**RBC/MPPD INFORMATION MANAGEMENT SYSTEM**

**SUPPLY CHAIN INFORMATION SYSTEM FUNCTIONAL REQUIREMENTS**

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| **PURCHASE ORDER PROCESSING** |
| 1. **Creation of purchase order from Contract information from e-Procurement system (Umucyo)** |
| Interface of MPPD ERP System with E-Procurement system need to be developed. In this case, e-procurement system shall send a formatted file, which will be uploaded automatically in MPPD ERP System. |
| 1. **Creation of purchase order directory from MPPD ERP System –** the system shall: |
| Automatically generate a purchase orders for required quantities based on set criterions (Min-Max, Distribution/consumption, stock on hand, Lead time etc.) |
| Allow manual creation of the purchase order |
| Allow creation of purchase order per program |
| Allow creation of purchase order by budget holder |
| Allow creation of purchase order by product group such as ARVs, FP products, OIs, ACTs, etc. |
| Upon creation of purchase order allow selection of desired item on drop down on while typing the item descript or code |
| Enable users to upload a purchase order prepared offline in MS defined format. |
| Enable users to modify the automatically generated purchase order. |
| Enable users to add items on the automatically generated purchase order. |
| Enable users to remove the items from the purchase order |
| Automatically generate purchase order number |
| Allow selection of vendor’s information from the Master Data |
| Allow multi-currency options from the master data |
| Allow unit conversion for pack sizes |
| Enable users to update and revise a purchase order before Vendor confirmation |
| Have capability for automatic saving during purchase order preparation |
| Have capability of attaching a file and comment field. |
| Have capability to pull price per item and vendor from the Price List |
| Have capability to calculate allowable Taxes per item and provide total tax per order. |
| Enable users to select shipping option (Ocean, Land and Air) |
| Allow users to send reminders for undelivered orders on outstanding products |
| Validation and signature process |
| Order progress (traceability, receipt, invoices, etc.) |
| **Purchase workflow:** |
| Purchase requests, orders, and open orders to sign |
| Signed requests, orders, and open orders |
| Historical purchase open orders, and purchase documents signed |
| History of documents on which there is an approval or rejection |
| Cancellation of the signature action for a document. |
| **The purchase order shall have the following information as header:** |
| Purchase order number, Buyer Organization, Vendor Organization, Ship to location/Warehouse, Shipping address, Ship from location, requested delivery date, promise delivery date, requested ship date, Billing Address, Currency, Total Tax, Total order value, Payment terms, Shipping Option, PO value date, Attachment, Comment field. |
| **Purchase order shall have the following columns:** |
| Line number, Item code, Items description, Unit of measure, Quantity to order, Unit price, Total cost per item, Promised Quantity, agreed quantity, shipped quantity, received quantity, tax per item, suggested items, agreed suggested items, Lot number, Expired date.  The system shall allow the capture of service items such as transport, assurance, if not included in line item cost. This should be included in total cost. |
| **RECEPTION AGAINST THE PURCHASE ORDER -** the system shall: |
| Have the capability to support advance scheduling of inbound inventory |
| Receive the inventory against a purchase order created |
| Allow user to perform receipt based on program and budget holder |
| Allow partial and full reception of the product on a purchase order |
| Ability to create Advanced Shipping Notices (ASNs)/Good Received Notes (GRN) |
| Enable rejection of reception for expired products or near to expire based on set criteria |
| Produce bar code label for each incoming shipment by specifying key data (Product code, Supply Code, GRN reference, Date, Label per pallet, label per product etc. |
| Allow suggestion for the available locations for put away |
| Hold stock on specific GRN for quarantine or quality issues until approved |
| Convert and support the different currency costing for received products |
| Automatically calculate the selling price after inspection and release of product/batch for sale |
| Perform the calculation of the average cost of sales / weighted average cost and selling price based on the existing stock if there is any and existing cost of sales considering the total stock in all MPPD’s warehouses (picking and bulk-satellite-warehouses, new stock and value of the new stock |
| Perform the calculation of the management fee based on the different options to be set: value of the goods, pallet positions and period of the storage,... |
| Send notification for inventory update upon receipt confirmation |
| Allow holding received products for approval before inventory is ready for distribution |
| Update the inventory upon confirmation of receipts. |
| **Generate receipt note (GRN) for a specified PO with the following information:**  Line item, Item Code, Item description, Batch/lot number, Expiry date, Unit/pack size, Unity cost, Quantity ordered, Quantity shipped, Quantity received, Total cost per item, Receipt status (back order, partial or complete, Location assigned |
| Have audit trail for all reception transactions |
| **PUT-AWAY** the system shall: |
| Maintain the location for the warehouse |
| Monitor location utilization |
| Provide options for available locations within the warehouse |
| Allow suggest user for available location based on product weight and volume. |
| Put way based on established rules such as fast moving or slow-moving items, ABC analysis etc. |
| Allow put away based on storage conditions |
| Automatically indicate available locations |
| Allow receiving and cross docking *(transferring in-bound straight to outbound ready for packing and shipping)* |
| **REPLENISHMENT OR INTERWAREHOUSE TRANSFER** |
| Allow replenishment from bulk storage to the distribution warehouse (inter warehouse transfer) |
| Allow inter warehouse transfer based on FIFO/FEFO rule or any other designated rule |
| Prompt notification for products to be replenished from available locations |
| Generate internal warehouse transfer delivery note. |
| Not subject any financial change on inter-warehouse transfer |
| **SALES ORDER MANAGEMENT** |
| 1. **Order Processing:** |
| The system shall allow order interface where necessary from client’s application |
| The system shall have capability for generating quotation orders |
| The system shall be able to turn a quotation into an order |
| The system shall have capability to turn a sales order into an invoice |
| The system shall not allow the conversion of sales order invoice unless it’s approved |
| The system shall allow order collaboration process between the buyer and vendor |
