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# **Sarasota Finance System Upgrade Project**

## **Gap Analysis Appendix E To The Master License Agreement**

Version 2.1

Date Last Updated: November 26, 2008



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## Revision History

<b>Name</b>	<b>Date</b>	<b>Reason For Changes</b>	<b>Version</b>
Ravi Nanda Sue Titus	8/22/2008	Initial creation	1.0
Sue Titus	9/17/2008	To record GAP review changes	1.1
Ravi Nanda	9/18/2008	To record GAP review changes	2.0
Steve Hanner	10/23/2008	To reflect that the Sarasota Specific Modifications will be provided at no charge.	2.1

# 1. Introduction

## 1.1 Purpose

This document is the Gap Analysis Overview for the Sarasota County Schools TERMS to CrossPointe.net Upgrade Project. This document includes direction on how the Gap Analysis has been structured, a Plan Summary and a Detail Section. The first section provides a project introduction, describes how the Gap Analysis Plan fits into the project documentation, and it identifies timelines, participating staff and responsibilities. The second section contains the outcome of gap meetings that were conducted by CrossPointe.net and Sarasota staff.

The target audience of this document is the project management team, including executives and the steering committee, and members of the Sarasota County Schools TERMS to CrossPointe.net Upgrade Project team. This document provides an overview of the process and provides documentation that the team produced as a result of the gap analysis.

The points of contact for comments about this plan and document are the Product Managers, Ravi Nanda and Sue Titus, and Sr. Account Executive, Stephen Hanner.

## 1.2 Team and Roles

Due to the breadth, depth, impact and risk of this project many participants are involved in development of the Gap Analysis. The Gap Analysis team is responsible for specific gap tasks for each functional area within the Finance system. Individuals who participate on the Gap Analysis project teams provide input and participation on the gap task required for the project. The following is a list of all Gap Analysis participants.

### 1.2.1 CrossPointe Participants

Name	Role
Ravi Nanda	Product Manager
Sue Titus	Product Manager

### 1.2.2 Sarasota Participants

Name	Role
Mitsi Corcoran	Chief Finance Officer
Al Weidner	Deputy Chief Financial Officer
Carrie Hannabass	Treasurer
April Aitken	Budget Accountant
Jinny Carman	General Fund Specialist
Barbara Cohen	Budget Accountant
Leslie Gillis	Capital Fund Specialist
Desiree Henegar	Assistant Budget Director
Bonnie Lyons	Budget Accountant
Jane Mahler	Special Revenue Specialist
Laura Peaslee	Accounting Supervisor
Jean Schwied	Budget Accountant
Nancy Wilson	Internal Accounts Specialist
Pat Black	Director, Materials Management/Purchasing
Candy Bellew	Manager, Purchasing/Fixed Assets
Dr. Sharon Richert	Supervisor, Media/Instructional Materials

### 1.3 Project Timeline

The following are milestones associated with the Finance System Gap Analysis.

Dates	Purpose
6/2/2008 – 6/6/2008	Gap Analysis Meetings
6/18/2008 – 6/20/2008	Gap Analysis Meetings
8/22/2008	Prepare and submit documents to Sarasota for review
9/15/2008 – 9/16/2008	Gap Analysis Review
9/29/2008	Sign-off on Final Version

## 2. System Features

Development of the Gap Analysis Plan is categorized by functional areas. Each module has been reviewed by the Gap Analysis team and a detailed list of features identified. The following sections list outcomes of the Gap Analysis meetings and are classified as baseline, future enhancements or customizations.

Functionality of existing TERMS application or equivalent will be included as part of baseline features of the CrossPointe .net software solution.

### 2.1 Purchasing

#### 2.1.1 Baseline Features

##### 2.1.1.1 Accounting Enhancements

- 2.1.1.1.1 Sarasota would like continue to place rollover PO's and budget associated with rollover PO's in period 00.
- 2.1.1.1.2 Sarasota would like to continue to have the ability to roll PO's based on account dimensions.
- 2.1.1.1.3 The district expressed concern about the ability to post date RQ's. Currently Cross Pointe defaults to the date of entry and does not need to be input; however, the ability to change the date exists and it can be post dated. Ideally this should be a control field so the district can chose a default date option and the ability to ghost the field. Requisition can be back dated.
- 2.1.1.1.4 It would be a benefit to identify construction contract PO's by a unique PO type. Currently they are blankets but need to stay open at year end, complicating the year end PO blanket PO mass close.
- 2.1.1.14 Requisition Status: Currently, Purchasing can put a status level on requisitions which are ready for review. The requisitions which are being held to check the pricing, it is coded as a "P". If purchasing is waiting for something from the cost center, it gets coded as a "W". If the requisition in rejected and it is sent back, it gets coded with an "R". Purchasing would like to keep this capability so that at any point in time they can see how many are waiting for something or are to be deleted because they have been rejected. They would like a similar capability.

