Feb-2019

PROPOSAL FOR INTEGTRATED PROPERTY MANAGEMENT AND FINANCE MANAGEMENT INFORMATION SYSTEM

TECHNICAL AND FINANCIAL SPECIFICATIONS

Presented by:

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INTRODUCTION

Corporate Overview

Cybertrack International Limited (Cybertrack) is a Kenyan managed software house developing comprehensive IT solutions.

In financial services industry, Cybertrack has a proven record of working with local financial institutions providing them fully integrated software solutions, which are tailored to the requirements of those clients, at a very reasonable cost.

Cybertrack addresses its products and services to the clients countrywide, thanks to the network of marketers. Our marketers add value to our products and expertise by understanding unique local market requirements and providing local support.

We are proud of our personal commitment to all our clients to provide superior service and support at all times. We are also committed to continually improve our software, implementing local and global financial best practices and stay ahead of the competition using latest tools of information technology.

Proposed Solution

Cybertrack intends to provide a solution to computerize the most if not all of the operations of your business' property and financial management systems. The following are detailed description and key features of the modules making up the Property and Finance management systems

Property Management Module

Features

- Manage Clients
- Manage Roommates
- Manage Properties, rooms etc
- Manage Auto charges i.e. rent, security, garbage collection etc.
- Manage One-time charges e.g. property deposits,
- Client Billing
- Payment receipts
- Managing property maintenance
- Integrated emailing and SMS functionality
- Deposits collection or refund
- MPESA integration
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Reports

- Customer Statements
- Customer Invoices

- Rent roll
- Deposits list
- Property Occupants
- Vacant Properties
- Collection on items e.g. rent, garbage collection, security etc.
- Summaries of emails or SMS sent

Financial Management Module

The following are the highlight features of the financial management system module:

- **Management of financial periods**
  This feature enables the user define their financial periods with options of rolling over balances for balance sheet, budget etc. to another (new) financial period.
- **Chart of accounts**
  This feature is used to define the various accounts with their classification as far as the organizations votes are concerned. It forms the basis for all financial transactions including budgeting, forecasting, expenditure, receipts and the general ledger within the system
- **Journal posting**
  This feature is used to make posting to the general ledger without provision for source documents e.g. receipts, payment vouchers etc. Example of such operations could be bringing in balances from another system, or correcting receipt recorded as having been received through a wrong account.
- **Budget**
  This feature enables the company set up their budget and control expenditure through the procurements requisition module. This is handy since user departments no longer need to contact the finance department whether they have exhausted their funds or not. Equally approvals done manually are reduced since the feature enables some processed audit themselves
- **General Ledger**
  This feature lists all transactions that have happened on a particular account with its contra entries. For the cash book it even enables reversal of payments or receipts
- **Payments**
  This feature enables the creation and authorization of payments by generating payment vouchers. The vouchers can be approved online prior to printing to reduce the turnaround time for payments processing. This system has an integrated SIF generator that will generate the necessary files to be uploaded onto various banking platforms for online payments
- Receipts
- **Imprest Management**
  This feature allows for recording of imprest request online, approval of the same and disbursement of the same. It has an inbuilt reminder for imprests not surrendered. It links with the payroll system and pushes for deduction for imprests not surrendered
- **Bank reconciliation**

This feature enables for online bank reconciliation. Most banks will allows their clients access their bank statements online or send soft copies via email, the system is able to import bank statements and check transactions that appear on both the cash book and the bank statement highlighting missing entries e.g. unpresented cheques, bank charges etc. for the operator to look into and complete the reconciliation.

- **Multi-currency**
  The system support multicurrency especially on receipts, payments, requisitions and purchase orders.
- **Integration**
  Integration with other modules procurement for settling invoices, validating requisition requests on whether funds are available of already exhausted, HR module to automatically prepare payment vouchers for payroll third parties e.g. banks, NHIF, NSSF, Paymaster General, Saccos etc.

Reports

- Third party statements e.g. suppliers
- General ledger reports
- Trial Balance
- Profit and Loss Accounts
- Balance Sheet
- Cash Flow Statements
- Budget variance report
- Bank reconciliation Reports
- Journals posted
- Aged payables
- Aged receivables

HR And Payroll Module

Features

- Organize jobs according to titles, minimum remuneration, increments among many other options
- Structure the organization according to flow of authority. It’s used to assign job titles to the relevant supervisor(s).
- Register and maintain employee’s file in their life in the institution. It maintains records such as employee bio data, academic qualification, next of kin, dependants, leaves taken and allocation, medical history among others.
- Document renewal management e.g. work permits, driver’s license etc.
- Maintain the institution payroll. It can accommodate payroll processing for both casual and permanent employees. It has payroll reports such as bank remittances, third party remittance advices, NSSF and NHIF remittance advices and standard p9 and p10 annual KRA reports completely filled.

