## 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 |  |
|  | 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 |  |
|  | 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 |  |
|  | 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) |  |
|  | 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 |  |
|  | Application Security Access   * Role and/or Unit Level * Read-Only Option * Allow for customizable views of the data by business unit. |  |
|  | Forecasting Functionality   * Ability to support “what-if” scenarios in budget development with the ability to add/define/redefine drivers * Multi-year planning |  |
|  | 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 |  |