

Savills Index#	Module	Detail Requirement	Priority
1	01. Master Data	The Master Profile Management module should allow users to define mappings between different document formats and corresponding fields in the PMS.	Medium
2	01. Master Data	The Master Profile Management module should include billing layout configuration.	High
3	01. Master Data	The Master Profile Management module should include the configuration of AR/AP posting, AP payment, and AR settlement processes to ensure accurate and efficient financial management.	High
4	01. Master Data	The Master Profile Management module should support automated batch updates.	High
5	01. Master Data	The Master Profile Management module should include functionality to support the bulk creation of recurring charges through data import.	High
6	01. Master Data	The Master Profile Management module should support client's autopay instruction, etc.	High
7	01. Master Data	The Master Profile Management module should feature a remarks section to document additional details at the Property or Unit level. *Currently, two types of remarks exist in the Master Management module (Legal and PM)	High
8	01. Master Data	The PMS should offer a comprehensive data logging and storage feature to capture diverse operational data like property specifics, tenant details, maintenance records, financial transactions, and other pertinent operational metrics.	High
9	01. Master Data	The PMS should display a consolidated view of all associated information for the selected entity (owner, tenant, property, unit, and lease).	Nice-to-have
10	01. Master Data	The PMS should include a dedicated module to serve as a centralised repository for all critical property and tenancy-related documents.	Medium
11	01. Master Data	The PMS should enable easy upload, indexing, and retrieval of documents using relevant metadata, supporting multiple file formats, including PDF, Word, Excel, and image files.	Nice-to-have
12	01. Master Data	The Master Profile Management module should include Chart of Account configurations	High
13	01. Master Data	The master Management module should include a centralised document storage configuration with the alert (configurable interval) before the expiry of lease or management contract, vendor contract etc.	High
14	02. Landlord/Tenants/Occupant Profile	Property Profile should include invoice/receipt delivery options by mail/mailbox or e-Channel (For e-Channel, inputting email address is mandatory. System needs to include a configuration to check email address pattern when a new profile is created or deleted).	High
15	02. Landlord/Tenants/Occupant Profile	The Property Profile should include billing details (recurrent charge, charge end date, autopay DDA setup, epayment number).	High
16	02. Landlord/Tenants/Occupant Profile	The landlord/tenant/occupant profile should include payee information for deposit refund.	High
17	02. Landlord/Tenants/Occupant Profile	The landlord/tenant/occupant profile should have the ability to browse through Landlord history.	High
18	02. Landlord/Tenants/Occupant Profile	The Master Profile Management module should include configuration to input client contact details.	High
19	02. Landlord/Tenants/Occupant Profile	The Master Profile Management module should include property and client status indications (Active, Inactive).	High
20	02. Landlord/Tenants/Occupant Profile	The Master Profile Management module should include Payee bank setup configuration (ePayment, Autopay setting). The approval matrix should be required for any changes made regarding bank data.	High
21	02. Landlord/Tenants/Occupant Profile	The Master Profile Management module should include a defined procedure for managing landlord changes. This "Change of Owner" process should encompass crediting the previous landlord, transferring any outstanding balance to the new landlord's account, and uploading all necessary supporting documents prior to submitting the request.	High
22	02. Landlord/Tenants/Occupant Profile	The Master Profile Management module should include a feature to check for valid email address patterns when new profile is created.	High
23	02. Landlord/Tenants/Occupant Profile	The Master Profile Management module should include access right configurations that allow users to mark inactive/delete for outdated/mark invalid address/emails.	Medium
24	02. Landlord/Tenants/Occupant Profile	The Master Profile Management module should include four address lines on both the user interface and printout.	Nice-to-have
25	02. Landlord/Tenants/Occupant Profile	The Master Profile Management module should include a landlord/tenant/occupant register printout that provides detailed information for each unit, such as the landlord's name, address, maintenance fee amount, and other relevant details.	High
26	02. Landlord/Tenants/Occupant Profile	The Master Management interface should include configuration options that enable staff to send letters to landlords/tenants/occupants directly.	Medium
27	02. Landlord/Tenants/Occupant Profile	The landlord/tenant/occupant register should include: recurring charge list (unit code, charge type, last invoice date, next invoice date, autopay account information, etc.).	High
28	02. Landlord/Tenants/Occupant Profile	The Master Profile Management module should be able to handle multiple layers for project with multiple landlords and multiple property units.	High
29	03. Property Profile	The Property Profile should include a Hide/Show option with B/F sections on invoice printout.	High
30	03. Property Profile	The Property Profile should allow bulk changes to be made to schedule billing date and create unit profiles for property/billing groups. (Including unit profiles and schedule billing date of billing group)	High
31	03. Property Profile	The Property Profile should allow a download unit list function configuration for bulk updates. The master data should be integrated and synchronised across all core systems.	High
32	03. Property Profile	The PMS should store the master data for property/lease/unit/tenancy/etc. related information and enable Integration with other IT systems to access property management and tenancy management data profiles	High
33	03. Property Profile	The Property Profile should be able to automatically read and populate the relevant Property Profile fields based on the data provided in the property related documents.	Nice-to-have
34	03. Property Profile	The Master Profile Management module should have the ability to accept and process property related documents directly.	High
35	03. Property Profile	The Property profile should perform checks and validations to identify any incomplete, inconsistent, or erroneous data entries, and provide clear error messages to the users.	High
36	03. Property Profile	The Master Profile Management module should include Pay-To configurations and support a Pay-To list setup per company group with corresponding logos, addresses, etc.	High

37	03. Property Profile	The Master Profile Management module should support the set-up of billing group configurations (e.g. for recurring payments)	High
38	03. Property Profile	The Master Profile Management module should include Cost Centre, Finance Period, ePayment prefix setting, and display currency. It should also support Property level configurations	High
39	03. Property Profile	The Master Profile Management module should allow for the same e-payment solutions to be adopted for multiple bank accounts.	High
40	03. Property Profile	The Master Profile Management module should include payment methods for different major bank accounts, allowing for the distinction between payments to Savills' bank account and those directed to an incorporated owners' (IO) account	High
41	03. Property Profile	The PMS should support flexibility in assigning specific bank accounts to different payment methods based on requirements, rather than being restricted to predefined rules within the system	High
42	17. Integration	The PMS should store a data mapping table for data mapping between the PMS's unit codes and Property Cube's unit codes	High
43	17. Integration	The PMS should synchronise with the HRIS for HR salary payments purpose	High
44	17. Integration	The PMS should be an off the shelf product with functionality (feasibility) to integrate with different financial institutions for future possible payment method expansion	High
45	19. User/Role management	Property profile access rights should be segregated by region and team, following the guidelines outlined in the security matrix.	High
46	19. User/Role management	The PMS can assign different roles for each property (e.g. Director in Charge, Property in Charge, Property Officer in Charge, Final Account in Charge, Account in Charge, Technical in Charge and Cashier in Charge)	High
47	19. User/Role management	The PMS should support the reassignment of approver requests.	High
48	21. General	The PMS should leverage OCR / AI technologies to extract data and information from leases and other related documents	Nice-to-have
49	14. Fixed Asset Management	The PMS should have a dedicated module or section for maintaining a comprehensive fixed asset register	Medium
50	14. Fixed Asset Management	The PMS should have built-in depreciation calculation logic to calculate the depreciation for fixed assets automatically with various depreciation methods (e.g., straight-line) based on business requirements	Medium
51	14. Fixed Asset Management	The PMS should be able to automate the posting of depreciation entries on a monthly basis	Medium
52	12. Reporting and dashboarding	The PMS should support automated generation of monthly management reports and annual budgeting documents using stored operational data, with the flexibility to produce predefined report templates and custom reports tailored to the organisation's specific requirements.	Medium
