

EXHIBIT H: REPORTS AND FORMS

This Exhibit describes the scope of work as part of the FMS 2.0 Project. It is broken into two sections based on the two subprojects: FMS Upgrade and SMS Replacement.

FMS UPGRADE

Reports

The following FMS reports will be analyzed as part of the FMS Upgrade – Upgrade Analysis as described in Exhibit A:

Functional Area	Reports
Accounts Payable	FMS_AP_01 - Vendor Transaction History
Accounts Payable	FMS_AP_02A - Use Tax Payable Report - Summary
Accounts Payable	FMS_AP_02B - Use Tax Payable Report - Detail
Accounts Payable	FMS_AP_02C - Use Tax - Document Detail
Accounts Payable	FMS_AP_03A - Analysis of Discounts Lost and Taken - Detail
Accounts Payable	FMS_AP_03B - Analysis of Discounts Lost and Taken - Summary
Accounts Payable	FMS_AP_04 - Aged Open Purchase Orders Report
Accounts Payable	FMS_AP_05 - Aged Open Purchase Requisitions Report
Accounts Payable	FMS_AP_06 - Aged Open Payment Report
Accounts Payable	FMS_AP_07 - Vendor Check Listing Report
Accounts Payable	FMS_AP_09 - Outstanding Encumbrance Balance - Detail
Accounts Payable	FMS_AP_BAMORT - List of Bond Monthly Amortization Due Payable - Detail
Accounts Payable	FMS_AP_CERPT - Contract Expenditures by Report Type
Accounts Payable	FMS_AP_CK 100G
Accounts Payable	FMS_AP_CM_Listing - Outstanding
Accounts Payable	FMS_AP_DEX (Daily Listing of Direct Expenditures)
Accounts Payable	FMS_AP_EDD - EDD Report
Accounts Payable	FMS_AP_GFSCTV
Accounts Payable	FMS_AP_GFSCTV - with prompt
Accounts Payable	FMS_AP_INCPT_ACTV - Tax Intercept Activity by Entity and Department
Accounts Payable	FMS_AP_INCPT_ACTV - Tax Intercept Activity by Entity and Department_daily
Accounts Payable	FMS_AP_INCPT_ACTV_V - Tax Intercept Activity with Vendor Address
Accounts Payable	FMS_AP_INCPT_RECON - Intercept Reconciliation
Accounts Payable	FMS_AP_LATAX_ACTV - Tax Intercept Activity for Office of Finance
Accounts Payable	FMS_AP_Listing of CM Related Payment Documents
Accounts Payable	FMS_AP_REM - Remittance Advice
Accounts Payable	FMS_AP_TVLEXP - Employee Travel Expenditure - Detail
Accounts Receivable	FMS_AR_22 - Planning Report

Functional Area	Reports
Accounts Receivable	FMS_AR_01- Accounts Receivable by Age
Accounts Receivable	FMS_AR_02 - Accounts Receivable Billed and Collected
Accounts Receivable	FMS_AR_03 - Cash Receipt Report
Accounts Receivable	FMS_AR_04 - Cash Receipt Correction Report
Accounts Receivable	FMS_AR_05 - Cash Receipt Receivable Report
Accounts Receivable	FMS_AR_07A- Accounts Receivable by Billing Profile
Accounts Receivable	FMS_AR_07B - Customer History Report
Accounts Receivable	FMS_AR_07B - Customer History Report (Discontinue)
Accounts Receivable	FMS_AR_09 - Outstanding Receivables by Billing Profile, Customer and Work Order
Accounts Receivable	FMS_AR_10 - Paid Invoices by Billing Profile, Work Order, and Customer
Accounts Receivable	FMS_AR_11 – Aging Report – Interdepartmental Billings
Accounts Receivable	FMS_AR_12 - Accounts Receivable Quarterly Report
Accounts Receivable	FMS_AR_13 - Accounts Receivable Aging Report at Collections
Accounts Receivable	FMS_AR_14A - Delinquent Accounts Referred to Collection Agencies
Accounts Receivable	FMS_AR_14B - Payments on Delinquent Accounts While Referred to Collection Agencies
Accounts Receivable	FMS_AR_14C - Collection Agency Performance Report
Accounts Receivable	FMS_AR_15 - Uncollectible Debt
Accounts Receivable	FMS_AR_17 - Items Returned from Collection
Accounts Receivable	FMS_AR_19 - Receivable Write-off Report
Cost Accounting	Cumulative_D_GASP_allocation_by_division - Cost Allocation Report by Division Detail
Cost Accounting	FMS_CA_01A - Labor and Mileage Costs by Major Project and Project – Summary
Cost Accounting	FMS_CA_01B - Labor and Mileage Costs by Project and Work Order – Summary
Cost Accounting	FMS_CA_02 - Labor and Mileage Costs with Overhead by Project and Work Order - Summary
Cost Accounting	FMS_CA_03 - Labor and Mileage Costs with Overhead by Project and Work Order - Detail
Cost Accounting	FMS_CA_04 - Labor and Mileage Cost by Employee No - Detail
Cost Accounting	FMS_CA_05 - Labor and Mileage Cost by Work Order - Detail
Cost Accounting	FMS_CA_06 - Non Labor Expenses by Major Project and Project - Summary
Cost Accounting	FMS_CA_07 - Non Labor Expenses by Project and Work Order - Summary
Cost Accounting	FMS_CA_08A-Non Labor Report-WO by APPR-Summary
Cost Accounting	FMS_CA_08B - Non Labor Report - Appropriation Unit by Work Order - Summary
Cost Accounting	FMS_CA_08C - Non Labor Report - WO by APPR-Detail
Cost Accounting	FMS_CA_08D - Non Labor Report - Appropriation Unit by Work Order - Detail
Cost Accounting	FMS_CA_09 - Combined Labor and Non - Labor Costs by Project and Work Order - Detail

