

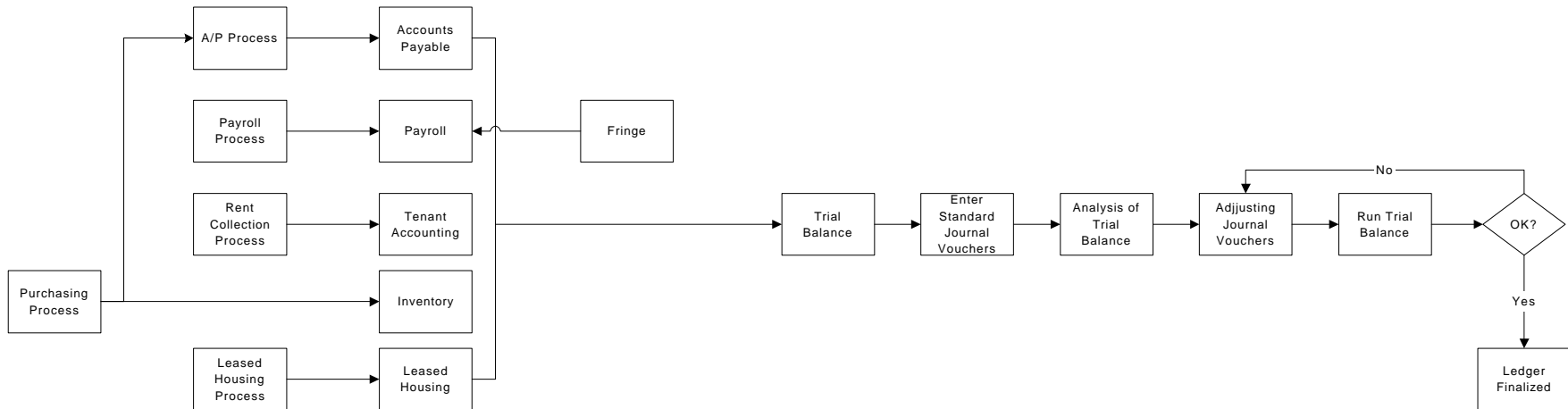
Financial Management:

Overview:

Currently, the BHA processes approximately 3,140 general ledger transactions. Each of the eleven CCS modules transfer transactions to the general ledger based on user time schedules (Payroll is weekly and other modules are monthly). The biggest problem with the current system is the inability to accurately tie general ledger transactions back to the source module. The BHA would like a system that allows staff to easily track the general ledger transactions to the source module. The BHA would also like transactions to transfer to the general ledger in real time.

Future Workflow Process Maps:

Financial Management - Period Closing



No.	Process	Requirement Description	P*	Comments
1.	General Set-Up:	The module must allow for multiple general ledgers.	1	
2.	General Set-Up:	For each general ledger the module must provide for a fiscal year end date.	1	
3.	General Set-Up:	For each general ledger at year-end the module must provide the choice of closing out revenue and expense postings to a designated closing account or leaving the balances as cumulative.	1	
4.	General Set-Up:	The module must allow for a thirteenth (13 th) period to allow posting of final year-end closeout entries.	1	
5.	General Set-Up:	The General Ledger module must seamlessly interface with all modules that generate and/or use accounting information, including (but not limited to): <ul style="list-style-type: none"> ▪ Accounts Payable ▪ Tenant Accounting ▪ Accounts Receivable (Other) ▪ Payroll ▪ Inventory (Materials and Fixed Assets) ▪ Leased Housing, including Portability Accounts Receivable ▪ Grants Management 	1	
6.	General Set-Up:	Allow for the reuse of general ledgers. This would necessitate start and end date fields in the general ledger/fund set-up.	3	
7.	General Set-Up:	The ability to set the characteristics of a fund/general ledger shall be restricted to authorized users.	1	
8.	Chart of Accounts:	Must allow for account segmentation with a minimum of eight (8) segments. Each segment represents a specific functionality and the assignment of segment to function shall be determined at the implementation of the general ledger module.	1	
9.	Chart of Accounts:	Account segments must support a minimum of eight (8) alpha-numeric characters	1	