| The system shall allow both buyer and vendor to see orders status based on set criteria |
| The system shall allow buyer and vendor to edit or modify the order in a given status based on role permissibility (revise, update, suggest, change, cancel, reject, delete etc.) |
| The system shall not allow the buyer to revise an approved order by vendor |
| The system shall allow the buyer to cancel an approved order before its shipment |
| The system shall allow the vendor to see the available stock during order processing (show available stock as a column) |
| The system shall be able to indicate products in pipeline during order processing |
| The system shall allow the back-order processing |
| The system shall allow the processing of partial order |
| The system shall have capability to process for programs/budget holder in one single order or separate order per program and budget holder. |
| 1. **Picking** |
| The system shall be able to generate a Picklist for multiple locations |
| The system shall support picking of products based on FIFO/FEFO or any other set rules |
| The system shall have capability to support scanning devices during picking process |
| The system shall hold the quantities on the Pick List once it’s printed out |
| The system shall associate each product picked with program and budget holder |
| The system shall have capability to consolidate the picking of items for different orders from the same location |
| The system shall have capability to consolidate orders on one pick list for different customers on the same location |
| The system shall be able to confirm the picked quantities and reduce the inventory accordingly |
| The system shall be able to produce multi pick lists for one order and being consolidated during order confirmation process |
| 1. **Packing** |
| The system shall have capability to combine orders picked from several picklists back into one customer order |
| The system shall have capability to create a packing List |
| The system shall be able to produce an invoice upon creation of packing list |
| The system shall be able to convert a packing List into delivery note |
| 1. **Dispatch** |
| The system shall display different shipping options provided by shipping department. |
| The system shall enable user to select the shipping method during dispatch |
| The system shall display the shipping schedule based on Distribution calendar |
| The system shall display tentative duration of shipping |
| The system shall manage load assembly for specified routes |
| **TRANSPORTATION -** the system shall: |
| Have capability to generate shipment number for specific order |
| Have capability to generate the transportation cost based on set criteria |
| Have capability to track shipment from supplier (MPPD) to customer |
| Have capability to consolidate shipment in one route |
| Have capability to display the capacity of the transportation carrier |
| Have capacity to record the time and date up on arrival at the destination |
| Have option to track the transportation carrier using GPS |
| **INVENTORY CONTROL -** the system shall: |
| 1. **General requirements** |
| **Stock data model/Master data:** |
| Grouping of products with similar management rules |
| Rapid creation of a product inheriting the default management rules and values for the category |
| Product base: Technical information, Management information, Commercial information |
| Multi-unit: Stock units; Packing units with fixed or variable conversion factors; Commercial units (sales, purchases); |
| Configurable unit conversion rules for taking from another unit: unpacking, incomplete unit management, unit splitting |
| Stock label management by packaging |
| Multi-site and multi-company: Inter-site and inter-company transfer order management, Inter-site reorder, Picking location and sub-contract location reorder |
| Multi-warehouse |
| Stock access control: By user group and by transaction type, Grouping of locations in warehouses |
| Multi-location: Location structure definition, Fixed or random storage, Location allocation policy, Location release policy, Third-party stock management |
| The system shall have capability to hold inventory at various locations |
| The system shall have capabilities to hold inventory for the following reasons: Quarantine, to be returned, quality control issues, damaged and expired |
| The system shall automatically hold any expired product not to be distributed |
| The system shall have an alert capability for near to expire products based on set criteria |
| System shall have capability to write off expired/Damaged stock before and after disposal |
| System shall have capability for marking products for any reasons like no stock, quality control. |
| System shall allow manual and upload for inventory transaction with defined reason code to the stock balance |
| The system shall allow user to make quick stock adjustment |
| System shall have capability to manage physical count documents and records |
| The system shall allow user to view the quantities on pipeline/on order |
| The system shall allow user to view the quantities on hold due to quality issues such as quarantine, recall or damaged |
| The system shall allow user to see stock allocated to multiple Program, location in the same warehouse so that stock can be tracked independently. |
| The system shall have ability of analysis based on statistical methods |
| 1. **Stock valuation** |
| Standard price, revised standard price, Simulated price, FIFO price, LIFO price, Weighted average price, Last price, lot price |
| 1. **Stock count management/inventory policy** |
| Stock count session management, incorporating stock count lists |
| Comprehensive perpetual stock counts by location, by product |
| Configurable stock count transactions |
| Reorder management |
| Calculation: economic order quantities, reorder points, safety stock, maximum stock, |
| MRP calculation: Periodic reorder, Reorder when reorder point reached, Preparation area reorder |
| 1. **Physical count - The system shall:** |
| Have capability to print physical count worksheet with manufacturers batch/lot number |
| Have capability to generate physical count worksheet based on the following selection categories:   * + - 1. By Warehouse- one or all warehouses at once       2. By location and/or all       3. By Product category/Program and/or all programs       4. By Subcategory |
| Have capability to print the physical count worksheet with Quantity on hand |
| Have capability to print the physical count worksheet with blank space at the end |
| Have capability to print the physical count worksheet with Zero stock items |
| Have capability to print the physical count worksheet with blank line after each item |
| Have capability to print the physical count worksheet with Quantity on hand |
| Have capability to print physical count worksheet with the following additional selection options:   1. