	1						
calculate benefits except	1						
Medicaid	1						
Social Security	1						
Handle timing differences	1						
contract payouts that cross fiscal years	1						
Handle accrual of salary and benefit expense	1						
Costs that apply to appropriate fiscal year	1						
Payments in the subsequent fiscal year	1						
Recorded against the payable	1						
Not recorded to expenses	1						
Enables employee gift donations from payroll							
Interfaces with institutional advancement							
Interfaces with the Business Office							
Accept Credit Card payment online							
Allow deduction from paycheck							
<b>Communication</b>							
Ability to generate letters on demand	1						
<b>Reporting</b>							
Easy report and query functions	1						
Ability to drill down to source information	1						
Ability to retrieve information in user-defined manner	1						
Online directory of faculty and staff	1						
Prints payroll registers and posting reports	1						
Reports sick leave, vacation time, etc. on pay stubs	1						
Ability to view online	1						
Produce federal quarterly year-end reports	1						
Integrates with general ledger	1						
Produce federal 941 report	1						
Produce 1099-R report	1						
Produce 1042-S report and magnetic media	1						
Ability to report multiple state taxes, works comp, and unemployment insurance	1						

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Massively change groups such as insurance rates	1						
Report user defined data	1						
Year end processing							
quarterly and yearly data	1						
W-2 data (print/reprint)	1						
Make calendar year data viewable for next calendar year	1						
Monitor each step of processing	1						
Fiscal Year reporting	1						
Calendar year reporting	1						
Academic year reporting	1						
Query and report on Notes fields	2						
Flexibility to add new data elements for new regulations	1						
Contains affirmative action information	1						
Produce detailed audit report	1						
IPED'S reports	1						
CUPA reports	1						
AAUP reports	1						
Generates lists by department etc.	1						
Print organizational charts	1						
Provide regular tax table updates	1						
Include report formats for federal payroll related reports	1						
Include report formats for state payroll related reports	1						
Historical records							
Physical year	1						
Calendar year	1						
by individual	2						
by position	2						
Deduction	1						
Entitlements and benefits	1						
Retirement	1						
Check registers by payroll and employee	1						
<b>History</b>							
Ability to track entire history of employee	1						
Salary	1						
Begin employment date	1						
Position begin date	1						
Position begin date	1						
Historical records							
Physical year	1						

# Cornell College Database Requirements RFP

## HR and Payroll

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	Calendar year	1						
	by individual	1						
	by position	2						

## Cornell College Database Requirements RFP Facilities - Vehicle Management

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<b><u>Physical Plant, Work Order</u></b>							
Launchable using Microsoft Internet Explorer							
Provide access to work orders	1						
Track orders	1						
Cost orders	1						
Record and assign emergency orders	1						
Store time and material usage information	1						
Tracks major expenses, etc.	1						
Updates the general ledger							
Monitors work orders in progress	1						
Allows department to search work orders by various criteria	2						
Schedule routine and contractor work	1						
If materials are needed for work order through requisitions	1						
Prints work order requests	1						
Ability to store historical records of preventative maintenance	1						
Provide access to current and historical data	1						
Track preventative maintenance	1						
<b><u>Vehicle Management</u></b>							
View student demographics	1						
ID number	1						
Directory information	1						
Room	1						
Phone	1						
Record parking registrations	1						
Record parking violations	1						
Track parking lot assignments and capacity	1						
<b><u>Fines and holds</u></b>							
system must support transfer of fine/fee information	1						
system must support holds	1						
<b><u>Parking</u></b>							
Supports automobile registration tracking	1						
Searches for tag, license number, or student	1						
Integrates parking fines with billing	1						
<b><u>Integration</u></b>							
Business Office	2						
Registrar	2						
Student Affairs	2						
<b><u>Reports</u></b>							
Unassigned work orders	1						

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	In progress work orders	1						
	Completed work orders	1						
	Warranty records	2						
	Rooms, descriptions, and structural layouts of buildings	1						
	Warranty information	2						
	Registered parking permits	1						
	Lot registered	1						
	Capacity of lots	1						