53	12. Reporting and dashboarding	The PMS should support the extraction of ledger data for mapping to the client's chart of account in Excel.	Medium
54	16. System log and audit trail	The PMS should maintain a detailed audit trail of all generated alerts for compliance and performance analysis purposes.	Medium
55	12. Reporting and dashboarding	The PMS should allow financial reports to be generated across different financial years.	High
56	12. Reporting and dashboarding	The PMS should support user-defined sets of reports that can be generated in batches, allowing for bulk update report templates at the company or property level.	High
57	12. Reporting and dashboarding	The PMS should include a report template list with customised formats for different sites.	High
58	12. Reporting and dashboarding	The PMS system, with the report centre, should allow users to retrieve reports by report batch.	High
59	12. Reporting and dashboarding	The PMS should allow users to save useful entries as a template so they can reuse in future (e.g., add template for individual property, save in user account, not share to public).	High
60	12. Reporting and dashboarding	The PMS should let users customise reports that need to be generated as per their needs. PMS should support batch generation instead of generating each report one by one.	High
61	12. Reporting and dashboarding	The homepage dashboard should include top properties (i.e. average collection period (days)).	High
62	12. Reporting and dashboarding	The homepage dashboard should include average collection period (days).	High
63	12. Reporting and dashboarding	The homepage dashboard should include the Aged Debtor Trend (thousand).	High
64	12. Reporting and dashboarding	The homepage dashboard should include the Aged Debtor Summary (thousand).	High
65	12. Reporting and dashboarding	The homepage dashboard should include the top 5 properties -- C/A Savills Balance (thousand).	High
66	12. Reporting and dashboarding	The homepage dashboard should show the fees collection status and indicate the number of outstanding invoices.	High
67	12. Reporting and dashboarding	The homepage dashboard should include a view of the vacancy rates of the buildings.	High
68	12. Reporting and dashboarding	The homepage design should include display documents that are pending approval.	High
69	12. Reporting and dashboarding	The homepage design/dashboard should show the number of reminders issued, invoice generated with errors, etc.	High
70	12. Reporting and dashboarding	The homepage design should include a series of reminders with parameter settings.	High
71	12. Reporting and dashboarding	The homepage design should include a view setting for different user groups to overwrite the global setting (CSO, PM, Executive, Portfolio Director, Accountant).	High
72	12. Reporting and dashboarding	The homepage design should support exports of the on-screen information for management reporting.	High
73	12. Reporting and dashboarding	The new PMS shall provide intuitive, on-line reporting, dashboard and analysis tools that are integrated so that users can, with minimal training, use standard Windows "point-and-click", "drag-and-drop" features, create ad-hoc queries or reports quickly and easily. The main objective is to enable end-users to create customised queries or reports on their own.	High
74	12. Reporting and dashboarding	The new PMS shall provide a query tool that allows at least the following: - Provide query tool to enable end-users to create, run and report queries against the financial database - Impose security rules similar to those in The PMS (i.e. cost centre restriction and etc.) - Create graphical charts - Addition formatting functions within the reporting tool to enhance report readability, for example colour, fonts, image, labelling, control breaks, sorting, and sub-totalling - Change the format of pre-set reports (e.g. add addition fields) - Seamlessly export query results or reports to a spreadsheet (MS Excel) for further formatting, data analysis, and etc. - From any query result drill down to different levels of transactional information in The PMS	High
75	12. Reporting and dashboarding	The PMS should include a centralised dashboard or interface for users to access, handle, and respond to pending alerts and notifications efficiently	Medium
76	12. Reporting and dashboarding	The PMS should allow on demand view and exporting GeneralLedger Transaction (property level - all transaction)	Medium
77	12. Reporting and dashboarding	The reporting tool in the PMS needs to support users to customise/update the report template (e.g. changing sorting, display sequence, items to show in the report, etc.)	Medium
78	12. Reporting and dashboarding	The reporting tool in the PMS should integrate with GenAI API to generate reports based on business needs and requirements	Nice-to-have

79	12. Reporting and dashboarding	The reporting tool in the PMS should include advanced analytics functions to facilitate financial analytics (rent collection, expense tracking, cash flow forecasting, etc.), tenant analytics, maintenance analytics, market analytics, operational analytics (display top 10 customer analysis, top 10 vendor analysis, asset management related data, property management related data, analysis of movement of no. of property managed etc), energy usage analytics, etc.	Medium
80	15. Budgeting	The budget worksheet should include functionalities for downloading, uploading, alerting, and approving.	High
81	15. Budgeting	The budget worksheet should display the Chart of Accounts (COA) along with the corresponding categories.	High
82	15. Budgeting	PMS should support the extraction of account codes with item categories/ledgers to facilitate budget worksheet preparation by Operations.	High
83	07. Approval workflow	The PMS should be able to set approval logic based on transaction amount / nature to create different approval workflows for all issued invoices and credit notes. All issued invoices / credit notes should go through an approval process.	High
84	21. General	The PMS should include a searching criteria: with Site / Building / Client / Unit level filtering.	High
85	04. Billing & Invoice	The PMS should support the generation of invoices, reminders and receipt to clients according to Company Group and Managed types with flexibility to update template if special request from client.	High
86	04. Billing & Invoice	The PMS should allow flexibility to update receipt layouts/invoice/reminder templates if there are special requests to from the client.	High
87	04. Billing & Invoice	The PMS system should validate the completeness of QR code, barcode, cut-off date, email, etc. during the invoice generation process. Besides, PMS should have billing reconciliation.	High
88	04. Billing & Invoice	The PMS system must trigger daily summaries on the PMS system interface screen (or by email - optional) to indicate number of generated invoices with error. The number of generated invoices with errors should be reconciliated with Property Cube to avoid duplication.	High
89	04. Billing & Invoice	The PMS should include configurations to set the invoice status as 'Error' if any error exists during the debit note generation process.	High
90	04. Billing & Invoice	The PMS should include a user-friendly drag-and-drop UI for user customisation of the debit note template and other reporting templates.	Medium
91	04. Billing & Invoice	When sending documents, the new PMS should automatically populate the recipient's email address, subject, and pre-formatted email body, based on the type of document being sent.	High
92	04. Billing & Invoice	The PMS should allow for invoices to be regenerated for specified reasons.	High
93	04. Billing & Invoice	The PMS should include an invoice grouping function (to consolidate multiple invoices into one invoice)	High
94	04. Billing & Invoice	The PMS system should allow for reprinting/revising invoices. It needs to clearly state whether it is a reprint or a revised version.	High
95	04. Billing & Invoice	The PMS system should support automatic settlement of pending invoices based on the specified charge type, unit type, and predefined cost centre allocation. Each unit should default to its assigned cost centre for seamless and accurate processing.	High
96	04. Billing & Invoice	The PMS should include a void procedure for voiding invoices, receipts, and credit notes. When voiding, the PMS should have the flexibility to handle different procedures in different status.	Nice-to-have
97	04. Billing & Invoice	PMS should support the creation of a Credit Note, which requires a corresponding invoice.	High
98	04. Billing & Invoice	The PMS should support bulk creation of credit notes based on predefined templates or criteria	Medium
99	04. Billing & Invoice	The PMS should support customisation options for individual credit notes	Medium
100	04. Billing & Invoice	The PMS should support the generation of invoices complete with timestamps and a sending log for tracking purposes. *Note that invoices should first be drafted and then reviewed/confirmed before being generated and sent out.	High
101	04. Billing & Invoice	The PMS should support the consolidation of Debit/Credit Note Listing into one layout and allow for negative amounts to be shown in the debit note item.	High
102	04. Billing & Invoice	The PMS should support billing status monitoring over all payment means including autopay, payment gateway/channels, etc.	Medium
103	04. Billing & Invoice	The PMS should support different payment methods for different payees (Savills/IO Bank Account) and different banks.	Medium
104	04. Billing & Invoice	The PMS should support dynamic and configurable settings in the invoice including: - Payment method option - Unlimited number of characters for payee names, billing description, header information, payment method description - Logo	Medium