##### 2.1.1.2 Bid Tracking

- 2.1.1.2.1 Terms and Conditions: Sarasota is recording partial Bid data without having a Bid System. The data stored is for Accepted bids only. The T&C in the TERMS field is not only being used to display instructions to the vendors for shipping terms or information, it is referencing bids and they are linking the bids to vendor(s). They would like to keep all this functionality and incorporate other changes. They are using current CrossPointe fields to house the data, but the programming has been modified extensively in-house to meet their needs. During the GAP analysis, screen prints regarding the functionality of

the in-house programming were gathered. This will need to be further discussed in-house and with the district.

2.1.1.2.2 Terms and Conditions - They would like to have a report for T&C codes with sorts.

2.1.1.2.3 Terms and Conditions: They want the ability to link an original bid to a new Terms and Conditions.

2.1.1.2.4 Terms and Conditions: They would like a bid number look-up.

2.1.1.2.5 Terms and Conditions: If the bid is a catalog, they would like the option to link to the district website catalog directly from the requisition screen.

2.1.1.2.6 Terms and Conditions: The definition screen should accommodate attachments.

2.1.1.2.7 Terms and Conditions: If a T&C is used and it has vendor numbers attached, it should edit the vendor field if the vendor is not on the bid.

2.1.1.2.8 A Requisition/PO can be attached to ONLY one bid.

### **2.1.1.3 Buyer Codes**

2.1.1.3.1 In Sarasota, the buyer code is used to identify the requisitioner. It was determined that the "Mark for" field in .net would suffice for this purpose. The "marked for" field should consist of a drop down list and the code should contain the phone number and email address of the contact. They would like this information to have a table "behind it" so they can store information to print on the PO. For example: "Please Contact Sue Titus at 772.567.3325 or at stitus@crosspointeinc.com". The system should default to the person who entered the requisition, but also have the ability to override the default. They are currently inputting this information manually on the body of the PO. The "Marked for" information should print on the body of the Purchase Order.

### **2.1.1.4 Change Orders**

2.1.1.4.1 Change orders are made to construction purchase orders when changes to contracts are approved by the Board. A change order is prepared using predefined form and currently goes through manual approval. Crosspointe allows users to change the purchase order directly as opposed to the current TERMS functionality. Currently, the change order process is manual and done outside the system; only change in encumbrance is recorded in the system. It has been mentioned that CrossPointe.net should be modified to have a special PO type for construction purchase order. Change orders should be assigned a change order number and can be reported.

### **2.1.1.5 Independent Contractors**

2.1.1.5.1 Independent Contractors are hired for special need students, consultants, and other services. The Independent Contractor Form is available on Sarasota County School Dist web site. There currently is a flag that maintains whether or not a vendor has been fingerprinted, but some special data for Finger prints is maintained for the independent contractor. The customer fields can be used in CrossPointe.net to store that information and User Defined Reports can be used to generate reports on that data. There does

not seem to be any requirement for processing payments for independent contractor which is not available in CrossPointe.net.

#### **2.1.1.6 PO Entry**

2.1.1.6.1 The district would like the "ship to" field default to be "auto-modified" based on rules - i.e. if it is a fixed asset object, change 'Ship-TO' to Warehouse. This is applicable for fixed assets and Textbook Orders.

2.1.1.6.2 Capability to have multiple ship-to-locations for a PO is needed. The possible solution was to provide separate ship-to-location at PO Group level.

#### **2.1.1.7 PO Printing**

2.1.1.7.1 Option to print each PO group on separate page is needed. This will be required to provide capability to have multiple 'Ship to Address' for a PO.

#### **2.1.1.8 Receiving Enhancements**

2.1.1.8.1 Receiving is currently a global setting - receive all auto fill vs. no fill. This needs to be a setting on the individual receiving screen. This intent of this change is to expedite receiving a few items on a lengthy PO - and partials. Ideally, they would like to pick and choose the received items from a list if there is no fill.

2.1.1.8.2 Currently the receive status must be identified if it is partial amount received. The default should be "not yet received" and if the quantity received is less than the quantity ordered, the code should be auto filled as "partial" or "incomplete". If the quantity received equals the quantity ordered, the code should auto fill as "complete" The receive status should auto fill unless there is an exception code that needs to be identified, such as "item broken" CrossPointe's receiving does not require a received status, but the system "knows" when the receiving is partial or complete. The district currently does not use on-line receiving, but will review business practices.

2.1.1.8.3 The district is concerned about the current ability for everyone to receive goods on any PO in the system. Need to look into the need for receiving restrictions/security. Need to support Cost Center level security.

2.1.1.8.4 Receiving on Blanket PO's: The solution should provide three options:

1. Add a line to the receiving screen (as Ravi demonstrated)
2. Do not require receiving on Blanket POs
3. Receive by amount.

#3 requires training since the QTY=\$ and is not the normal processing for blankets on entry. Need to explore other options on blanket PO's.

#### **2.1.1.9 Reports**

2.1.1.9.1 Add project selection to outstanding PO report - for future flexibility, this should be expanded to include all account dimensions.