Legend:

P*riority	1 = Mandatory	2 = Important	3 = Nice to Have
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No.	Process	Requirement Description	P*	Comments
10.	Chart of Accounts:	Use of account segments and characters should be optional, that is <ul style="list-style-type: none"> • Segments can be skipped or left off if not necessary in the particular application • Only the necessary characters need be entered in a particular segment instead of "0" or spaces representing unused characters. 	2	
11.	Chart of Accounts:	The module should support "shortcut" designations for full accounts or allocation table.	1	
12.	Chart of Accounts:	Must allow for restrictions to segment combinations (with authorized override ability)	1	
13.	Chart of Accounts:	Allow for time restrictions to be imposed on the use of any account segment combinations (with authorized override ability)	3	
14.	Chart of Accounts:	The module must support allocation tables which authorized users can change on demand: <ol style="list-style-type: none"> 1. Addition or deletion of account numbers, and/or 2. Allocation percentages 	1	
15.	Chart of Accounts:	Allow reuse of account segments. This would necessitate start and end date fields in the segment set-up.	3	
16.	Chart of Accounts:	The ability to create, delete, or reuse segments shall be restricted to authorized users.	1	
17.	Posting:	Transactions from the interfacing modules should be posted to the general ledger in real time.	1	
18.	Posting:	Module must have the ability to close periods and reject transactions posted to these closed periods.	1	
19.	Posting:	Module must also make users aware of rejected transactions and have the ability to report on all rejected and pending transactions	1	
20.	Posting:	Module must accept input of future transactions and post when the applicable period arrives.	1	
21.	Posting:	Module must support the format and modification of re-occurring journal entries and post these when activated.	1	

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22.	Posting:	The module should automatically assign journal voucher numbers as well as accept (in a separate field) identifying alphanumeric codes assigned by the user.	1	
23.	Posting:	The module should provide fields for journal voucher entry date, effective date and /or accounting month and year.	1	
24.	Posting:	The module should provide space for narrative justifying the journal entry.	1	
25.	Posting:	The module should allow for the attachment of electronic documents to a journal entry	3	
26.	Transaction Audit:	The module must allow for on-screen drill down into an account balance to trace the source transaction(s), including: <ul style="list-style-type: none"> ▪ Journal voucher number, entry date, effective date, and narrative. ▪ Source module identification and associated details (i.e. for Accounts Payable details would include amount, check number, check date, vendor, and purchase order or contract number). ▪ Electronic document attachments (if applicable). 	1	
27.	Reporting:	The module must have the ability to produce basic financial reports: <ul style="list-style-type: none"> ▪ Income and Expense Statement ▪ Balance Sheet 	1	

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No.	Process	Requirement Description	P*	Comments
28.	Reporting:	The module must feature a robust Report Writer. Features should include: <ul style="list-style-type: none"> ▪ The ability to use any segment of the account as a primary key. Additional segments can be selected by the user as secondary keys ▪ The ability to impose rules to get at specific data. ▪ The ability to format the report in an appealing, easy to read format (i.e. indents, spaces between data lines, titles, highlighting totals, etc.) ▪ The ability to download reports in a useable form to spreadsheet software (particularly MS Excel) or embed reports in a document (particularly MS Word). ▪ The ability to share report formats but protect them from unauthorized alteration. ▪ The ability to copy report formats to allow for alteration. 	1	
29.	Reporting:	For any report the user should be able to specify an individual fund/general ledger, a complete roll-up of all funds/general ledgers, or a selection according to their needs.	1	
30.	Reporting:	The module should provide standard reporting in prescribed HUD formats: <ul style="list-style-type: none"> ▪ Financial Data Schedule ▪ HUD 52681 	2	
31.	Archiving:	Historical data retained within this module shall be limited only by the needs of the users or the capacity of the system.	1	
32.	Archiving:	This module must support the electronic archiving of data, either to CD-ROM or a successor format. The archiving format must allow for easy access to the data and the ability to transfer the data in a usable form to spreadsheet	1	
33.	Archiving:	If system space allows, this module must support the uploading/restoration of previously archived data for report purposes.	1	

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