Maryland Judiciary Revenue Collection System (RCS) - Cashiering
List of RCS Functional and Technical Requirements

\#	Worksheet TAB Name	Requirements Functional Area	Total Requirements
TABLE OF CONTENTS		
	Key Words	n/a	n/a
1	GTI	General, Technical, and Interface	182
2	CSH	Cashiering	165
3	ALL	Allocations	18
4	ADJ	Adjustments	29
5	REC	Reconciliation	32
6	Integration Points	Integration points with other systems	n/a - Reference Only
		Total Requirements	426

VENDOR RESPONSE INSTRUCTIONS:

Provide <u>Function</u> - Indicate if the identified feature or function is included in proposal: (Y or N)

Y = YES, function is provided.
N = NO, function is not provided.

Provide <u>Delivery Method</u> - Indicate how function or feature will be provided: (1, 2, 3 or 4)

1 = Feature/Function is included in the proposed system and available in the current software release.
2 = Feature/function will be available in a future release (respondent must provide anticipated delivery date in comment area).
3 = Feature/function can be provided with custom modifications (respondent must provide estimated hours and average billing rate in comment area).
4 = Feature/function has not been proposed.

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Key Word Definitions	
Key Word	**Definition**
Adjustment	Adjustments are performed to increase or decrease revenue recorded in the General Ledger or other accounting records (e.g., Control Account records). Adjustments are sometimes referred to as "120s" by the Judiciary. Examples include an increase to revenue due to daily revenue deposits, and a decrease to revenue due to refunds and bad checks.
Adjustment code	Adjustment codes are the unique accounting codes used to record adjustments in the General Ledger or other accounting records. These codes provide a means to record and track adjustment detail (e.g., adjustment date, amount and reason), and enable Accounting to efficiently record, analyze, and report on adjustment activity.
Allocation	Allocation is the separation of revenue into its appropriate accounting fund(s). For instance, a single court case may result in one bill that is allocated over several funds, such as criminal costs, criminal fees, and the Victim's Crime fund. The bill payment is allocated over these three funds (or allocation codes, see below).
Allocation code	Allocation codes are the unique accounting codes used to record allocations in the General Ledger or other accounting records. These codes provide a means to record and track allocation detail (e.g., allocation date and amount), and they enable Accounting to efficiently record, analyze, and report on allocation activity. Allocation codes are used on the Courts' certificates of deposit to classify daily revenue into the appropriate funds.
Bill	For the purposes of this document, bills are defined as the requirement of payment. Therefore, any transaction requiring payment that an individual enters into with the Judiciary is a bill. Examples of Judiciary bills include the following: court rulings that result in fees, fines, and/or other payment obligations; traffic citations; civil filings; request for a marriage or business license; land record requests; photocopy fees; transcript fees; and collection letters.
Billing code	Billing codes are "short cuts" or hot keys used to represent a specific dollar amount. For example, the billing code MAR is used for Marriage License. When MAR is entered in the cashiering system or on an invoice the corresponding fee (and potential allocation code) are automatically populated.
Cash Bond	A written obligation, with or without collateral security, given to a court.

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Key Word Definitions	
Key Word	**Definition**
Deferred Payments	Similar to a payment plan, deferred payments are agreements made between the Judiciary and customers that allow them to pay fees, fines etc over time.
Disbursement	Disbursements can also be classified as expenditures and for the purpose of this document can be considered monies paid out by the Judiciary.
Invoices	For the purposes of this document, invoices are considered the same as Bills.
Notices	Documentation issued to a customer describing outstanding items such as bills, fees, invoices, etc.
Receipt	Documentation issued to a customer as proof of a transaction.
Transaction Type	Payment, reversal, refund, disbursement, are considered Transaction types.
Validation	Certification of acceptance of a document, in this case a check submitted by a customer.

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Req #	Description of Requirement	Criticality	Function	Delivery Method
			(Y or N)	(1, 2, 3, 4)
Technical Environment				
GTI.1.1	The system has the ability to interface and/or integrate with the systems and applications using JIS data exchange standards.	CRITICAL		
GTI.1.2	All system modules must be integrated with one another with minimal or no customization.	CRITICAL		
GTI.1.3	The system has the ability to support file import capabilities with minimal or no customization.	CRITICAL		
GTI.1.4	The system has the ability to support file export capabilities with minimal or no customization.	CRITICAL		
GTI.1.5	The system has the ability to store all transactions on the server for real-time review of cashiering and accounting activity based on data retention rules.	CRITICAL		
GTI.1.6	The system has the ability for users to configure business rules, financial accounting codes, allocation codes, and other similar items in maintainable tables.	CRITICAL		
GTI.1.7	All changes made in the system will flow throughout the System's modules without the need for duplicate data entry.	CRITICAL		
GTI.1.8	The system has the ability to import and export data from (to) standard file formats such as XML, MS Word, MS Excel, and MS Access.	CRITICAL		
GTI.1.9	The system has the ability to post data in a real-time fashion.	CRITICAL		
GTI.1.10	The system has the ability to allow multiple users to access the same data concurrently without file/record/field locking problems.	CRITICAL		
GTI.1.11	The system has the ability to generate all pre-defined/ad-hoc reports in less than **five** minutes. Reports that will require more than this amount of time should be listed in the comments section with a description of the reason so much time is required.	DESIRED		
GTI.1.12	Major releases are sent once a year with appropriate fixes sent as needed.	CRITICAL		
GTI.1.13	Notification is sent to System Administrator when releases are available to be loaded.	CRITICAL		
GTI.1.14	Each release contains detailed documentation that describes what was fixed and what is new in the release.	CRITICAL		
GTI.1.15	The system has the ability to provide vendor supplied out-of-the-box test scripts that can be modified by the AOC/JIS.	CRITICAL		
GTI.1.16	The system has the ability to operate on a virtual machine.	CRITICAL		

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	General, Technical, and Interface Requirements			
Req #	**Description of Requirement**	**Criticality**	**Function**	**Delivery Method**
GTI.1.17	The system has the ability to schedule reports and processes to be run after hours.	CRITICAL		
GTI.1.18	The system has the ability to be hosted on Windows and UNIX (AIX).	CRITICAL		
GTI.1.19	The system has the ability to support common web browsers, including Internet Explorer.	CRITICAL		
GTI.1.20	The system has the ability to perform report generation processes that require a large volume of CPU cycles, and provide the ability to generate reports, avoiding slow-downs in the transactional system.	CRITICAL		
GTI.1.21	The system has the ability to allow authorized users to configure the system, including (but not limited to): Screen formats and function keys; command subsets for context menus; and codes and keywords.	CRITICAL		
GTI.1.22	The system has the ability to maintain four regions/environments: (1) a test region/environment, (2) a staging region/environment, (3) a production region/environment, and (4) a training region/environment, all of which shall be independent regions. Under no circumstances will the test, staging, and training regions be housed on the same hardware as the production region. The training region shall contain a copy of the information that is defined in the production system. Vendors may not invoke additional license fees for the test, staging, and training environments.	CRITICAL		
GTI.1.23	The vendor must perform data conversion to facilitate user acceptance testing (UAT) with Court data.	CRITICAL		
GTI.1.24	The system has the ability to import historical data from the legacy system.	CRITICAL		
GTI.1.25	The system has the ability to provide a method to archive and purge historical data older than a specified date, based on appropriate legal record retention requirements.	CRITICAL		
GTI.1.26	The system has the ability to clearly define archival and purge procedures that do not degrade or interrupt the system.	CRITICAL		
GTI.1.27	The system has the ability to be table-driven and contain a secured system for authorized users to be able to update code table items.	CRITICAL		
GTI.1.28	The system must be an established system. The AOC will not be a beta site.	CRITICAL		
GTI.1.29	The system has the ability to allow administrators to schedule downtime for the system.	CRITICAL		
GTI.1.30	The system has the ability to be scalable to allow for future growth.	CRITICAL		
GTI.1.31	The system has the ability to operate in an environment that utilizes Cisco load balancer.	CRITICAL		

