

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
1	Manage Budget Documents		The system shall support <b>management of documents originating from internal (DOE) sources and external sources.</b>					
1.01	Manage Budget Documents	Create Budget Documents	The system shall support <b>creation of budget documents</b> within DOE (internal documents). Examples are: Fact Sheets, Issue Papers, Data Calls, Answers to Congressional Q&As, Plans, and Directives.	H	X			
1.02	Manage Budget Documents	Import/Scan Documents	The system shall support <b>importing documents</b> , including electronic <b>scanning</b> .	H	X	X	X	
1.03	Manage Budget Documents	Store Documents	The system shall allow <b>storage of</b> supporting documents created by entities outside DOE (external documents). Examples are: OMB guidance, Congressional guidance, Congressional Questions, Congressional Marks, OMB Passback, and Congressional testimony.	H	X	X	X	
1.04	Manage Budget Documents	Update Documents	The system shall allow authorized users to <b>query, update, delete, inactivate, or archive internal supporting documents.</b>	H	X	X	X	
1.05	Manage Budget Documents	View Documents	The system shall enable users to <b>view supporting documents concurrently</b> with formulating the budget.	M	X	X	X	
1.06	Manage Budget Documents	Link Documents Electronically	The system shall support <b>electronic link</b> to supporting documents.	H	X	X	X	
1.07	Manage Budget Documents	Link Without Exit	The system shall provide <b>access</b> to system-stored and hyperlinked <b>documents without exiting</b> the budget development module.	H	X	X	X	
1.08	Manage Budget Documents	Associate Documents	The system shall allow a user to <b>associate a document with multiple budget activities.</b>	H	X			
1.09	Manage Budget Documents	Disassociate Documents	The system shall allow an authorized user to <b>disassociate documents</b> from budget submissions.	H	X			
1.1	Manage Budget Documents	Log Document Approval Status	The system shall have the ability to store documents with a <b>log of approval or rejection.</b>	H	X		X	
1.11	Manage Budget Documents	Issue Data Call	The system shall support <b>issuance of Data Calls</b> by Office of Budget.	H	X			

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
1.12	Manage Budget Documents	Create Data Call	The system shall support creation of Data Calls through <b>integration</b> of narrative from the Budget Analysis Office with numeric data from the Office of Budget.	H	X			
1.13	Manage Budget Documents	Record Data Call Response	The system shall record Program Offices and Administrative Offices <b>responses to</b> Office of Budget <b>data calls</b> .	H	X	X		
1.14	Manage Budget Documents	E-Signature	The system shall support <b>electronic signature for routed documents and documents prepared for external entities</b> .	M	X	X	X	
1.15	Manage Budget Documents	Toggle Display	The system shall allow an <b>on/off toggle</b> to display/not-display a document associated with a budget activity.	H	X			
1.16	Manage Budget Documents	Create Formatted Templates	The system shall have the ability to <b>create documents using pre-defined formatting</b> rules.	H	X		X	
1.17	Manage Budget Documents	Enforce Formats	The system shall enable <b>enforcement of formatting</b> rules.	H	X	X	X	
1.18	Manage Budget Documents	Route and Track Documents	The system shall have the ability to <b>route and track formal questions from, and responses to, external entities</b> . Examples are: OMB Passback, Congressional Testimony, Q&As, Congressional markups, Congressional Appropriations, and Reports.	H	X			
1.19	Manage Budget Documents	Context Help	The system shall have the ability to <b>incorporate guidance into context sensitive help</b> .	H	X	X	X	
2	<b>Manage Budget Structure</b>		The system shall create, control, track, and report a hierarchical <b>budget structure</b> with varying structure levels.					
2.01	Manage Budget Structure	Create Hierarchy	The system shall have the ability to develop and maintain prior year, budget year, current year, and outyear (BY+4) budgets at <b>hierarchical levels</b> . Examples of hierarchy are: appropriation account, summary, control, and organization.	H	X		X	
2.02	Manage Budget Structure	Modify Hierarchy	The system shall provide flexibility to <b>add, delete, modify, and rename elements within</b> the budget structure.	H	X	X		
2.03	Manage Budget Structure	Move Hierarchy	The system shall support <b>moving</b> a subset of structure to <b>higher or lower levels of indentation</b> .	H	X	X		

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
2.04	Manage Budget Structure	Move Hierarchy Location	The system shall support moving a subset of structure to <b>another location</b> within the larger budget structure.	H	X	X		
2.05	Manage Budget Structure	Maintain Hierarchy Comparability	The system shall support <b>organizational restructuring</b> and restatements of past budgets as a result of reorganizations.	H	X	X		
2.06	Manage Budget Structure	Hierarchy Crosswalks	The system shall support <b>comparability (crosswalk) adjustments</b> between original and revised budget structure.	H	X	X		
2.07	Manage Budget Structure	Funding Levels	The system shall have the ability to support <b>multiple funding levels (scenarios)</b> for any submission. Examples are: DOE Corporate Review, OMB, and Congressional.	H	X			
2.08	Manage Budget Structure	Search Criteria	The system shall permit <b>reporting and querying</b> of data and annotations at any hierarchal level.	H		X	X	
3	<b>Build Budget</b>		The system shall have the capability to <b>develop budgets</b> for all DOE appropriations and accounts.					
3.01	Build Budget	Rollover All	The system shall allow <b>roll-forward</b> of budget <b>structure</b> to either include previous records <b>with data or exclude previous records</b> creating blank templates for new records.	H	X	X	X	
3.02	Build Budget	Rollover	The system shall <b>not affect the original</b> record(s) when rolling record(s) forward.	H	X	X	X	
3.03	Build Budget	Rollover Congressional	The system shall have the same elements in the <b>Congressional Budget</b> as those elements in the <b>Presidential Budget</b> .	H	X			
3.04	Build Budget	Filter Data	The system shall have the ability to <b>specify filters that control displays or reports</b> of the budget items included in totals independent of any display or report filter.	H	X	X		
3.041	Build Budget	Roll Structure	The system shall be able to <b>establish budget distribution budget structure from budget formulation budget structure</b> .	H		X		
3.042	Build Budget	Roll Structure	The system shall be able to <b>establish budget formulation budget structure from budget distribution budget structure</b> .	H	X			

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
3.05	Build Budget	Build Bottom Up	The system shall permit the <b>development of budgets from bottom-up.</b>	H	X			
3.06	Build Budget	Build Top Down	The system shall permit the <b>development of budgets from top-down.</b>	H	X			
3.07	Build Budget	Distribute Top Down	The system shall support <b>downward distribution of funding</b> from summary level to detail level.	H	X	X		
3.08	Build Budget	Adjust Targets	The system shall allow <b>adjustments</b> (increases, decreases) at ceiling levels <b>without affecting values at lower levels.</b> Adjustments represent new records, not modifications to existing records.	H	X	X		
3.09	Build Budget	Modify Data	The system shall have the ability to <b>edit dollar and FTE data</b> for the prior year, current year, budget year, and outyears (BY+4) for the current budget submission year. Actions taken to adjust data shall not impact the preserved snapshot.	H	X			
3.1	Build Budget	Budget Multi-Years	The system shall support <b>multi-year</b> budgets.	H	X	X	X	
3.11	Build Budget	Budget Multi-Years	The system shall have the ability to distinguish <b>prior year, current year, and 4 outyears</b> data within the same budget formulation cycle.	H	X			
3.12	Build Budget	Create Templates	The system shall have the ability to create and <b>manage formatting templates.</b>	H	X	X	X	
3.13	Build Budget	Import Templates	The system shall support <b>import of pre-designed templates</b> for all appropriation formats.	H	X	X	X	
3.14	Build Budget	Template Override	The system shall allow administrative <b>overrides to a system imposed template, link, or calculation.</b>	H	X	X	X	
3.15	Build Budget	Projections	The system shall provide for <b>five-year budget projections.</b>	H	X			
3.16	Build Budget	Concurrent Cycles	The system shall have the ability to populate, establish, and <b>maintain multiple concurrent budget cycles</b> including current year, budget year, and four outyears as separate entities.	H	X		X	
3.17	Build Budget	Appropriation History	The system shall provide an authorized user with the ability to store, access, analyze, and present <b>10 years of appropriation history data.</b>	H	X	X	X	

