
**South Dakota State Board of Regents
Customization Id: SDBOR-005
Finance Combined Reports
Phase 1 Functional Specification**

Prepared by: Claire Winstead

Version: 4.00

Last Revision Date: 4/20/2006

Create Date: 3/27/2006

Project Manager: Neil Plaistow

Functional Consultant Lead: Claire Winstead

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Prepared By: SunGard Higher Education
4 Country View Road
Malvern, Pennsylvania 19355
United States of America

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4.3.1 Assumptions.....24

4.3.2 Exclusions.....24

4.3.3 Concerns24

4.3.4 Security.....24

4.3.5 Site Policy Impact.....24

4.4 FUNCTIONALITY FOR REQUIREMENT 3.....24

4.4.1 Modified Reports.....24

5 CROSS ENTERPRISE CONSIDERATIONS..... 25

5.1.1 Campus Pipeline/Luminis25

5.1.2 SunGard Higher Education’s Workflow Examples.....25

5.1.3 WebCT Interface Processes.....25

5.1.4 Learning Systems.....25

5.1.5 Other Interfaced Systems25

6 CONTRACT INFORMATION..... 26

7 APPROVAL TO PROCEED..... 27

8 DOCUMENT HISTORY..... 28

9 DEFINITIONS..... 29

1 Common Specification Summary

1.1 Introduction

The South Dakota Board of Regents is comprised of 6 institutions, two special schools, and a central Board of Regents office. Currently there is a need to customize 22 Finance reports across the SDBOR. These reports have been broken apart by date needed at institution and are listed in Phases I, II, & III of the Requirements.

This functional specification document represents the outcome of an iterative review process. It is considered a product-planning document and does not represent a commitment to develop the described software changes in the manner presented. SunGard Higher Education reserves the exclusive right to determine, in its sole discretion, the enhancements to be developed by SunGard Higher Education and the manner in which they are developed.

1.2 Overview

The Finance reports to be customized for SDBOR are listed below by Date Needed:

FINANCE REPORT	Date Needed	REPORT DESCRIPTION	MODIFICATION REQUEST DESCRIPTION
FARCSHR	6/15/06	Cash Requirements Report	<p>This report will be needed by each campus in order to effectively manage cash flow. Campus will be determined by smart-coded organization codes.</p> <p>An additional optional selection parameter will be provided for organization code. Campuses will be able to enter their highest level non-data enterable organization code and then will report only transactions for their campus. Also the org code description for the org code entered as a selection parameter will be provided on the report. If no org code is entered the report will provide data as delivered – all campuses together. This modification is necessary due to the shared services bank code impact.</p>

FARIAGE	6/15/06	Invoice Aging Report	<p>The report is necessary by campus in order to effectively manage accounts payable, specifically non-PO invoices. An additional optional selection parameter will be provided for organization code. Campuses will be able to enter their highest level non-data enterable organization code and then will report only transactions for their campus. Also the org code description for the org code entered as a selection parameter will be provided on the report. If no org code is entered the report will provide data as delivered – all campuses together.</p> <p>This modification is required due to the shared services bank code impact.</p>
FARINVS	6/15/06	Invoice Selection Report	<p>This report would be needed by the campuses to supplement the Cash Requirements Report. For example, if there is the need to delay invoice payment this report would be used to identify those. Campus will be determined by smart-coded organization codes</p> <p>An additional optional selection parameter will be provided for organization code. Campuses will be able to enter their highest level non-data enterable organization code and then will report only transactions for their campus. Also the org code description for the org code entered as a selection parameter will be provided on the report. If no org code is entered the report will provide data as delivered – all campuses together. This modification is necessary due to the shared services bank code impact.</p>
FARIREC	6/15/06	Invoices Awaiting Receiver Report	<p>This report is needed by campus to actively manage invoices with receiving info in suspense or missing receiving information as well as combined report for shared services. Campus will be determined by smart-coded organization codes. An additional optional selection</p>

