

Session 11 - Finance: Procurement – Requisitioning, Purchasing, Accounts Payable, and Fixed Assets



Date: Thursday, March 31, 2022

Time: 10:30am – 12:30pm

Ellucian

Evaluator's Name: _____

	Functionality	Comments
1	Present a hands-on overview of the Procurement Solution –demonstrate standard processing in the procurement solution (15 minutes)	
2	Demonstrate the ability to create, modify, or delete vendor data, e.g., company name, address, tax identification number, vendor type, minority status, providing for different vendor types such as supplier, independent contractors and students.	
3	Demonstrate the ability to manage a customized vendor application and Certificate of Insurance using document management functionality.	
4	Demonstrate how vendor billing addresses and physical addresses are maintained.	
5	Demonstrate the ability to avoid the creation of duplicate vendor records.	
6	Demonstrate the ability to provide vendors with self-service capabilities to maintain vendor information such as contact name, addresses, direct deposit information. Demonstrate vendor self-service registration as part of a pre-qualification process, e.g., I-9, 1099s, insurance, minority business status, etc. Describe how data security is maintained and audited with vendor self-service.	
32	Demonstrate the deactivation of a vendor.	
50	Demonstrate the ability to query the system for transaction data based on vendor name, date, check number, invoice number, or purchase order number.	
8	Demonstrate the ability to create an online purchase requisition for the current fiscal year and for a future fiscal year.	

Evaluation URL:

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24	Demonstrate the ability to track purchase requisitions, e.g., open, rejected, and tied to a purchase order.	
28	Demonstrate how an end user can track the progress of his/her purchase requisition throughout the procurement process.	
11	Demonstrate the real-time prevention of purchase requisitions that exceed budgeted funding. Show how end users are notified	
12	Demonstrate the real-time prevention of purchase requisitions with improper account codes, unauthorized object codes and funds.	
13	Demonstrate the ability to enter requisitions with multiple accounting distributions.	
9	Demonstrate the online approval/rejection process for purchase requisitions.	
10	Demonstrate notification of actions to approvers and requestors through the approval process. Show how routing logic can be utilized – e.g., by amount, commodity code, technology purchase, etc.	
17	Demonstrate the ability to allow for electronic approval of POs and the security that supports those approvals.	
16	Demonstrate the ability to email POs as a PDF to vendors with request for confirmation or other documentation of receipt with notification of dispatched PO to the requester.	
10	Demonstrate notification of actions to approvers and requestors through the approval process.	
46	Demonstrate the ability to take advantage of favorable payment terms, e.g., net 30 days.	
14	Demonstrate the creation of a purchase order, including the following data:	

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14a	Vendor data	
14b	Item (product/service) data, e.g., model, quantity, description, color, size	
14c	Ship-to address	
14d	Drop location	
14e	Comments	
14f	Terms and conditions	
14g	Requested fulfillment date	
14h	Cost/expense data, including taxes, shipping, etc.	
14i	Buyer's name, phone, and email	
14j	Requester's name, phone, and email	
15	Demonstrate how the system may require additional information based on the type of Purchase Order so that POs related to Contracts will require the following:	
15a	Contract Control # or Project #	
15b	Board Approval date	

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15c	Indication that Contract is required	
20	Demonstrate the ability to copy and replicate a PO that supports changing the vendor's name and other information on the PO.	
21	Demonstrate the printing of a hardcopy purchase order.	
22	Demonstrate the creation of an electronic purchase order.	
23	Demonstrate the ability to assign different types of purchasing activities, e.g., commodity codes to a buyer.	
18	Demonstrate the creation of complex purchase orders that involve multiple purchase requisitions.	
19	Demonstrate the ability to create open purchase orders – including requiring a maximum dollar amount.	
25	Demonstrate the ability to track purchase orders, e.g., open, standing, closed.	
26	Demonstrate the automatic generation of purchase order numbers. Also demonstrate the creation of unique requisition and PO numbers for bond-related procurements.	
27	Demonstrate the automatic generation of requisition numbers.	
28	Demonstrate the ability to revise purchase orders, given proper security rights at the requisition level, approver level and buyer level. Demonstrate how an end user can track the progress of his/her purchase requisition throughout the procurement process.	
33	Demonstrate the integration of a bids management system and its capabilities.	

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34	Demonstrate integration of an e-procurement system and its capabilities.	
35	Demonstrate the process for document and email attachment to the Requisition and PO records, including methods for organizing multiple documents.	
7	<p>Demonstrate how your system can utilize questions about sustainable products in the supplier database entry to provide information about suppliers.</p> <p>Sample supplier questions:</p> <ul style="list-style-type: none"> • Will you comply with SRJC’s sustainable purchasing policy as attached here? • Will you be supplying sustainable products to SRJC? • Are you certified as a Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Disadvantaged Business Enterprise (DBE), Small Business (SB), Disabled Veteran Business Enterprise (DVBE) , or other diverse supplier business? 	
58	<p>Demonstrate how your system displays sustainable product attributes in the e-catalog/shopping interface following the sustainable attribute hierarchy:</p> <ul style="list-style-type: none"> • Demonstrate how your system indicates which products and services are “greener” than others • Describe how your system can filter and/or sort by third-party certifications • Describe how your system can filter and/or sort by energy consumption metrics 	
59	<p>Demonstrate your system’s capability to prioritize viewing green products in the e-catalog/shopping interface.</p> <ul style="list-style-type: none"> • Describe how your system can create a curated shopping list of green products • Describe how your system displays green products at the top of search results • Describe how your system can add extraneous labels advertising sustainable and/or high performance qualities 	