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
3.18	Build Budget	Confirm Target Sum	The system shall have the ability to confirm that the <b>sum of detailed records does not exceed target budget control levels.</b>	H	X	X		
3.19	Build Budget	Display Targets	The system shall maintain a visible <b>display of any budget data that is over or under spread</b> when compared to budget control levels.	H	X	X		
3.2	Build Budget	Congressional Control Level	The system shall support the setting of budgetary targets at <b>Congressional Control levels.</b>	H	X	X		
3.21	Build Budget	Statistical and Control Table	The system shall maintain <b>formulation funds control tables</b> for internal purposes and for external dissemination. Attributes include: line item identification titles and numbers, funds control levels, and construction project numbers.	H	X			
3.22	Build Budget	Rollup Funds Control	The system shall allow for the <b>roll up of administrative funds control levels</b> to appropriations funds control levels within the formulations funds control tables.	H	X			
3.23	Build Budget	Update Statistical and Control Tables	The system shall support <b>updating formulation funds control tables</b> and include identification and date of funds updates/changes. Examples of updates/changes: supplemental appropriations, reprogramming of funds, and other budget structure changes.	H	X			
3.24	Build Budget	Funding Sources	The system shall include <b>all funding sources</b> . Examples are: direct and reimbursable appropriations, and mandatory and discretionary funds.	H	X	X		
3.25	Build Budget	Construction Projects	The system shall provide the capability to <b>roll up PY construction projects funds</b> by PY organization and budget structure.	H	X			
3.26	Build Budget	DB Indices	The system shall have the ability to create <b>database indices</b> on any column contained in the budget submission.	H	X	X	X	
3.27	Build Budget	Capital/Labor Budgets	The system shall support developing and <b>managing Capital Budgets and Labor Budgets</b> at various levels of detail.	M	X			

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
3.28	Build Budget	Benefits by Position	The system shall support a <b>compensation/benefits budget by position</b> category and labor type. Examples of position category are: full-time, part-time, permanent, temporary, and intermittent. Examples of labor type are: regular, overtime, and premium pay.	M	X			
3.29	Build Budget	Capital Risk Management	The system shall enable <b>risk management</b> by supporting analysis, tracking, and evaluation of risks and results of all major capital investments for information systems (Exhibits 300 and 53).	M	X			
3.3	Build Budget	Capital Work Phases	The system shall permit the development of capital budgets <b>based on specific calendars and time frames</b> for each planning activity phase. Examples of phases are: development, design, and construction.	M	X	X		
3.31	Build Budget	Monitor Capital Budget	The system shall support <b>monitoring</b> of capital budgets by direct funds (appropriation) and by indirect funds (reimbursable) at all budget segments.	M	X	X		
3.32	Build Budget	Convert FTEs	The system shall have the ability to <b>convert FTE based on various numbers of hours</b> , not limited to 2080 hours.	M	X	X		
3.33	Build Budget	FTE Reports	The system shall provide <b>FTE comparison reports</b> for analysis.	M	X	X		
3.34	Build Budget	Payroll Modeling	The system shall <b>import</b> data from DOE <b>Payroll Modeling</b> Application.	M	X			
3.35	Build Budget	Forecast Pay	The system shall <b>forecast compensation and benefits</b> by position.	M	X	X		
3.36	Build Budget	Apply COLAs etc.	The system shall be able to <b>apply COLA, step or classification assumptions, other base pay increases, awards, and fringe benefits rates.</b>	M	X	X		
3.37	Build Budget	FTEs by Dimensions	The system shall budget for positions and FTEs <b>by various dimensions</b> . Examples are: appropriations account, program, organizational unit, and budget version.	M	X	X		
3.38	Build Budget	Over-Guidance Alerts	The system shall provide <b>alerts</b> within each budget cycle stage where budget <b>estimates exceed budgetary targets.</b>	H	X	X		

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
3.39	Build Budget	Congressional Control Level	The system shall support the adjustment of values <b>below Congressional Control Level</b> to meet targets, provide tools for spreading the variance, and provide flags/reports for values not matching targets.	H	X	X		
3.4	Build Budget	Spread Variances	The system shall provide tools for <b>spreading variances</b> between Congressional Control Level and lower level targets.	H	X	X		
3.41	Build Budget	Distribute Ceilings	The system shall have the ability to <b>distribute target spending ceilings</b> for budget development within lower levels in the account structure.	H	X	X		
3.42	Build Budget	Estimate Over Ceiling	The system shall provide the capability to <b>maintain estimates that exceed budget control levels</b> as separate entities from the official budget field.	H	X	X		
3.43	Build Budget	Track Budget Events	The system shall have the ability to <b>simultaneously track</b> CPR, OMB, and Congressional <b>budget events</b> at various levels of the budget structure.	H	X			
3.44	Build Budget	Track Budget Events	The system shall <b>track</b> budget events at <b>any level of budget structure</b> .	H	X			
3.45	Build Budget	Version Control	The system shall maintain <b>version control within each budget year</b> within a budget cycle (BY, PY, and CY budgets in parallel).	H	X			
3.46	Build Budget	Sort	The system shall have the ability to display or report budget data based on <b>user-defined sort criteria</b> .	H	X	X	X	
3.47	Build Budget	Sort	The system shall provide the ability to <b>sort data by different control levels</b> in the budgetary/account structure.	H	X	X		
3.48	Build Budget	Multi-Dimensional	The system shall allow authorized users to <b>view and report budget data by multiple dimensions</b> . Examples of dimensions are: appropriation fund, organization, program, object class, performance measure, workload levels, and DOE goals.	H	X	X	X	

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
3.49	Build Budget	STARS Flexfield	The system shall support <b>multiple dimensions of funds control</b> using elements of the current DOE defined accounting <b>Flexfield classifications</b> . Examples of Flexfields are: object class, program, organization, and fund.	H	X	X		
3.5	Build Budget	Configurable Wizard	The system shall provide the user with a <b>configurable Wizard</b> feature to create budget submissions.	H	X	X	X	
4	<b>Publish Budget</b>		The system shall have the ability to create the entire <b>CPR, OMB, and Congressional budget submissions</b> . The latter two documents are comprised of seven volumes and over 3,000 pages of text and data (see <a href="http://www.cfo.doe.gov/budget">www.cfo.doe.gov/budget</a> ).					
4.01	Publish Budget	Consolidate Budget	The system shall allow users to <b>consolidate budget submissions</b> from input provided by multiple organizations.	H	X		X	
4.02	Publish Budget	Split Budget	The system shall allow users to <b>split</b> budget submissions <b>into multiple views</b> .	H	X		X	
4.03	Publish Budget	Integrate Text	The system shall support <b>seamless integration of text and numeric data</b> to produce and print budget volumes. Examples of text data are: notes, comments, footnotes, graphs, charts, and tables.	H	X		X	
4.04	Publish Budget	Update Texted Numbers	The system shall <b>update numbers in text</b> when corresponding numbers in the database are updated and the text documents are refreshed.	H	X		X	
4.05	Publish Budget	Generate Budget Submission	The system shall automatically generate <b>all applicable annual budget requests</b> , (CPR, OMB, and Congressional) including all narratives, tables, and charts.	H	X		X	
4.06	Publish Budget	Follow A-11	The system shall provide for preparation, printing, and electronic submission of schedules, exhibits, text, and <b>data required by OMB Circular A-11</b> .	H	X	X	X	
4.07	Publish Budget	User-defined Formats	The system shall provide the capability for user-defined <b>budgetary publication formats</b> .	H	X	X	X	

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
4.08	Publish Budget	Enforce Formats	The system shall <b>enforce format compliance</b> per annual DOE guidance. Examples are: section and page breaks, fonts, table headings and titles, fiscal year acronyms, and exhibits.	H	X			
4.09	Publish Budget	Formats: Line Control	The system shall support <b>Keep with Next and Widow/Orphan</b> for both narratives and embedded tables/exhibits.	H	X			
4.1	Publish Budget	Hide Row/Column	The system shall have the ability to <b>hide and unhide columns and rows</b> within spreadsheets.	H	X	X	X	
4.11	Publish Budget	Search	The system shall allow an authorized user to filter sets of budget submissions to <b>search by attributes</b> . Examples are: budget cycle (CPR, OMB, Congressional), program, range of budget years (prior, current, budget, out years), range of dollars, and FTEs.	H	X			
4.12	Publish Budget	Print Budget	The system shall have the ability to <b>print all or portions of the budget</b> submission document.	H	X			
4.13	Publish Budget	Print Budget	The system shall have the ability to allow an authorized user to <b>print any budget year</b> submission.	H	X			
4.14	Publish Budget	Extract Data	The system shall support <b>data extract from the database</b> in order to produce/publish other supporting documents. Examples of other documents are: questions and answers, schedules for the Presidents Budget, issue papers, and fact sheets.	H	X		X	
4.15	Publish Budget	Tables of Contents	The system shall have the ability to create and <b>configure primary and secondary tables of contents</b> by DOE budget volume.	H	X			
4.16	Publish Budget	Volume Prefix	The system shall have the ability to produce a table of contents <b>with or without the prefix of a DOE volume</b> designation in front of the page number.	H	X			
4.17	Publish Budget	Page Numbers	The system shall <b>automatically update page numbers</b> on a table of contents when the content changes.	H	X			
4.18	Publish Budget	Budget Status Reporting	The system shall provide <b>status reports by organization</b> regarding completion of annual budget documents, including reports on any incomplete budget sections.	H	X		X	