- 2.1.1.9.2 The district prefers to fax all POs, so as a result, would like a method to flag vendors which have been contacted for a fax number, but do not have fax capability - the district "requires" the fax number. The "PO Dispatch Method" field on the Vendor screen CrossPointe.net will be utilized to indicate all vendors that have a FAX number on file. CrossPointe.net will work with the district to design and place the fax number on the printed PO.
- 2.1.1.9.3 Sarasota monitors the changes made by the purchasing department and links the changes to the \$ saved to the district from these changes. This is currently entered and maintained on an Excel spreadsheet. Purchasing provided sample Excel sheets where they maintain this data. CrossPointe.Net stores complete log of changes made to requisition/PO by the Purchasing department and a UDR report can be developed.

**2.1.1.10 Requisition/Purchase Order Management**

- 2.1.1.10.1 Currently, the district runs a report copy of all RQs, since they want a permanent record of the original RQ information. They want to track the original submission and any changes that have been made to them. After the changes have been made, they want the ability to batch approve these RQs (CP FB053) - an example of the current Requisition Report was provided (CP FB051) with added fields customized at Sarasota used as report copy of RQs). The RQs come to purchasing in a tentatively approved state, they make change on the RQs needing change and then they run a batch approval of all RQs on the report.
- 2.1.1.10.2 It would be a benefit to identify blanket PO's by a unique PO type and would like to maintain current special processing for blanket PO's. For example, currently there is a batch program that will close all outstanding blanket PO's at year end. They would like to have the same functionality in .net.
- 2.1.1.10.3 They would like to see limited "approver" list on Workflow substitution - If the schools have the ability to substitute, they currently have the ability to substitute a secretary. The list will limit who can be a substitute approver.
- 2.1.1.10.4 Sarasota would like the ability to enter some POs with amounts entered just for approval purposes and will be closed automatically. This will be more like Requisitions which will never be converted to POs. The funds needs to be encumbered for these POs and relieved on 'Close'.

**2.1.1.11 Textbook Ordering/Inventory**

- 2.1.1.11.1 Textbook Ordering System: Sarasota has a textbook system on AS400 developed by an independent consultant. The system has two main functions, one for ordering books from Florida School Book Depository and second for maintaining inventory of text books. Catalog of text books available from Florida School Book Depository is maintained in system to help schools ordering books.
- 2.1.1.11.2 Textbook Ordering System: Maintenance of Catalog of textbooks from Florida School Book Depository. This functionality needs to be added. IT was determined that the ISBN number will be the key. The FSBD has all ISBN's on their website, but the files sent by FSBD should be modified to include ISBN's on the nightly update of catalog pricing file.
- 2.1.1.11.3 Textbook Ordering System: Ordering of books from Florida School Book Depository. We will review if CrossPointe.net requisitioning and approval process can be modified to implement this functionality.

- 2.1.1.11.4 Textbook Ordering System: Dispatching of Purchase Orders to Florida School Book Depository: Currently, Sarasota has special process to consolidate and send orders to Florida School Book Depository using FTP. CrossPointe will need to develop similar process.
- 2.1.1.11.5 Textbook Ordering System: Currently books are received at a central warehouse and then delivered. This needs further review to see what changes will be required in the CrossPointe.net receiving process.
- 2.1.1.11.6 Text Book Inventory: The district currently maintains a textbook inventory and custom programming is used which creates an inventory of all books that are ordered from the textbook ordering system. However, other books are ordered via the regular requisitioning system are currently added manually. In Crosspointe.net, it is planned that the Florida School Book orders will be generated from the normal requisition process. A process to gather ALL book requisitions will be used. We need to review if we can use CrossPointe.net Warehouse system for this or if we need to develop a new one.
- 2.1.1.11.7 Textbook Inventory: Need a process to make surplus books available.
- 2.1.1.11.8 Textbook Inventory: Textbook ordering: Need a process to request transfer of books from other schools.

**2.1.1.12 Travel Requisition/PO enhancements**

- 2.1.1.12.1 They have a home grown travel requisition/PO travel approval processing screens which are very comprehensive. They want to keep this functionality. We need to further analyze this. Workflow would enhance this process but is based on travel "type", as opposed to originator or account. They would also like a "Trip ID" added to the travel RQ added to the screens to group travel destinations together (i.e. FSFOA, FTEC, FASBO, etc). Their in-house programming is similar to the CrossPointe programming, but theirs is more robust and comprehensive.

**2.1.1.13 Vendor Attachments**

- 2.1.1.13.1 They would like to have the ability to attach their vendor application, W9, etc to the vendor maintenance screen.
- 2.1.1.13.2 Vendor Maintenance should include the "order contact and email" as well as "Payment contact and email". CrossPointe.net has a separate contact and email for each address. The solution discussed was that Sarasota will have separate order and remittance address records. The other option discussed was to add the contact info in notes.
- 2.1.1.13.3 They have a specific process before adding a vendor. All vendors should have a W9 on file. They would like to have the ability to send a W9 reminder.