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	General, Technical, and Interface Requirements			
Req #	**Description of Requirement**	**Criticality**	**Function**	**Delivery Method**
GTI.1.32	The system has the ability to support Interactive Voice Response (IVR, phone-based) payments.	CRITICAL		
GTI.1.33	The system has the ability to support web-based payments.	CRITICAL		
GTI.1.34	The system has the ability to allow local cashiering stations to operate independently of the network for some period of time in the event of a single point of failure.	CRITICAL		
GTI.1.35	The system has the ability to support (but not be limited to) USB, network, and parallel connectivity.	CRITICAL		
GTI.1.36	The proposed system is compatible with the Judiciary's target architecture as described in Attachment 5.	DESIRED		
	Batch Controls/Balancing			
GTI.2.1	Ability to use high speed data transfer functionality to send and receive information.	CRITICAL		
GTI.2.2	Ability to automatically populate the appropriate data elements when supplied in any approved electronic format, including the execution of the necessary edits, business rules, and calculations.	CRITICAL		
GTI.2.3	Ability to include balancing control information when required by the AOC. The AOC shall approve the format along with the file layout, media, naming conventions, trailer records and other interface processing details.	CRITICAL		
GTI.2.4	Ability to generate load statistics which include the number of records, time taken, successes and failures, and exceptions. These statistics shall be saved to the system for reporting purposes.	CRITICAL		
GTI.2.5	Ability to generate exception files, when necessary, for manual edits, error corrections, and additions to the interface records by Vendor or AOC users, prior to being loaded within the system.	CRITICAL		
GTI.2.6	Ability to generate error reports that shall be at the summary and detail level and include all data necessary to resolve errors.	CRITICAL		
GTI.2.7	Ability to reload or resend records if they have not been applied correctly to the appropriate data repository.	CRITICAL		
GTI.2.8	Ability to detect duplicate files or records and isolate them for manual review and further processing.	CRITICAL		
	Security - Authentication			
GTI.3.1	The system has the ability to support Oracle single sign-on.	CRITICAL		
GTI.3.2	The system has the ability to store passwords in encrypted form.	CRITICAL		
GTI.3.3	The system will adhere to the Maryland Judiciary's security policy.	CRITICAL		

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	General, Technical, and Interface Requirements			
Req #	**Description of Requirement**	**Criticality**	**Function**	**Delivery Method**
GTI.3.4	The system must operate within the Judiciary's technical environment, as described in Attachment 5.	CRITICAL		

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	General, Technical, and Interface Requirements			
Req #	**Description of Requirement**	**Criticality**	**Function**	**Delivery Method**
	Security - Access Control			
GTI.4.1	The system's import and export capabilities provide user-level security options to control access to sensitive information.	CRITICAL		
GTI.4.2	The system has the ability to support file-, record-, and field-level security.	CRITICAL		
GTI.4.3	The system has the ability to provide role-based security.	CRITICAL		
GTI.4.4	The system has the ability to provide document-based security.	CRITICAL		
GTI.4.5	The system has the ability to update all security roles automatically when a change in the "master" role is made.	CRITICAL		
GTI.4.6	The system has the ability to provide functional security to control what processes can be performed by certain users.	CRITICAL		
GTI.4.7	The system has the ability to allow local/central System Security Administrators to add and change permissions for local/central system access.	CRITICAL		
GTI.4.8	The system has the ability to define a local System Administrator role with limited permissions.	CRITICAL		
GTI.4.9	The system has the ability to allow System Administrator to re-set user passwords.	CRITICAL		
GTI.4.10	The system has the ability to allow users to change their passwords.	CRITICAL		
GTI.4.11	The system has the ability to support the mass changing of user roles.	CRITICAL		
GTI.4.12	The system has the ability to log users off the system after an administrator-defined period of inactivity.	CRITICAL		
GTI.4.13	The system has the ability to suspend user access after an administrator-defined period of time.	CRITICAL		
GTI.4.14	The system has the ability to suspend user access after an administrator-defined number of failed log-in attempts.	CRITICAL		
GTI.4.15	The system has the ability to require users to re-authenticate on a per-transaction level when entering new transactions in the Cashiering System.	CRITICAL		
GTI.4.16	The system has the ability to limit access to financial data and settings by location (circuit, district, AOC, etc..)	CRITICAL		
GTI.4.17	The system has the ability to allow AOC administrators the ability to access all financial data and settings by location (circuit, district, AOC, etc..)	CRITICAL		

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Req #	Description of Requirement	Criticality	Function	Delivery Method
General, Technical, and Interface Requirements				
Security - Audit				
GTI.5.1	The system has the ability to provide an audit trail of record changes, including user and date of change.	CRITICAL		
GTI.5.2	The system has the ability to provide access to audit trails for only the users with proper security based upon the user's security profile.	CRITICAL		
GTI.5.3	The system has the ability to allow any user with the proper security, to be able to print event information or event audit trail information.	CRITICAL		
GTI.5.4	The system has the ability to track audit changes throughout the system that creates a log of all records maintained, and includes (but is not limited to) date, time, user/user ID, IP address/MAC address/PC name, information prior to change, and changed information.	CRITICAL		
GTI.5.5	The system has the ability to provide standard audit reports.	CRITICAL		
GTI.5.6	The system has the ability to provide customizable audit reports.	CRITICAL		
GTI.5.7	The system has the ability to provide exception reports.	CRITICAL		
GTI.5.8	The system has the ability to provide configurable exception reports.	CRITICAL		
GTI.5.9	The system has the ability to allow authorized users to have access to a log of security activity to determine users that have signed on and off the system, as well as unsuccessful attempts to sign on to the system.	CRITICAL		
GTI.5.10	The system has the ability to allow the audit trail to have a date/time stamp to the nearest second.	CRITICAL		
Security - Continuity				
GTI.6.1	The system has the ability to provide total hardware redundancy.	CRITICAL		
GTI.6.2	The system has the ability to be impervious to any single point of failure (software redundancy).	CRITICAL		
GTI.6.3	The system has the ability to be operational on a 24 x 7 scheduled basis.	CRITICAL		
GTI.6.4	The system has the ability to support both tape and non-tape backups.	CRITICAL		
GTI.6.5	The system has the ability to provide roll-back capability in the database in order to rebuild data files, if necessary.	CRITICAL		