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
4.19	Publish Budget	Table Templates	The system shall have the capability to allow <b>user-defined, single input of table template headers that repeat</b> throughout the document.	H	X	X	X	
4.2	Publish Budget	Track Changes	The system shall automatically generate all applicable annual budget requests to include online editions that <b>show track changes edits</b> . Examples are: redlines, strike-out, notes, comments, and highlighted changes.	H	X			
4.21	Publish Budget	Freeze Column	The system shall have the ability to <b>freeze the left hand column</b> of a multi-column spreadsheet.	H	X	X	X	
4.22	Publish Budget	E-Forms	The system shall support development and printing of <b>electronic forms</b> .	H	X	X	X	
4.23	Publish Budget	Screen Column	The system shall provide that <b>instructions be placed as close to the field displayed</b> as possible.	M	X	X	X	
4.24	Publish Budget	Pop-Ups	The system shall <b>not force users to exit the field</b> to see instructions that are too long to fit on the screen.	M	X	X	X	
4.25	Publish Budget	Table Inserts	The system shall support <b>inserting/deleting tables into narrative sections</b> .	H	X	X	X	
4.27	Publish Budget	Import Exhibits	The system shall have the ability to <b>import exhibits in Word, Excel, and PDF</b> and associate them with budget structure elements.	H	X	X	X	
4.28	Publish Budget	Create Exhibits	The system shall support user <b>creation of charts, exhibits, and tables</b> .	H	X	X	X	
4.29	Publish Budget	Graphic Exhibits	The system shall support <b>graphical views of data</b> . Examples are: graphs, pie charts, and other graphics for dollar and FTE and workload data.	H	X	X	X	
4.3	Publish Budget	File Formats	The system shall have a <b>publication capability</b> that includes: Word, Excel, PDF, PowerPoint, charts and graphics, superimposed graphs, tables, cross tabs, maps, pivots, XML, HTML, WML, print, and print preview.	H	X	X	X	
4.31	Publish Budget	Publishing	The system shall have the ability to create or <b>publish to the Web</b> .	H	X	X	X	
4.32	Publish Budget	Microsoft Access	The system shall support <b>data output to Microsoft Access</b> databases.	M	X	X	X	
4.33	Publish Budget	Link Table of Contents	The system shall have the ability to <b>hyperlink from the table of contents</b> to each volume.	H	X			

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
4.34	Publish Budget	Create Crosscuts	The system shall produce <b>cross-cutting and supplemental data</b> collections.	H	X	X	X	
4.35	Publish Budget	Extract Crosscuts	The system shall allow crosscuts to be developed from text and data <b>extracted from the annual budget justification</b> .	H	X			
4.36	Publish Budget	Create Crosswalk Tables	The system shall create <b>numerical crosswalk tables</b> . Examples are: OMB budget object classes and comparabilities (old and new budget structures).	H	X	X		
4.37	Publish Budget	Errata Statement	The system shall generate the <b>Errata Statement</b> based on edits made after publication.	M	X			
5	<b>Manage Funds Distribution</b>		<b>The system shall support calculating and distributing appropriations, apportionments, allotments, and Approved Funding Programs.</b>					
5.01	Manage Funds Distribution	Generate SF 132	The system shall provide the capability to <b>generate the SF 132</b> (OMB Apportionment and Reapportionment Schedules).	H		X		
5.02	Manage Funds Distribution	Update SF 132	The system shall provide the capability to <b>update the SF 132</b> (OMB Apportionment and Reapportionment Schedules).	H		X		
5.03	Manage Funds Distribution	Analyze SF 132	The system shall provide the capability to <b>perform analysis on the SF 132</b> (OMB Apportionment and Reapportionment Schedules).	H		X		
5.04	Manage Funds Distribution	Maintain SF 132	The system shall maintain <b>SF 132</b> reports <b>historically</b> .	M		X		
5.05	Manage Funds Distribution	Record SF 132 Actions	The system shall support <b>recording OMB action</b> on submitted SF 132 Apportionment Requests.	H		X		
5.06	Manage Funds Distribution	Report SF 132 Variance	The system shall support generation and printing of an SF 132 <b>variance report</b> comparing the DOE request to OMB action.	H		X		
5.07	Manage Funds Distribution	Compare SF 132 to Warrants	The system shall produce reports that <b>compare the Treasury Warrant to the SF 132</b> Apportionment. Note: Treasury Warrants originate in STARS.	M		X		
5.09	Manage Funds Distribution	Replicate Apportionment	The system shall allow authorized users to apply SF 132 data as a baseline for calculations and to <b>automatically replicate</b> the previous apportionment.	H		X		

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
5.1	Manage Funds Distribution	View Apportionments	The system shall enable users to <b>print/display all Appropriations with their latest Apportionment Request number.</b>	M		X		
5.11	Manage Funds Distribution	Manage Advice of Allotment	The system shall <b>manage the Advice of Allotment process.</b>	H		X		
5.12	Manage Funds Distribution	Generate Advice of Allotment	The system shall <b>generate the Advice of Allotment.</b>	H		X		
5.13	Manage Funds Distribution	Generate Advice of Transfer	The system shall <b>generate the Advice of Transfers</b> (by appropriation).	M		X		
5.14	Manage Funds Distribution	Allotments by User Algorithms	The system shall have the ability to maintain <b>allotted amounts</b> over prescribed time periods using <b>user-defined algorithms</b> . Examples of algorithms are: PY actual cost distribution, quarterly distribution, and monthly distribution.	H		X		
5.15	Manage Funds Distribution	E-Routing	The system shall provide the capability for <b>electronic routing</b> for Advice of Allotments and Advice of Transfers.	H		X		
5.16	Manage Funds Distribution	E-Signature	The system shall provide the capability for <b>electronic signature</b> for Advice of Allotments and Advice of Transfers.	H		X		
5.17	Manage Funds Distribution	Review Advice of Allotment	The system shall support <b>review of the proposed direct and reimbursable work funding</b> amounts for the Advice of Allotment.	H		X		
5.18	Manage Funds Distribution	Report Allottee Changes	The system shall provide the capability to <b>report changes by Allottee.</b>	H		X		
5.19	Manage Funds Distribution	Sum AFP and Allotment Amounts	The system shall <b>summarize AFP and allotment amounts by Allottee</b> for each appropriation.	H		X		
5.2	Manage Funds Distribution	Report Funds	The system shall have the ability to create <b>reports of appropriations, apportionments, allotted funds, and AFPs.</b>	H		X		
5.21	Manage Funds Distribution	Send Fund Files	The system shall <b>automatically</b> make available <b>electronic files of appropriations, apportionments, allotted funds, and AFPs data</b> to the appropriate entity.	H		X		
5.22	Manage Funds Distribution	Prepare Fund Reports	The system shall <b>prepare the formal documents of appropriations, apportionments, allotments, and AFPs automatically.</b>	H		X		

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
5.23	Manage Funds Distribution	Control Funding	The system shall <b>control funding within appropriations, apportionments, allotment, and AFPs.</b>	H		X		
5.25	Manage Funds Distribution	SF 132 Availability Footnote Codes	The system shall allow users to update <b>Availability Footnote Codes</b> (from SF 132) and create footnotes by Treasury Symbol.	H		X		
5.27	Manage Funds Distribution	Manage AFP	The system shall support <b>management of AFPs.</b>	H		X		
5.28	Manage Funds Distribution	Generate AFP Authorization	The system shall <b>generate documentation authorizing</b> DOE program managers to obligate and expend funds.	H		X		
5.29	Manage Funds Distribution	E-Signature	The system shall support <b>electronic signatures</b> on documents <b>authorizing</b> managers to <b>obligate and expend funds.</b>	H		X		
5.3	Manage Funds Distribution	Generate Funding Authorization	The system shall <b>generate funding authorizations.</b> Examples are: M&O AFPs, Non-M&O AFPs, and Transfers.	H		X		
5.31	Manage Funds Distribution	Generate WAS	The system shall generate <b>the WAS form</b> (Work Authorization System form) associated with AFP changes.	H		X		
5.32	Manage Funds Distribution	Summarize AFP	The system shall <b>summarize records</b> to be uploaded into the accounting system (STARS). Records are for: appropriation, apportionment, allotment, and AFP.	H		X		
5.33	Manage Funds Distribution	Adjust Control Levels	The system shall allow <b>adjusting control levels.</b> Examples are: allotment and AFP.	H		X		
5.34	Manage Funds Distribution	Update FM Codes	The system shall allow users to <b>update allotment and AFP codes.</b> Examples are: B&R and accounting Flexfield.	H		X		
5.35	Manage Funds Distribution	CR Operations	The system shall allow for operations under a <b>CR.</b>	H		X		
5.36	Manage Funds Distribution	CR Availability Report	The system shall allow processing of Congressional actions under a <b>CR Availability Report.</b> Examples are: House, Senate, or Conference action.	H		X		
5.37	Manage Funds Distribution	Compute CR Funding	The system shall <b>compute modified allotments under a CR.</b>	H		X		
5.38	Manage Funds Distribution	Track CR Funding	The system <b>shall track allotments and AFPs under a CR</b> or similar situation.	H		X		