105	06. Collection	The PMS should accept multiple offline payment methods: Cheque, Bank-in slip, etc.) Instead of using barcode scanner to read invoice no., the PMS should include other advance methods to replace this scanning process.	High
106	06. Collection	The Property Management System (PMS) should utilise OCR (Optical Character Recognition) technology to automate the data extraction, verification, clearing, archiving, and reporting processes for cheques. Additionally, instead of relying on a barcode scanner to read invoice numbers, The PMS should automate the scanning process using Robotic Process Automation (RPA).	Nice-to-have
107	04. Billing & Invoice	The PMS should handle Carpark Management (e.g. License fee for fixed / floating space)	Medium
108	04. Billing & Invoice	The PMS should allow PM to update "verified" status with attached supporting documents, system timestamp, and user id for each Verified bank settlement report. The PMS should trigger email notification and system alert to corresponding AIC.	High
109	04. Billing & Invoice	The PMS should allow multiple selections on bank settlement user list, and support an input/create date column and an additional section to show all the void receipts transactions with their voided reasons.	High
110	06. Collection	The PMS should implement a structured approval workflow when voiding receipts, requiring authorisation from designated staff. Additionally, a centralised log will track voided receipts, capturing key details such as receipt number, date, reason, and approver's name.	High
111	06. Collection	The PMS should allow users to filter and search for owners, tenements, and properties based on a wide range of criteria.	High
112	06. Collection	The PMS should trigger email alerts for "unmatched" transaction files and discrepancies in Savills' system records.	High
113	06. Collection	The PMS should support the handling of advance payment such as initial deposit receipts	High
114	06. Collection	The PMS should enable input adjustments for allocation based on client requests and provide options to print either an advance receipt for the client or an internal-use-only document.	High
115	06. Collection	The PMS should have the ability to define the settlement period for advance receipts	Medium

116	06. Collection	After generating a receipt, the PMS system should automatically trigger an e-Receipt to the designated mail gateway on Configurable day (e.g. T+3 (three days after the transaction date)).	High
117	06. Collection	The PMS system should support the generation of advance receipts and the issuance of receipts across different units. This functionality should be optional and configurable, depending on the design and implementation of the receipt grouping feature.	High
118	06. Collection	The PMS should allow greater flexibility in Receipt Setting configurations, including the issuance of receipts at the property level for e-Payment methods, at the unit level per client request, for advance payments, and for ad hoc receipts.	High
119	12. Reporting and dashboarding	The PMS should generate bank settlement report with voucher number.	High
120	06. Collection	The PMS should accept multiple online payment methods (enable client pay via various payment channels (Alipay, FPS, PPS, Counter-Bill-Payment and other new channels for future extension such as Octopus, WeChat pay etc) and capture acknowledgement/ result)	High
121	06. Collection	The PMS should allow users to upload bank-in slips as supporting documentation for FIN processing.	High
122	17. Integration	PMS should support autopay formats to different banks with encryption based on bank specification. Existing files are as follow: HK – BOC (HKD) MO - Bank of China (Excel) HK – BEA (HKD) MO - BNU MO - ICBC HK – HSB (Payment Code: K01) (HKD) HK – HSB (Payment Code: R01) (HKD) HK – HS HSBCNet (HKD) HK – HSBC – CD (HKD) HK – HSBC – HSBCNet (HKD) HK – Paper List (HKD) HK – SCB Paper List (HKD) HK – SCB Straight2Bank (HKD) HK – SHANGHAI COMMERCIAL BANK (HKD) HK - NANYANG COMMERCIAL BANK MO - TFB	High
123	06. Collection	The PMS should include a delivery status feature on the integrated files with various banks to confirm whether payment collection files have been delivered to the banks.	Medium
124	06. Collection	The PMS system should include a pre-payment function for advanced payments (Auto-allocation of monthly payments)	High
125	06. Collection	The PMS system should support a one-click feature to automatically generate and send autopay instruction files to the bank in one go (it should also keep the existing file extraction as the upload may be performed by site/IO for IO banks)	Medium
126	04. Billing & Invoice	The PMS should be able to automate posting the receipt to the GL (Generalledger).	High
127	04. Billing & Invoice	The PMS should be able to highlight unposted receipts automatically.	Medium
128	04. Billing & Invoice	The PMS should be able to indicate if invoices are system generated / ad hoc	High
129	04. Billing & Invoice	The PMS should support searching for invoices, receipts, reminders by Site, Client, Unit level	High
130	06. Collection	The PMS should allow upload of bank-in slip for record.	Medium
131	07. Approval workflow	The PMS should only allow for authorised users to change the default setting and re-generate invoice with or without B/F section for special case (subject to the proposed workflow by final vendor)	High
132	17. Integration	The PMS should support different types of voucher handling methods. The voucher postings should involve posting entries to both PMS and D365 GL for configuration of Integration codes (i.e. posting configurations between the PMS and D365)	High
133	05. Credit Control	The PMS should automate reminder generation (1st / 2nd/ final reminder after XX days overdue) and log all reminder's issue/send out datetime for control purposes.	High
134	05. Credit Control	The PMS default standard date should be: day of the month for 1st reminder (0-Y days), 2nd reminder (over Y days) where the date is subject to change due to PH. The PMS should also allow bulk change of above standard dates.	High
135	05. Credit Control	The PMS should support changes to the standard date and the ability to add or modify settings at the building level. These changes must be approved by HQ.	High
136	05. Credit Control	The PMS should support one-off defer of reminder date (I) allow for limited period only (nice to have, subject to proposed workflow by final vendor) (ii) input reason & submit for HQ approval	Nice-to-have
137	05. Credit Control	The PMS should allow flexibility on whether to generate a 2nd reminder.	High
138	05. Credit Control	The PMS should generate a 'Missing reminder' alert/highlight to indicate if any properties did not generate reminders within a date range.	High
139	05. Credit Control	The PMS should support sorting out generated reminders and email notifications (with summary and system link grouped by PM) on screen. Reminder reconciliation is required.	High
140	05. Credit Control	The Aged Debtor report should expand the tier system to include additional aging intervals (e.g., 30, 60, 100 days) and implementing dynamic aging calculations to show the exact number of days past due. Additionally, it should feature a centralised dashboard that integrates data from both the Aged Debtor report and the online report, allow user customisation of displayed tiers, and introduce automated alerts for critical aging milestones to improve debt management efficiency.	High
141	05. Credit Control	Aged Debtor should include a legal action summary for late payments and missed payments with a section for status updates, remarks, and actions, the remark section should allow configurable character limit and spare data field for comprehensive documentation.	High
142	05. Credit Control	The PMS should allow PM to generate detail aging report and trigger email alerts to supervisor.	High
143	05. Credit Control	The PMS should support e-mail of receipts/late fee reminders/bills/other documents to customers automatically.	High

144	05. Credit Control	<p>The PMS should provide following facilities:</p> <ul style="list-style-type: none"> - allow all critical business operations' approval processes within the PMS to be done electronically by routing to the relevant approving officers (single or multiple approval levels) - define rules such that documents would be re-routed when amendment or further information is required - notify users of next work steps to be performed <p>organise the work of users into to-do worklists on each user's desktop, and enable users to go directly to the activity window to complete the task</p> <ul style="list-style-type: none"> - automatic reassignment of work-list to alternative officers if the approving officer is not available - track tasks which have been completed by staff, in order to form audit trail to account for all actions performed, including date and time of performing the tasks, and by whom - support digital verifications before automatically sending emails of late fee reminders, bills, and other documents to customers - automatically populate the recipient's email address, subject, and pre-formatted email body, based on the type of document being sent when sending documents - track the delivery status of all documents sent to clients, such as whether the email was successfully delivered, opened, or if any errors occurred - learn users' operation flow and suggest unhandled/overdue tasks 	High
145	06. Collection	The PMS should be capable of generating invoices on-demand for ad-hoc bills, based on the recorded sundry receipt data.	High
146	06. Collection	Sundry system should support recording of non-AR transactions.	High
147	06. Collection	Sundry system should support: Hourly Parking, Smart Card, Court Booking Fee, Parking (Loading/ Unloading), etc.	High
148	06. Collection	The PMS should provide a user-friendly interface for the inputting, categorisation, and storage of all sundry receipt information.	High