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Req #	Description of Requirement	Criticality	Function	Delivery Method
General, Technical, and Interface Requirements				
User Interface				
GTI.7.1	The system has the ability to provide drop down boxes for code selection.	CRITICAL		
GTI.7.2	The system has the ability to use workflow technology.	CRITICAL		
GTI.7.3	The system has the ability to accommodate digital signatures/electronic approvals.	CRITICAL		
GTI.7.4	The system has the ability to ensure access to "quick keys" on keyboard to facilitate rapid data entry that gives user another option that reduces computer mouse use.	CRITICAL		
GTI.7.5	The system has the ability to provide online help documentation.	CRITICAL		
GTI.7.6	The system must be ADA (Americans with Disabilities Act), 508-compliant.	DESIRED		
GTI.7.7	The system has the ability to provide integration with the Microsoft clipboard.	CRITICAL		
GTI.7.8	The system has the ability to provide administrator configurable error messages.	CRITICAL		
GTI.7.9	The system has the ability to provide authorized users the ability to create and maintain user-defined fields.	CRITICAL		
GTI.7.10	The system has the ability to allow the organization to specify required fields in all data entry forms.	CRITICAL		
GTI.7.11	The system has the ability to provide an administrative messaging system.	CRITICAL		
GTI.7.12	The system has the ability to provide customizable screens based on roles and permissions.	CRITICAL		
GTI.7.13	The system has the ability to provide customizable help.	CRITICAL		
GTI.7.14	The system has the ability to provide online help with Contents and Search capabilities.	CRITICAL		
GTI.7.15	The system has the ability to provide context sensitive help based on cursor location.	CRITICAL		
GTI.7.16	The system has the ability to provide data validation on entry (e.g., only specified data values/ranges accepted)	CRITICAL		
GTI.7.17	The system has the ability to provide table-driven dropdown menus.	CRITICAL		
GTI.7.18	The system has the ability to attach files (including electronic and scanned documents) to records in the system.	CRITICAL		
GTI.7.19	The system has the ability to accommodate a user-defined limit on type of file attached to system records.	CRITICAL		
GTI.7.20	The system has the ability to accommodate limitations on the size of file attachments, as specified by the System Administrator.	CRITICAL		
GTI.7.21	The system has the ability to provide drill down capability on all screens.	CRITICAL		

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	General, Technical, and Interface Requirements			
Req #	**Description of Requirement**	**Criticality**	**Function**	**Delivery Method**
GTI.7.22	The system has the ability to provide the user with standard field editing capabilities including (but not limited to): navigation forward and backward to complete data entry; the ability to correct spelling mistakes without having to retype the entire word again; and the ability to move from one task to another easily using the mouse or a single keystroke.	CRITICAL		
GTI.7.23	The system has the ability to allow authorized users to create customizable screens.	CRITICAL		
GTI.7.24	The system has the ability to search by wild cards.	CRITICAL		
GTI.7.25	The system has the ability to allow a user to be able to page up and down search results and sort by different fields of the search item.	CRITICAL		
GTI.7.26	The system has the ability to support pre-filled fields in appropriately pre-formatted screens eliminating redundant data entry.	CRITICAL		
GTI.7.27	The system has the ability to provide the user with integrated application modules that offer a consistent user interface to minimize user training and administration of the system.	CRITICAL		
	Support			
GTI.8.1	The system has the ability to allow properly authorized users to configure and maintain all system settings from any workstation on the local/wide area network using a browser.	CRITICAL		
GTI.8.2	The system has the ability to allow centralized deployment of system updates and system maintenance.	CRITICAL		
GTI.8.3	The system has the ability to allow remote deployment of system updates and system maintenance.	CRITICAL		
GTI.8.4	The system has the ability to accommodate deployment of system updates and maintenance to all affected systems according to user-defined effective dates (e.g., calendar and fiscal year parameter changes).	CRITICAL		
GTI.8.5	The vendor must proactively notify the System Administrator regarding which releases of third-party software (JAVA virtual machine, Internet Explorer, Mozilla, Safari, etc.) are known to create problems with the current version of the vendor software.	CRITICAL		
	The vendor, at a minimum must adhere to the following standards for issue resolution:			
GTI.8.6	Severity Level 1, system is down. Attention required immediately, maximum of 1 hour response time.	CRITICAL		

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Req #	Description of Requirement	Criticality	Function	Delivery Method
General, Technical, and Interface Requirements				
GTI.8.7	Severity Level 2, major functionality of the system is impacted or parts of the system are down. Maximum of 4 hour response time.	CRITICAL		
GTI.8.8	Severity Level 3, non-mission critical processes are impacted. Maximum of 24 hour response time.	CRITICAL		
GTI.8.9	The system has the ability to allow for AOC-defined severity levels for support.	CRITICAL		
GTI.8.10	The vendor will provide web-based support, with a searchable database of common problems, to assist end user in facilitating error messages.	CRITICAL		
GTI.8.11	The system has the ability to adhere to AOC policy, which requires vendors to request for access to the application for trouble shooting.	CRITICAL		
GTI.8.12	The system must have the "built-in" capability to provide support through remote access to the application.	CRITICAL		
GTI.8.13	The vendor must provide software application helpdesk support 24 x 7.	CRITICAL		
GTI.8.14	The system has the ability to provide an implementation project management website, that includes ftp process for file sharing between the vendor and client.	CRITICAL		
General Reporting				
GTI.9.1	The system has the ability to provide a compliment of standard reports, an ad-hoc reporting environment that is ODBC compliant, and the ability to modify existing standard reports.	CRITICAL		
GTI.9.2	The system has the ability to provide user authorized browser-based reporting functionality.	CRITICAL		
GTI.9.3	The system has the ability to provide user authorized reporting functionality access from any workstation.	CRITICAL		
	The system has the ability to produce the following reporting formats:			
GTI.9.4	viewable on screen	CRITICAL		
GTI.9.5	printed hard copy	CRITICAL		
GTI.9.6	exported to Adobe PDF	CRITICAL		
GTI.9.7	exported to spreadsheet applications	CRITICAL		
GTI.9.8	exported to word processor applications	CRITICAL		
GTI.9.9	exported to XML	CRITICAL		
GTI.9.10	The system has the ability to display all reports to the screen with a user-defined option for printing.	CRITICAL		

