1. The foundation of the system must be built upon a Relational Database Management System. Data warehousing should be capable of document imaging storage and retrieval.

2. Real time, online availability should be as near to 100% as is possible for 7am – 6pm, Monday thru Friday. Extended hours and weekends must also be available as needed.

3. Maximum 2 second response time, calculated from the time the Enter key is engaged to completed full display of online screen with data.

4. Real time access to data for ad hoc reporting and analysis with a robust, easy-to-use SQL query tool.

5. Billing/Receivable (B/R) module must be capable of tracking the billing and collecting of student as well as non-student accounts (Sundry Debtor, Contract Billing).

6. For reconciliation and auditing purposes credits must be traceable back to the debit transaction(s) and vice versa.

7. User access restricted by screen and field as well as inquiry and update. Simple, yet secure process for new user to gain access to system and existing user to modify their current access.

8. Online read-only access to batch processing schedule. View job stream as well as the parameters associated with job.

9. Number driven screen transports. Majority of users are very proficient with 10-key pad, with 2 second response time and familiarity with screens, the users are able to rapidly review the client’s data.

10. Incorporate or retain existing subcode process (short cut relationship with full FAU, charge class and payment hierarchy).
11. Web capacity for secure interactive screens (PAWS, GROWL, Credit Cards, Automated Clearing House)

12. The ability to properly handle future dated transactions. Accept them as such and successfully enact upon them with appropriate timing.

13. Continue accurate application of student holds. Comment tracking for phone calls, in person Q & A and general pertinent information.

14. Keep or replicate Financial Aid’s simulation “Award Disbursement” Screen (324), and SBS/Cashiers “Tuition Calculation” Screen (407).

15. Email functionality for specific parameter criteria to create/submit professional notifications to selected student segments.

16. Student ID link between SIS and Payroll.

17. The application of credits within a customer’s account must incorporate a hierarchical and/or specific strategy as well as carry forward the offsetting Full Accounting Unit in a manner that is simple, expedient and efficient.