149	06. Collection	The PMS should enable a single entry mechanism to accurately record deposit collections in the GeneralLedger (GL).	High
150	06. Collection	The PMS should support unit level deposit refund (forfeit & cash refund).	High
151	06. Collection	The PMS should support AR client refund, advance receipt refund, deposit refund and deposit offset.	High
152	17. Integration	The PMS should be fully integrated with Property Cube.	High
153	17. Integration	The Integration must include robust data mapping and transformation capabilities to ensure that the data structures and formats between the PMS and Property Cube are aligned	High
154	17. Integration	The Integration should incorporate robust data validation mechanisms to identify and resolve any data conflicts or discrepancies between the PMS and Property Cube.	High
155	17. Integration	The PMS should provide comprehensive error handling and notification capabilities to alert users of any issues or failures during the data synchronisation process.	High
156	07. Approval workflow	The PMS's vendor management module should has an approval workflow implemented for the vendor bank account verification process.	High
157	08. Vendor Profile	The PMS's vendor management module should generate mailing addresses and allow filtering by unit or other addresses to facilitate the mail merge function and enable direct printing of the mailing address on labels.	High
158	08. Vendor Profile	The PMS's vendor management module should include an embedded vendor bank account verification process.	High
159	08. Vendor Profile	The PMS should return an error if a duplicate vendor is found.	High
160	09. Vendor on-boarding & performance evaluation	The PMS's vendor management module should support vendor assesment and evaluation.	Nice-to-have
161	09. Vendor on-boarding & performance evaluation	<p>The PMS Should support the External Supplier On-boarding Process for</p> <ol style="list-style-type: none"> 1. Initiate onboard invitation /enrolment for Approved Suppliers & Sub-Contractors List (ASSL) (For one-off,site supplier, the application is done by Savills staff, but not vendor) 2. Non-approved (un-registered).supplier sign up 3. Onboard status flow tracking 4. Email invitation to activate the enrolment 5. Supplier online registration 6. Document / supporting upload 7. Supplier form submission and resubmission 8. Form submission review 9. Assess submitted Data to allocate category and tier for initial supplier category classification 10. Supplier approval <p>Note : (For one-off,site supplier, the application is done by Savills staff, but not vendor)</p>	High
162	07. Approval workflow	The procurement module should have an approval process for approving, nominating and delisting suppliers	High
163	08. Vendor Profile	<p>The procurement module should be able to support a supplier database to record including but not limited to:</p> <ul style="list-style-type: none"> -Supplier ID/Code- -Supplier Name- - Address - Email Address - Bank Info - Tier - BR No. -Vendor login name -Supplier Business Nature (Products/Services Category)- -Contact Person Name and Position -Contact Telephone Number / Email Department / Business Unit -Number of Staffs in Hong Kong, PRC and Other Region Year of Establishment -Major Clients / Job Reference -Type of Supplier: Registered, Approved, Nominated, Preferred -Payment terms -Default Payment Method -Supplier status such as active, inactive, closed, blacklisted. <p>Configurable character limit and spare data field for potential future use.</p>	High
164	08. Vendor Profile	The procurement module should be able to support multiple contacts and addresses for the same supplier	High

165	08. Vendor Profile	The procurement module should be able to support searching of a supplier or short listing of suppliers based on, including the following but not limited to: -Supplier ID/Code -Supplier Name (full or partial) -Supplier Business Nature / Category	High
166	08. Vendor Profile	The procurement module should have the capability to maintain a supplier catalogue that stores items and agreed purchase prices between Savills and suppliers for certain period	High
167	08. Vendor Profile	The procurement module should be able to allow for the creation and storage of contracts, including all relevant metadata (e.g., contract type, vendor, effective dates, key terms, payment schedules and configurable spare fields for potential future use.	Nice-to-have
168	09. Vendor on-boarding & performance evaluation	The new procurement module should be able to support vendor management. It should be able to conduct vendor evaluations, approvals, suspension,removal, onboarding, performance evaluation, and performance monitoring.	High
169	09. Vendor on-boarding & performance evaluation	The procurement module should be able to keep track of supplier evaluation results based on pre-defined evaluation criteria such as price, quality & reliability, on-time delivery, insurer services together with recommendation on the supplier approved / nominated list or dropping from the list	High
170	10. Procurement	The new procurement module should be able to support procurement functions such as vendor selection, quotation and tendering (purchase requisition), vendor confirmation (purchase order), goods receipt, and invoice matching.	High
171	10. Procurement	The PMS should provide a procurement module supporting user raise a Purchase Requisition (PR) by site / head office	High
172	10. Procurement	The procurement module should support different types/nature of Purchase Requisition (PR) and include different workflows for each type	High
173	10. Procurement	The procurement module should support one PR with multiple items and/or multiple POs with the cost allocation	High
174	10. Procurement	The procurement module should support a PR approval workflow where approvers can approve/reject/return the PR. If there is no response from approver, the PMS should automatically return the PR. The number of days of auto return should be configurable	High
175	10. Procurement	The procurement module should Support vendor selection (VS) process, the vendor will be randomly selected from the approved supplier list according to the supplier category and tier. The min. number of supplier is defined by company policy which need to be configurable in system.	High
176	10. Procurement	The procurement module should be able to declare conflict of interest by the preparer during the vendor selection process	High
177	10. Procurement	The procurement module should be able to generate a Purchase Order (PO) after the vendor confirmation (VC)	High
178	10. Procurement	The procurement module should support approve/reject/void/return flow in PR/VS/VC/GR	High
179	10. Procurement	The procurement module should support Variance Order (VO) with cross reference to the original PO	High
180	10. Procurement	The procurement module should support changing the approver of PR/VS/VS	High
181	10. Procurement	The procurement module should support setup access controls by different levels (user/user role/site) and edit/view the procurement record/reports	High
182	10. Procurement	The procurement module should support Goods Receipt (GR) by full delivery/partial delivery and generate a goods receipt note and forced completion with proper approval.	High
183	10. Procurement	The procurement module should record changes in approval history to support a thorough audit trail	High
184	10. Procurement	The procurement module should be able to support audit reports for the procurement process	High
185	10. Procurement	The procurement module should be able to keep track of the supplier invoice and support invoice matching with GR & PO.	High
186	10. Procurement	The procurement module should support supplier invoice approval and invoice matching approval.	High
187	10. Procurement	The procurement module should be able to keep track of the invoice payment status	High
188	10. Procurement	The procurement module should able to generate related accounting vouchers according to the approved invoice matching. The account code mapping is configurable.	High
189	10. Procurement	The procurement module should support the setup the approver according to the company's LOA	High
190	10. Procurement	The procurement module should support multi level of approval via email (email approval / reject).	High
191	10. Procurement	The procurement module should support search functions [by key fields] for the procurement records	High
192	10. Procurement	The procurement module should capture purchase request ("PR") information including the following but not limited to: -Item Name & Description -Quantity, Unit of Measurement (UOM) -Budgeted Purchase Amount (restricted by budget) -Currency -Planned/Requested Delivery Date -Suggested Payment Term & Schedule -Purchase Method (Bidding or Sole Source/ Single Quotation) -Supplier Code, if any (Nice to have) -Supplier Name -Other remarks	High
193	10. Procurement	The procurement module should provide uploading function for users to attach relevant documents, photos, drawings and certificates for PR supplement. Files could be in various major formats and with reasonable allowable file size.	High
194	10. Procurement	The procurement module should support information transfer from the Budget Control Solution to prepare PR and such purchase details have previously been input into the Budget Control Solution	High
195	10. Procurement	The procurement module should be able to copy existing PR to a new PR; and copy existing PR to Purchase Order (PO)	High
196	10. Procurement	The procurement module should allow submission of PR for Request for Quotation / Request for Proposal (RFP) only after the technical specification passed its corresponding approval process. The information of technical specification captured in The PMS could be automatically transferred for the RFQ / RFP preparation	High