FGRCSR	6/15/06	Cash Receipts Report	<p>parameter will be provided for organization code. Campuses will be able to enter their highest level non-data enterable organization code and then will report only transactions for their campus. Also the org code description for the org code entered as a selection parameter will be provided on the report. If no org code is entered the report will provide data as delivered – all campuses together. This report is needed by campus to assist with the cash receipts reconciliation process. Campus will be determined by smart-coded organization codes.</p>
FGRIDOC	7/31/06	Incomplete Document Report	<p>An additional optional selection parameter will be provided for organization code. Campuses will be able to enter their highest level non-data enterable organization code and then will report only transactions for their campus. Also the org code description for the org code entered as a selection parameter will be provided on the report. If no org code is entered the report will provide data as delivered – all campuses together.</p> <p>Selection criteria need to be included that will allow this report to be generated specific for a campus. Campus will be determined by smart-coded organization codes.</p>
FARVHST	12/31/06	Vendor History Report	<p>Selection criteria will need to be added so campuses can identify their specific transactions for a vendor in order to address vendor related questions. Campus will be determined by smart-coded organization codes.</p>

NBRPOSN	7/1/07	Position Control Report	
NBRPSTA	7/1/07	Position Status Exception Report	Show open positions by campus. Selection criteria should be by fund/org.
NHRECT	7/31/06	Effort Certification Report	Selection criteria include fund, org, account, and program: 1) range, 2) wild card and 3) specific. Need to ensure federal Grants Time & Effort Reporting (A21) needs are met.
FGAGASB	7/1/07	Statement of Net Assets, example #1 (workbook example)	GASB Reports will need to be generated by campus. Campus will be determined by smart-coded organization codes
see fgagasb	7/1/07	Statement of Net Assets , example #3 (camera-ready report)	GASB Reports will need to be generated by campus. Campus will be determined by smart-coded organization codes
see fgagasb	7/1/07	Statement of Net Assets, example #2 (expanded workbook)	GASB Reports will need to be generated by campus. Campus will be determined by smart-coded organization codes
see fgagasb	7/1/07	Statement of Revenue, Expenses, and Changes in Net Assets	GASB Reports will need to be generated by campus. Campus will be determined by smart-coded organization codes
see fgagasb	7/1/07	Attributes for Statement of Net Assets	GASB Reports will need to be generated by campus. Campus will be determined by smart-coded organization codes
FGPGEXT	7/1/07	Data Extract Process	Data will need to be extracted so each campus can generate GASB reports. This will be needed for the FY'07 Financial Reports. Campus will be determined by smart-coded organization codes
see fgpgext	7/1/07	GASB Extract Process Attribute Errors reports	GASB Reports will need to be generated by campus. Campus will be determined by smart-coded organization codes

FPROPNP	7/1/06	Open Purchase Orders Report	Requires modification per Purchasing group to make them useable by campus. Report would be beneficial for campus use. Campus will be determined by smart-coded organization codes
FPROPNR	7/1/06	Open Requisitions Report	Requires modification per Purchasing group to make them useable by campus. Report would be beneficial for campus use. Campus will be determined by smart-coded organization codes
FPRPURA	12/31/06	Purchase Order Activity Report	Requires modification per Purchasing group to make them useable by campus. Report would be beneficial for campus use. Campus will be determined by smart-coded organization codes
FPRRCDL	7/1/06	Receiving & Delivery Report	Requires modification per Purchasing group to make them useable by campus. Report would be beneficial for campus use. Campus will be determined by smart-coded organization codes
FPRVVOL	12/31/06	Vendor Volumes Report	Requires modification per Purchasing group to make them useable by campus. Report would be beneficial for campus use. Campus will be determined by smart-coded organization codes

1.3 Scope

Unique Identifier	Requirement Title/Name
001	June 15, 2006 Finance Reports
002	July & December 2006 Finance Reports
003	July 2007 Finance Reports