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
5.39	Manage Funds Distribution	CR Reimbursables	The system shall, <b>under a CR, modify direct and reimbursable funding</b> portions of all allotments at the AFP recipient level.	H		X		
5.4	Manage Funds Distribution	CR Allowances Calculations	The system shall provide users with <b>alternative methods</b> in calculating CR allowances.	H		X		
5.41	Manage Funds Distribution	CR Allowances Calculations	The system shall allow Office of Budget users to initiate both an automated current <b>rate of spending calculation</b> and a not-to-exceed-current-rate calculation under a CR.	H		X		
5.42	Manage Funds Distribution	CR Rules	The system shall allow the Office of Budget to <b>establish rules for CR terms</b> . Examples of rules for each appropriation are: lower of the House or Senate Mark, current rate, percent applied, and estimated obligation through date.	H		X		
5.43	Manage Funds Distribution	Funds Distribution Reports	The system shall have the ability to <b>summarize/report</b> current FY budget amount, PY actual, YTD actual, YTD variance, and remaining FY budget at various user-defined levels/hierarchical structures.	H		X		
5.44	Manage Funds Distribution	Funds Distribution Reports	The system shall produce <b>funds distribution reports</b> .	H		X		
5.45	Manage Funds Distribution	Carryover Report	The system shall generate the <b>Estimated Unobligated Carryover Detail Report</b> for submission to OMB.	H		X		
5.46	Manage Funds Distribution	Unallotted Balances	The system shall report <b>unallotted balances</b> for the estimated Unobligated Carryover reconciliation. Examples of unallotted are: prior year deobligation reserve amounts, DOE reserve amounts, and funds allotted to the Office of Budget.	H		X		
5.47	Manage Funds Distribution	Recovery of PY Obligations	The system shall support <b>the Recovery of Prior Year Obligations by Appropriation Report</b> (Detail Report) and Recovery of Prior Year Obligations by Assistant Secretary Report (AS Report).	H		X		
5.48	Manage Funds Distribution	Remarks Reports	The system shall provide authorized users the ability to produce <b>Remarks Assignment Reports</b> and Query <b>Remark Code Reports</b> for allotments, transfers, or AFPs.	M		X		

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
5.49	Manage Funds Distribution	Consolidated Audit Reports	The system shall provide reports necessary for a <b>Consolidated Audit</b> . Examples are: Management Summary Reports, Obligational Availability Report, and Recovery of Prior Year Deobligations by Appropriation and Program.	H		X	X	
5.51	Manage Funds Distribution	Multi-Dimensional	The system shall distribute, <b>slice and dice</b> , and control funds from multiple perspectives. Examples are: appropriation, budget structure, object class, apportionment, organization, allottee, and allotment and sub-allotment.	H	X	X		
5.52	Manage Funds Distribution	STARS Accounting Flexfield	The system shall <b>summarize</b> budget or actual data in total, <b>by accounting Flexfield segment or at user-defined levels/hierarchical structures</b> . Examples are: organization, project, and program.	H	X	X		
5.53	Manage Funds Distribution	Manage Non-Approp & Non-Apport Funds	The system shall provide the capability to manage and account for <b>non-appropriated and non-apportioned</b> funds.	H		X		
5.54	Manage Funds Distribution	Modify Non-Approp & Non-Apport Data	The system shall allow authorized users to <b>add, change, and delete allotment information</b> related to non-appropriated and non-apportioned funds.	H		X		
5.55	Manage Funds Distribution	Modify Reimbursables	The system shall allow authorized users to <b>update estimated Reimbursable Work amounts</b> associated with Base Table Amounts.	H		X		
5.56	Manage Funds Distribution	STARS Interface	The system shall provide for <b>uploading</b> of apportionments, allotments, and AFPs directly <b>into STARS</b> with appropriated and non-appropriated (funded) budget amounts by different time periods. Examples of time periods are monthly, fiscal year, and multi-year.	H		X		
5.57	Manage Funds Distribution	Variance Explanation	The system shall allow the input of <b>text explaining variances</b> when comparing the budget to the actual costs and shows variance percentage for month and YTD.	H		X		
5.58	Manage Funds Distribution	Expired Appropriation Authority	The system shall record the <b>expiration and cancellation of appropriation authority</b> .	H		X		

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
6	<b>Integrate Budget and Performance</b>		The system shall have the tools and capability to <b>manage performance data</b> and to integrate performance data with the DOE budget submission.					
6.01	Integrate Budget and Performance	Import Master	The system shall support <b>importing a master spreadsheet</b> of performance data into exhibits/tables.	H	X		X	
6.02	Integrate Budget and Performance	Maintain Data Historically	The system shall maintain performance/workload <b>data for the budget year and five prior years.</b>	H	X		X	
6.03	Integrate Budget and Performance	Future Year Targets	The system shall have the ability to maintain performance <b>targets and milestones for the budget year and five future years.</b>	H	X		X	
6.04	Integrate Budget and Performance	Modify Data	The system shall permit <b>modifications to performance/workload data.</b> Actions taken to adjust data must not impact the preserved snapshot.	H	X		X	
6.05	Integrate Budget and Performance	Enter Commentary	The system shall permit users to <b>enter written commentary</b> to explain changes to targets and variances between actual performance and target.	H			X	
6.06	Integrate Budget and Performance	Spread Numerics	The system shall have the ability to <b>spread performance goal data</b> by math function or user algorithm.	H	X		X	
6.07	Integrate Budget and Performance	Link Goals	The system shall <b>link</b> the performance <b>goals to DOE organizations and to the DOE Strategic Plan (Strategic Themes and Objectives).</b>	H			X	
6.08	Integrate Budget and Performance	What-if Scenarios	The system shall enable development of the budget using <b>varying levels of performance</b> , such as outcome-related performance, which is based on different funding levels. Examples of funding levels are: Decrement, Target, and Over Target.	H	X		X	
6.09	Integrate Budget and Performance	Quantifiable Measures	The system shall provide the ability to support <b>quantifiable performance measures.</b>	H			X	
6.1	Integrate Budget and Performance	Performance Reports	The system shall support quarterly and annual <b>performance reports.</b>	H			X	
6.11	Integrate Budget and Performance	Ad Hoc Reporting	The system shall provide the capability to design and produce <b>ad hoc queries and customizable reports</b> for individual users.	H	X	X	X	
6.12	Integrate Budget and Performance	PAR	The system shall produce the annual Performance Results section in the <b>PAR.</b>	H			X	

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
6.13	Integrate Budget and Performance	Flexible Structure	The system shall provide support for a <b>flexible account structure</b> .	H	X	X	X	
6.14	Integrate Budget and Performance	Unique Goal Identifiers	The system shall support <b>uniquely numbered performance goals</b> .	H	X		X	
6.15	Integrate Budget and Performance	Collect GPRA Data	The system shall <b>collect</b> and report performance <b>data</b> to satisfy <b>GPRA</b> reporting requirements.	H		X	X	
6.16	Integrate Budget and Performance	Modify Data	The system shall support <b>changes to performance measure information</b> within any budget cycle.	H	X		X	
6.17	Integrate Budget and Performance	Modify Data	The system shall provide the capability to <b>update</b> any affected <b>milestones, deliverables, or targets</b> .	H	X	X	X	
6.18	Integrate Budget and Performance	Bottom Up	The system shall include the capability to create and maintain a performance measure hierarchy that supports the <b>roll up of data from the bottom up</b> .	H	X		X	
7	<b>Manage Workflow</b>	Review and Approvals	The system shall support workflow for <b>review/approval processes</b> . Examples of reviewable process are: budget submissions, Congressional testimony, fact sheets, issues papers, Q&As, and other supporting documentation.					
7.01	Manage Workflow	Functional Access	The system shall control <b>user access to functions and data based on workflow states</b> .	H	X	X	X	
7.02	Manage Workflow	Acknowledge Guidance	The system shall require and record receipt of user <b>acknowledgement of DOE guidance before user can act on the guidance</b> .	L	X	X	X	
7.03	Manage Workflow	Online Review	The system shall permit <b>online review and approvals</b> .	H	X	X	X	
7.04	Manage Workflow	Routing and Notification	The system shall have workflow automation incorporating <b>routings and notifications</b> .	H	X	X	X	
7.05	Manage Workflow	Route Internal/External	The system shall support routing and notifications that <b>target internal and external destinations</b> .	H	X	X	X	
7.06	Manage Workflow	Designate Recipients	The system shall have the ability to <b>designate recipients</b> .	M	X	X	X	
7.07	Manage Workflow	Route Documents	The system shall support routing <b>documents</b> .	H	X	X	X	
7.08	Manage Workflow	Alert Deviations	The system shall have <b>alerts</b> for review and approval when <b>deviations from guidance</b> occur.	H	X	X		
7.09	Manage Workflow	Audit Trail	The system shall <b>record for audit</b> all the <b>changes</b> to products within the workflow.	H	X	X	X	