197	10. Procurement	The procurement module should be able to capture and display budget information (budget availability) associated with the subject PR.	High
198	10. Procurement	The procurement module should support sending email reminders if the approver did not take any action after certain days [configurable] receiving The PMS -generated approval/endorsement request	High
199	10. Procurement	The procurement module should be able to implement tender procedure whenever the purchase amount is over a specified level. Asset or service requisition over a specific amount is required for tendering too. The PMS shall check the correctness of procurement type selected and guide the right procurement workflow applicable to all procurements	High
200	10. Procurement	The procurement module should allow users to upload the whole set of confirmed tender specifications and attach the PR record for management approval	Nice-to-have
201	10. Procurement	The procurement module should allow both registered suppliers to submit tender proposals	High

202	10. Procurement	The procurement module should integrate the tendering process with PR to avoid data duplication and streamline the operation flow	High
203	10. Procurement	The procurement module should provide features for supplier or contractor to enquire and download tender specifications, submit tender, update profile	High
205	10. Procurement	The procurement module should allow supplier or contractor to enter and submit pre-qualification information	High
205	10. Procurement	The procurement module should notify registered supplier or contractor (by business nature) on newly posted tender specifications	High
206	10. Procurement	The procurement module should allow supplier or contractor to amend the submission of proposals (i.e. fee and technical) when Savills confirms re-submission allowed after negotiation with supplier or contractor	High
207	10. Procurement	The procurement module should allow users to set up the deadline for tender closing. The PMS shall provide alert message to users at a pre-defined period before closing tender	High
208	10. Procurement	The procurement module should allow authorised users to amend the recommended results of tendering with details of changes and justifications log.	High
209	10. Procurement	The procurement module should allow users to update PO information including the following but not limited to: -Recommended supplier information -Products / Services -Delivery Date -Total Purchase Amount (for budget clearance) -Attachment of Uploaded Support Document, if any, such as tender specifications, tender report, certificates, quality or IP proof insurance policy	High
210	10. Procurement	Capture quotation information including but not limited to: -Purchase Item Name & Description -Quantity -Unit of Measurement -Minimum Order Quantity (MOQ), if any -Unit Price & Total Price -Currency -Delivery Date -Payment Terms -Trade Terms (indicate local delivery or not) -Quotation Validity -Discount % and amount (both by line item and by order), if any -Delivery Location -Tier Pricing Hierarchy -Remarks (for example, delivery charges HK\$500 is required if total order amount is less than HK\$10,000)	High
211	10. Procurement	The procurement module should be able to filter suppliers for quotation based on their business nature/category/tier	High
212	10. Procurement	The procurement module should be able to build up a supplier list for RFQ based on user's own selection	High
213	10. Procurement	The procurement module should be able to provide alert for late submission	High
214	10. Procurement	The procurement module should be able to collect quotations through a specific email, media or portal, and update such quotation information into The PMS for PR updating	High
215	10. Procurement	The procurement module should be able to checking the number of RFQs received to match policy requirement according to business scenario	High
216	10. Procurement	The procurement module should be able to quotation information accessibility by limited to authorised procurement staff.	High
217	10. Procurement	Allow users to set up and input the evaluation scoring sheet for quotation comparison	High
218	10. Procurement	Allow users to recommend selected supplier after quotation comparison and update relevant PR information if necessary	High
219	10. Procurement	The procurement module should be able to support approval workflow of supplier recommendation made by centralized procurement team (if applicable) for subject PR and get endorsement from requisition department's users with all receiving quotation information attached	High
220	10. Procurement	The procurement model should provide flexibility for requisition department's users to counter-suggest, with justification, another supplier for subject PR based on attached quotation information	High
221	10. Procurement	Allow if the recommendation of selected supplier is not at the lowest price, then justification and an approval process according to different scenarios should be required	High
222	10. Procurement	The procurement module should be able to the evaluation of quotation submitted	High
223	10. Procurement	The procurement module should allow users to update PO information including the following but not limited to: -Recommended supplier information -Products / Services -Delivery Date -Total Purchase Amount (for budget clearance) -Attachment of Uploaded The procurement module should be able to Document, if any, such as tender specifications, tender report, etc.	High
224	10. Procurement	The procurement module should be able to auto-duplicate PR for PO preparation	Nice-to-have
225	10. Procurement	The procurement module should provide functions to handle PO preparation with the requirement of payment deposit or payment in advance, and such information shall be able to be transferred to Finance Solution for payable entry preparation	High
226	10. Procurement	The procurement module should allow users to cancel the whole issued PO, cancel issued PO line items, revise issued PO lines or add issued PO line items, amend need-by date, PO quantity, etc.	High
227	10. Procurement	Different approval processes should be enabled based on the purchase amount for the overall procurement process under the procurement module.	High
228	10. Procurement	The procurement module should allow users to have an option to amend a PO when the PO has already been sent out to supplier. The PMS shall guide users to create a VO to update the PO. When a VO is created, it should go through an approval process with system support. Also, The PMS shall support version control with the same VO and PO numbers generated previously	High
229	10. Procurement	The procurement module should be able to notify both Procurement staff and subject purchase requester in case the budget clearance fails (i.e. over budget)	High
230	10. Procurement	The procurement module should be able to approval workflow for budget variance when the budget clearance fails (i.e. over budget). And, trigger the re-approval workflow after the budget issue has been resolved	High

231	10. Procurement	The procurement module should be able to generate spending report on selected dates / period -By product categories; -By supplier; -By selected division	High
232	10. Procurement	The procurement module should be able to generate outstanding PO report on selected dates / period -By product categories; -By supplier; -By selected division	High
233	10. Procurement	The procurement module should be able to generate asset report on selected dates / period -By product categories; -By overall PR/PO status (to be spent vs actual commitment); -By procurement buyer in-charge (PR preparer); -By supplier; -By selected departments /charge of budget;	High
234	10. Procurement	The procurement module should be able to keep the relationship between PO and GRN. One PO may have multiple GRNs, and vice versa	Nice-to-have
235	10. Procurement	The procurement module should have GRN records that include, but not limited to, the following information: -The Receiver's information -The PO / Item(s) information -The Receiving Location and Date	High
236	10. Procurement	The procurement module should allow users to upload documents such as photo and invoice together with the GRN record	Nice-to-have
237	10. Procurement	The procurement module should be able to perform full and partial Service Receipt. Certified work done can be entered as percentage (i.e. The PMS should calculate the Service Receipt amount using the percentage entered) or exact amount	Nice-to-have
238	10. Procurement	The procurement module should provide a confirmation function of “Goods Acceptance” when the purchase item is required for quality and functionality testing	Nice-to-have
239	10. Procurement	The procurement module should provide alert messages to users on long outstanding received items (i.e. based on user’s defined period) without “Goods Acceptance”	Nice-to-have
240	10. Procurement	The procurement module should allow users to issue a return notification for those goods received but not passed acceptance test via email to supplier	Nice-to-have
241	10. Procurement	The procurement module should be able to input of warranty information and transfer fixed asset information such as asset value, receiving date, warranty, barcode/Fixed Asset ID to Fixed Asset Management Solution	Nice-to-have
242	10. Procurement	The procurement module should send alert messages to users at a pre-defined period before the planned delivery date in PO	Nice-to-have
243	10. Procurement	The procurement module should support alert messages to users for any purchase item not yet delivered at a pre-defined period after the planned delivery date	Nice-to-have
244	10. Procurement	The procurement module should support a function to conduct satisfactory survey on supplier’s performance with users. Evaluation criteria which includes, but not limited to: -Price -Delivery -Quality	Nice-to-have