1.3.1 Product Release

Module	Release Number
Banner Finance	7.2
Banner General	7.1

1.3.2 Common Modification Assumptions

- All customizations will be developed and delivered in SCT Banner® Finance version 7.2.
- Objects not mentioned in this Functional Specification are outside the scope of the proposed solution. Any change in scope will be handled with a Change Request and a re-evaluation of effort.
- SunGard will deliver efficient, well-formed code, analyzed for optimal performance according to Oracle and SunGard standards.
- A single point of contact from the Client will be identified for communication during the project. This single point of contact will be responsible for all communication with SunGard, including the review and approval of project deliverables and formal acceptance of the final product.
- The Client will provide SunGard with an Acceptance Test Plan that will determine whether or not the customization meets the requirements outlined in the functional specification.
- SunGard will test the customization prior to delivery; however, it is the responsibility of the Client to thoroughly test the customization within the testing period allowance
- The project will be considered accepted and complete 30 days from initial delivery, if there are no outstanding defects and a signed acceptance agreement has not been obtainable. However, a signed acceptance agreement is required before any modification is eligible for maintenance through Customization Services.
- The Client is responsible for the installation of the software delivered by SunGard.
- The Client is responsible for data set up required by the customization.
- End user training, beyond the delivered documentation, is not part of this estimate.

1.3.3 Common Modification Exclusions

1.3.4 Common Modification Concerns

1.3.5 Common Modification Security

1.3.6 Common Modification Site Policy Impact

1.3.7 Common Modification Terminology

2 Requirement 1 Phase I –June15th,2006 Reports

2.1 Introduction

The Finance reports to be customized in Phase I include:

- 4 Accounts Payable reports to be created by campus code.
- 1 General Ledger report to be run by campus code.

2.2 Overview

FINANCE REPORT	Date Needed	REPORT DESCRIPTION	MODIFICATION REQUEST DESCRIPTION
FARCSHR	6/15/06	Cash Requirements Report	This report will be needed by each campus in order to effectively manage cash flow. Campus will be determined by smart-coded organization codes. An additional optional selection parameter will be provided for organization code. Campuses will be able to enter their highest level non-data enterable organization code and then will report only transactions for their campus. Also the org code description for the org code entered as a selection parameter will be provided on the report. If no org code is entered the report will provide data as delivered – all campuses together. This modification is necessary due to the shared services bank code impact.
FARIAGE	6/15/06	Invoice Aging Report	The report is necessary by campus in order to effectively manage accounts payable, specifically non-PO invoices. An additional optional selection parameter will be provided for organization code. Campuses will be able to enter their highest level non-data enterable organization code and then will report only transactions for their campus. Also the org code description for the org code entered as a selection parameter will be provided on the report. If no org code is entered the report will provide data

			as delivered – all campuses together.
			This modification is required due to the shared services bank code impact.
FARINVS	6/15/06	Invoice Selection Report	<p>This report would be needed by the campuses to supplement the Cash Requirements Report. For example, if there is the need to delay invoice payment this report would be used to identify those. Campus will be determined by smart-coded organization codes</p> <p>An additional optional selection parameter will be provided for organization code. Campuses will be able to enter their highest level non-data enterable organization code and then will report only transactions for their campus. Also the org code description for the org code entered as a selection parameter will be provided on the report. If no org code is entered the report will provide data as delivered – all campuses together. This modification is necessary due to the shared services bank code impact.</p>
FARIREC	6/15/06	Invoices Awaiting Receiver Report	<p>This report is needed by campus to actively manage invoices with receiving info in suspense or missing receiving information as well as combined report for shared services. Campus will be determined by smart-coded organization codes.</p> <p>An additional optional selection parameter will be provided for organization code. Campuses will be able to enter their highest level non-data enterable organization code and then will report only transactions for their campus. Also the org code description for the org code entered as a selection parameter will be provided on the report. If no org code is entered the report will provide data as delivered – all campuses together</p>
FGRCSR	6/15/06	Cash Receipts Report	<p>This report is needed by campus to assist with the cash receipts reconciliation process. Campus will be determined by smart-coded organization codes.</p>

An additional optional selection parameter will be provided for organization code. Campuses will be able to enter their highest level non-data enterable organization code and then will report only transactions for their campus. Also the org code description for the org code entered as a selection parameter will be provided on the report. If no org code is entered the report will provide data as delivered – all campuses together.