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
7.1	Manage Workflow	Assignment	The system shall support flexible <b>assignment of actions</b> on workflow entities.	H				X
7.11	Manage Workflow	Approval Authority	The system shall permit <b>assignment of approval authority</b> .	H	X	X	X	
7.12	Manage Workflow	Approval Authority	The system shall have approval authority assignable at <b>any budget structure level</b> .	H	X	X		
7.13	Manage Workflow	Approval Authority	The system shall have approval authority assignable to <b>budget submission subsections</b> .	H	X			
7.14	Manage Workflow	Batch Job Scheduling	The system shall support <b>job (batch) scheduling</b> by various time-units. Examples of units are: calendar, clock, interval, condition, and event-based.	H	X	X	X	
7.15	Manage Workflow	Concurrent Review	The system shall support <b>concurrent review by multiple individuals</b> .	H	X	X	X	
7.16	Manage Workflow	E-Signature	The system shall support <b>electronic signatures</b> within the workflow process.	M	X	X	X	
7.17	Manage Workflow	Signature Placement	The system shall display any authorizing or certifying <b>signature fields following the last data field</b> requiring an approval signature.	M	X	X	X	
7.18	Manage Workflow	Unique Signatures	The system shall require that the data elements serving as an <b>electronic signature are unique to each authorizing official</b> .	H	X	X	X	
7.19	Manage Workflow	Track Signatures	The system shall include electronic <b>signature approval in the audit trail</b> associated with the data approval.	H	X	X	X	
7.2	Manage Workflow	Approval Levels	The system shall permit <b>multiple levels of approval</b> to a single user.	H	X	X	X	
7.21	Manage Workflow	Approval Controls	The system shall <b>prevent</b> a user with multiple approval levels from <b>applying more than one level</b> of approval to a given document.	M	X	X	X	
7.22	Manage Workflow	Workflow by Organization	The system shall accommodate <b>different organizational budget workflows</b> .	H	X	X	X	
7.23	Manage Workflow	Override Rules	The system shall allow an organization's system administrator to <b>override predefined workflow</b> processes within that administrator's span of authority.	M	X	X	X	
7.24	Manage Workflow	Status Reports	The system shall support <b>status queries and reports</b> on items in the workflow.	H	X	X	X	

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
7.25	Manage Workflow	View Approval History	The system shall support <b>viewing of approval history</b> .	H	X	X	X	
7.26	Manage Workflow	Groups	The system shall have <b>workflow</b> capabilities by individual users and by <b>user groups</b> .	H	X	X	X	
7.27	Manage Workflow	Lockout	The system shall have the ability to <b>lock out specific users</b> or specific user groups during specified <b>workflow states</b> .	H	X	X	X	
7.28	Manage Workflow	Lockdown Budget	The system shall <b>lock down the finalized budget</b> and its associated documents. Examples of documents are: Q&As, fact sheets, issue papers, and testimony.	H	X			
7.29	Manage Workflow	Tasks	The system shall have the ability to establish <b>workflow tasks and deadlines</b> .	H	X	X	X	
7.3	Manage Workflow	Bookmark	The system shall be capable of <b>returning the user</b> to where the user left off in the workflow process.	M	X	X	X	
7.31	Manage Workflow	Navigate Backwards	The system shall allow the user to <b>navigate to any previous point</b> in the workflow.	M	X	X	X	
7.32	Manage Workflow	Override Lockdown	The system shall provide mechanism to <b>override the lock down</b> of a budget submission under appropriate circumstances.	H	X	X	X	
8	<b>Perform Analysis</b>		The system shall have <b>strong analytic, data manipulation, and multi-dimensional</b> analysis capabilities.					
8.01	Perform Analysis	Trend Analysis	The system shall support <b>trend analysis</b> based on standard and <b>user-defined parameters</b> .	H	X	X	X	
8.02	Perform Analysis	Outlays	The system shall allow input of outlay rates and <b>calculate the outlays</b> for any element of the budget structure.	H	X	X		
8.03	Perform Analysis	Forecasts	The system shall <b>produce forecasts for periodic bases with user-defined parameters</b> . Examples are: cost of living adjustments, outlays, and end-of-year projections of obligations.	H	X	X		
8.04	Perform Analysis	Filters	The system shall permit users to <b>exclude selected budget line items</b> , activities, or account codes <b>from a projection</b> .	H	X	X		
8.05	Perform Analysis	Regressions	The system shall support <b>regression analysis</b> .	H	X	X		

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
8.06	Perform Analysis	Create What-If	The system shall allow <b>multiple what-if scenarios</b> based on any combination of business drivers and multiple funding levels.	H	X	X	X	
8.07	Perform Analysis	Copy What-If	The system shall have the ability to <b>copy any budget submission or what-if</b> scenario into a new what-if scenario.	H	X			
8.08	Perform Analysis	Unlimited What-If	The system shall permit generation of <b>unlimited what-if</b> scenarios.	H	X	X		
8.09	Perform Analysis	Temporary What-If	The system shall permit creation of what-if scenarios <b>without changing official records</b> until the new scenario is authorized.	H	X	X		
8.1	Perform Analysis	Promote What-If	The system shall be able to <b>promote a what-if scenario as the next working version</b> of budget submission.	H	X			
8.11	Perform Analysis	Impact Analysis	The system shall be able to create scenarios that <b>demonstrate impacts on performance</b> .	H	X		X	
8.12	Perform Analysis	What-If	The system shall permit <b>applying factors</b> to specified budget values to project <b>over-target or under-target</b> estimates.	H	X	X		
8.13	Perform Analysis	Rounding	The system shall comply with <b>specified rounding rules</b> .	H	X	X		
8.14	Perform Analysis	User Formulas	The system shall have the ability to perform <b>calculations based on system- and user-defined formulas</b> .	H	X	X	X	
8.15	Perform Analysis	Custom Functions	The system shall permit the build of <b>custom functions</b> which can be <b>globally available</b> to all users.	H	X	X	X	
8.16	Perform Analysis	Enforce Functions	The system shall allow a user to <b>create and assign formulas</b> to data fields, reference data and metadata fields.	H	X	X	X	
8.17	Perform Analysis	Rollup Percents	The system shall handle <b>rollups of percentages and ratios</b> on calculated columns.	H	X	X	X	
8.18	Perform Analysis	Post Appropriation	The system shall allow for <b>changing current-year funding levels</b> as a result of post-appropriation actions without change to enacted levels.	H	X	X	X	
8.19	Perform Analysis	What-If Scenarios	The system shall support <b>adding multiple funding levels to tables/exhibits</b> while retaining the original tables/exhibits.	H	X	X		
9	<b>Manage Data</b>		The system shall <b>manage current and historical data</b> .					

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
9.01	Manage Data	No Duplicate Input	The system shall maintain data in a format to <b>eliminate duplicate input and storage</b> of information.	H	X	X	X	X
9.02	Manage Data	Data Management	The system shall use a common, integrated, fully attributed <b>data dictionary</b> that allows for the documentation of the specific use of fields and values.	H	X	X	X	X
9.03	Manage Data	Archive	The system shall have the ability to <b>archive historical data</b> .	H				X
9.04	Manage Data	Auto-Archive	The system shall auto- <b>archive historical data based on user-defined rules</b> .	H	X	X	X	
9.05	Manage Data	Data Quality	The system shall ensure <b>timely and reliable access to data</b> .	H	X	X	X	
9.06	Manage Data	Data Search	The system shall support <b>data searches</b> .	H	X	X	X	
9.07	Manage Data	Data Integrity	The system shall ensure <b>data integrity</b> .	H	X	X	X	
9.08	Manage Data	Data Validation	The system shall support <b>validation of imported data</b> .	H	X	X	X	
9.09	Manage Data	Maintain Audit	The system shall maintain a <b>history of changes to tracked elements</b> . Examples are: <b>old values, new values, and user identifiers</b> .	H	X	X	X	
9.1	Manage Data	Update Costs	The system shall have the ability to <b>update actual cost data regularly</b> from STARS.	H		X		
9.11	Manage Data	Reconciliation	The system shall support <b>reconciliation reporting</b> . Examples are: budget spreads across appropriation funds, programs, activities, object classes, sub-activities, and performance goals.	H	X	X		
9.12	Manage Data	Single Point Entry	The system shall provide a <b>single point of entry for data</b> .	H	X	X	X	
9.13	Manage Data	Data Integrity	The system shall maintain data <b>integrity</b> .	H	X	X	X	
9.14	Manage Data	Record/File Lock	The system shall prevent <b>damage</b> of system data from <b>simultaneous changes</b> .	H	X	X	X	X
9.15	Manage Data	Data Quality	The system shall <b>validate</b> that budget <b>data embedded within a narrative</b> corresponds to budget data in the central database.	H	X	X		
9.16	Manage Data	Scientific Research	The system shall support reporting information about where <b>federal funds for scientific research</b> are spent.	H	X			
9.17	Manage Data	Snapshots on Demand	The system shall make available a <b>snapshot on demand</b> , after every submission phase.	H	X		X	