**2.1.2 Future Consideration**

**2.1.2.1 Requisition/Purchase Order Management**

2.1.2.1.1 Incorporate the ability to send a "Close PO" request via workflow from the originator. Ideally it would be best to send a report to the user with "stale dated" PO's and be able to mass close POs based on an indicator on the report, perhaps via excel.

**2.1.2.2 Construction Contract Management**

2.1.2.2.1 For Multi Year Construction Projects: would like a process to enable entering a purchase order for the full cost but encumber partial amount every year.

2.1.2.2.2 Retainage for Construction POs: The process is manual and entries are recorded in the system. Further review needs to be done to see if CrossPointe.net needs additional functionality.

**2.1.2.3 Textbook Requisitions/PO's**

2.1.2.3.1 Textbook Ordering: Ideally, books should be bar-coded and the system should tie into a barcode system such as Follett, to expedite inventory and transfer of books.

**2.1.2.4 Vendor Maintenance**

2.1.2.4.1 Mass Generation of Email for W9 reminder to vendors.

**2.1.3 Sarasota Specific Customization**

None

## 2.2 Accounts Payable

The current accounts payable process will be altered substantially with the implementation of on-line receiving. Currently the schools approve the invoices and send them to accounts payable. District personnel are receptive to centralizing invoices in Accounts Payable so that the payment process can be expedited.

### 2.2.1 Baseline Features

#### 2.2.1.1 AP Processing

2.2.1.1.1 Incorporate the ability to pay vendors (and employees) via ACH.

#### 2.2.1.2 Credit Card Interface

2.2.1.2.1 The Pcard interface provided by .net is acceptable, but programming will be needed to set up the Pcard layouts. They currently use SunTrust. The current Pcard interface in at Sarasota creates Journal entries. It was discussed that CrossPointe.net will create AP Vouchers and Payments in lieu of journal entries. The system should auto-generate the ACH because the bank sweeps the file for payment.

#### 2.2.1.3 Invoice Entry

2.2.1.3.1 Modify the invoice date to be blank to force the end user to correctly input the date from the invoice in this field.

2.2.1.3.2 Modify the system so that the accounting date to pre-fills as the entry date and have the field protected from change.

2.2.1.3.3 Need code for notes to the vendor. The verbiage for this code should appear on the check's remittance advice. This field is designed to define reasons why check is short/over, etc. This is a two character field with a drop down box that lists the remittance information.

2.2.1.3.4 Sarasota would like to keep the utility invoice screen to capture usage data for utilities.

2.2.1.3.5 Sarasota would like to keep the travel invoice payment screen.

2.2.1.3.6 Keep the current functionality of the legacy CrossPointe/TERMS Multiple Invoice screen with Account Mask at header with different cost centers and amount at detail line level.

2.2.1.3.7 Incorporate the ability to mass input (upload) the invoice screen. This would be helpful when the district distributes Lead Teacher funds, etc.

2.2.1.3.8 Sarasota would like Payment Type (Partial or Final) defaulted based on PO Type, with override capability.

2.2.1.3.9 In addition to the blank invoice number, they would like a user defined "standard list" as a prompt for commonly used invoice numbers. The system should be modified to always require an invoice number.

#### **2.2.1.4 IRS Reporting**

2.2.1.4.1 1099 Processing: Need to explore the ability/methodology to add amounts to the 1099 file to accommodate transactions outside the accounting system to be merged with the district's 1099 final filing. Examples of this are free standing internal accounts (Student Activity) and Retired Employee Taxable Benefits. Ideally, this will recognize and create vendors in the vendor file and merge the vendor dollars. The ability to combine and then generate the 1099's is critical, since the combination of the payments from the district and the outside payments may be over the 1099 threshold (currently \$600). Current CrossPointe functionality supports the process, but districts provide the local modifications to merge the imported data.

2.2.1.4.2 1098's for Tuition - they were not sure where or if these were generated. They were hoping that the Career Tech module would incorporate tracking this and want to be involved in the overview of this.

#### **2.2.1.5 Query/Search**

2.2.1.5.1 They would like a hot link on the PO number to the PO screen from the invoice panel.

2.2.1.5.2 Sarasota would like a search on Invoices by account strip or any portion of the account strip..

2.2.1.5.3 They would like to see the total payments on a PO from the invoice screen.

#### **2.2.2 Future Consideration**

None

#### **2.2.3 Sarasota Specific Customization**

##### **2.2.3.1 Invoice Entry**

They would like to explore using a file supplied by Florida Power and Light to upload to the invoice screens, just like Pcard transactions.

## 2.3 General Ledger

The TERMS system has balance sheet control accounts for revenue and expenses and maintains revenue/expenditures at a subsidiary ledger. This was discussed and Sarasota staff did not show much concern regarding this. However this issue needs to be reviewed thoroughly and make a decision since it affects all existing CrossPointe customers.

In addition, TERMS allows for different account structure for balance sheet, expenditure and revenue accounts. CrossPointe.net has uniform account structure for all ledger types. Our discussions regarding this issue did not indicate any issues with this.

Deposits/cash receipts are entered as journal entries in CrossPointe. These will be entered as deposits in CrossPointe.net. It was noted that the CrossPointe.net system is not entirely journal entry based as the TERMS product.

### 2.3.1 Baseline Features

#### 2.3.1.1 Control Settings

2.3.1.1.1 Currently CrossPointe stores and edits against encumbrance deadlines and expenditure deadlines for project accounting. (Federal, but can be used elsewhere) They want to keep the current functionality. Note: In some states this is needed by fund - Indiana identifies federal grants by fund numbers.

#### 2.3.1.2 Federal Reporting

2.3.1.2.1 Currently CrossPointe stores the Federal CFDA number and the DOE grant/project number. These are displayed for each grant on the FA399. They want to keep the current functionality.

#### 2.3.1.3 User Defined Reporting

2.3.1.3.1 They want to have user security applied to UDR.

#### 2.3.1.4 Document Attachment Capability

2.3.1.4.1 They would like to have attachments on the account number maintenance screen.

### 2.3.2 Future Consideration

#### 2.3.2.1 Board Reports (Local)

2.3.2.1.1 We were provided a set of Board Reports. The reports are presented in Excel sheets with graphs but data is available via finance reports. Some data is manually keyed in. CrossPointe.net will be able to provide the data for reports as is available or we will need to develop the reports in final format.

### **2.3.3 Sarasota Specific Customization**

None

## 2.4 Budgeting

Budget Preparation is done via Excel spreadsheets. Budget is compiled at an aggregate level, not at function level and they currently do this manually on the budget submission to the state. They use a position control system, but it does not interface into the payroll/finance system. Sarasota staff is more than willing to make changes to enhance this process.

Currently, Sarasota uses school registration data, student FTE projections and student grade progression to derive at number of sections and teachers required for budget preparation. It is anticipated that this process will continue using CrossPointe.net student data.

### 2.4.1 Baseline Features

#### 2.4.1.1 Account Management

2.4.1.1.1 Sarasota would like the ability to do a mass update of next year's account (as opposed to single account on control record) based on any account dimension. This is for changing grants or changes in some account dimension values or set of accounts from one year to the next year.

2.4.1.1.2 Sarasota would like the ability to do a mass account add of new accounts. CrossPointe.net has mass creation of accounts via Excel sheet. We may want to add a batch process to clone certain set of accounts to create a new set. I.e. adding a new department or location. Current process is efficient but not completely automated.

#### 2.4.1.2 Budget Adjustments and Transfers

2.4.1.2.1 Budget transfers will be enhanced by workflow, but we need the ability to determine the validation rules on input and save. CrossPointe.net's account security will take care of some of the rules, but this needs to be further explored. These rules are currently defined with customization to TERMS.

2.4.1.2.2 The district needs the ability for the end user to add accounts on the budget transfer screen and send automatic workflow notification. Perhaps if the account is not on file, the approver adds the accounts and then saves the budget transfer? The CrossPointe system allows the end user to enter accounts that do not exist, the transfer creates a journal entry and the reviewer posts the transaction on the JE screen which allows for the creation of accounts.

#### 2.4.1.3 Budget Planning and Adoption

2.4.1.3.1 The budget process starts during December; April is when budgets are distributed to budget managers. June is when the tentative budget must be finalized and the Budget is adopted in September. Need the ability to adopt the budget annual year fund - or any other account elements. In CrossPointe.net, this will be based on "responsibility groups" which are defined by the district.

2.4.1.3.2 The district needs the ability to roll forward "carry forward" amounts into the new budget year (primarily for grant accounts). This would be based on any account dimension



combinations. The program should roll forward only the available balances at year end. This is for both revenue and expenditure accounts. The district currently has a “roll rules” document which outlines the budget roll forward accounts.

2.4.1.3.3 The online budget preparation screens were demonstrated and Sarasota staff agreed that this could be used for the budgeting of discretionary funds in lieu of the spreadsheet method. However, it was pointed out that the input screen did not display the allocation amount that they need to budget. It would be much more user friendly to have this field on the screen and have it recalculate the remaining dollars as data is input. The budget allocation is done at Responsibility Group and the input screen has many options for filtering accounts and therefore will not be possible to display allocations for selected accounts. But, as locations will have access to only limited responsibility groups, we can show the allocation for a single selected responsibility group. It was expressed that the district would like allocation by function within a Responsibility Group. This needs to be discussed further.

#### **2.4.1.4 Budget Management**

2.4.1.4.1 Extra Duty days and contracted services- non-contract are currently getting approval in advance from the budget administrators at each site via an extra duty contract form; it then flows to budget. Once approved by budget then the payroll pays. Sarasota would like to process this via workflow to automate the process.

### **2.4.2 Future Consideration**

None

### **2.4.3 Sarasota Specific Customization**

#### **2.4.3.1 Budget Management**

2.4.3.1.1 Sarasota would like a report of negative balances within any account parameters and the ability for the system to do automatic transfers within the same parameters. CrossPointe.net has a report to list all accounts with negative balances which was demonstrated. But, further programming and discussion is needed for automated creation of budget transfers. The system provides import function from an excel sheet for budget transfers.

