

**Session 11 - Finance: Procurement – Requisitioning, Purchasing, Accounts Payable, and Fixed Assets**
**Date: Thursday, April 14, 2022**
**Time: 10:30am – 12:30pm**
**Anthology**

	Functionality	Comments
1.	Present a hands-on overview of the Procurement Solution –demonstrate standard processing in the procurement solution (15 minutes)	
<b>Vendor Management to Approval</b>		
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.	
5.	Demonstrate the ability to avoid the creation of duplicate vendor records.	
4.	Demonstrate how vendor billing addresses and physical addresses are maintained.	
3.	Demonstrate the ability to manage a customized vendor application and Certificate of Insurance using document management functionality.	
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.	
<b>Procurement to Payment Processing</b>		
7.	Demonstrate the ability to create an online purchase requisition for the current fiscal year and for a future fiscal year.	

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26	Demonstrate the automatic generation of requisition numbers.	
10	Demonstrate the real-time prevention of purchase requisitions that exceed budgeted funding. Show how end users are notified	
11	Demonstrate the real-time prevention of purchase requisitions with improper account codes, unauthorized object codes and funds.	
12	Demonstrate the ability to enter requisitions with multiple accounting distributions.	
8.	Demonstrate the online approval/rejection process for purchase requisitions.	
28	Demonstrate how an end user can track the progress of his/her purchase requisition throughout the procurement process.	
9	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.	
13.	Demonstrate the creation of a purchase order, including the following data: <ul style="list-style-type: none"> <li>a. Vendor data</li> <li>b. Item (product/service) data, e.g., model, quantity, description, color, size</li> <li>c. Ship-to address</li> <li>d. Drop location</li> <li>e. Comments</li> <li>f. Terms and conditions</li> <li>g. Requested fulfillment date</li> <li>h. Cost/expense data, including taxes, shipping, etc.</li> <li>i. Buyer's name, phone, and email</li> <li>j. Requester's name, phone, and email</li> </ul>	

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25.	Demonstrate the automatic generation of purchase order numbers. Also demonstrate the creation of unique requisition and PO numbers for bond-related procurements.	
17.	Demonstrate the creation of complex purchase orders that involve multiple purchase requisitions.	
14.	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:	
	a. Contract Control # or Project #	
	b. Board Approval date	
	c. Indication that Contract is required	
15.	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.	
16.	Demonstrate the ability to allow for electronic approval of POs and the security that supports those approvals.	
18	Demonstrate the ability to create open purchase orders – including requiring a maximum dollar amount.	
19	Demonstrate the ability to copy and replicate a PO that supports changing the vendor's name and other information on the PO.	
20	Demonstrate the printing of a hardcopy purchase order.	

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21.	Demonstrate the printing of a hardcopy purchase order.	
36	Demonstrate the receiving process and indication of receipt of goods/services in the system	
37	Demonstrate tracking overdue/ partial shipments and return processes, including notification of end users	
22	Demonstrate the ability to assign different types of purchasing activities, e.g., commodity codes to a buyer.	
23	Demonstrate the ability to track purchase requisitions, e.g., open, rejected, and tied to a purchase order.	
24	Demonstrate the ability to track purchase orders, e.g., open, standing, closed.	
27	Demonstrate the ability to revise purchase orders, given proper security rights at the requisition level, approver level and buyer level.	
31	Demonstrate the ability to support Procurement Card transactions through to payment.	
38	Demonstrate the following Accounts Payable functions: a. Entry of an invoice against a purchase order	
	b. Entry of an invoice without a purchase order	

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	c. An accounts payable transaction that updates the General Ledger, budget availability, and purchase order data	
	d. Ability to pay the cost of freight, handling, taxes, etc., by line item or the entire purchase order	
	e. Ability to make partial/full payments	
	F. Ability to block payments with user-defined parameters, e.g., payee identification number, duplicate invoice number	
	g. Ability to record invoice number	
	h. Ability to make a payment that exceeds the purchase order amount—up to a user defined dollar limit	
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.	
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.	

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43	Demonstrate the ability to create and submit positive payment files to banks.	
44	Demonstrate the ability to generate accounts payable checks and ACH payments	
45	Demonstrate the ability to generate a single vendor payment rather than multiple separate payments.	
46	Demonstrate the ability to take advantage of favorable payment terms, e.g., net 30 days.	
54	Demonstrate the ability to automate the processing of recurring payments, e.g., monthly rentals.	
55	Demonstrate the ability to void a check, with both scenarios: a. Payable is cleared Payable is re-established for future payment	
56	Demonstrate the ability to generate an out-of-cycle check.	
32	Demonstrate the deactivation of a vendor.	
33	Demonstrate the integration of a bids management system and its capabilities.	
34	Demonstrate integration of an e-procurement system and its capabilities.	

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35	Demonstrate the process for document and email attachment to the Requisition and PO records, including methods for organizing multiple documents.	
29	Demonstrate the system's ability to generate the following reports: a. Open purchase orders and their amounts	
	b. Vendors needing a 1099	
	c. Pending requisitions awaiting conversion to purchase orders	
	d. Aged purchase orders	
	e. Activity details by vendor, buyer, commodity code and PO type. (e.g., blanket, contracts, etc.)	
	f. Past due purchase orders	
	g. CAL State EDD reports	
	h. Minority and disadvantaged business report.	
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.	

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47	Demonstrate the ability to generate a report of pending accounts payable—with information about check numbers, zero/negative balances, etc.	
48	Demonstrate the ability to generate a report of invoices not paid at year end.	
49	Demonstrate the ability to generate a report of past due invoices.	
50	Demonstrate the ability to query the system for transaction data based on vendor name, date, check number, invoice number, or purchase order number.	
52	Demonstrate the ability to track and report outstanding checks.	
53	Demonstrate the ability to generate reports that enable accounts payable forecasting.	
57	Demonstrate the ability to perform 1099 and EDD processing.	
51	Demonstrate the ability to load check transaction data from a bank's electronic file to clear for reconciliation.	
<b>Fixed Asset Management</b>		
58	Demonstrate the process of taking a PO item to a complete asset record	



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59	<p>Demonstrate the following Fixed Asset functions:</p> <p>a. 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.</p> <p>b. Ability to generate fixed asset inventory reports, including segregation by asset type, account code, department, location, PO number, vendor, and description.</p> <p>c. Ability to identify fixed assets as missing, relocated, broken, cannibalized, donated, sold at auction, etc.</p> <p>d. Ability to dispose of a fixed asset and report gain/loss on disposal.</p> <p>e. Ability to reconcile fixed asset records to the General Ledger</p>	
60	<p>Demonstrate the ability combine fixed assets and non-fixed assets on a single purchase order.</p>	
61	<p>Demonstrate the ability to combine two lines from a PO into a single asset record.</p>	
62	<p>Demonstrate the ability to track construction-in-progress.</p>	
63	<p>Demonstrate the ability to support the calculation and posting of depreciation of fixed assets by location. Include the following:</p> <p>a. Pro-rated</p>	

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	b. Straight line	
	c. Ability to default key depreciated data	

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**Evaluator's Name:** \_\_\_\_\_

Evaluation Form
Perceived Strengths of Vendor Solution:
Perceived Weaknesses of Vendor Solution:
Additional Comments:
Acceptability of Vendor Solution: ___ Yes ___ No