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
9.18	Manage Data	Snapshots Independent	The system shall <b>retain snapshots independently</b> of one another.	H	X	X	X	
9.19	Manage Data	Snapshots - No Impacts	Subsequent data <b>edits shall not impact exiting snapshots.</b>	H	X	X	X	
9.2	Manage Data	Version Control	The system shall <b>maintain version control on all portions of the budget.</b>	H	X		X	
9.21	Manage Data	Audit Stamp	The system shall <b>record user ID, date stamps, and time stamps for modified records.</b>	H	X	X	X	
9.22	Manage Data	Check-Out/In	The system shall support <b>check-out and check-in for document editing.</b>	H	X	X	X	
9.23	Manage Data	Multiple Users	The system shall allow <b>multiple users to work on different sections</b> within the same budget submission.	H	X		X	
9.24	Manage Data	View Old Version	The system shall permit read-only access <b>to any previous version</b> of the budget submission.	H	X		X	
9.25	Manage Data	Unlimited Versions	The system shall allow for <b>unlimited versions of a submission, section, or element.</b>	H	X		X	
9.26	Manage Data	Version Labels	The system shall have the ability to <b>set version labels</b> on controlled elements for grouping and point-in-time referencing.	H	X	X	X	
9.27	Manage Data	Version Control	The system shall establish and dynamically control user <b>access to specified data at different times by budget version</b> while still <b>allowing read access.</b>	H	X		X	
9.28	Manage Data	View Check-out User	The system shall <b>allow users to see who has documents checked out.</b>	H	X	X	X	
9.29	Manage Data	Report Check-out	The system shall <b>report on elements under version control.</b> Examples of reportable items are: Element Name, Version Number (#), Check-Out Date, Check-In Date, User, Version Label, Justifications, and Comments.	H	X	X	X	
9.3	Manage Data	Multiple Data Types	The system shall support <b>multiple data types</b> to align with the budget structure for the annual budget justification. Examples are: graphic, pictorial, narrative, and numeric data and graphs and tables as objects.	H	X			
9.31	Manage Data	Validation Table	The system shall support <b>validation tables</b> to apply to any data elements.	H	X	X		

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
9.32	Manage Data	Justify Change	The system shall support optional <b>justification text</b> when a single numeric element <b>is changed</b> .	H	X	X	X	
9.33	Manage Data	Validation	The system shall support data validation via <b>system look-up tables</b> .	H	X	X	X	
9.34	Manage Data	Privacy Data	The system will <b>neither collect nor store privacy data</b> .	M	X	X	X	
<b>10</b>	<b>Interoperability</b>		<b>The system shall support interoperability.</b>					
10.01	Interoperability	E-mail	The system shall have the ability to <b>create and send e-mails</b> .	H				X
10.02	Interoperability	E-mail lists	The system shall <b>provide for e-mail distribution lists</b> .	M				X
10.03	Interoperability	E-mail toggle	The system shall allow a user to <b>activate and deactivate system-generated e-mail</b> notifications.	M				X
10.04	Interoperability	Hyperlinks	The system shall have the ability to <b>store references to hyperlinks</b> .	H				X
10.05	Interoperability	Auto-Update Hyperlinked Data	The system shall have the ability to <b>link to a Microsoft Excel spreadsheet</b> , referencing <b>explicit field/column names</b> , so that <b>data is dynamically updated</b> /linked and/or uploaded and downloaded between the system and an Excel spreadsheet.	H				X
10.06	Interoperability	Import/Export	The system shall permit authorized users to <b>download data from and upload data to external systems</b> .	H				X
10.07	Interoperability	Batch/Real Time Interface	The system shall be able to interface with other <b>DOE systems in both batch and real-time modes</b> .	H				X
10.08	Interoperability	APIs	Interfaces with other systems shall be supported via <b>standard APIs</b> .	H				X
10.09	Interoperability	Import/Export Microsoft Office	The system shall have the ability to <b>upload and download data to the Microsoft Office</b> suite of products.	H				X
10.1	Interoperability	EERE System Interface	The system shall interface with <b>EERE's Corporate Planning System</b> .	M				X
10.11	Interoperability	STRIPES Interface	The system shall support <b>interface with STRIPES (if needed)</b> .	M				X
10.12	Interoperability	Payroll Modeling Interface	The system shall support <b>interface with the DOE Payroll Modeling Application</b> .	H				X

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
10.13	Interoperability	STARS Interface	The system shall allow for an <b>interface from STARS to SBS</b> for estimated unobligated carryover amounts, recovery of prior year deobligation amounts, and recovery of actual unobligated carryover amounts.	H				X
10.14	Interoperability	BAJA System Interface	The system shall <b>interface with</b> Budget Automation, Justification and Administration ( <b>BAJA</b> ) System.	H				X
10.21	Interoperability	STARS Interface	The system shall <b>support the STARS accounting Flexfield</b> coding structure including <b>automated upload and download</b> of the structure.	H				X
10.22	Interoperability	MAX Interface	The system shall support upload of text and data to <b>OMB's MAX</b> system.	H				X
10.23	Interoperability	PART Interface	The system shall support <b>interface with the PART 50 database</b> . PART 50 is used to report actual performance incident and workload data.	M				X
10.24	Interoperability	Marks Interface	The system shall support receiving electronic feeds pertaining to House, Senate, and Conference <b>marks, where appropriate</b> .	M				X
10.25	Interoperability	Interface	The system shall have the ability to <b>create extracts/reports that are compatible with external systems</b> such as OMB's MAX and PART systems.	H				X
10.26	Interoperability	IDW Interface	The system shall support <b>interface with IDW</b> system if needed.	H				X
10.27	Interoperability	Import/Export Formats	Upload and download shall employ <b>industry standard formats</b> . Examples are ASCII, XML, and CSV.	H				X
11	<b>Reporting</b>		The system shall provide query and reporting capabilities for both <b>standard/system reports and ad-hoc reports</b> .					
11.01	Reporting	Specify Audit Items	The system shall allow an administrator to <b>specify what budget elements will be tracked</b> .	H	X	X		
11.02	Reporting	Audit Reports	The system shall produce scheduled and ad-hoc <b>reports on audit actions and audit trails</b> .	H	X	X	X	
11.03	Reporting	Audit Record Budget Submission	The system shall provide an <b>audit record each time a budget document is submitted</b> .	H	X	X	X	
11.04	Reporting	Filters	The system shall permit <b>filtering data for display</b> in a standard report.	H	X	X	X	

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
11.05	Reporting	Select All	The system shall allow users to retrieve by <b>all data elements when building a report.</b>	H	X	X	X	
11.06	Reporting	Sort	The system shall support <b>user-defined sort order.</b>	H	X	X	X	
11.07	Reporting	Error Report	The system shall automatically <b>generate error reports.</b>	H	X	X	X	
11.08	Reporting	Report Third-Party Tools	The system shall <b>interoperate with third-party reporting tools.</b>	H	X	X	X	
11.09	Reporting	Report Building Tools	The system shall have <b>tools</b> to create reports and queries. Examples are: <b>wizards, drag-and-drop, drill-down, drill-across, and slice and dice.</b>	H	X	X	X	
11.1	Reporting	Report Breakdown	The system shall allow for <b>large reports to be broken down</b> into component reports.	M	X	X	X	
11.11	Reporting	Report Scheduling	The system shall <b>schedule</b> the running and distribution of <b>reports</b> based on user-defined <b>parameters.</b>	H	X	X	X	
11.12	Reporting	Dashboards	The system shall have the ability to <b>create reports or dashboards containing report objects.</b> Examples are: charts, graphs, cross tabs, lists, images, logos, and live embedded applications.	H	X	X	X	
11.13	Reporting	Printing	The system shall have <b>Microsoft Office print features</b> and options. Examples are: one button print, print preview, cancel, and print-to-file.	H	X	X	X	
11.14	Reporting	Print to File	The system shall have the ability to <b>print to file and to any</b> local, networked, or workstation <b>printer.</b>	H	X	X	X	
11.15	Reporting	Funding by State and Lab	The system shall generate the <b>Department Funding by State and Funding by Laboratory reports</b> for submission to OMB and Congress.	H	X			
11.16	Reporting	Statistical Tables	The system shall generate <b>Statistical Tables by Appropriation</b> and by Organization at specified levels of detail.	H	X			
11.17	Reporting	Control Tables	The system shall generate <b>Control Tables</b> by Appropriation and by Organization at specified levels of detail.	H	X	X		
11.18	Reporting	SQL	The system shall be compatible with <b>standard SQL</b> , including import of <b>SQL statements.</b>	H	X	X	X	