2.2.1 Assumptions

- Smart-coded organization codes are used to segregate the individual South Dakota institutions and SDBOR. There is a common chart, COA=S, for all institutions and then each institution is rolled up by organization codes.

2.2.2 Exclusions

N/A

2.2.3 Concerns

N/A

2.2.4 Security

N/A

2.2.5 Site Policy Impact

N/A

2.3 *Functionality for Requirement 1*

2.3.1 Modified Human Computer Interactions (HCI)/Forms

N/A

2.3.2 New Web Applications

N/A

2.3.3 Modified Web Applications

N/A

2.3.4 New Processes

N/A

2.3.5 Modified Processes

N/A

2.3.6 New Reports

N/A

2.3.7 Modified Reports

2.3.7.1 FARCSHR- Cash Requirements Report

Functional Description- Shows the amount of cash the organization needs to cover checks being produced in check run

Modification Request: to generate report by campus based on smart coded organization codes

Parameters:

- As of Date
- 1st Range of Days (i.e. 30)
- 2nd Range of Days
- 3rd Range of Days
- Organization Code (OPTIONAL) (VALIDATED)
 - If no org chosen run as baseline
 - If org chosen then show Org code and description in report header

REPORT FARCSHR FISCAL YEAR 96	Systems & Computer Technology Cash Requirements Report As Of 05/03/1996				RUN DATE: 05/03/1996 TIME: 02:15 PM PAGE: 1	
Org 10- University of SD						
BANK NO NAME		AMOUNT TO BE PAID WITHIN				
		10 DAYS	EXPIRED DISCOUNT	20 DAYS	EXPIRED DISCOUNT	30 DAYS EXPIRED DISCOUNT
T1 First National Bank		\$106.30	\$10.00	\$106.30	\$10.00	\$106.30 \$10.00
GRAND TOTAL		\$106.30	\$10.00	\$106.30	\$10.00	\$106.30 \$10.00

2.3.7.3 FARIAGE- Invoice Aging Report

Functional Description- provides an aging of open invoices from 30 to 120 days and over for A/P management

Modification Request: to generate report by campus based on smart coded organization codes.

Parameters:

As of Date

Org code (optional) (validated)

If no org chosen run as baseline

If org chosen then show Org code and description in report header

REPORT FARIAGE	Systems & Computer Technology	RUN DATE: 05/08/1996
Org 10- Univ of South Dakota	Invoice Aging Report	TIME: 02:05 PM
	As Of 05/08/1996	PAGE: 1

INVOICE DATE	VENDOR/PAYEE NUMBER NAME	PAYMENT INVOICE DUE DATE	AMOUNT OVER				IND	
			30 DAYS	60 DAYS	90 DAYS	120 DAYS		
10/26/1989	350000002 Energy System	I0000005 10/26/1989				\$2,345.00		
10/27/1989	310000002 SCT CORP.	I0000010 10/27/1989				\$13,000.00		
	389000001 Spellman, Sam J.	F1 10/27/1989				\$375.00	H	
		S1 10/27/1989				\$62.50	H	
10/30/1989	310000002 SCT CORP.	I0000012 10/30/1989				\$250,000.00		
TOTAL				\$1.00	\$1.00	\$1.00	\$265,782.50	

2.3.7.4 FARIREC – Invoices Awaiting Receiver Report

Functional Description- lists invoice, commodity, and receiving information for invoices awaiting final receiving/matching process.

Modification Request: to generate report by campus based on smart coded organization codes.