Functional Area	Reports
Cost Accounting	FMS_CA_10A - Project Cost by Originating Department and Originating Project - Summary
Cost Accounting	FMS_CA_10B - Project Cost by Originating Department and Originating Project - Detail
Cost Accounting	FMS_CA_11A - Expense by Project Class (Cost Center) - Summary
Cost Accounting	FMS_CA_11B - Expense by Project Class (Cost Center) - Detail
Cost Accounting	FMS_CA_12A - Non Labor Project Charges by Work Order - Summary
Cost Accounting	FMS_CA_12B - Non Labor Project Charges by Work Order - Detail
Cost Accounting	FMS_CA_13_Work Order Listing
Cost Accounting	FMS_CA_FPROF - Labor and Mileage Costs with Overhead by Major Project and Funding Profile - Detail
Cost Accounting	FMS_CA_FPROFNL - Non Labor Expenses by Major Project and Funding Profile - Summary
Cost Accounting	Monthly_G_Cost_Allocation_by_work_order_admin_div - Cost Allocation Report by Work Order_V2
General Accounting	Activity Budget Report
General Accounting	FMS_GL_01_A - Summary Trial Balance By Fund
General Accounting	FMS_GL_01_B - Summary Trial Balance By Accounting Distribution Within Fund
General Accounting	FMS_GL_01_C - Trial Balance By Accounting Distribution
General Accounting	FMS_GL_02 - Balance Sheet Report
General Accounting	FMS_GL_03 - Fund Receipts Ledger – Summary
General Accounting	FMS_GL_04 - Interim Budget Amount for Fund 100
General Accounting	FMS_GL_05 - Fund Receipts Ledger – Detail
General Accounting	FMS_GL_06 - Statement of Revenue and Expense
General Accounting	FMS_GL_07 - Reporting Code Activity
General Accounting	FMS_GL_08 - Daily Cash Balance
General Accounting	FMS_GL_09 - Statement Of Condition Of Appropriation - Detail
General Accounting	FMS_GL_09(A) - Statement Of Condition Of Appropriation - Detail For Dept 47 Fund 44B
General Accounting	FMS_GL_10 - Statement Of Condition Of Appropriation - Summary
General Accounting	FMS_GL_10(A) - Statement Of Condition Of Appropriation - Summary For Dept 47 Fund 44B
General Accounting	FMS_GL_12 - Revenue Budget Inquiry
General Accounting	FMS_GL_24 - Outstanding Encumbrance Report
General Accounting	FMS_GL_BGT_EXCPT - Budget Exception Report - Citywide
General Accounting	FMS_GL_BGT_EXCPT - Budget Exception Report - Departmental
General Accounting	FMS_GL_REV_FND - Revolving Fund Balance
General Accounting	FMS_REV_EXP_CLAS - Statement of Revenue and Expense (by Class)
General Accounting	FMS_SMRY_TBAL_FTYP - Summary Trail Balance by Fund Type
CARR	CARR_01 - Aging Report
CARR	CARR_02 - CARR Database Query