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
11.19	Reporting	Query Features	The system shall have <b>standard query features</b> . Examples are: save query, save results, schedule, preview and publish results, counts, and summaries.	H	X	X	X	
11.2	Reporting	Search Criteria	The system shall <b>perform on-line queries</b> of budgetary data <b>based on user defined search criteria</b> .	H	X	X	X	
11.21	Reporting	Tables for PAR	The system shall electronically <b>produce and insert tables</b> for inclusion in the annual PAR and the Departments Performance budget request.	H		X	X	
12	<b>Security</b>		The system shall provide <b>application and data security</b> complying with DOE and other Federal <b>security standards, such as NIST</b> .					
12.01	Security	Security Capabilities	The system shall have computer <b>security capabilities</b> to manage password assignments, expirations, disablements, changes, locks, and resets, and to manage, control, and audit system access.	H				X
12.02	Security	Anti-Virus	NOT FOR PUBLICATION	H				X
12.03	Security	Auditors vs Administrators	The system shall support <b>separation of duties between system administrators and auditors</b> . Auditors should have <b>full view-only privileges</b> .	H				X
12.04	Security	Logs	The system shall support periodic system <b>audits through system access and error logs</b> .	H				X
12.05	Security	C&A	The system shall <b>comply</b> with Federal and DOE security requirements necessary to achieve <b>Certification and Accreditation (C&amp;A) status</b> .	H				X
12.06	Security	Caching	NOT FOR PUBLICATION	L				X
12.07	Security	Access Control for Reports	The system shall ensure that DOE <b>access</b> policies are <b>consistently enforced</b> when users generate or invoke reports or <b>ad-hoc data queries</b> .	H				X
12.08	Security	Lock/Unlock Data	The system shall support marking data fields as <b>locked or unlocked by user role</b> , user group, and by <b>lock-out dates</b> .	H				X
12.09	Security	Data Protections	The system shall <b>guard against unauthorized information modification or destruction</b> , and includes ensuring information non-repudiation and authenticity.	H				X

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
12.1	Security	Entrust Certifications	The system shall be capable of <b>utilizing Entrust certificates for digital signatures.</b>	H				X
12.11	Security	DOE Warning Banner	The system shall be configured such that the <b>DOE warning banner</b> is displayed to users upon first accessing DOE automated information resources.	M				X
12.12	Security	Assign Access	The system shall allow the administrator to define functional <b>access rights</b> and data access rights <b>by assigned user ID, functional role, and owner organization</b> down to the single data element level.	H				X
12.13	Security	Internet Security	NOT FOR PUBLICATION	H				X
12.14	Security	Internet Security	NOT FOR PUBLICATION	H				X
12.15	Security	Internet Security	NOT FOR PUBLICATION	M				X
12.16	Security	Login Access	The system shall support the Department's standards for <b>user identification, role based security, and single sign-on capability.</b>	H				X
12.17	Security	DOE G 205.3-1	NOT FOR PUBLICATION	H				X
12.18	Security	Password	NOT FOR PUBLICATION	H				X
12.19	Security	Password	NOT FOR PUBLICATION	H				X
12.2	Security	Password	NOT FOR PUBLICATION	H				X
12.21	Security	Password	NOT FOR PUBLICATION	H				X
12.22	Security	Disallow Password	NOT FOR PUBLICATION	H				X
12.23	Security	Change Password	NOT FOR PUBLICATION	H				X
12.24	Security	Invalid Attempts	NOT FOR PUBLICATION	H				X
12.25	Security	Number of Sessions	NOT FOR PUBLICATION	H				X
12.26	Security	Deny Access	NOT FOR PUBLICATION	H				X
12.27	Security	Login Protect	NOT FOR PUBLICATION	H				X
12.28	Security	Login Restriction	The system shall allow an administrator to restrict access to budgetary data <b>until an internal approval process</b> is properly completed.	H				X
12.29	Security	Encryption	NOT FOR PUBLICATION	H				X
12.3	Security	ID and Password	The system shall assign each user a unique <b>user ID and password.</b>	H				X
12.31	Security	Expiration	NOT FOR PUBLICATION	H				X
12.32	Security	Disable Unused	NOT FOR PUBLICATION	H				X

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
12.33	Security	Login Reset	NOT FOR PUBLICATION	H				X
12.34	Security	Login Reset	NOT FOR PUBLICATION	H				X
12.35	Security	Delete Access	NOT FOR PUBLICATION	H				X
12.36	Security	Login Administration	NOT FOR PUBLICATION	H				X
12.37	Security	Login Table Display	NOT FOR PUBLICATION	H				X
12.38	Security	LDAP	NOT FOR PUBLICATION	H				X
12.39	Security	Microsoft Active Directory	NOT FOR PUBLICATION	L				X
12.391	Security	Token ID	The system shall support <b>RSA identification</b> .	L				X
12.4	Security	Oracle 10g	NOT FOR PUBLICATION	L				X
12.41	Security	Privacy	The system shall be designed as to address applicable <b>privacy</b> concerns.	H				X
12.42	Security	Sensitive Data	NOT FOR PUBLICATION	H				X
12.43	Security	System Protection	The system shall require <b>application software with</b> known exploitable <b>weaknesses to be replaced</b> with updated versions.	H				X
12.44	Security	Configuration Management	NOT FOR PUBLICATION	H				X
12.45	Security	Incidents	NOT FOR PUBLICATION	H				X
12.46	Security	Admin Privilege	The system shall ensure that <b>system maintenance or repair</b> as well as software modification or replacement <b>requires administrator privilege</b> .	H				X
12.47	Security	Time-Out	NOT FOR PUBLICATION	H				X
12.48	Security	User Role Assignment	The system shall allow <b>assignment to users/groups of an action</b> to perform on a document. Examples of actions are: edits and reviews.	H				X
12.49	Security	User Role Rights	The system shall <b>control access</b> to functions, budget levels, data elements, documentation, and exhibits <b>by user, group, role, and/or data-state</b> .	H				X
12.5	Security	Backup and Recovery	The system shall have <b>back-up and recovery</b> capabilities.	H				X
12.51	Security	Privacy Act	The system shall protect data against unauthorized <b>disclosure of information</b> that is subject to the <b>Privacy Act</b> of 1974, specifically individual Social Security Numbers.	H				X

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
12.52	Security	State/Transaction Recovery	The system shall provide that a session <b>state of transaction can be recovered</b> up to the last commit when a user is abnormally disconnected.	H				X
12.53	Security	Restore DB	The system shall provide the capability to <b>restore the system to a specific point in time.</b>	H				X
12.54	Security	Disaster/COOP	The system shall support an architecture that will allow for the site authority to <b>restore continuity of operations</b> in the event of a partial or total <b>disaster within 2 business days.</b>	H				X
12.55	Security	System Failures	The system shall <b>prevent damage</b> of system data from <b>system failures.</b>	H				X
13	<b>System</b>		The system shall operate in a standard <b>operating environment</b> , be <b>responsive</b> in a reasonable time limit, and be <b>maintained by version-controlled</b> updates and patches.					
13.01	System	System Performance	The system shall be <b>responsive</b> to user actions within a reasonable time frame.	H				X
13.02	System	Data	The system shall operate on a <b>database of Oracle or Microsoft SQL Server.</b>	H				X
13.03	System	24x7 Availability	The system shall be <b>available on a 24x7 basis</b> , except for scheduled maintenance down times.	H				X
13.04	System	DOE-NET Protocols	The system shall support DOE access <b>protocols via DOE-NET</b> wide-area network.	H				X
13.05	System	JDBC Protocol	The system shall support the Java Database Connectivity <b>(JDBC) protocol.</b>	L				X
13.06	System	JavaScript	The system shall <b>support JavaScript</b> embedded in the user interface.	H				X
13.07	System	Network	The system shall maintain usability across a <b>disparate network (LAN, WAN, Internet) environment.</b>	H				X
13.08	System	Business Rules	The system shall allow <b>changes to business logic</b> and processes <b>using configuration</b> rather than programming tools.	H				X
13.09	System	Configurability	The system shall support a <b>flexible set of codes</b> that can be expanded <b>without reprogramming or custom coding.</b>	H				X

