**Purpose**: The purpose of the Accounting Business Requirements below are to document requirements for the NCS system and an accounting system. While NCS is envisioned to be the system of record, it is also understood that the SAGE Accounting System will provide additional feature functionality required for such a system. The requirements below have not been differentiated between what will become a requirement for NCS, a requirement for a SAGE Accounting System, or a requirement for the interface between the two systems, other interfaces and other sub-systems.

| Requirement ID | Requirement Description | Business Class |
|---|---|---|
| Accounting-101 | System must interface with other systems by importing and exporting data files. | Receivable/ Payment Application |
| Accounting-102 | System must import and post various payment file types to accounts. | Receivable/ Payment Application |
| Accounting-103 | System must provide a unique payment identifier, which is trackable and associated with that payment for a single posting to an account, or is trackable and associated with that payment to multiple account postings. | Receivable/ Payment Application |
| Accounting-104 | System must support the posting of full or partial payment against one or more accounts. System cannot dictate to the user how many accounts a payment will post to or how many payments will post to an account. When user determines that part of a check is not ripe for posting, system supports moving unposted portion to suspense. | Receivable/ Payment Application |
| Accounting-105 | System must allow users to move money posted against one account to another account. | Receivable/ Payment Application |
| Accounting-106 | System must display a payment posting breakdown from the view of any of the related accounts when a payment is split among multiple accounts. | Receivable/ Payment Application |
| Accounting-107 | System must track and sort unposted payments by business class/status. Users must have the ability to post unposted payments. | Receivable/ Payment Application |
| Accounting-108 | System must reconcile incoming payments to postings applied to accounts and unposted payments. | Receivable/ Payment Application |

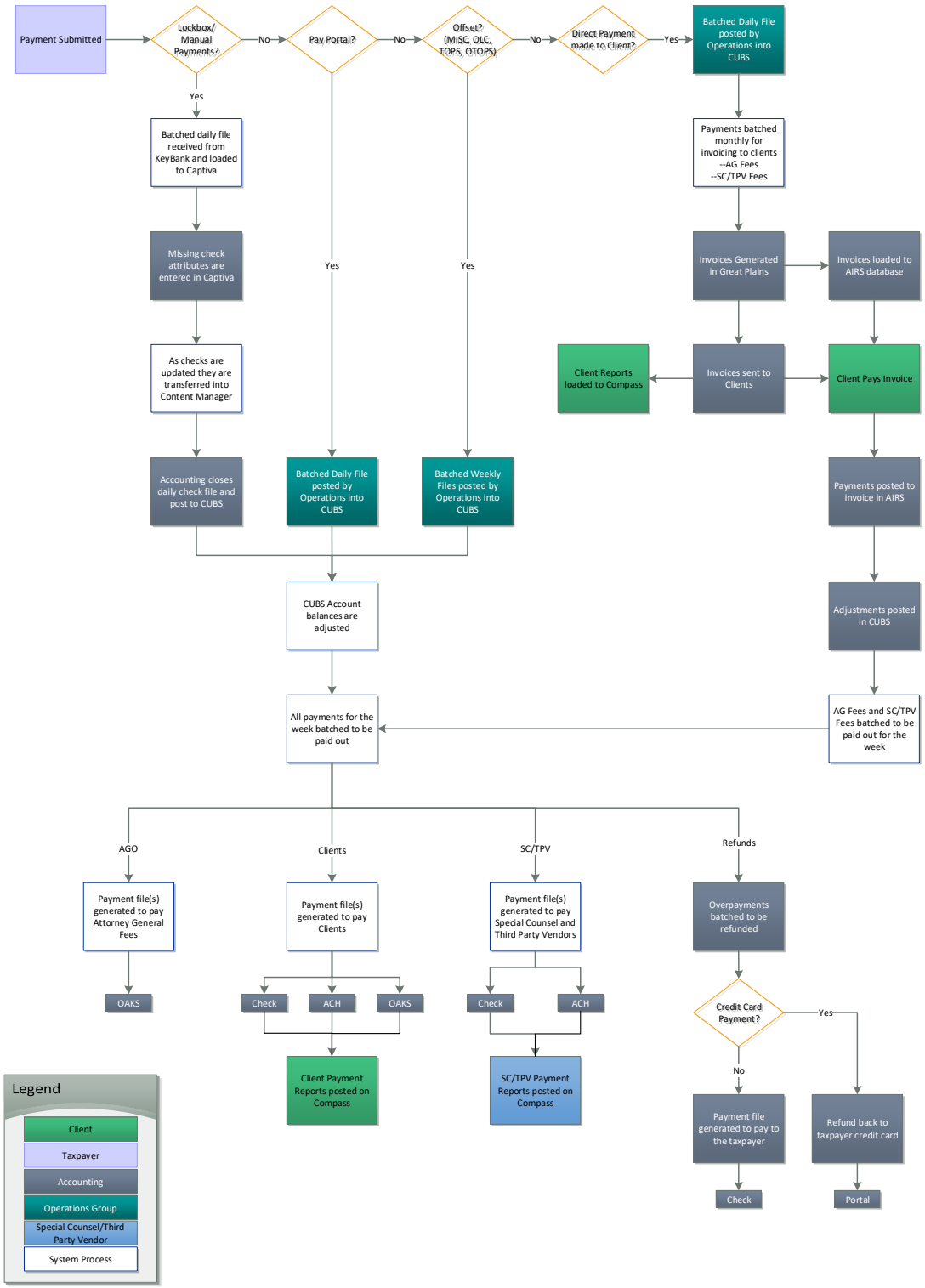
| Requirement ID | Requirement Description | Business Class |
|---|---|---|
| Accounting-109 | System must be able to apply payments based on multiple posting rules, allowing payments to automatically/manually post or update the unapplied payment listing. | Receivable/ Payment Application |
| Accounting-110 | System must have the capability to attach or generate a view of documents that are linked to an account. | Receivable/ Payment Application |
| Accounting-111 | System must generate an audit trail of payment postings and processing. Regardless of payment method. | Receivable/ Payment Application |
| Accounting-112 | System must provide a report that shows how posted and unposted transactions reconcile to any payment file. | Receivable/ Payment Application |
| Accounting-113 | System must have the ability to provide an alert when posted and unposted transactions do not reconcile to a payment posting file. | Receivable/ Payment Application |
| Accounting-114 | Users must be able to search payment information by financial institution metadata to identify debtor accounts. | Receivable/ Payment Application |
| Accounting-115 | Users must be able to search debtor demographic and account information. | Receivable/ Payment Application |
| Accounting-116 | System must display original certified debt and any adjustments made. | Receivable/ Payment Application |
| Accounting-117 | System must permit increases or decreases to the balanced owed. | Receivable/ Payment Application |
| Accounting-118 | System must permit posting of a payment to debtor's other outstanding debts. | Receivable/ Payment Application |
| Accounting-119 | User must have the ability to make adjustments and validate them in real-time. | Receivable/ Payment Application |

| Requirement ID | Requirement Description | Business Class |
|---|---|---|
| Accounting-120 | System must accommodate configurable fee structure for Special Counsel or Third Party Vendor (TPV). | Receivable/ Payment Application |
| Accounting-121 | System must track the assignment or reassignment of accounts to Special Counsel or TPV. | Receivable/ Payment Application |
| Accounting-122 | System must allow users to clear a negative balance on an account. | Receivable/ Payment Application |
| Accounting-123 | System must produce general accounting reports such as balance sheet, accounts payable/receivable, trial balance, and income statement. | Receivable/ Payment Application |
| Accounting-124 | System must interface with financial institutions that hold bank accounts for the AGO. | Receivable/ Payment Application |
| Accounting-125 | System must maintain a client master containing demographic and account information | Receivable/ Payment Application |
| Accounting-126 | System must accommodate various gross up or net against agency fees – make whole, non-make whole, whole dollar partial make whole. | Receivable/ Payment Application |
| Accounting-127 | System must track the assignment and re-assignment of payment adjustments to Special Counsel or TPV. | Receivable/ Payment Application |
| Accounting-201 | System must reflect what has been paid to Clients, Special Counsel, TPV, and the AGO. | Accounts Payable/ Client invoicing |
| Accounting-202 | System must display original certified debt and any adjustments made. | Accounts Payable/ Client invoicing |
| Accounting-203 | System must permit increases or decreases to the balanced owed. | Accounts Payable/ Client invoicing |
| Accounting-204 | System must permit posting of a payment to debtor's other outstanding debts. | Accounts Payable/ Client invoicing |
| Accounting-205 | User must have the ability to make adjustments and validate them in real-time. | Accounts Payable/ Client invoicing |

| Requirement ID | Requirement Description | Business Class |
|---|---|---|
| Accounting-206 | System must have the ability to recognize there are no fees due to Special Counsel or TPV based on the type of offsets received. | Accounts Payable/ Client invoicing |
| Accounting-207 | System must track the assignment or reassignment of accounts to a Special Counsel or TPV. | Accounts Payable/ Client invoicing |
| Accounting-208 | System must track the assignment and re-assignment of payment adjustments to Special Counsel or TPV. | Accounts Payable/ Client invoicing |
| Accounting-209 | System must track balances from stale dated checks on debtor and other accounts. | Accounts Payable/ Client invoicing |
| Accounting-210 | System must track Accounts Payable for expenses. | Accounts Payable/ Client invoicing |
| Accounting-211 | System must track Accounts Payable for debts collected. | Accounts Payable/ Client invoicing |
| Accounting-212 | System must have the ability to generate invoices and send them electronically or by mail. | Accounts Payable/ Client invoicing |
| Accounting-213 | Invoices/Statements must reflect a due date and days past due. | Accounts Payable/ Client invoicing |
| Accounting-214 | The system's Accounts Payable module must allow adjustment based on configurable Accounts Receivable rules where balances may be automatically amended. | Accounts Payable/ Client invoicing |
| Accounting-215 | System must maintain an outstanding check register.<br>- To track check numbers<br>-To track checks that have cleared<br>-To track outstanding checks | Accounts Payable/ Client invoicing |
| Accounting-216 | The system shall generate a report of Accounts Payable in real-time. | Accounts Payable/ Client invoicing |
| Accounting-217 | The system shall provide data needed to generate 1099 tax information. | Accounts Payable/ Client invoicing |

