HARC FINANCIAL AND ACCOUNTING SYSTEM

ATTACHMENT B – SUMMARY OF REQUIRED CAPABILITIES

The following summarizes the current system requirements for an Accounting and Financial system for Houston Advanced Research Center (HARC) to replace ONESolution (OS) Public Administration (version 15.2.185.0 HF 1). As used by HARC, the system is also used for Project Accounting and includes the following key components that are considered unique to HARCs current business operations.

1. General Ledger structure
   a. Components (& descriptions)
      i. Object Code (4-digit, numerical code associated with "natural", primarily functional, description (ex. Salaries & Wages, Utilities, Travel, etc.))
      ii. Ledger Code (HP (Project Ledger) or HL (General/Corp/Parent Ledger))
      iii. Fund Type (2-digit, numerical code associated with Project funder type, i.e., State/Fed., Foundation, etc.)
      iv. Group Code (2-character alpha-numeric code associated with Program area)
      v. Key Code (10-character alpha-numeric code for Project Accounting, also used in-lieu of true fund-accounting)
   b. Use of a dba (doing-business-as) for certain Operational Projects
2. System-generated, rules-based (including cost allocation), Journal Entries (JEs) for Project costs:
   a. Accounts Receivable (A/R) & Unbilled Revenue, OR (depends on project)
   b. Deferred Revenue (Liability) & Billed Revenue
3. Other cost allocations for Fringe Benefits & Allocated Direct Costs are completed in MS Excel and imported as JEs
4. Accounts Payable (A/P) module, including Purchase Orders (POs), requisitions, encumbrances & multiple levels of review/approval (workflows)
5. Cash Management – daily bank account reconciliation is currently done 'offline' via MS Excel
6. Budgeting – currently managed via MS Access Database (DB) & MS Excel budget templates loaded into OS, as well as Project-specific budgets, of which only 1 version is included in OS
7. A/R & Project billing – unbilled project revenue is transferred to billed revenue via JE as billed (note this also utilizes system-generated, rules-based "posting strategy" to both A/R billing (move unbilled amount to billed) & cash receipts (relieves billed A/R)
8. Financial Reporting – periodic and operational reports are available in OS, as well as select reports with drill-down capabilities (CDD reports), however quarterly and annual Financial Statements (FSs) prepared according to Generally Accepted Accounting Principles (GAAP) are completed with MS Excel
9. Project Accounting and management – primarily used for managing costs (primarily staff &/or subcontractors) according to budget (as previously mentioned OS only allows 1 version). Also, staff time is managed via Time-Clock-Plus (TCP) and a MS Access DB (neither integrated with OS)
10. Hosting – current system is hosted on HARCs servers, with a web- or cloud-based replacement required