## **2.5 Accounts Receivable/Cash Receipts/Cash Management**

### **2.5.1 Baseline Features**

#### **2.5.1.1 Accounts Receivable - Invoice Entry**

2.5.1.1.1 They would like the ability to generate recurring invoices.

2.5.1.1.2 Invoice Aging Report by fund.

2.5.1.1.3 Clone button on Invoice input screen.

2.5.1.1.4 Import (upload) function for A/R transactions is needed.

#### **2.5.1.2 Cash Management – AR Invoice Printing**

2.5.1.2.1 They would like a "tear-off" remittance on the invoice, with pertinent information printed.

#### **2.5.1.3 Cash Management - Wire Transfers**

2.5.1.3.1 They would like to have the journal entries associated with wire transfers be "recorded" in the bank file, since it affects cash. CrossPointe.net provides the functionality if the invoice entry screen is used.

#### **2.5.1.4 Cash Receipt - Receipt Entry**

2.5.1.4.1 Since they may have food service use the system, they need the process to be security driven so they do not see each other's entries, similar to RQs.

2.5.1.4.2 Sarasota would like to see separate invoice numbering sequence for various "users" of the invoice system (i.e. Food Service).

2.5.1.4.3 In addition to a blank description on the receipting screen, they would like to see a drop down list of district defined descriptions.

### **2.5.2 Future Consideration**

None

### **2.5.3 Sarasota Specific Customizations**

#### ***2.5.3.1 Cash Receipt - Receipt Entry***

2.5.3.1.1 Sarasota would like to process a budget amendment at time of receipt (expense or revenue accounts) - with workflow approval. The budget amendment will be for both revenue and expense. The accounts for amendments can be derived based on user defined rules.

#### ***2.5.3.2 Cash Management - Bank Reconciliation***

2.5.3.2.1 Sarasota would like to be able to generate a list of stale dated checks and have the ability to auto generate an email to the vendors. CrossPointe.net provides the capability to create stale dated checks but there are no email capabilities.

## **2.6 Grant/Project Management**

### **2.6.1 Baseline Features**

#### **2.6.1.1 Federal Reporting**

2.6.1.1.1 The ability to run several FA399s from one batch request is needed. FA399's should have the ability to span fiscal years.

#### **2.6.1.2 PO Query/Search**

2.6.1.2.1 Sarasota would like keep the current ability to search and find a list of open PO's by project – or by any other piece of the account strip.

#### **2.6.1.3 Construction Project Management**

2.6.1.3.1 They would like to see a multi-year inquiry screen display of account activity detail for projects. This is similar to the student activity account display, but displaying yearly activity, totaling by project across years.

2.6.1.3.2 Sarasota prepares capital budget forecasting on Excel sheets and has provided a sample.

#### **2.6.1.4 Federal Reporting**

2.6.1.4.1 They would like to see a mechanism to assist in Federal Cash Advance processing. If they are not using the salary encumbrances, they need the ability to run the anticipated salary/benefits for a date range. There was a change from DOE to process Federal Cash Advance by project, which makes the process more cumbersome.

### **2.6.2 Future Consideration**

#### **2.6.2.1 Construction Project Management**

2.6.2.1.1 Possible consideration for Project Mgmt. Job Costing Module for construction and or long term projects, to handle budgeting, contracts, addendums with the project vendors, etc.

Future Consideration Note: If this is to be considered for future designs a potential contact within Sarasota: Director of Construction Services – Chuck Collins and Project Director Construction Services – Sue Boufford.

#### **2.6.2.2 Federal Reporting**

2.6.2.2.1 Sarasota would like the system to generate the indirect cost calculation and auto fill the JE screen for the final entry. This may be addressed by UDR with a download of the expenditure information to Excel.

**2.6.3 Sarasota Specific Customization**

None

## 2.7 Asset Management

The district currently has barcode readers and software which needs to be replaced. The software is no longer being supported by the company. The district is asking that CrossPointe assist in selecting scanners and software

### 2.7.1 Baseline Features

#### 2.7.1.1 Asset Entry/Modification

2.7.1.1.1 In order to expedite data entry and insure the validity of the data, they would like the "Asset type" masked from the object code, rather than keyed.

2.7.1.1.2 As mentioned in the Purchasing section of this document, they want a default "Ship to" when the fixed asset objects are used when inputting the RQ. This should default, but can be overridden to accommodate the exceptions (i.e. the item is too heavy, needs installation, etc).

2.7.1.1.3 Sarasota would like to generate an asset transfer request to move inventory items from the exception report created during the physical inventory process. This would include workflow.