| Requirement ID | Requirement Description | Business Class |
|---|---|---|
| Accounting-218 | The system shall generate 1099 tax forms | Accounts Payable/ Client invoicing |
| Accounting-219 | The system shall interface with other systems by importing and exporting data files. | Accounts Payable/ Client invoicing |
| Accounting-220 | The system shall maintain a vendor master file containing demographic and account information. | Accounts Payable/ Client invoicing |
| Accounting-221 | The system shall permit the user to update the status of debtor accounts | Accounts Payable/ Client invoicing |
| Accounting-222 | The users shall have the ability to make adjustments | Accounts Payable/ Client invoicing |
| Accounting-223 | The system shall interface with financial institutions that hold bank accounts for the AGO. | Accounts Payable/ Client invoicing |
| Accounting-224 | The system shall create and track payments to Vendors. | Accounts Payable/ Client invoicing |
| Accounting-225 | The system shall generate payment reports based on funds collected. | Accounts Payable/ Client invoicing |
| Accounting-226 | If a client has a negative balance because of a payment reversal, the system shall reflect the net of payment(s) received. The system shall indicate if a disbursement is due or reflect a balance due. | Accounts Payable/ Client invoicing |
| Accounting-227 | The system shall allow users with permission to adjust balances of Special Counsel or TPVs who no longer are employed by the AGO. | Accounts Payable/ Client invoicing |
| Accounting-228 | The system shall provide invoices and statements showing accrued balance due. | Accounts Payable/ Client invoicing |
| Accounting-229 | The system shall have the ability to generate invoices and statements for AGO fees that are due by clients. | Accounts Payable/ Client invoicing |
| Accounting-230 | The system shall remit payments for induvial line items within an open batch. | Accounts Payable/ Client invoicing |

| Requirement ID | Requirement Description | Business Class |
|---|---|---|
| Accounting-301 | The system shall import data from spreadsheets or other media that contain payment information. | Direct Payments |
| Accounting-302 | The system shall import data from outside agencies. | Direct Payments |
| Accounting-303 | The system shall generate error reports based on payment updates received by direct pays to clients. The system shall provide an error report on “rejected” items that could not post. The system shall, where feasible, record the reason for rejection on the report, such as “paid-in-full”. | Direct Payments |
| Accounting-304 | The system shall permit the ability to adjust for direct payments to clients. If a direct payment is adjusted, then the allocation of commission and payments shall be adjusted automatically/manually based on the pro-rated amounts due defined by contracts and/or by business rules. | Direct Payments |
| Accounting-305 | The system shall prompt the user to confirm the adjustment of a direct payment prior to completion of the transaction. | Direct Payments |
| Accounting-306 | The system shall not allow direct payments to auto post on a debtor account if the balance due is less than the payment amount. | Direct Payments |
| Accounting-307 | The system shall permit the manual adjustment of commissions when postings are moved between accounts. | Direct Payments |
| Accounting-308 | The system shall permit the manual adjustment of Special Counsel and TPV rates on individual accounts. The system shall require override approval in order to process the transaction. | Direct Payments |
| Accounting-309 | The system shall track the assignment and re-assignment of payment adjustments to Special Counsel or TPV. | Direct Payments |

| Requirement ID | Requirement Description | Business Class |
|---|---|---|
| Accounting-310 | The system shall interface with other systems by importing and exporting data files. | Direct Payments |
| Accounting-311 | The system shall interface with financial institutions that hold bank accounts for the AGO. | Direct Payments |
| Accounting-401 | The system shall create and track refund payments to persons who are not debtors in the system. | Refunds |
| Accounting-402 | Refund hold times by payment type shall be configurable. | Refunds |
| Accounting-403 | The system shall have the ability to post and then reverse a payment as needed in real-time. | Refunds |
| Accounting-404 | The system shall generate a report of refunds due to debtors by payment type (checks, various offsets). From this report a checks listing shall be generated and sent to the Treasury of State. | Refunds |
| Accounting-405 | The system shall display an account status of Refund Payment Available when a refund can be made based on the hold periods and business rules. | Refunds |
| Accounting-406 | System shall be based on payment type and have the ability to apply funds to outstanding debts before a refund is generated. | Refunds |
| Accounting-407 | The system shall interface with other systems by importing and exporting data files. | Refunds |
| Accounting-408 | The system shall interface with financial institutions that hold bank accounts for the AGO. | Refunds |
| Accounting-409 | The system shall track the assignment and re-assignment of payment adjustments to Special Counsel or TPV. | Refunds |
| Accounting-410 | The system shall generate a refund reason code. | Refunds |

**Process Flow for High Level Payment Processing:** This business process flow is a high level representation of the main business processes in the Accounting department of the Collections Enforcement section at the Ohio Attorney General's Office. There are other auxiliary processes that are not depicted here. These are not requirements, but rather depict the current process flow.