Parameters:

- Vendor Code
- Payment Due As of Date
- Org code (optional) (validated)
 - If no org chosen run as baseline
 - If org chosen then show Org code and description in report header

FARIREC		Systems & Computer Technology				25-OCT-1996 09:57 AM			
Org 10- Univ of South Dakota		Invoices Awaiting Receiver Report				PAGE: 1			
		As Of 25-OCT-1996							
VENDOR/PAYEE NUMBER NAME	INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	ITEM NUM	NET AMOUNT DUE	PO NUMBER	RECEIVER DOCUMENT	PACKING SLIP	
00005	Computer Warehouse	TGKI0502	23-JUN-1996	03-JUL-1996	1	163.43	TGKP0502		

					VENDOR TOTAL	163.43			
00006	Computer Warehouse	TGKI0503	23-JUN-1996	03-JUL-1996	1	227.07	TGKP0503		

					VENDOR TOTAL	227.07			
00006	Computer Warehouse	TGKI0504	23-JUN-1996	03-JUL-1996	1	834.44	TGKP0504		

					VENDOR TOTAL	834.44			

2.3.7.5 FGRC SRP- Cash Receipts Report Run by campus code

Functional Description- prints header and detail information for selected direct cash receipts

Modification Request: to generate report by campus based on smart coded organization code.

Current Parameters:

- Transaction Date (Range)
- Document Number (Range)
- Vendor Code (Optional)
- Org Code (optional) (validated)
 - If no org chosen run as baseline
 - If org chosen then show Org code and description in report header

FGRC SRP 2.1.11		Banner Development Environment				27-NOV-1996 11:22:20					
		Cash Receipt Report				Page 1					
Org 10- Univ of South Dakota											
VENDOR CODE: 00010 National Supplies											
DOC #: W0000358		TRANS DATE: 27-NOV-1996		DOC TOTAL: 100.00		DOC STATUS: C					
SEQ NUM	TXGRP	FSYR	COAS	INDEX	FUND	ORGN	ACCT	PROG	ACTV	LOCN	
1	SR61	97	B		1000	125	7210	100			
DESCRIPTION					BANK	TRANS AMT	TAX AMT	REBATE AMT			
cash receipt					A1	20.00	3.00	1.40			
DEP #		DOC REF #		CURR CODE		CONV AMT					
						0.00					
SEQ NUM	TXGRP	FSYR	COAS	INDEX	FUND	ORGN	ACCT	PROG	ACTV	LOCN	
2	SR61	97	B		1010	125	6111	100			
DESCRIPTION					BANK	TRANS AMT	TAX AMT	REBATE AMT			
cash receipt					A1	80.00	12.00	5.60			
DEP #		DOC REF #		CURR CODE		CONV AMT					
						0.00					
VENDOR TOTAL:		100.00									

3 Requirement 2 Phase II- July 1 & Dec. 31, 2006 Reports

3.1 Introduction

FPROPNP	7/1/06	Open Purchase Orders Report	Requires modification per Purchasing group to make them useable by campus. Report would be beneficial for campus use. Campus will be determined by smart-coded organization codes
FPROPNR	7/1/06	Open Requisitions Report	Requires modification per Purchasing group to make them useable by campus. Report would be beneficial for campus use. Campus will be determined by smart-coded organization codes
FPRRCDL	7/1/06	Receiving & Delivery Report	Requires modification per Purchasing group to make them useable by campus. Report would be beneficial for campus use. Campus will be determined by smart-coded organization codes
FGRIDOC	7/31/06	Incomplete Document Report	Selection criteria need to be included that will allow this report to be generated specific for a campus. Campus will be determined by smart-coded organization codes.
NHRECT	7/31/06	Effort Certification Report	Selection criteria include fund, org, account, and program: 1) range, 2) wild card and 3) specific. Need to ensure federal Grants Time & Effort Reporting (A21) needs are met.