#### 2.7.1.2 Asset Transfers

2.7.1.2.1 Need Asset Transfer screens online for asset transfers between cost centers/locations with workflow.

#### 2.7.1.3 Clone Feature

2.7.1.3.1 A quick process to create multiple fixed asset item of same type (like 500 computers) is needed.

#### 2.7.1.4 Control Settings

2.7.1.4.1 The system needs the ability to identify several capitalized objects. Currently in CrossPointe.net, it is one object or all objects "starting with" i.e. specifying "51" for the object includes all objects starting with 51 - result of 5100-5199. In Florida, we need to be able to accommodate a list of objects that may not be in a sequential range. The objects defined by the state are 621, 641, 643, 65X.

2.7.1.4.2 In Florida there are relationships between expense objects and GL classifications. These should be programmatically controlled for accuracy. This will be addressed using a table in the background.

### **2.7.1.5 Import Feature**

2.7.1.5.1 Sarasota would like the ability to input fixed asset records via Excel and update the system from Excel.

### **2.7.1.6 Note Feature**

2.7.1.6.1 Sarasota would like notes attached to the change log so that the reason for the change can be recorded.

### **2.7.1.7 Note Feature/Attachments**

2.7.1.7.1 For missing items, schools are required to file a police report and details of that can be maintained in Notes for the fixed asset record or attached to the record.

### **2.7.1.8 Query/Search**

2.7.1.8.1 Online Inquiry to provide list of fixed assets items on order.

### **2.7.1.9 Reports**

2.7.1.9.1 Currently, a report is printed listing all fixed assets items which are expected to be received at warehouse. Receiving report in CrossPointe.net can be modified to filter orders by type (with the addition of Fixed Asset type PO's) to provide the similar data.

2.7.1.9.2 If the asset is to be deleted, they would like a screen to input and earmark for deletion (a pre-deletion code was discussed). They need the ability to compile these into a list to take to the board. CrossPointe.net has this capability; the board report should be able to be produced by using UDR. A "status" field and a date field will be added to indicate whether or not and when the asset record will be deleted (deletion date will indicate board approval date). No changes will be allowed to deleted records.

2.7.1.9.3 Sarasota would like a fixed asset depreciation detail report and also a summary report by function.

2.7.1.9.4 Sarasota would like to see a combined balancing report for fixed assets which provides details and exceptions from AP payments and asset records. There are two separate reports at this time, but not one that combines the information. The report will have an option to print only 'Exceptions'.

### **2.7.1.10 Reports**

2.7.1.10.1 They would like to explore the possibility of creating the Tangible Personal Property report from the fixed asset system. Currently they are keeping an Access database and the report is created via Access. There is not a standard for this report in Florida, so this would be a custom report. It was discussed that if there was a place in the system to record the information required to classify each location as required by the Property Appraiser, then information can be gathered for the report via excel. We obtained a copy of the Access Database to gather more information on what is needed.

## **2.7.2 Future Consideration**

**2.7.2.1 Asset Entry/Modification**

2.7.2.1.1 Sarasota will like an option for skeleton records to be created at the time of entry of PO.

**2.7.3 Sarasota Specific Customization**

None



## 2.8 Warehouse

Sarasota may consider incorporating the Food Service and Transportation warehouses into the system. CrossPointe.net can accommodate this. They expressed that they would like our assistance in researching and exploring bar code systems for the warehouse.

### 2.8.1 Baseline Features

#### 2.8.1.1 Accounting Enhancement

2.8.1.1.1 Multiple Accounts (Cost Strips) for a warehouse requisition.

2.8.1.1.2 CrossPointe.net updates the stock on hand when a warehouse order is entered, but Sarasota will like that to be done when the item is picked. We explained we can use the status column to provide computed stock on shelves. This issue requires further discussion. It was decided that stock on hand will be updated only at the time of pick up.

2.8.1.1.3 At year end, the orders for next year should be orders which should not update stock on hand till ready to be delivered. Currently, when a requisition is approved, it updates the stock on hand. The system need to be changed so that stock on hand is updated only when the item is picked.

2.8.1.1.4 Special transaction for Returned Goods is needed.

2.8.1.1.5 No back ordering.

2.8.1.1.6 Account restriction for warehouse requisitions. There is list of objects which can be used for warehouse orders.

2.8.1.1.7 There is no adjustment to stock price from received items to payments for items.

#### 2.8.1.2 Bid Data

2.8.1.2.1 Bid Data: Most of warehouse orders are based on bid items. Sarasota maintains various excel sheet to make bid data available for creating warehouse restocking orders. CrossPointe.net will make that data available in the system.

2.8.1.2.2 Ability to store Bid Number, Awarded Price and Vendor on the Catalog record is needed.

#### 2.8.1.3 Forms

2.8.1.3.1 Special order form for teachers to fill orders is needed.

#### 2.8.1.4 Pick List/Delivery Tickets

2.8.1.4.1 They have a north/south delivery route; or some type of delivery tickets to assist in routing the order deliveries.

2.8.1.4.2 New format for pick list / delivery ticket is needed.

2.8.1.4.3 Delivery Type, Schedules or Summer Delivery - summer orders for delivery in next year needs special processing. Currently, these orders are entered with '\*' in 'Mark For' column.