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	General, Technical, and Interface Requirements			
Req #	**Description of Requirement**	**Criticality**	**Function**	**Delivery Method**
GTI.9.11	The system has the ability to produce error reports for statistical analysis and potential training.	CRITICAL		
GTI.9.12	The system has the ability to allow reports to be scheduled to be run during non business hours, on a user defined schedule, per location.	CRITICAL		
GTI.9.13	The system has the ability to allow automatic reports to be emailed to an individual or groups of persons (via automatic email distribution).	CRITICAL		
GTI.9.14	The system has the ability to distribute reports via electronic workflow.	CRITICAL		
GTI.9.15	The system has the ability to provide drill-down capability of details where summary totals are presented.	CRITICAL		
	The system has the ability to produce detail, summary and statistical reports by any of (but not limited to) the following parameters:			
GTI.9.16	User (e.g., cashier)	CRITICAL		
GTI.9.17	Payment type	CRITICAL		
GTI.9.18	Court/Payment location (location bill paid)	CRITICAL		
GTI.9.19	Case type	CRITICAL		
GTI.9.20	Allocation code	CRITICAL		
GTI.9.21	Court location (location bill issued)	CRITICAL		
GTI.9.22	Court district/county	CRITICAL		
GTI.9.23	Court system (District or Circuit)	CRITICAL		
GTI.9.24	other user-defined variables	CRITICAL		
GTI.9.25	The system has the ability to produce detail and summary reports by any combination of the parameters listed above.	CRITICAL		
GTI.9.26	The system has the ability to print graphs and charts for presentation style reports.	DESIRED		
GTI.9.27	The system has the ability to provide an Executive Information System (EIS), for example an executive dashboard.	DESIRED		
GTI.9.28	The system has the ability to allow report access and/or report execution to be granted to individuals or groups of users.	CRITICAL		
GTI.9.29	The system has the ability to include or exclude data from reports based on data privileges of user requesting the report.	CRITICAL		
GTI.9.30	The system has the ability to follow security procedures established in the application without the need to establish security roles in the report writer.	CRITICAL		
GTI.9.31	The system has the ability to provide an ad hoc report writing tool.	CRITICAL		

1. General, Technical, and Interface Requirements

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Req #	Description of Requirement	Criticality	Function	Delivery Method
	General, Technical, and Interface Requirements			
GTI.9.32	The system has the ability to provide native integration to an industry standard report writing tool (e.g., Oracle Reports, SAS, Business Objects or Crystal Reports).	CRITICAL		
GTI.9.33	The system must utilize relational database architecture for ease of use reporting.	CRITICAL		
GTI.9.34	The system has the ability to come pre-configured with all tables "joined" appropriately.	CRITICAL		
GTI.9.35	The system has the ability to provide a complete data dictionary and data model for use by AOC staff for purposes of ad-hoc report development.	CRITICAL		
GTI.9.36	The system has the ability to warn the user they are about to print a large report (displays number of pages) with option to proceed.	CRITICAL		
GTI.9.37	The system has the ability to update the data dictionary and data models provided by the vendor with each software release.	CRITICAL		
GTI.9.38	The system has the ability to allow report settings to be stored and unique to each location.	CRITICAL		
	Query Functionality			
	The system has the ability to allow online query of accounts receivable and payment information by (but not limited to) the following:			
GTI.10.1	name	CRITICAL		
GTI.10.2	invoice number	CRITICAL		
GTI.10.3	address	DESIRED		
GTI.10.4	phone number	DESIRED		
GTI.10.5	case number	CRITICAL		
GTI.10.6	Tax ID number (FID, SSN)	DESIRED		
GTI.10.7	payment amount	CRITICAL		
GTI.10.8	payment date	CRITICAL		
GTI.10.9	payment type	DESIRED		
GTI.10.10	drivers license number	DESIRED		
GTI.10.11	Court location	DESIRED		
GTI.10.12	other user-defined variables	CRITICAL		
GTI.10.13	The system has the ability to provide a full account history (all accounts receivable and payment information) with query results (queries as described above).	CRITICAL		

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	General, Technical, and Interface Requirements			
Req #	Description of Requirement	Criticality	Function	Delivery Method
	The system has the ability to provide a mechanism to 'Browse' transaction data and filter results based on user defined variables, including (but not limited to) the following:			
GTI.10.14	payment date	CRITICAL		
GTI.10.15	check number	CRITICAL		
GTI.10.16	case number	CRITICAL		
GTI.10.17	payment location	CRITICAL		
GTI.10.18	transaction type (e.g., refunds, adjustments, payments, etc.)	CRITICAL		
GTI.10.19	other user-defined variables	CRITICAL		
	The system has the ability to support the export of query results to (at a minimum) the following formats:			
GTI.10.20	viewable on screen	CRITICAL		
GTI.10.21	printed hard copy	CRITICAL		
GTI.10.22	exported to PDF	CRITICAL		
GTI.10.23	exported to spreadsheet applications	CRITICAL		
GTI.10.24	exported to word processor applications	CRITICAL		
GTI.10.25	exported to common flat file formats (e.g., .csv, .txt)	CRITICAL		
GTI.10.26	exported to XML	CRITICAL		
GTI.10.27	The system has the ability to provide a mechanism to build re-usable queries to be shared by any/all users of the system.	CRITICAL		

Comments

Comments

Comments

Comments

Comments

Comments

Comments

Comments

Comments

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Comments

1. General, Technical, and Interface Requirements

Comments

Comments

Maryland Judiciary Revenue Collection System (RCS) - Cashiering System

List of RCS Functional and Technical Requirements

Req #	Description of Requirement	Criticality	Function (Y or N)	Delivery Method (1, 2, 3, 4)
**Cashiering**			
center	**Transaction Processing**			
	The system has the ability to post payments from (but not limited to) the following sources:			
CSH.1.1	cash register (over the counter or through the mail)	CRITICAL		
CSH.1.2	Web payment portal	CRITICAL		
CSH.1.3	Interactive Voice Response (IVR) systems	CRITICAL		
CSH.1.4	third party payment services companies	DESIRED		
CSH.1.5	bank files/deposits	DESIRED		
CSH.1.6	credit card companies	CRITICAL		
CSH.1.7	automatic bank account debits	CRITICAL		
CSH.1.8	recurring credit card debits	DESIRED		
CSH.1.9	Revenue transfer from the State Central Collection Unit, Parole & Probation, and other state organizations.	CRITICAL		
CSH.1.10	wire transfer	DESIRED		
CSH.1.11	other user-defined	CRITICAL		
CSH.1.12	The system has the ability to indicate the source of the payment from the list above.	CRITICAL		
CSH.1.13	The system has the ability to support online (web-based) payments.	CRITICAL		
CSH.1.14	The system has the ability to maintain cash receipting transaction detail for a user-defined period of time.	CRITICAL		
	The system has the ability to capture check detail, including (but not limited to) the following:			
CSH.1.15	check numbers	CRITICAL		
CSH.1.16	account number	CRITICAL		
CSH.1.17	check date	CRITICAL		
CSH.1.18	other user-defined	CRITICAL		
	The system has the ability to alert the cashier of previous bad checks, detected through a match on customer and/or account detail.	CRITICAL		
CSH.1.19	The system has the ability to accommodate electronic authorization connectivity (for credit card transaction approval).	CRITICAL		
CSH.1.20	The system has the ability to print a partial credit card number on transaction receipt.	CRITICAL		