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60	Demonstrate how your system alerts users when purchasing a product that qualifies for a green product certification.	
61	Demonstrate your systems ability to integrate external punch-out catalogs.	
62	Demonstrate how your system prompts users to add relevant green purchasing requirements to RFPs	
63	Demonstrate how your system requires submission of a justification for requests of non-sustainable products	
36	Demonstrate the receiving process and indication of receipt of goods/services in the system	
38	Demonstrate the following Accounts Payable functions:	
38a	Entry of an invoice against a purchase order	
38b	Entry of an invoice without a purchase order	
38c	An accounts payable transaction that updates the General Ledger, budget availability, and purchase order data	
38d	Ability to pay the cost of freight, handling, taxes, etc., by line item or the entire purchase order	
38e	Ability to make partial/full payments	
38f	Ability to block payments with user-defined parameters, e.g., payee identification number, duplicate invoice number	
38g	Ability to record invoice number	
38h	Ability to make a payment that exceeds the purchase order amount—up to a user defined dollar limit	
37	Demonstrate tracking overdue/ partial shipments and return processes, including notification of end users	

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43	Demonstrate the ability to create and submit positive payment files to banks.	
47	Demonstrate the ability to generate a report of pending accounts payable—with information about check numbers, zero/negative balances, etc.	
51	Demonstrate the ability to load check transaction data from a bank’s electronic file to clear for reconciliation.	
52	Demonstrate the ability to track and report outstanding checks.	
55	Demonstrate the ability to void a check, with both scenarios:	
55a	Payable is cleared	
55b	Payable is re-established for future payment	
54	Demonstrate the ability to automate the processing of recurring payments, e.g., monthly rentals.	
40	Demonstrate the approval process for pending check runs.	
41	Demonstrate the ability to make electronic payments to vendors.	
42	Demonstrate the ability to make payments from multiple banks.	
44	Demonstrate the ability to generate accounts payable checks and ACH payments	
56	Demonstrate the ability to generate an out-of-cycle check.	
39	Demonstrate how the previous process can be supported by document management and workflow tools to automate this process as a fully electronic approval system.	
31	Demonstrate the ability to support Procurement Card transactions through to payment.	
29	Demonstrate the system’s ability to generate the following reports:	

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29a	Open purchase orders and their amounts	
29b	Vendors needing a 1099	
29c	Pending requisitions awaiting conversion to purchase orders	
29d	Aged purchase orders	
29e	Activity details by vendor, buyer, commodity code and PO type. (e.g., blanket, contracts, etc.)	
29f	Past due purchase orders	
29g	CAL State EDD reports	
29h	Minority and disadvantaged business report.	
49	Demonstrate the ability to generate a report of past due invoices.	
48	Demonstrate the ability to generate a report of invoices not paid at year end.	
53	Demonstrate the ability to generate reports that enable accounts payable forecasting.	
45	Demonstrate the ability to generate a single vendor payment rather than multiple separate payments.	
57	Demonstrate the ability to perform 1099 and EDD processing.	
30	Demonstrate the ability to create a report for the Board of Trustees of all Purchase Orders and MOUs for a user defined period of time.	
64	<p>Describe how your system can use data migration and systems integration tools, API's, Web Services that are provided within the solution that will support tight, real-time integration with third party solutions. Show how this can be used to incorporate sustainable attribute product data from third-party green product certifiers (e.g. ENERGY STAR).</p> <ul style="list-style-type: none"> • Sustainable attribute hierarchy: 	

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	<ul style="list-style-type: none"> ○ Type of product (energy-using v.s. non-energy using) ○ Sustainable product (e.g. is it a certified green product?) ○ Third-party certification (e.g. ENERGY STAR certified, EPEAT certified) ○ Energy consumption metrics (e.g. kw, kwh/yr, etc.) 	
65	<p>Demonstrate how your system provides reports based on product attributes:</p> <ul style="list-style-type: none"> • Demonstrate how a user can generate a report based on product code (e.g. NAICS code) • Demonstrate how a user can generate a report based on green certification type (e.g. GreenSeal certified, ENERGY STAR certified) • Demonstrate how a user can generate a report based on product code and green certification type (e.g. how many Laptops are ENERGY STAR certified). 	
66	Please describe, in detail, all other services or features your system offers that would support SRJC's sustainable purchasing goals.	
Fixed Asset Management		
67	Demonstrate the process of taking a PO item to a complete asset record	
68	Demonstrate the following Fixed Asset functions:	
68a	Ability to assign characteristics to a particular fixed asset, including purchase order number, cost basis, tag number, fixed asset number, location (campus, building, room), depreciation schedule, budget number, purchase date, responsible party, disposal date and method, differentiation of grant assets, etc	
68b	Ability to generate fixed asset inventory reports, including segregation by asset type, account code, department, location, PO number, vendor, and description.	

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68c	Ability to identify fixed assets as missing, relocated, broken, cannibalized, donated, sold at auction, etc.	
68d	Ability to dispose of a fixed asset and report gain/loss on disposal.	
68e	Ability to reconcile fixed asset records to the General Ledger	
69	Demonstrate the ability combine fixed assets and non-fixed assets on a single purchase order.	
70	Demonstrate the ability to combine two lines from a PO into a single asset record.	
71	Demonstrate the ability to track construction-in-progress.	
72	Demonstrate the ability to support the calculation and posting of depreciation of fixed assets by location. Include the following	
72a	Pro-Rated	
72b	Straight Line	
72c	Ability to default key depreciated data	

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Evaluation Form
Perceived Strengths of Vendor Solution:
Perceived Weaknesses of Vendor Solution:
Additional Comments:
Acceptability of Vendor Solution: <input type="checkbox"/> Yes <input type="checkbox"/> No

Evaluation URL: