**Project Title**: Financial Reporting Tool

**Sponsor or Approver**: Susan Pregler/Jim Choate

**Contact Information**: Business Services 7628

**Project Description or Scope**: Research and purchase financial reporting tool to allow us to produce accurate, timely financial reports for use in managing the operations of the college and for forecasting and planning.

1. Produce standard financial statements with multiple columns.
2. Link financial data from the general ledger or spreadsheet.
3. Ability to create calculations.
4. Produce provisional financial statements (as if any un-posted transactions had been posted).
5. View reports on screen and drill-down from financial summary information into account and transaction detail with the click of a button.
6. E-mail reports directly to remote users from the screen.
7. Export and import reports to/from spreadsheets.
8. Include complex calculations including conditional "If, then" statements in the reports.
9. Drag and drop units in the reporting tree to the the financial effect of restructuring.
10. Create virtual roll-up structures that do not exist in our chart of accounts.
11. Prepare and distribute presentation quality reports using customized fonts, colors and other formatting options.
12. Compare revenue and expense figures for different departments through the creation of side-by-side comparison reports.
13. Operates in a client/server environment

**Most Important Requirements**:

**Colleague Module**: Financial

**People or Departments Impacted**: Business Services Financial Management Staff/IT Staff