Maryland Judiciary Revenue Collection System (RCS) - Cashiering System

List of RCS Functional and Technical Requirements

Req #	Description of Requirement	Criticality	Function	Delivery Method
	Cashiering			
CSH.1.21	The system has the ability to add additional types of payment (Credit Cards, Debit Cards, ACH, …) and sources/media with little or no customization.	CRITICAL		
CSH.1.22	The system has the ability to allow an unlimited number of payment media (cash, check, credit card, etc.) that may be set up and maintained in tables.	CRITICAL		
CSH.1.23	The system has the ability to indicate whether transactions have been manually adjusted.	CRITICAL		
CSH.1.24	The system has the ability to capture both amount due and amount received.	CRITICAL		
CSH.1.25	The system has the ability to allow any number of payment media types in any combination for payment of a single transaction.	CRITICAL		
CSH.1.26	The system has the ability to notify cashier if a payment had already been made to same bill.	CRITICAL		
	The system has the ability to record payment detail, including (but not limited to) the following:			
CSH.1.27	name	CRITICAL		
CSH.1.28	address	CRITICAL		
CSH.1.29	phone number	CRITICAL		
CSH.1.30	case number	CRITICAL		
CSH.1.31	receipt number	CRITICAL		
CSH.1.32	invoice number	CRITICAL		
CSH.1.33	other user-defined variables	CRITICAL		
	The system has the ability to link transactions according to the following identifiers:			
CSH.1.34	case/citation number	CRITICAL		
CSH.1.35	license number (including, but not limited to drivers license, marriage license, business license, etc)	CRITICAL		
CSH.1.36	other user-defined variables	CRITICAL		
CSH.1.37	The system has the ability to immediately update the payment database as each payment is processed.	CRITICAL		
	The system has the ability to support the following functions:			
CSH.1.38	ability to accept over payments	CRITICAL		
CSH.1.39	automatic calculation of transaction total	CRITICAL		
CSH.1.40	multiple payments for a single bill	CRITICAL		
CSH.1.41	for a transaction with multiple checks tendered, the system must record the transaction number on each check	CRITICAL		

Maryland Judiciary Revenue Collection System (RCS) - Cashiering System
List of RCS Functional and Technical Requirements

Req #	Description of Requirement	Criticality	Function	Delivery Method
	Cashiering			
CSH.1.42	partial payment for a single bill	CRITICAL		
CSH.1.43	multiple bills in a single transaction (support all bills being the same OR different types of bills)	CRITICAL		
CSH.1.44	ability to reject multiple bills in a single transaction according to user defined rules. (e.g., escrow account, payments to separate bank accounts)	CRITICAL		
CSH.1.45	multiple payments for multiple bills (e.g., land records, transfer tax and recordation)	CRITICAL		
CSH.1.46	specify default payment method for cash register	CRITICAL		
CSH.1.47	process payments for which there are no receivables	CRITICAL		
CSH.1.48	void (back out of) transaction prior to completion	CRITICAL		
CSH.1.49	partial void after completion of transaction (with proper authorization)	CRITICAL		
CSH.1.50	error correction prior to completion	CRITICAL		
CSH.1.51	suspending payment transactions prior to completion; resuming suspended transactions for completion	DESIRED		
CSH.1.52	timely printing and duplication of previous customer receipts	CRITICAL		
CSH.1.53	automatic incrementing of transaction number	CRITICAL		
CSH.1.54	source document validation (e.g., bill stub, court payment page, citation envelope, deed of trust)	CRITICAL		
CSH.1.55	automatic incrementing of system receipt/validation number	CRITICAL		
CSH.1.56	support for credit and debit card authorization	CRITICAL		
CSH.1.57	distribution of payment to multiple user defined allocation codes	CRITICAL		
CSH.1.58	automatic transaction totaling	CRITICAL		
CSH.1.59	ability to process partial payments	CRITICAL		
CSH.1.60	automatically calculate and display change due when appropriate	CRITICAL		
	single click access ("short cut") to repetitive processes including (but not limited to):			
CSH.1.60	duplicate receipt	CRITICAL		
CSH.1.61	void transaction with appropriate user authorization	CRITICAL		
CSH.1.62	adjust transaction with appropriate user authorization	CRITICAL		
CSH.1.63	view transaction history	CRITICAL		
CSH.1.64	view adjustment history	CRITICAL		
CSH.1.65	view payment images	DESIRED		

2. Cashiering

Maryland Judiciary Revenue Collection System (RCS) - Cashiering System
List of RCS Functional and Technical Requirements

Cashiering				
Req #	**Description of Requirement**	**Criticality**	**Function**	**Delivery Method**
	The system has the ability to perform the following functions for groups of transactions:			
CSH.1.66	void transactions	CRITICAL		
CSH.1.67	adjust transactions	CRITICAL		
CSH.1.68	print duplicate receipt	CRITICAL		
CSH.1.69	print duplicate validation	DESIRED		
CSH.1.70	other user-defined functions	DESIRED		
CSH.1.71	The system has the ability to read OCR (Optical Character Recognition) encoded account information.	DESIRED		
CSH.1.72	The system has the ability for the user to assign a payment to a specific item and allow them to pay for items in any sequence they desire (e.g., invoice, court fee).	CRITICAL		
CSH.1.73	The system has the ability to allow a user defined hierarchy for application of payments (see above).	CRITICAL		
CSH.1.74	The system will flag bills that have been sent to a collection agency for collection.	CRITICAL		
CSH.1.75	The system has the ability to provide shortcut keys to perform various cashier operations.	CRITICAL		
CSH.1.76	The system has the ability to allow complete payment processing using the keyboard only.	CRITICAL		
CSH.1.77	The system has the ability to allow a cashier to process payments using either the keyboard only, the mouse only, or a combination of the two, depending on the cashier's preference.	DESIRED		
CSH.1.78	The system has the ability to automatically update date and time for payment processing.	CRITICAL		
CSH.1.79	The system has the ability to accommodate an unlimited number of payment collection points (e.g., court house, Commissioner's office, mail, phone, Internet).	CRITICAL		
CSH.1.80	The system has the ability to allow user-defined and maintained receipt/validation formats.	CRITICAL		
CSH.1.81	The system has the ability to support creation of an unlimited number of authorized user-defined receipt/validation formats.	CRITICAL		

Maryland Judiciary Revenue Collection System (RCS) - Cashiering System
List of RCS Functional and Technical Requirements

Req #	Description of Requirement	Criticality	Function	Delivery Method
Cashiering				
CSH.1.82	The system has the ability to allow authorized users to check for continuity of receipt numbers, through an electronic or printed continuity report.	CRITICAL		
CSH.1.83	The system has the ability to support the use of multiple pre-numbered forms.	CRITICAL		
CSH.1.84	The system has the ability to maintain perpetual inventory records and usage log for pre-numbered receipt forms.	CRITICAL		
CSH.1.85	The system has the ability to support receipt printing at local and networked printers.	CRITICAL		
CSH.1.86	The system has the ability to print bar code on bills and notices for mass processing of payments and for use at the cash register.	DESIRED		
CSH.1.87	The system has the ability to accommodate user-defined hotkeys that allow users to group common billing codes together.	CRITICAL		
CSH.1.88	The system has the ability to schedule the posting of third-party payment transactions (e.g., lockbox payments).	CRITICAL		
CSH.1.89	The system must have the ability to accommodate deposits into different bank accounts at different banking institutions.	CRITICAL		
CSH.1.90	The system must have the ability to accommodate a change in processing platforms required as a result of a contract change of the State Banking contract. (Currently Bank of America)	CRITICAL		
CSH.1.91	The system is compliant with PCI Data Security standards.	DESIRED		
Cash Drawer Close-Out				
CSH.2.1	The system has the ability to allow cashier to balance a payment batch on demand from any workstation regardless of where the payments were processed (secure location).	CRITICAL		
CSH.2.2	The system has the ability to allow authorized users to close out cash drawers on behalf of cashiers with appropriate permissions.	CRITICAL		
CSH.2.3	The system has the ability to allow authorized users to consolidate cash drawers and close out as a single batch.	CRITICAL		
CSH.2.4	The system has the ability to provide the means to produce a continuous printed audit trail of each transaction, including payment allocations, for each cashier's payment batches. This printed audit trail must also be stored on electronic media for onscreen viewing and historical archiving.	CRITICAL		