245	10. Procurement	The procurement module should be able to support status tracking during the entire procurement process. Major procurement status includes the following but not limited to: -PR Approved -Request for Quotation (RFQ) Completed -PR Endorsed -PO Issued -Deliverable Received -Goods Receipt Note (GRN) Passed -Payment Status	Nice-to-have
246	10. Procurement	The procurement module should be able to provide robust search and retrieval capabilities to easily locate contracts based on various criteria.	Nice-to-have
247	10. Procurement	The procurement module should be able to implement automatic approval for PR based on predefined criteria and thresholds to streamline the approval process.	High
248	10. Procurement	The procurement module should be able to enforce appropriate security and access control measures to ensure that sensitive contract information is protected.	High
249	11. Payment	The procurement module should be able to provide alert message to users and PD for any purchase item goods received but not yet paid	Nice-to-have
250	12. Reporting and dashboarding	The PMS should generate an analysis report (by property, group , region etc) for monitoring purposes including procurement information regarding: 1. Aging Report a) Unapproved outstanding Purchase Requisition b) Approved Purchase Requisition Pending for Vendor Confirmation c) Outstanding Purchase Order not Approved d) Approved Purchase Order Pending for Goods Received 2. Split Invoice 3. Using of one-off Vendor 4. Emergency Purchase Order 5. Top 10 Vendors 6. Purchase Orders Where Vendor with the Lowest Quotation is not Selected 7. Conflict of Interest 8. Average Number of Days to Complete an Order 9. Direct Purchase report	High
251	11. Payment	The PMS should assign a cheque number automatically and include error/alert if the cheque number is not sequential.	High
252	08. Vendor Profile	Vendor profile should include the payment type, FPS ID/account number, etc.	High
253	08. Vendor Profile	The PMS should allow user to amend the vendor profile to include additional fields for inputting supplementary information, such as increasing the character limit for payee names and descriptions	Medium
254	11. Payment	The PMS should allow users to search vendor's payment status	High

255	11. Payment	The PMS should automatically default to the earliest month for the same bill type when updating a payment settlement and be able to handle monthly accrual and contract payments	High
256	11. Payment	The PMS should have a digitalised payment tracking process that allows The PMS to automatically generate and manage payment records, which would enhance accuracy and reduce administrative workload.	High
257	11. Payment	The PMS should support Vendor Payment at the site level.	High
258	11. Payment	The PMS should generate and consolidate payment instructions to the bank including common payment methods (FPS, ACH, Bank Transfer, LBC (i.e. cashier order) etc.). (Remarks: Existing payment files (e.g. ACH, Book Transfer, LBC) would be uploaded to Standard Chartered Bank and Hang Seng Bank e-banking.)	High
259	11. Payment	The PMS should support an import function for creating payments and expenses.	High
260	11. Payment	The PMS should generate a payment advice to the vendor as a cover sheet for cheque posting.	High
261	11. Payment	The PMS should allow authorised vendor invoice matching should enable the issuance and consolidation of fund transfer instructions to the bank, facilitate searching across multiple properties, and include an Excel payment bulk upload function.	High
262	11. Payment	The PMS should allow the payment date to be changed if the payment is in “Draft” status.	High
263	11. Payment	The PMS should have a function to facilitate paperless payments.	High
264	11. Payment	The PMS should support staff reimbursement [Savills Vendor] It should maintain different types of vendor & payee profile, including but not limited to approved vendor from Procurement system, manual created vendors with verified payment details and set ePayment indicator	High
265	11. Payment	The PMS should support Voucher posting of Bank/Fund transfer	High
266	11. Payment	The PMS should support Exception handling for void payment, credit note, issued Cheque	High
267	11. Payment	The PMS should support payment advice generation and distribution	Medium
268	11. Payment	The PMS should support bulk upload of vendor payments via Excel	Medium
269	17. Integration	The PMS should allow voucher posting entries to both PMS and D365 GL Types of voucher posting to GL and/or ERP according to expense/payee type (Property, Corporate)	High
270	17. Integration	The PMS should ensure the encryption of bank files generated before they are transmitted to bank	Medium
271	11. Payment	The PMS should allow clients to make AP payments with payable/AP Credit Note.	High
272	13. Lease Management	The PMS should allow users to configure the parameters (e.g., discount factors, fee structures) that are used within the calculation formulas.	High
273	13. Lease Management	The PMS should support a wider range of income and adjustment types, including rent concessions.	High
274	13. Lease Management	The PMS should support automated commission calculation.	High
275	13. Lease Management	The PMS should provide the flexibility to record and manage various types of income and adjustments, ensuring the company can adapt to market changes and client needs.	High
276	13. Lease Management	The PMS should automatically adjust the new lease period to commence the day after the expiration date of the previous lease when a lease renewal takes place	High
277	13. Lease Management	The Lease Management module should feature a lease extension configuration that allows for the modification of the lease expiration date to a later date. This extension should be implemented without altering the recurring charge amounts and without the need for a new contract to be signed.	High
278	13. Lease Management	In the event that a lease extension occurs, the PMS should automatically sync the recurring charge end dates to the new end date.	High
279	13. Lease Management	The Lease Management module should include a recurring charges configuration in the event of lease renewals (when a tenant signs a new contract but remains in the same premises).	High
280	13. Lease Management	The "move out" configuration should include configurations that flag expired lease as "inactive" and automatically disables it for any further processing	High
281	13. Lease Management	The Lease Management module should include a remarks action section that allows users to record important notes on active leases.	High
282	13. Lease Management	The Lease Management module should include a list of expiring leases to help alert the leases that require immediate attention	High
283	13. Lease Management	The leave management module should support a "copy recurring charge" configuration. This should automatically copy the charge codes across to the new lease form and automatically update the recurring charge amount and the next invoice dates	High
284	13. Lease Management	The Lease Management module should assign a new lease code to the new lease. If the start date of this new lease is not yet reached, then the status of the lease should be automatically set to Active (Future Lease).	High
285	13. Lease Management	The Lease Management module should include a "move out" configuration that sets the unit status to "vacant" again and allows new leases to be created for that unit.	High
286	05. Credit Control	The PMS should generate outstanding payment advice details/history in an Excel format for PM.	High
287	11. Payment	The PMS should support payment settlement documentation attachment and upload.	High
288	12. Reporting and dashboarding	The PMS should include a module to compare invoices with good receipt notes and purchase orders with access to detailed billing history and transaction data for reconciliation.	High
289	12. Reporting and dashboarding	The PMS should provide visibility into upcoming payment reminders and due dates, capability to mark reminders as paid or track payment statuses and Integration of reminder reconciliation with billing processes for comprehensive financial management.	High
290	12. Reporting and dashboarding	The PMS should allow payment transaction reports to be filtered by vendor, month, etc.	High
291	12. Reporting and dashboarding	The statement of account should feature a simplified layout, prominently displaying the total outstanding amount. It should also include an option to 'show/hide outstanding breakdown and total amount' when printing, in case a client requests it	High
292	12. Reporting and dashboarding	The statement of account should allow PM to check latest balance & reprint invoice.	High
293	12. Reporting and dashboarding	The statement of account should allow for any document containing payment details and the outstanding balance to be printed for the client.	High
294	12. Reporting and dashboarding	The financial report should include a trial balance and account activities for each property, with functionality that allows users to search and filter by Property, Cost Centre, Account Code, and other relevant criteria.	High
295	12. Reporting and dashboarding	The PMS should support configurations that monitor the financial status at the site level in a timely manner.	High

296	12. Reporting and dashboarding	The PMS should provide the account inquiry with recurring charge information, including unit code, charge type, last invoice date, next invoice date, autopay account information, and invoice status. PMS should allow users to expand/collapse all sections on the Account Inquiry page to easily identify which invoices are credited or cancelled	High
297	12. Reporting and dashboarding	The PMS should support the configuration of Financial Statement per template or per site.	High
