

Addendum II

Questions below are from 10/2/20 at 8:27AM

1. Please provide a screenshot or sample of the "MS Excel ASRS Retirement Plan"
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
2. Please provide a screenshot or sample of the "MS Excel Consultant Page"
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
3. Please provide a screenshot or sample of the "MS Excel Fiscal Year Line Item"
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
4. Please provide a screenshot or sample of the "MS Excel Fixed Assets"
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
5. Please provide a screenshot or sample of the "MS Excel FY Plotter Page"
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
6. Please provide a screenshot or sample of the MS Excel Grant Reimbursements"
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
7. Please provide a screenshot or sample of the "MS Excel ICMA Nationwide"
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.

8. Please provide a screenshot or sample of the "MS Excel In-Kind"
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
9. Please provide a screenshot or sample of the "MS Excel Medical, Gym, Tuition"
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
10. Please provide a screenshot or sample of the "MS Excel Payroll Adjustments"
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
11. Please provide a screenshot or sample of the "MS Excel Physical Inventory Listing"
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
12. Please provide a screenshot or sample of the "MS Excel Promotion & Retro Pay"
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
13. Please provide a screenshot or sample of the "MS Excel Revenue and Expenditures by Funding Source"
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
14. Please provide a screenshot or sample of the "MS Excel Termination, Sick, and Leave Payout"
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.

15. Please provide a screenshot or sample of the "MS Excel Timesheet Review Spreadsheet"
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
16. Please provide a screenshot or sample of the "MS Excel Vacation & Sick Time Tracking"
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
17. Please provide a screenshot or sample of the "Custom Built Time Entry Portal"
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
18. Please provide a screenshot or sample of the "SideWinder"
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
19. Please provide a flow chart or narrative description of the current Accounts Payable process.
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
20. Does MAG intend to maintain the current state of the Accounts Payable process?
Accounts Payable falls under the scope of section 3.6.10.
21. How are invoices input into the current Accounts Payable system?
Invoices are input centrally by Fiscal Services staff.
22. What are the outputs of the current Accounts Payable system?
Printed and signed checks, as well as 1099 forms.
23. How are checks being printed in the current Accounts Payable system?
Checks are printed by Fiscal Services staff.
24. Does MAG intend to maintain physical check printing?

Yes.

25. Please provide a flow chart or narrative description of the current Accounts Receivable and Miscellaneous Billing process.
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
26. What is the current process for receiving and inputting deposit checks?
MAG deposits checks in-person at the bank as well as remotely via a check scanner.
27. What is the current process for receiving and inputting cash?
MAG does not receive cash.
28. What is the current process for receiving and inputting credit cards?
MAG processes credit card payments via PayPal and inputs transactions into Dynamics AX.
29. Please provide a flow chart or narrative description of the current Budgeting process.
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
30. Please provide a flow chart or narrative description of the current Cash Receipting process.
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
31. Is there a cash register machine connected to the current system?
No.
32. Please provide a flow chart or narrative description of the current Contracting process.
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
33. How are contracts entered and managed in the current system?
This is performed centrally by the Fiscal Services department.

34. What are the fixed assets being managed in the current system?
MAG is not posting this information publicly.
35. Please provide a flow chart or narrative description of the current journal entry process.
MAG is not posting this information publicly at this time. All functional requirements for the desired solution are defined within the attached Excel spreadsheet. This information will be provided during later phases of the project if requested.
36. Please provide a flow chart or narrative description of the current month end reconciliation process.
MAG is not posting this information publicly at this time. This information will be provided during later phases of the project if requested.
37. Please provide a flow chart or narrative description of the current year end reconciliation process.
MAG is not posting this information publicly at this time. This information will be provided during later phases of the project if requested.
38. How are benefits entered into the current system?
Benefits are tracked as part of employee Payroll records.
39. How are personnel evaluations entered into the current system?
Personnel evaluations are not currently tracked within Dynamics AX.
40. How is onboarding information entered into the current system?
Applicant tracking is performed in Frontline. When an employee is hired their information is added to Dynamics AX.
41. What other human resources information is entered into the current system?
Key employee data necessary for Payroll is tracked in the system.
42. How is time and attendance entered into the current system?
Time is entered via a custom-built portal that feeds information into Dynamics AX.
43. How is recruiting conducted using the current system?
Frontline is used for applicant tracking.
44. How does the current system integrate with MAGs payroll provider?
Time data is output from Dynamics AX and input into Paychex.