Maryland Judiciary Revenue Collection System (RCS) - Cashiering System
List of RCS Functional and Technical Requirements

	Cashiering			
Req #	**Description of Requirement**	**Criticality**	**Function**	**Delivery Method**
CSH.2.5	The system has the ability to allow authorized users (e.g., Accounting personnel only) to perform payment corrections (reversal, void, charge back, etc.) after the close of business day while maintaining full audit details and data integrity.	CRITICAL		
CSH.2.6	The system has the ability to allow authorized users to perform deposit corrections (due to counterfeit bills, etc.) after the close of business day while maintaining full audit details and data integrity.	CRITICAL		
CSH.2.7	The system has the ability to combine individual payment batch deposit details into a single consolidated deposit.	CRITICAL		
CSH.2.8	The system has the ability to ensure same payment batch doesn't get posted twice.	CRITICAL		
	The system has the ability to perform, on demand, the following types of totaling and reporting functions for each payment batch (e.g., each cashier or cash register):			
CSH.2.9	Ability to generate trial balance report on-screen (x-out)	CRITICAL		
CSH.2.10	Ability to generate trial balance report in hard copy	CRITICAL		
CSH.2.11	Reviewing payment batch balances and deposit totals on screen.	DESIRED		
CSH.2.12	Reconciling payment batch with actual cash drawer balance.	CRITICAL		
CSH.2.13	Printing of a check register listing the individual checks and the total number and amount of all checks since the start of the day's operations.	CRITICAL		
CSH.2.14	Totaling of cash and coin denominations for bundles, rolls, and loose currency.	CRITICAL		
CSH.2.15	Ability to print cash counter reports to document cash total.	CRITICAL		
CSH.2.16	Totaling of payments by allocation code.	CRITICAL		
CSH.2.17	Totaling of all types of payment tender received by type of payment.	CRITICAL		
CSH.2.18	Totaling of payments by receivable source (e.g., marriage licenses, land records, etc.)	CRITICAL		
CSH.2.19	Clearing of all cash drawer totals after verification and balancing have been done.	CRITICAL		
CSH.2.20	Balanced batches must be able to be submitted for approval by an authorized user – two levels of signoff for the balancing process.	CRITICAL		
CSH.2.21	Email notification must be sent to the person responsible for authorizing a payment batch.	DESIRED		

Maryland Judiciary Revenue Collection System (RCS) - Cashiering System
List of RCS Functional and Technical Requirements

Cashiering				
Req #	**Description of Requirement**	**Criticality**	**Function**	**Delivery Method**
CSH.2.22	Batches must be able to be approved or rejected by an authorized user.	CRITICAL		
CSH.2.23	Email notification must be sent if a user batch is out of balance or gets rejected.	DESIRED		
CSH.2.24	Rejected batches must be presented to cashier for re-balancing.	CRITICAL		
CSH.2.25	Ability to generate user-defined final balance report (Z Report) on-screen.	CRITICAL		
CSH.2.26	Ability to generate user-defined final balance report (Z Report) in hard-copy.	CRITICAL		
CSH.2.27	Ability to provide user authorized flexibility on which cash drawers to include in the daily close-out (z-out) process.	CRITICAL		
CSH.2.28	The system must have the ability to flag cash drawers that have processed transactions but not been closed out.	CRITICAL		
	The system has the ability to maintain deposit detail, including (but not limited to) the following:			
CSH.2.29	Deposit total	CRITICAL		
CSH.2.30	Date	CRITICAL		
CSH.2.31	Treasury code	CRITICAL		
CSH.2.32	Bank account number	CRITICAL		
CSH.2.33	Other user-defined fields	CRITICAL		
CSH.2.34	The system has the ability to generate a hard-copy, user-designed deposit slip.	CRITICAL		
CSH.2.35	The system has the ability to generate multiple deposit slips for a single payment batch (e.g., escrow accounts).	CRITICAL		
Hardware/Technical				
CSH.3.1	The cashiering system must be workstation based and allow other non-cashier related functions to be performed simultaneously while functioning as a cashier workstation.	CRITICAL		
CSH.3.2	The system has the ability to allow the cash drawer to open automatically based on transaction type.	CRITICAL		
CSH.3.3	The system has the ability to allow authorized personnel to open the cash drawer on demand.	CRITICAL		
CSH.3.4	The system has ability to maintain audit trail of "0 dollar" transaction cash-drawer opening and closing.	CRITICAL		

Maryland Judiciary Revenue Collection System (RCS) - Cashiering System
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	Cashiering			
Req #	**Description of Requirement**	**Criticality**	**Function**	**Delivery Method**
CSH.3.5	The system has the ability to allow independent operation of the cashiering workstation (in the event of server failure, host computer failure, LAN failure or other communication failure.) Cashier workstations, at a minimum, must have the ability to process payments and print receipts during periods of failed communications.	CRITICAL		
CSH.3.6	The system has the ability to support offline operation of the cashiering function if the network becomes disabled for a brief period of time, maintain/save all data captured locally, and will synchronize the data once connectivity is restored.	CRITICAL		
CSH.3.7	Each cashier workstation must be suitable for installation on a counter surface in a space that measures approximately _17_ inches deep by _6_ inches high by _17_ inches wide. The cash drawer portion of the workstation may be mountable within the counter structure in a space approximately _4_ inches high by _20_ inches wide by _19_ inches deep.	CRITICAL		
CSH.3.8	All cashier workstations must be capable of running other Windows-based software applications, such as the Microsoft Office Suite and anti-virus software, concurrently with the cashiering application.	DESIRED		
CSH.3.9	All cashier workstations shall be capable of supporting Fast Ethernet Local Area Network.	CRITICAL		
CSH.3.10	All workstations shall support a connection to one or more LAN servers for network file and print services and web server access.	CRITICAL		
CSH.3.11	The system has the ability to support multiple user cash drawers for each cashier station.	CRITICAL		
CSH.3.12	The system has the ability to support touch screen functionality.	DESIRED		
	The system has the ability to provide the following peripheral hardware at each cashiering station:			
CSH.3.13	a bill imager, OCR scanner, or barcode reader that is capable of reading and decoding scan lines on customer bills.	CRITICAL		
CSH.3.14	an electronic cash drawer.	CRITICAL		
CSH.3.15	a touch-screen monitor.	DESIRED		
CSH.3.16	a printer device capable of printing transaction data on rolled paper.	DESIRED		
CSH.3.17	a printer device capable of printing transaction validation on cut-form receipts (e.g., checks, bill stubs, court generated payment pages).	CRITICAL		