2.8.1.4.4 Multiple routes of delivery to maintain relation between location and delivery route is needed.

2.8.1.4.5 Items are boxed to consolidate orders and delivery is done using boxed items. There is no record maintained in the system of number of boxes at the time of pick up and boxes delivered. CrossPointe.net will allow entry of number of boxes for each order.

### **2.8.1.5 Reorder Processing**

2.8.1.5.1 Reorder Processing: Sarasota maintains an excel sheet of history data and use this to create reorders for restocking warehouse.

### **2.8.1.6 Reports**

2.8.1.6.1 Printed Catalog for school - may need change in format.

2.8.1.6.2 Warehouse approves each requisition and assigns last date before/on the order needs to be delivered. The system must keep track of when the order was entered, when was it approved by warehouse and by whom, when was it picked up and by whom and when was it delivered and by whom, who received it and when. Currently, a lot of data is maintained on an Excel sheet and statistical reports are printed from that data. CrossPointe.Net will make the data available in the system and a report can be developed in UDR.

### **2.8.1.7 Warehouse Order Entry**

2.8.1.7.1 For ordering media or instructional materials, the shipping cost is automatically calculated based on weight and added to the order.

## **2.8.2 Future Consideration**

### **2.8.2.1 Scanner Interface**

2.8.2.1.1 Scanner Interface: Load all orders on hand held device and then use scanner to pick up items from bins. Also, scanner should be able to print label for delivery boxes.

2.8.2.1.2 Electronic signatures on delivery tickets like FedEx delivery where all orders are loaded in a hand held device and the person receiving the order will sign on hand held device.

### **2.8.2.2 Reorder Processing**

2.8.2.2.1 Automatic creation of Warehouse Restocking POs based on Reorder report.

### **2.8.3 Sarasota Specific Customizations**

#### ***2.8.3.1 Pick List/Delivery Tickets***

2.8.3.1.1 Grouping items by weight on Pick List so that heavy items are loaded first.

2.8.3.1.2 Warehouse maintain log on items pulled (picked) by a person to monitor efficiency of the employees. Sarasota will like to automate this process.

## 2.9 Student Activity/Internal Accounts

Sarasota uses EPES for maintaining internal (student activity) accounts in all schools. Each school has its own copy of the software. The business office is responsible for cash reconciliation for all school which is done by accessing each school system remotely.

The Student Activity module was demonstrated and general feeling was that it will meet the district requirements. A separate District will be defined to maintain internal accounts for all schools. Cash reconciliation will be still done by the district business office. This system will not be required in Phase 1.

### 2.9.1 Baseline Features

#### 2.9.1.1 Auditing Enhancement

2.9.1.1.1 EPES provides Audit Report for missing checks numbers and missing receipts. We need to develop new reports or use UDR to generate the audit reports.

2.9.1.1.2 Various auditor tools are included in EPES and other internal accounting software, such as random selection of checks, receipts for audit examination. We may want to look into this further.

#### 2.9.1.2 Accounting Enhancement

2.9.1.2.1 Sarasota allocates certain amount of money to each teacher for class room supplies. Currently, expenditures against allocation are done manually on an excel sheet. This is a school bookkeeper concern and applies to the district allocations, not student activity.

### 2.9.2 Future Consideration

#### 2.9.2.1 Accounting Enhancement

2.9.2.1.1 Sarasota allocates certain amount of money to each teacher for class room supplies. Currently, expenditures against allocation are done manually on an excel sheet. This is a school bookkeeper concern and applies to the district allocations, not student activity.

### 2.9.3 Sarasota Specific Customization

None

## 2.10 Cost Report

The Cost Report software is an ancillary system that runs on an AS400 platform and is provided by the state. Currently, the district loads the software on their AS400 and processes the Cost Report using their own processor. Rapid Solutions Group maintains the state software and it's the support provider for any issues pertaining to the completion of the Cost Report. Rapid Solutions can also be contracted as an ASP provider to district who do not have an AS400 to process the Cost Report.

Sarasota uses average footage and does not load FISH data for the Cost Report.

### 2.10.1 Baseline Features

#### 2.10.1.1 Interface Extract

- 2.10.1.1.1 CrossPointe.net has process to extract Payroll data for the cost report but needs to be reviewed.
- 2.10.1.1.2 Finance Data: We will need to develop process to extract data for cost report. It was discussed to have flexible design where user can define various tables for the cost report and can link accounts at account element levels to each table.
- 2.10.1.1.3 Student Data: We will need to develop a process to extract the student data for cost report.

### 2.10.2 Future Consideration

None

### 2.10.3 Sarasota Specific Customization

None

### **3. Assumptions and Dependencies**

- a. Cost report software will require a separate contract with Rapid Solutions as the ASP. Sarasota County Schools is responsible for purchasing this component. CrossPointe will assist with implementation as necessary.
- b. Fixed asset handheld scanners and warehouse scanners will need to be purchased / identified in order to support interfacing.
- c. A comprehensive review of each and every report and State Reporting Requirements currently used by Sarasota was not conducted. Reports identified by Sarasota as custom are documented in the appropriate sections in this document.