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
13.1	System	Data Conversion	The system shall provide a tool or mechanism that enables <b>data conversion</b> from legacy systems.	H				X
13.11	System	ODBC Protocol	The system shall <b>interface</b> with systems using <b>Open DataBase Connectivity (ODBC)</b> .	H				X
13.12	System	Oracle APIs	The system shall <b>interface</b> with Internal Key Business Systems that use Oracle Federal Financials, through <b>standard Oracle API's</b> .	H				X
13.13	System	Oracle Portal Software	The system shall <b>interface</b> with systems that use <b>Oracle Portal</b> software.	H				X
13.14	System	Portlet Connectors	The system shall support native <b>portlet connectors</b> for <b>Oracle 10g Portal</b> software.	L				X
13.15	System	Tivoli Compatibility	The system shall be <b>compatible with the Tivoli Storage Manager (TSM)</b> backup and recovery system.	H				X
13.16	System	XML	The system shall <b>interface</b> with systems that use eXtensible <b>Markup Language (XML)</b> .	H				X
13.17	System	Communication	The system shall support to <b>call or interact</b> with external objects. Examples are: <b>.net assemblies and java classes</b> .	L				X
13.18	System	OS/Servers	The system shall support one or more of the following <b>server operating systems</b> : IBM AIX, Sun Solaris, or Microsoft Windows 2003.	H				X
13.2	System	SOAP 1.1	The system shall <b>communicate</b> with systems using <b>Web Services</b> , including <b>SOAP 1.1</b> with attachments.	H				X
13.21	System	J2EE 1.4	The system shall support a system <b>interface</b> with systems built using <b>Java 2 Enterprise Edition (J2EE)</b> , version 1.4 and above.	L				X
13.22	System	S-FTP	The system shall support Internal and External Key Business Systems that use <b>Secure File Transfer Protocol (S-FTP)</b> .	L				X
13.23	System	Network Documentation	The system shall include <b>documentation</b> on all network <b>communication ports</b> utilized for user and system interfaces.	H				X
13.24	System	System Documentation	The system <b>vendor</b> shall provide Installation, Administration, and End-User <b>Documentation</b> .	H				X

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
13.25	System	Vendor Technical Support	The system shall offer live vendor <b>Help Desk support</b> for the Technical Team during normal business hours (Monday through Friday 7am to 7pm Eastern Time, excluding Federal Holidays).	H				X
13.26	System	Oracle 10g DB	The system shall support the <b>Oracle 10g (and above) database</b> for relational database management.	L				X
13.27	System	Windows XP	The system shall operate with client desktops running <b>Windows XP (SP2)</b> environment.	H				X
13.28	System	MS Explorer	The system shall be web-based and operate on Microsoft <b>Internet Explorer 6.0</b> without requiring additional software to be loaded on the user workstation.	H				X
13.29	System		System components that require <b>client software installation</b> shall be able to be <b>administered and updated remotely</b> .	H				X
13.3	System	System upgrades	The system shall support <b>modular upgrades</b> of application components.	H				X
13.31	System	Patches & versions	The vendor shall provide <b>system patches and version updates</b> for new product releases.	H				X
13.32	System	COTS bugs	The vendor shall maintain a <b>knowledge database to record bugs and issues</b> .	H				X
13.33	System	System Performance	The system shall <b>respond within 5 seconds</b> for all user actions except for calculations, download, formatting for print/print preview, data intensive operations, or interfaces with external systems.	H				X
13.34	System	Busy signal	The system shall provide a <b>busy indicator</b> for user actions that take more than 5 second and less than 15 seconds.	H				X
13.35	System	Action status	The system shall provide a dynamic amount of <b>progress complete indicator</b> for user actions that take more than 10 seconds.	H				X
13.36	System	MS Internet Server	The system may interface to Microsoft <b>Information Internet Server 6.0</b> or higher (on Microsoft Windows platforms) or Apache Tomcat (on Unix/Linux platforms).	H				X

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
14	Usability		The system shall have <b>intuitive navigation, standard productivity features, online help, and user-friendly administration tools.</b>					
14.01	Usability	Reference Tables	The system shall have the ability to <b>print/extract any lookup (reference) tables.</b>	H				X
14.02	Usability	Software Update	The vendor shall provide <b>timely updates of new versions of vendor software.</b>	H				X
14.03	Usability	Consistent Controls	The system shall ensure that <b>internal controls</b> over data entry, transaction processing, and reporting are <b>applied consistently.</b>	H				X
14.04	Usability	Cut and Paste	The system shall allow users to <b>cut, copy, and paste data</b> using industry standards. Examples are: mouse input and keyboard input such as CTRL+C, X, and V.	H				X
14.05	Usability	Reduce Keying	The system shall have features to <b>reduce direct keying.</b> Examples are: highlight required fields, auto tabs, screen navigation menus, and undo/redo.	H				X
14.06	Usability	Hide/Unhide Calculations	The system shall support hide/unhide <b>calculations</b> (cell formulas).	H				X
14.07	Usability	Custom Error Message	The system shall allow for <b>customizing standard error messages.</b>	H				X
14.08	Usability	Error Message Spell-Check	The system shall have the capability to <b>spell-check and grammar-check</b> error and dialog messages.	L				X
14.09	Usability	Error Message Clarity	The system shall employ error-handling routines that report <b>understandable errors messages.</b>	H				X
14.1	Usability	Extensibility	The system shall be capable of <b>future expansion for Field Office</b> operations.	H				X
14.11	Usability	Add Entities	The system shall permit the <b>addition of new data entities</b> as requirements change.	H				X
14.12	Usability	Find and Replace	The system shall have <b>find and replace</b> features similar to the capabilities provided in Microsoft Office.	H				X
14.13	Usability	Shortcut Keys	The system shall have <b>shortcut keys</b> and underlined access keys for menu items.	H				X

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
14.14	Usability	Configurable Help	The system shall provide a <b>configurable help facility</b> . Examples are: user aids, instructions, and documentation to include context sensitive on-line help, usage guidelines, and single point of contact information.	M				X
14.15	Usability	Update Help	The system shall permit additions and <b>updates to Help function items</b> and terms.	M				X
14.16	Usability	Help Topics	The systems online Help feature shall contain a search feature for quick <b>topic look-up and a FAQ</b> section.	M				X
14.17	Usability	Online Help	The system shall provide button <b>tool tips</b> which indicate the purpose of the button.	L				X
14.18	Usability	Section 508	The system shall <b>support end-users with disabilities</b> according to the 36 CFR Part 1194, Electronic and Information Technology Accessibility Standards, and Section 508 of the Rehabilitation Act.	H				X
14.19	Usability	Thin Client	The system shall provide a <b>browser-based thin client</b> user interface for end user functionality.	H				X
14.2	Usability	Scroll	The system shall navigate to an entry in a list by <b>scrolling or by typing in the initial letter</b> of an entry.	H				X
14.21	Usability	Status Notification	The system shall provide users with <b>completion notifications</b> when running reports or processing information in batch mode.	M				X
14.22	Usability	Field Pre-fill	The system shall <b>pre-fill certain fields</b> on forms that already have related records contained in the system.	M				X
14.23	Usability	Status Notification	The system shall provide processing <b>messages</b> to users to indicate the <b>status of an action</b> .	M				X
14.24	Usability	Configure Parameters	The system shall provide integrated tools for <b>tracking the configuration parameter settings</b> .	H				X
14.25	Usability	Configure Preferences	The system shall allow users to <b>manage preferences</b> in the software. Examples are: codes, people, and offices relevant to a particular site office or budgeting activity.	H				X
14.26	Usability	Notices	The system shall be configurable to support <b>posting notices alerting users to system changes</b> .	L				X
14.27	Usability	Save	The system shall allow users to <b>save</b> a record in the database <b>without completing all non-key fields</b> .	L				X

SBSRequirementsBaselineVersion2\_6.xls  
All Requirements

Req #	Category	Requirement Tag	Requirement	Priority	F	D	P	T
14.28	Usability	Message Toggle	The system shall provide a configuration <b>setting to opt out of receiving messages</b> which indicate the status of an action.	L				X
14.29	Usability	Wizards	The system shall support development of configurable <b>Wizard interfaces</b> .	H				X
14.3	Usability	Hide/Unhide Columns/Rows	The system shall support the ability to <b>hide/unhide columns and rows</b> .	H				X
14.31	Usability	Freeze Headers/Columns	The system shall support <b>freeze of table headers and lead columns</b> for tables/lists in forms so they remain viewable when scrolling down or across.	H				X