Functional Area	Reports
CARR	CARR_03 - Receivables Process Report
CARR	CARR_04 - Receivables Inventory Report
CARR	CARR_05 - Receivables Activity Report - Transaction Basis
CARR	CARR_06 - Receivables Activity Report - Invoice Basis
CARR	CARR_07 - Causality Analysis Report
Cost Accounting → Cost Allocation	Cumulative_D_GASP_allocation_by_division – Cost Allocation Report by Division Detail
Cost Accounting → Cost Allocation	Cumulative_G_Cost_Allocation_by_work_order_admin_div – Cost Allocation Report by Work Order
Cost Accounting → Cost Allocation	Monthly_D_GASP_allocation_by_division – Cost Allocation Report by Division Detail
Cost Accounting → Cost Allocation	Monthly_G_Cost_Allocation_by_work_order_admin_div – Cost Allocation Report by Work Order

The following FMS universes will be analyzed as part of the FMS Upgrade – Upgrade Analysis as described in Exhibit A:

Universes
Document Catalog
General Accounting
Accounts Payable
Cost Accounting
Accounts Receivable
Internal Costing
Budget Execution
Budget Vs Actual
Centralized Accounts Receivable Reporting
OFIN – Financial Document Catalog
OADM – Security and Workflow

Forms

The following FMS forms will be converted from Adobe Central Pro to Adobe LiveCycle as part of the FMS Upgrade – Upgrade Analysis as described in Exhibit A:

Form	Form Name
AP_GAE	AP_GAE.mdf
AP_GAEAE	AP_GAEAE.mdf
AP_GAEID	AP_GAEID.mdf
AP_GAENV	AP_GAENV.mdf
AP_GAETL	AP_GAETL.mdf
AP_GAX	AP_GAX.mdf
AP_TEX	AP_TEX.mdf
AR_14_INV	AR_14_INV.mdf

Form	Form Name
AR_68_INV	AR_68_INV.mdf
AR_GN_INV	AR_GN_INV.mdf
AR_GN_INVBR	AR_GN_INVBR.mdf
GL_ABDL	GL_ABDL.mdf
GL_BGAA	GL_BGAA.mdf
GL_BGB9ACT	GL_BGB9ACT.mdf
GL_BGR42	GL_BGR42.mdf
GL_IET	GL_IET.mdf
GL_IETPR	GL_IETPR.mdf
GL_ITA	GL_ITA.mdf
GL_ITI	GL_ITI.mdf
GL_JV	GL_JV.mdf
GL_JVA	GL_JVA.mdf
GL_JVAC	GL_JVAC.mdf
GL_JVDS	GL_JVDS.mdf
GL_JVPR	GL_JVPR.mdf
GL_JVPTY	GL_JVPTY.mdf
GL_JVSMS	GL_JVSMS.mdf
GL_JVTPW	GL_JVTPW.mdf
INV_COLL_PAST_68	INV_COLL_PAST_68.mdf
INV_COLL_PAST_FIN	INV_COLL_PAST_FIN.mdf
INV_DUN_PAST_68	INV_DUN_PAST_68.mdf
INV_DUN_PAST_NOD	INV_DUN_PAST_NOD.mdf
INV_DUN_PAST_NODBR	INV_DUN_PAST_NODBR.mdf
AP_BGB9CON	AP_BGB9CON.mdf
AP_CM	AP_CM.mdf
AP_DEX	AP_DEX.mdf
AP_EGA	AP_EGA.mdf
AP_RF	AP_RF.mdf
AR_14_INVGOV	AR_14_INVGOV.mdf
INV_COLL_PAST_14	INV_COLL_PAST_14.mdf
INV_DUN_PAST_14	INV_DUN_PAST_14.mdf
INV_DUN_PAST_NOD_14GOV	INV_DUN_PAST_NOD_14GOV.mdf

SMS REPLACEMENT

Reports

During the Build phase, CGI will work with the City to identify and prioritize the reporting needs.

CGI will be responsible for the design and development of a maximum of 30 reports of medium complexity for the FMS 2.0 Project. Additional reports and queries can be added via the Change Notice/Contract Amendment process in the future. The City will be able to select and prioritize the CGI-developed reports. The City will be able to alter the mix of reports as to complexity. Altering the mix of the reports' complexity may cause the total number of reports to increase or decrease depending on the complexity of the reports selected for development.

The City will be responsible for developing all remaining reports.

Forms

During the Build phase, CGI will work with the City to identify and prioritize the forms needs.

CGI will be responsible for the design and development of a maximum of 11 forms of medium complexity for the FMS 2.0 Project. Additional forms can be added via the Change Notice/Contract Amendment process in the future. The City will be able to select and prioritize the CGI-developed forms. The City will be able to alter the mix of forms as to complexity. Altering the mix of the forms' complexity may cause the total number of forms to increase or decrease depending on the complexity of the forms selected for development.

The City will be responsible for developing all remaining forms.