298	12. Reporting and dashboarding	The Financial statement should support the customisation of Income & Expense and Balance Sheet by property per account index	High
299	12. Reporting and dashboarding	The Financial statement should have more columns (Each Month and accumulated total, Last Year, Last Period, Last year budget for comparison). Support multiple cost centre (e.g. residential, carpark, commercial and total) reporting	High
300	12. Reporting and dashboarding	The PMS should enable users to generate monthly, quarterly, and annual GeneralLedger reports, with the option for filtering by date range, account type, or property.	High
301	12. Reporting and dashboarding	The PMS should allow users to generate Trial Balance reports that summarise the balances of all accounts in the GeneralLedger. The Trial Balance report should allow drill-down capabilities to view underlying transactions for each account.	High
302	12. Reporting and dashboarding	The PMS should generate a deposit listing report that includes all deposits made within a specific date rage, detailing amounts, dates, and associated properties.	High
303	12. Reporting and dashboarding	The PMS should provide an Advance Receipt Listing that displays all advance payments received, including tenant details, amounts, and due dates.	High
304	12. Reporting and dashboarding	The system shall generate an Aged Debtor report that lists outstanding invoices categorised by aging periods (e.g., 0-30 days, 31-60 days, 61-90 days, etc.).	High
305	12. Reporting and dashboarding	The system shall produce an Aged Vendor report indicating outstanding invoices owed to vendors, categorised by aging periods.	High
306	12. Reporting and dashboarding	Users shall be able to set up alerts for significant changes in financial reports or thresholds (e.g., overdue payments, large deposits).	High
307	12. Reporting and dashboarding	The PMS should support the approval of Financial Statement Reports by the Finance Manager, along with an e-signature feature.	High
308	12. Reporting and dashboarding	The PMS should support automatically generated email notification to PM users once the report is ready (with link to redirect to system).	High
309	12. Reporting and dashboarding	The PMS should include a combined report to consolidate the debit note listing, credit note listing, bank settlement report and aging report per stakeholder.	High
310	12. Reporting and dashboarding	The PMS should support IO bank statement attachment and upload/maintenance.	High
311	12. Reporting and dashboarding	Ability to schedule reports to run and set distribution list for automatic distribution to target audience	High
312	12. Reporting and dashboarding	Allow different templates to be used for different buildings (i.e. Instead of updating templates one on one, the new PMS can seamlessly update them)	High
313	16. System log and audit trail	The PMS should include an autopay instruction file download function for audit purposes.	Medium
314	17. Integration	The PMS should include a module for connecting the PMS with different banks one by one via system Integration, automatically match transactions, identify exceptions, generate reports, and provide an audit trail to streamline the monthly bank reconciliation process for Savills.	Medium
315	01. Master Data	In the event that an early surrender occurs, the PMS should automatically update the new end date and next invoice date to reflect the new changes	High
316	01. Master Data	The PMS should include an early surrender configuration for when a tenant decides to vacate the premises before the original lease expiry date.	High
317	04. Billing & Invoice	The PMS should include receipt settings (property level, advanced/ad hoc receipt).	High
318	10. Procurement	The PMS should be able to implement automatic approval based on predefined criteria and threshold / AI validation of data accuracy to streamline approval process	High
319	13. Lease Management	The PMS should include a Lease Management module to keep track of lease activities, the most common being changes in lease terms, deposit transfer, and rental refunds	High
320	16. System log and audit trail	The PMS should maintain a complete version history and comprehensive audit trail for all documents, such as uploads, downloads, and modifications.	High
321	16. System log and audit trail	The PMS should include an autopay instruction file download function for audit purposes (i.e. downloadable files of autopay and payment instructions creates a clear audit trail, as the transparency helps both property managers and tenants understand payment histories and agreements.)	High
322	16. System log and audit trail	The PMS should support an audit function that keeps tracks of all user activities (such as Insert, Update, and Delete) (Provide screenshot or system generated reports. Please provide the information in separate file with filename using the item number.)	High
323	16. System log and audit trail	The PMS shall provide enquiry applications or reports for audit records. Both applications and reports should allow user-defined data selection (Provide screenshot or system generated reports. Please provide the information in separate file with filename using the item number.)	High
324	16. System log and audit trail	The PMS shall provide applications and reports on inquiring the program changes within the user-defined date period (Provide screenshot or system generated reports. Please provide the information in separate file with filename using the item number.)	High
325	16. System log and audit trail	For auditing purpose, The PMS shall provide audit trails or logs with enquiry application on any security change. (Such as add/inactive user and grant/revoke/change access right to user) (Provide screenshot or system generated reports. Please provide the information in separate file with filename using the item number.)	High
326	16. System log and audit trail	The PMS shall provide audit enquiry application with searching criteria (such as user id, application, table, date and time) (Provide screenshot or system generated reports. Please provide the information in separate file with filename using the item number.)	High
327	16. System log and audit trail	The PMS shall provide tamper resistance on system files or logs (Provide screenshot or system generated reports. Please provide the information in separate file with filename using the item number.)	High
328	16. System log and audit trail	The PMS shall provide function to define and execute batch jobs (such as interface process, posting, allocation, integrity checking, auto financial period advancing, etc.) (Provide screenshot or system generated reports. Please provide the information in separate file with filename using the item number.)	High
329	16. System log and audit trail	The PMS must have report for all the user ID, User email address, name and role and rights in PDF and Excel format for User Account Management	High
330	17. Integration	The PMS should include an Integration log with status for 2 systems' reconciliation	High
331	18. Security setting	The PMS should fulfil the IT security requirements that if applicable Government's IT security policy and guidelines https://www.ogcio.gov.hk/en/our_work/information_cyber_security/government/	High
332	18. Security setting	The PMS should support Idle Session Timeout	High
333	18. Security setting	The PMS should support role or group security maintenance	High
334	18. Security setting	Security shall be provided at both database and application level	High

335	18. Security setting	The PMS shall provide for system administration and access control functions to operate concurrently with application functions	High
336	18. Security setting	The PMS shall allow on-line addition and deletion of authorised users without affecting normal system operation	High
337	18. Security setting	All sensitive document should be sufficiently encrypted/immutable	High
338	18. Security setting	The PMS shall provide facility for defining various levels of functional application security: a. Log-on Security b. Application level Security c. Data / Responsibility level security (e.g. user id can access / view only a specified range of cost centres) d. Field Level Security e. Report Level Security f. Master Level Security g. Transactional level security h. Function level security (e.g. adds, delete, update, inquiry, etc.)	High
339	18. Security setting	The PMS shall also provide for controlled access to data in The PMS . The PMS shall provide the ability for security	High
340	18. Security setting	The PMS should support Financial Period controls	High
341	18. Security setting	The PMS shall provide data Integrity reports to ensure correctness of data	High
342	18. Security setting	All proposed software shall be fully tested and quality assured (Preferably with ISO 27001 Standards) before implementation so as to ensure maximum reliability. The vendor shall demonstrate proof of quality assurance.	High
343	18. Security setting	A Software fault in any of the functions in the proposed system shall not lead to malfunction of other system functions	High
344	18. Security setting	The proposed system shall be able to recover all data stored up to the last successfully completed transaction before a particular incidence of system failure occurs	High
345	18. Security setting	The vendor shall provide details of application and database backup and recovery procedures. Such procedures shall as much as possible automate through scheduled batch jobs that minimise human intervention. Impact to user application(s) shall be kept at a minimal when backups are in progress.	High
346	18. Security setting	In case of any connection failure, off-line operations may be triggered to maintain daily business. The proposed system shall be able to provide interface gateway to upload manually prepared data in batch mode using a pre-defined format.	High
