

Annex C

Functional Requirements

FUNCTIONAL AREAS

Bidding compiler			
REMARKS	YES	NO	IF MORE
<u>General Features</u>			
Fully integrated accounting			
20 DLR need to be identified as separate cost centres and revenue collection points including head office			
Accounts receivable and payable			
Automated batch invoicing and processing			
Automated payment and allocation options			
Comprehensive reporting			
Point of Sales			
Journal entry generating and processing, general /Nominal Ledger interface capabilities			
Multi – financial Year			
Voucher cancellation			
Graphs & charts			
Import Master form MS-Excel-word/text file			
General ledger , bank & petty cash book			
Budgeting & job costing			
VAT/NBT/SVAT Management			
MIS Reports			
Comprehensive monthly financial statements should be generate through the system and cost centres base (DLR wise)			
Annual budget preparation and projection with minor variance			
Multi– user with remote login			
Dash Board Messaging and approving system for higher management			
Strict user security level set-up & Audit trail			
Extremely user friendly			
Activate or inactivate accounts with an audit trail and the user must be able to provide the reason for inactivity – Accounts inactivating function should be centralized			
Correction of data entry errors within a batch before posting (specially in payroll)			
<u>Fixed asset registry</u>			
- Maintaining the assets registry			
- Depreciation			
- Posting to ledgers and relevant accounts			
- Assets revaluation			
- Disposal of assets			
<u>Checks & Controls</u>			
Triggers & Alerts			
Voucher / Master approval with provision for Rejection			

User activity log			
Automated identity and system warning when user errors are identified (posting in wrong accounts, cr/dr, codes, duplicate entries)			
Sale			
Sales Register			
Enter Sales			
Receive payment			
Prepaid lease rent –Lease rent receivable			
Transaction journal			
Land Sales /advance payment and Land sales cost adjustments			
Sales order processing , invoicing & receivable			
Sales / purchase return in sales /purchase vouchers			
Payables			
- Maintain payable registries			
- Ability to set up new vendors when posting invoices			
- Create unique invoice number when issuing invoices			
- Support inquiries for invoice-by-invoice number, invoices by check number and invoices by vendor number			
- GRN and PO matching full and part process			
- Audit trails			
- System should allow tracking of all changes to invoice adjustments/cancellations			
- System should provide user-defined aging categories			
- Ability to print a report showing the - outstanding checks			
- Ability to manually void or reconcile a series of checks			
- Maintaining vendor master file (as the client requires)			
Receivable			
- Maintain master customer file			
- Track payments and provide sufficient audit trails			
- Ability to enter vouchers, credit debit memo and payment individually			
- Assigning of unique voucher numbers			
- Define ageing categories and age analysis facilities			
- Posting to relevant accounts and ledgers			
- If no invoice exists the system should not - Accept payment. No cash in advance from - customers			
- System should not allow duplicate receipt - numbers to be generated			
Banking			
Bank register			
Spend Money			
Receive Money			

Reconcile Accounts			
Transaction journal			
Prepare bank deposit			
Print receipts			
Print cheques			
Print /Customise/Email receipts			
Support transfer between banks –Subject to approval			
Support authority levels			
Support sufficient audit trail			
Reminders when an account reaches the bare minimum			
Bank reconciliation facilities			
<u>Purchases</u>			
Transaction journal			
Print /Customise/Email your purchase orders /cheques			
Purchase order processing ,Purchasing & payables			
<u>Inventory</u>			
Item register			
Item list			
Set item price			
Count inventory			
Determining Re-order level/ Buffer stock/ Minimum & Maximum stock level and relevant Stock controls			
Adjust inventory			
Transfer Inventory			
Transaction journal			
Multi-level pricing –Recommended weighted average pricing method			
Stock ledger			
Daily / Monthly summaries of item /item groups			
Accounting in pure inventory vouchers			
Enhanced inventory control with multi location			
Maintains inventory detail reports including stock number, description, and date of last order, unit cost, number in stock, and usage for current year, previous years, and annual totals.			
<u>Business Management</u>			
Advanced data search feature			
Budgeting tools			
Variance analysis reports			
Filtering facilities (District wise, income expense wise, and for a specified period required by the user)			
Supports automatic adjustment to quantity on hand with additions to inventory, withdrawals, and adjustments.			
Provides the ability to purge filled/cancelled requests			
<u>Data Security</u>			
Backup / restore			
Password control			
Audit trail			
Transaction look periods			
Database optimization tools			
Voucher audit			

<u>Financial Features</u>			
Bank re-conciliation			
Support government accounting standards			
Formats of the reports, vouchers, and invoices should be as per client's requirement.			
Report preparation <ul style="list-style-type: none"> - Final Consolidated Financial Reports - General ledgers and journals - trial balances - Dash board Report Generation - Note to Financial Statements - Chart of Accounts - Cashflow Statement - Changes of Equity 			
<u>Payroll</u>			
Configurable salary components (Earnings & Deductions)			
Employee-wise salary structure (configurable)			
Daily /Monthly salary calculation			
PF/ESI Registers and Returns			
Loan / advance management and bank slips generate process			
Automatic Posting in accounts			
Periodical gratuity provision and relevant adjustment			
Payroll recording and calculation should not be limited to Number of employees at any circumstances			
Staff various loan calculation and reducing balance interest calculation system			
Employee salary report issuing process for bank and other external institutes			
Individual pay slip and group play slips generating process and monthly accounting system integration process			
EPF/ETF, stamp and payee calculation deduction			
<u>Access your data on the go</u>			
Accounting Journal/ Ledger / Pending Bills/Daily sales through email			
<u>Contact Management</u>			
vendor/customer/Employee Contact Management			