- The system has an integrated module for managing employee's leaves. It can give summary reports on outstanding leaves, leaves due in n days and a summary of the staff out on leaves with expectation date.
- Tracking of Attendance
- Provision of placeholders for attaching passport photos, specimen signatures, certificates etc.
- Automatic computation of overtime and Other payments based on hours worked
- Leave allocation of employees
- Online leave processing that automatically computes the number of days taken or the date an employee should report accordingly
- Online leave application and processing
- Management of different pay point and branches during payroll processing
- Ability to recognize changes made on the payroll during processing
- Automatic stop of deductions incase an employee over commits his/ her payments
- Ability to specify specific time frames for either payments or deductions
- Easy customization of bracket value payroll items e.g. NHIF and Pension
- Provision for taxation of non-Kenyan employees using different brackets
- Automatic computation of n loan interest based on straight-line, reducing balance or amortization methods.
- Supports multi-currency.
- Ability to group payroll items within specific categories to reduce columns shown on the payroll e.g. bank loans, specific Sacco deductions etc.
- Provision of various payroll items i.e. payments, deductions, benefits and Reliefs
- Generation of staff ID cards
- Ability to import payroll items from excel, csv files etc.
- Add-in functions, reports, and forms technology
- Export data to Microsoft Excel, Word, HTML, and text functionality
- Email integration

Reports

- Employee's bank remittance advices
- Third party remittance advices e.g. insurance
- Payroll changes report
- Payroll report
- Salary Slips
- KRA Forms (P9, P10 etc.) completely filled
- Statutory remittance advices report (NSSF, NHIF, PAYE)
- Employee's grouped by their departments/supervisor

- Employee monthly returns report showing established positions against the actual strength.
- Employee Performance Evaluation
- Employee Master List
- Payment Log
- Employees' leave report

Security

The system will be equipped with a multi-level role-based security system. This will be done at the following level.

- **User Authentication**
  Every user requires a unique login ID and password, which is verified on every transaction. Login and all subsequent transactions are authenticated. If the user ID and password are not authenticated, the user is denied access to the system.

- **User Authorization**
  After authentication, the user's access rights are checked to determine if he/she has been granted permission to perform the requested action.

- **User Permissions**
  Different user roles with different access rights can be easily defined. Allowing customization of individual access rights for each user within a department ensures further flexibility.

IMPLEMENTATION CHART

Task	Stakeholders	Resources	wk1	wk2	wk3	wk4	wk5	wk6	wk7	wk8	wk9	wk10	wk11	wk12	wk13	wk14	wk15	wk16
Problem investigation and Feasibility study	Project Sponsor, End Users, Development team	Input forms currently used, procedures involved																
Generation of the Technical requirement specification	Development Team																	
Input and Output design	Development Team																	
Database (Logical design)	Development Team																	
Coding and Testing of the solution	Development Team																	
Documentation	Development Team																	
User Training and Testing	Development Team, End Users	Training Venue																
Corrections and Modifications as identified during testing	Development Team, End Users																	
Data conversion	development team, Administrators, end Users	Data in whatever format it is stored whether soft or hard copy																
Pilot change over (Manual and Developed application running concurrently	Project Sponsor, End Users, Development team	Proper operation environment																
Go-Live	Project Sponsor, End Users, Development team																	

OPERATING ENVIRONMENT REQUIREMENTS

SERVER

HARDWARE

1. 120 GB Hard drive free space
2. Network Interface Card
3. Intel Pentium IV processor of 3.6 GHz and above
4. 4 GB RAM
5. VGA Card
6. USB Ports (for SMS Applications)
7. Keyboard
8. Mouse
9. Internet connectivity
10. Firewall
11. UPS

SOFTWARE

1. Windows Server 2010 service pack 3 and above
2. SQL Server 2012 and above
3. Anti-virus application

CLIENTS

HARDWARE

1. Computer with the following specs
    - Intel Core 2 Duo processor of 2.0 GHz and above
    - 2GB MB of RAM
    - 80GB Hard drive free space
    - Network interface card
    - VGA Card
    - Keyboard
    - Mouse

SOFTWARE

1. Operating system of the clients choice
2. Web browser that supports JavaScript and Cascaded Style Sheets
3. Antivirus application
4. Internet connectivity

QUOTATION

Description	Unit Price	Qty	Total
Property Management Module	50,000	1	50,000
Financial Management Module	50,000	1	50,000
Training	0	0	0
Data migration	0	0	0
Document customizations (POs, Requisitions, Receipts, Invoices)	0	0	0

Notes

- Prices indicated above are inclusive of all government taxes and duties.
- This quotation is valid for 60 days
- The prices indicated above are payable once on procurement of the system and no annual license fees are applicable; however, a service level agreement will be signed indicating the scope of the service.

MAINTENANCE AND SUPPORT

During implementation the Cybertrack will give a support period of 2 months after the going-Live date to mitigate and make corrections for problems encountered during the system roll-out.

Additional Support will be available based on the maintenance agreement between Cybertrack and Your business. If your business opts for full maintenance rather than one –time maintenance contracts 24Hr support is available with upgrades made to the system for performance improvements. One-time maintenance customers will only get upgrades related to errors in the system and will be required to pay a fee for any additional features not available in the previous release. Support will be done either via email or call depending on the agreement with the clients.

For more info contact:

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