347	18. Security setting	The PMS shall provide deployment tools to ensure all program objects and master setup properly for deploying from UAT to production environment. To ensure successful program deployment, what is the methodology to ensure development change (UAT confirmed) can successfully deploy to production environment? Please specify	High
348	18. Security setting	The PMS should allow for rollback of changes in case of deployment failure.	High
349	18. Security setting	The PMS shall able to clone data from one environment to another to facilitate testing. (By tables or by full environment) a. How to create sandbox or virtual container for development and testing? i. Data cloning through logging a service request? ii. If cloning by request, what is the SLA for sandbox creation / cloning? iii. If cloning by user command, how long it will take for preparing sandbox or virtual container? b. How many sandboxes are provided for standard subscription?	High
350	18. Security setting	The PMS should support enforce Multi Factor Authentication	High
351	18. Security setting	The PMS should have clear Disaster Recovery procedures	High
352	18. Security setting	The PMS should not have hard coded IP addresses, usernames or passwords	High
353	18. Security setting	The PMS should use MS Azure Single Sign-On (SSO) as the default access method to login to The PMS	High
354	19. User/Role management	The PMS should allow user to switch user profile for UAT. (1 user may play as various roles during UAT process)	High
355	19. User/Role management	The PMS should provide robust security and access control features to protect sensitive documents, with user permissions and roles.	High
356	19. User/Role management	For auditing and review purpose, The PMS shall provide reports on user access right. The PMS shall provide the following reports: a. Application report by authorised users (with access right such as Add, Update, Delete, View) b. User report by authorised applications c. Active User and role list The reports should allow selection on full list or active user only. (Provide system generated reports. Please provide the information in separate file with filename using the item number.)	High
357	19. User/Role management	The PMS user shall be automatically inactive once disabling the AD user.	High
358	19. User/Role management	The menu facility, which shows the various functions, shall be customised based on each user's security profile. Those options to which the users do not have access rights should not be displayed.	High
359	19. User/Role management	The PMS shall provide capabilities for different levels of privileges to be assigned to user or user groups at different levels of responsibility for each respective functional module (i.e. GL, AP, AR, and FA). The PMS shall allow user assign to one or more user groups.	High
360	19. User/Role management	User with more than one user groups may access to the authorised applications and user right without changing the user group	High
361	19. User/Role management	The PMS should be able to separate permission profile for Savills and non-Savills users (if any).	High
362	19. User/Role management	The PMS should be able to control on the user off boarding	High
363	20. Technical Requirement	The PMS should allow users to configure different set of instructions, which will be executed during non-office hours For example, a defined set (A) of batch jobs are schedule in weekday non-office hours. Another set (B) of batch jobs are schedule in weekend non-office hours. And another defined set (B) of batch jobs are schedule at month end non-office hours.	High
364	20. Technical Requirement	The PMS shall provide job status summary report for IT operator to check the job status of the batch process (Provide screenshot or system generated reports. Please provide the information in separate file with filename using the item number.)	High
365	20. Technical Requirement	In case of error job in a set of batch jobs, The PMS shall allow configuration of allow or by-pass errors for each job a. On regular day-end process, tasks are allowed errors and solution can be given on the next working day b. On month-end day, all subsequence tasks shall be suspended if one of the tasks encounters error. The error task shall be immediately resolved or manually by-pass (if task is not critical)	High
366	20. Technical Requirement	The batch job shall be called by external system and able to return job status to the source system (Provide screenshot on returning job status code. If job status code contains error message meaning, please specify. Please provide the information in separate file with filename using the item number.)	High

367	20. Technical Requirement	For the batch of period end instructions, user may set job execute mode: a. One by one - Job must be complete before another start b. Concurrent - Jobs can be executed concurrently	High
368	20. Technical Requirement	The PMS should have a rollback plan procedure/ practice during deployment.	High
369	21. General	The filtering and searching functionality should allow users to combine multiple criteria, such as searching for all properties owned by a specific owner and currently leased to a particular tenant.	Medium
370	21. General	The PMS should track the delivery status of all documents sent to clients, such as whether the email was successfully delivered, opened, etc.	High
371	21. General	The PMS should feature a robust alerting and notification system that delivers timely alerts to staff concerning vital operational events and milestones	Medium
372	21. General	The PMS should allow users to customise alert triggers and notification settings to align with the company's unique operational needs and risk management strategies.	Medium
373	21. General	Show progress indicator for long transaction as stated in business transaction	High
374	21. General	The vendor shall propose development and report writer tools which are appropriate for The PMS The development tool shall at least: a. Provide consistent look-and feel GUI with the application system b. Allow developers to rapid develop customised screens, programs or interfaces c. Enhance usability and maintainability d. Support Windows 10, IE or EDGE browsers 35 e. Support web-based reporting f. Provide on-line help facilities which include a complete description of syntax with explanation of examples and default values g. Provide visual highlight to alert the developer for incorrect code syntax h. Provide system-wide window to display development objects, e.g. table definitions, function modules etc. i. Provide relationship of development objects. e.g. Relationship among programs, functions, views, tables, data fields j. Provide debugging facility	High
375	21. General	The PMS should have built-in Spell checking functionalities	Nice-to-have
376	21. General	The PMS should Support UniCode as input language	High
377	21. General	The PMS should Support Both English and Traditional Chinese	Medium
378	02. Landlord/Tenants/Occupant Profile	The PMS should support Gross Sales Data and Audited Gross Sales Data input for each tenant	High
379	04. Billing & Invoice	The PMS should be able to generate late interest automatically (with late interest computation method, % and billing date setting)	High
380	04. Billing & Invoice	The system should also support Turnover rent billing and system should be able to update the turnover rent in case there is any change in Gross Sales data or Audited Gross Sales data.	High
381	06. Collection	The system shall be good to allow tenant/client to upload payment proof with QR code on the invoice and system to work on bank reconciliation automatically	Nice-to-have
382	Profile	The Master Profile Management should be able to sort out (with bulk update) the same tenant across selected portfolios.	High
383	10. Procurement	The PMS should support centralized purchase by headoffice on behalf of user on company level	High
384	10. Procurement	The procurent module should allow Blanket PO issued by multiple sites under centralized term contract	Medium
385	10. Procurement	The PMS should Provide channel for vendor to upload invoice and completion documents of respective PO -	High
386	12. Reporting and dashboarding	The PMS should allow the extraction of consolidated data by account code / type across all properties (e.g. consolidated bank	High
387	21. General	The PMS should take less than 10 second response time for each interaction (e.g. click a button / hyperlink)	High
388	21. General	Less than 10 second response time for refresh application page. (i.e. show all contents on screen)	High
389	21. General	Less than 30 second response time for transaction activity (i.e. create / update / delete)	High
390	21. General	Less than 1 minute response time when conducting 100,000 journal transactions	High
391	10. Procurement	The PMS should Provide channel for vendor to upload invoice and completion documents of respective PO - non registered supplier	Nice-to-have
392	10. Procurement	It should also support sending the Request for Quotation, Purchase Order to vendor by e-mail.	High
393	17. Integration	Support two way integration between D365 to PMS, e.g. - Integrate Accrual Entries to D365 upon Goods Receipt in PMS Procurement Module - Integrate Payment Entries to D365 upon invoice matching in PMS Procurement Module - Integrate payment status to PMS Procurement Module upon invoice paid in D365	High
394	17. Integration	Support interface between PMS Procurement and PMS Finance Module on the accrual transaction, payment transaction and	High
395	11. Payment	The PMS should allow the upload of supplier's receipt for record.	High
396	10. Procurement	Company / site, cost centre and account code mapping should support two sets of accounting system (PMS and D365).	High
397	10. Procurement	Integration of accounting entries from PMS to D365 after payment transactions approved in PMS.	High