Maryland Judiciary Revenue Collection System (RCS) - Cashiering System

List of RCS Functional and Technical Requirements

Req #	Description of Requirement	Criticality	Function	Delivery Method
CSH.3.18	a magnetic stripe reader for reading credit and off-line debit card information or a debit card reader with signature capture for online debit and credit card processing.	CRITICAL		
CSH.3.19	a pre-charged payment device that allows customer to fund an account and have payments deducted from that account.	DESIRED		
CSH.3.20	The system has the ability to facilitate multiple users at the same work station by supporting multiple cashier batches per station, as well as supporting the hardware requirements for multiple cash drawers.	CRITICAL		
CSH.3.21	The system has the ability to support an unlimited number of cash drawers.	CRITICAL		
CSH.3.22	The system has the ability to support an unlimited number of cash registers.	CRITICAL		
CSH.3.23	The system has the ability to assign a unique identifier to each cash drawer.	CRITICAL		
CSH.3.24	The system has the ability to assign a unique identifier to each cash register.	CRITICAL		
CSH.3.25	The system has the ability to identify cash drawers and registers to the sub department, department, and court level.	CRITICAL		
CSH.3.26	The system has the ability to allow authorized personnel to remotely audit each cashier workstation.	CRITICAL		
CSH.3.27	The system has the ability to allow authorized personnel to remotely configure each cashier workstation.	CRITICAL		

Maryland Judiciary Revenue Collection System (RCS) - Cashiering System

List of RCS Functional and Technical Requirements

Req #	Description of Requirement	Criticality	Function	Delivery Method
	Cashiering			
	Querying & Reporting			
CSH.4.1	The system has the ability to allow queries against all receivable files.	CRITICAL		
CSH.4.2	The system has the ability to display individual transactions and groups of transactions based on the criteria entered by the user.	CRITICAL		
CSH.4.3	The system has the ability to produce transaction reports listing all recorded payments.	CRITICAL		
	The system has the ability to produce detail and summary payments reports by any of (but not limited to) the following parameters:			
CSH.4.4	Cashier	CRITICAL		
CSH.4.5	Payment type	CRITICAL		
CSH.4.6	Case type (civil, criminal, traffic, etc.)	CRITICAL		
CSH.4.7	Date	CRITICAL		
CSH.4.8	Court location	CRITICAL		
CSH.4.9	Court district	CRITICAL		
CSH.4.10	County	CRITICAL		
CSH.4.11	Court system (District or Circuit)	CRITICAL		
CSH.4.12	other user-defined variables	CRITICAL		
CSH.4.13	The system has the ability to allow authorized users to access system data (including transaction-level data) from any networked station.	CRITICAL		

Comments

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Maryland Judiciary Revenue Collection System (RCS) - Cashiering
List of RCS Functional and Technical Requirements

	Allocations			
Req #	**Description of Requirement**	**Criticality**	**Function**	**Delivery Method**
			(Y or N)	**(1, 2, 3, 4)**
ALL.1	The system has the ability to accommodate an infinite number of user-defined revenue allocation codes.	CRITICAL		
ALL.2	The system has the ability to accommodate user-defined revenue allocation codes that are table-based.	CRITICAL		
ALL.3	The system has the ability to allow Courts to set their own revenue allocation codes, overriding global allocation rules when appropriate, with appropriate security controls, audits and notifications to AOC/JIS.	CRITICAL		
ALL.4	The system has the ability to archive historical allocations indefinitely.	DESIRED		
ALL.5	The system has the ability to allocate revenue across selected user-defined agencies based on user-defined allocation codes.	CRITICAL		
ALL.6	The system has the ability to support allocation codes with associated allocation rules with fixed, variable, percentage-based amounts.	CRITICAL		
ALL.7	The system has the ability to support hierarchical allocation structure (allocation code that as part of its formula is dependent on an additional allocation code).	CRITICAL		
ALL.8	The system has the ability to allow the AOC/JIS System Administrator the flexibility to set allocation codes according to organization (e.g., court location, etc).	CRITICAL		
ALL.9	The system has the ability to link allocation amounts to the specific revenue source and court.	CRITICAL		
ALL.10	The system has the ability to allow the AOC/JIS System Administrator the flexibility to set the order in which payments are posted to allocation codes.	CRITICAL		
ALL.11	The system has the ability to allocate revenue at the time of cash register close-out.	CRITICAL		
ALL.12	The system has the ability to automatically allocate adjustments.	CRITICAL		
ALL.13	The system has the ability to automatically reverse allocations for negative revenue adjustments.	CRITICAL		
ALL.14	The system has the ability to defer allocations based on user-defined rules (e.g., upon confirmation of receipt of funds from credit card company).	CRITICAL		
ALL.15	The system has the ability to send allocation/disbursement reports to user-defined parties via email, FAX, or U. S. Mail on a user-defined schedule or based on user-defined condition(s).	CRITICAL		

3. Allocations

Maryland Judiciary Revenue Collection System (RCS) - Cashiering

List of RCS Functional and Technical Requirements

Allocations				
Req #	Description of Requirement	Criticality	Function	Delivery Method
ALL.16	The system has the ability to support expenditure allocations, including multiple funds.	CRITICAL		
ALL.17	The system has the ability to allow users to enter an effective date for all allocation codes.	CRITICAL		
ALL.18	The system has the ability to allow users to enter an end date for all allocation codes (where applicable).	CRITICAL		

3. Allocations

Comments

Comments

Maryland Judiciary Revenue Collection System (RCS) - Cashiering
List of RCS Functional and Technical Requirements

Req #	Description of Requirement	Criticality	Function (Y or N)	Delivery Method (1, 2, 3, 4)
**Adjustments**					
	The system has the ability to capture adjustment detail, including (but not limited to) the following:			
ADJ.1.1	adjustment type	CRITICAL		
ADJ.1.2	adjustment value (positive or negative)	CRITICAL		
ADJ.1.3	date	CRITICAL		
ADJ.1.4	reference document number	CRITICAL		
ADJ.1.5	transaction code	CRITICAL		
ADJ.1.6	Court location	CRITICAL		
ADJ.1.7	PCA	CRITICAL		
ADJ.1.8	object code	CRITICAL		
ADJ.1.9	reason/description for adjustment	CRITICAL		
ADJ.1.10	user performing the adjustment	CRITICAL		
ADJ.1.11	comment field	CRITICAL		
ADJ.1.12	other user-defined variables	CRITICAL		
ADJ.1.13	The system has the ability to maintain an infinite number of user-defined adjustment codes that are table based.	CRITICAL		
ADJ.1.14	The system has the ability to allow users to enter account adjustments (for correcting posting errors, transferring payments, reversing credits, etc.).	CRITICAL		
ADJ.1.15	The system has the ability to associate a comment field with each adjustment.	CRITICAL		
ADJ.1.16	The system has the ability to post adjustments to the system in real-time.	CRITICAL		
ADJ.1.17	The system has the ability to import and export adjustment files posting at a local (Court) level and central (AOC) level.	CRITICAL		
ADJ.1.18	The system has the ability to automatically post adjustments to the general ledger of the appropriate local court.	CRITICAL		
ADJ.1.19	The system has the ability to import adjustment files (e.g., collections, refund data) and apply as appropriate to the accounts receivable record.	DESIRED		
ADJ.1.20	The system has the ability to accommodate inter-agency transfers, (which are disbursements and adjustments.)	CRITICAL		
**Reporting**					
ADJ.2.1	The system has the ability to produce an Adjustment Report listing all adjustments recorded for a user-defined period.	CRITICAL		