FARVHST	12/31/06	Vendor History Report	Selection criteria will need to be added so campuses can identify their specific transactions for a vendor in order to address vendor related questions Campus will be determined by smart-coded organization codes.
FPRPURA	12/31/06	Purchase Order Activity Report	Requires modification per Purchasing group to make them useable by campus. Report would be beneficial for campus use. Campus will be determined by smart-coded organization codes
FPRVOL	12/31/06	Vendor Volumes Report	Requires modification per Purchasing group to make them useable by campus. Report would be beneficial for campus use. Campus will be determined by smart-coded organization codes

3.2 Overview

3.3 Scope

3.3.1 Assumptions

3.3.2 Exclusions

3.3.3 Concerns

3.3.4 Security

3.3.5 Site Policy Impact

3.4 *Functionality for Requirement 2*

3.4.1 Modified Reports

4 Requirement 3 Phase III- July 1, 2006 Reports

4.1 Introduction

NBRPOSN	7/1/07	Position Control Report	Show open positions by campus.
NBRPSTA	7/1/07	Position Status Exception Report	Selection criteria should be by fund/org.
NHRECT	7/31/06	Effort Certification Report	Selection criteria include fund, org, account, and program: 1) range, 2) wild card and 3) specific. Need to ensure federal Grants Time & Effort Reporting (A21) needs are met.
FGAGASB	7/1/07	Statement of Net Assets, example #1 (workbook example)	GASB Reports will need to be generated by campus. Campus will be determined by smart-coded organization codes
see fgagasp	7/1/07	Statement of Net Assets , example #3 (camera-ready report)	GASB Reports will need to be generated by campus. Campus will be determined by smart-coded organization codes
see fgagasp	7/1/07	Statement of Net Assets, example #2 (expanded workbook)	GASB Reports will need to be generated by campus. Campus will be determined by smart-coded organization codes
see fgagasp	7/1/07	Statement of Revenue, Expenses, and Changes in Net Assets	GASB Reports will need to be generated by campus. Campus will be determined by smart-coded organization codes
see fgagasp	7/1/07	Attributes for Statement of Net Assets	GASB Reports will need to be generated by campus. Campus will be determined by smart-coded organization codes
FGPGEXT	7/1/07	Data Extract Process	Data will need to be extracted so each campus can generate GASB reports. This will be needed for the FY'07 Financial Reports. Campus will be determined by smart-coded organization codes
see fgpgext	7/1/07	GASB Extract Process Attribute Errors reports	GASB Reports will need to be generated by campus. Campus will be determined by smart-coded organization codes

4.2 Overview

4.3 Scope

4.3.1 Assumptions

4.3.2 Exclusions

4.3.3 Concerns

4.3.4 Security

4.3.5 Site Policy Impact

4.4 Functionality for Requirement 3

4.4.1 Modified Reports

5 Cross Enterprise Considerations

5.1.1 Campus Pipeline/Luminis

5.1.2 SunGard Higher Education's Workflow Examples

5.1.3 WebCT Interface Processes

5.1.4 Learning Systems

5.1.5 Other Interfaced Systems

6 Contract Information

Modification Data	
Initial Proposal Date:	1/24/06
Product(s) Targeted for Modification:	Finance
Intended Release:	7.2
Institutional Data	
Product(s) Currently in Use:	Finance
Client Contact(s)	
1.	Last Name: First Name: Telephone Number: Email Address:
2.	Last Name: First Name: Telephone Number: Email Address:

7 Approval to Proceed

The signatures below indicate that **SDBOR-005 Phase 1 Finance Reports Functional Specification v4.00.doc** meets the approval of the undersigned and thereby grants SunGard Higher Education the approval to proceed.

Please fax this approval page to Claire Winstead at 610-578-3314

Signature

Date

Print Name:
Print Title:

Signature

Date

Print Name:
Print Title:

8 Document History

Revision Record

Number	Date and Sections	Author	Notes
1.00	3/27/2006	Claire Winstead	Initial Draft
2.00	4/18/2006	Claire Winstead	Revision after SD review
3.00	4/19/2006	Claire Winstead	Revisions from Jan Kirsch
4.00	4/20/2006	Claire Winstead	Further revisions from Jan Kirsch

9 Definitions

Term	Definition