## Appendix A: RCM Budget Model Software RFP Software Requirements

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| # | NKU Software Requirements | Vendor Response |
|  | Compatibility with SAP and NKU specific SAP Modules* Easy to use interface
* Master Data Integration (update near time, minimally nightly)
	+ Funds Management (Fund Center Hierarchy, Funds and all attributes, Fund Centers and all attributes, Commitment Items and all attributes, and Functional Area
	+ Position information along with the cost distribution associated with the positions and all other attributes
* Funds Management - Including functionality with FMDERIVE to upload the original budget into SAP
* Grants Management (GMDERIVE)
* Human Resources integration
	+ Concurrent employment
	+ HR/Payroll Data
* Import functionality to include the ability to import Historical budget data
* All funds approach to budget including fiscal year endowment allocations and accumulated cash gifts – these amounts are available for expenditure in any given fiscal year
* Ability to build unit budgets based on anticipated program expenses vs GL account categories
* Integration function that would enable current year expenses tracked in SAP expenses to relate to the detail budget created in the budgeting software
	+ Track if expenditures are in line with planned programs
	+ ROI tracking
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|  | Ability to work with RCM-based budget models* Allocate revenue projections to a college level by revenue source via defined formula
* Allocate central “indirect” costs by source by formula
* Allow for the creation of a central cost pool, based on a dynamic formula
* Budget submissions completed at the college level should roll up into the RCM format, and allow for the calculation of net margins at the unit level.
* RCM “view,” based on our current RCM model – Income Statement
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|  | Usability* Easy usability for non-financial expert users with a quick learning curve
* Export to Excel functionality
* Language/Terminology – Straightforward and Consistent throughout application
* Customizable to NKU terminology
* Adaptability to expansion (e.g. adding additional levels to a hierarchical structure)
* Accessibility to support/training
* Comment Tracking
	+ Including ability to archive for future reference
* Version tracking for all budgets
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|  | Solution for Position Funding* Ability to track accrued salary savings
* Allow for split funded (salaries & benefits) positions (to include grant funded positions)
* Allow for identification of Colleges and departments
* Allow for various types of tracking changes from Original Budget in the current Fiscal Year to the Budget for the next Fiscal Year
* Allow for multiply rates to be used for fringe benefit budgeting
* Allow for grant info to be include (Cost Center #, Grant #, Valid until date)
* Allow for contract data to be included (start date/valid until date/type of contract)
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|  | Budget Approval Workflow* Allow for delegation of budget creation tasks at the discretion of unit heads
* Have a secure, audit-ready submission process from business unit/college to the central budget office
* Allow for the roll-up of department submissions into college/Administrative Support Unit submissions and eventually university-wide budget
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|  | Application Security Access* Role and/or Unit Level
* Read-Only Option
* Allow for customizable views of the data by business unit.
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|  | Forecasting Functionality* Ability to support “what-if” scenarios in budget development with the ability to add/define/redefine drivers
* Multi-year planning
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|  | Reporting and Analytics* Easy to use/create
* Reporting to include:
	+ Planned monthly versus Actual monthly
	+ Drill down capabilities (including assumptions, program details, G/L detail)
	+ Quick view of available resources for planned expenses
* Dashboards features
* Allow for appropriate budget analytics at the college and university levels
	+ Allow users to view unit-specific and aggregated (multi-unit) historical data for spending across accounts
	+ Allow the university to set budget targets at the college level
	+ Allow for submission of both maintenance and expansion budgets by account.
	+ Allow for the ability/flexibility to post into system any required text/back-up documentation for the budget requests
* Ability to provide variance analysis on periodic basis
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