Maryland Judiciary Revenue Collection System (RCS) - Cashiering
List of RCS Functional and Technical Requirements

	Adjustments			
Req #	**Description of Requirement**	**Criticality**	**Function**	**Delivery Method**
	The system has the ability to produce adjustment reports for any combination of the following variables:			
ADJ.2.2	date range	CRITICAL		
ADJ.2.3	adjustment type	CRITICAL		
ADJ.2.4	adjustment value (positive or negative)	CRITICAL		
ADJ.2.5	user performing the adjustment	CRITICAL		
ADJ.2.6	reason/description for adjustment	CRITICAL		
ADJ.2.7	other user-defined variables	CRITICAL		
ADJ.2.8	The system has the ability to retrieve transaction history associated with an adjustment (e.g., if the adjustment is attributed to the CCU/P&P/Court of Appeals, the user may retrieve all associated bill and payment history).	CRITICAL		
ADJ.2.9	The system has the ability to generate an unique, sequential, six-digit (to match State) reference number for adjustments.	CRITICAL		

Comments

Comments

Maryland Judiciary Revenue Collection System (RCS) - Cashiering
List of RCS Functional and Technical Requirements

Reconciliation				
Req #	**Description of Requirement**	**Criticality**	**Function**	**Delivery Method**
			(Y or N)	**(1, 2, 3, 4)**
REC.1	The system has the ability to support daily reconciliation for each cashier's workstation (cash drawer).	CRITICAL		
REC.2	The system has the ability to support daily reconciliation for each workstation (cash register).	CRITICAL		
REC.3	The system has the ability to generate daily cash reports for balancing by payment type.	CRITICAL		
	The system has the ability to generate a daily report to reflect the current day's financial activity both in detail and summary. The report must include (but not be limited to) the following:			
REC.4	total cash	CRITICAL		
REC.5	total checks	CRITICAL		
REC.6	total revenue by account type (allocation code)	CRITICAL		
REC.7	total revenue by cashier	CRITICAL		
REC.8	total credit card payments	CRITICAL		
REC.9	total debit card payments	CRITICAL		
REC.10	total deposit for payment portal payments (IVR and web portal)	CRITICAL		
REC.11	total deposit for escrow accounts	CRITICAL		
REC.12	total electronic transfers	CRITICAL		
REC.13	total adjustments	CRITICAL		
REC.14	Expenditures	CRITICAL		
REC.15	other user-defined	CRITICAL		
	The system has the ability to generate the cashiering report described above according to (but not limited to) the following parameters:			
REC.16	user-defined period (e.g., daily, monthly, yearly, or any other specified from/to dates)	CRITICAL		
REC.17	cashier/s	CRITICAL		
REC.18	workstation/s (cash register)	CRITICAL		
REC.19	court location/s	CRITICAL		
REC.20	court system (e.g., by entire District or Circuit Court system)	CRITICAL		
REC.21	other user-defined	CRITICAL		

Maryland Judiciary Revenue Collection System (RCS) - Cashiering
List of RCS Functional and Technical Requirements

	Reconciliation			
Req #	**Description of Requirement**	**Criticality**	**Function**	**Delivery Method**
REC.22	The system has the ability to generate a daily exception report that reflects all payments reversed and any other condition considered outside normal processing.	CRITICAL		
REC.23	The system has the ability to generate a daily report that reflects all adjustment activity.	CRITICAL		
REC.24	The system has the ability to generate periodic reports of revenue distribution from external sources' file uploads (e.g., credit card company payments) to reflect batch date, batch total control records and dollar count.	CRITICAL		
REC.25	The system has the ability to import credit/debit card transaction reconciliation files from credit card companies.	DESIRED		
REC.26	The system has the ability to perform automatic reconciliation of transaction data with credit card company data.	DESIRED		
REC.27	The system has the ability to import check reconciliation files from banks.	CRITICAL		
REC.28	The system has the ability to perform automatic reconciliation of local revenue records (Court level) with central consolidated revenue records (AOC level).	CRITICAL		
REC.29	The system has the ability to perform automatic reconciliation of control accounts with bank files.	CRITICAL		
REC.30	The system has the ability to perform automatic reconciliation of detail accounts with control accounts.	CRITICAL		
REC.31	The system has the ability to accept an external data file from other judiciary systems. (Example: marriage license system, certain vendors, business licenses, etc)	CRITICAL		
REC.32	The system provides the user with reconciliation functions to compare imported data with system data.	CRITICAL		

Comments

Comments

Maryland Judiciary Revenue Collection System (RCS) - Cashiering
List of RCS Functional and Technical Requirements

Integration Points - For Reference Only									
The selected system will need to integrate with the following third party applications in use by the Judiciary. The types of integration are: **SEND:** The system will only need to SEND data to the third party application. **RECEIVE:** The system will only need to RECEIVE data from the third party application. **BOTH:** The system will need to both SEND and RECEIVE information to/from the third party application.									

System / Interface	Vendor	Version	Database Platform	Type of Integration	Reason for Integration	Criticality	Function	Delivery Method	Comments
							(Y or N)	(1, 2, 3, 4)	
All Cashiering and Local Accounting System modules must natively integrate with one another.	TBD	TBD	TBD	BOTH	Efficient and comprehensive cashiering and local court accounting capabilities.	CRITICAL			
Circuit Court - Uniform Court System (UCS) Case Management System	(originally COTS, JIS now supports)	7.3	Progress	BOTH	Linkage of Circuit Court case-related revenue data with case file data.	CRITICAL			Receive integration required today but future will require 2-way real-time integration
District Court - Mainframe Case Management Systems	JIS	varies	IMS/Oracle	SEND	Linkage of District Court case-related revenue data with case file.	CRITICAL			IMS data replicated to Oracle. Includes Traffic, Civil and Criminal systems
ERP System ("Back-Office" System)	Selection pending	TBD	TBD	BOTH	Enterprise level financial data exchange, reconciliation, reporting, and other financial system functionality.	CRITICAL			System selection and specifications pending. Local Court Accounting to be included in the ERP system.
Online Payment / Web Services	TBD	TBD	TBD	BOTH	Online payment and reconciliation	CRITICAL			ePayment, eCitation, eBar, eLicense, eRecording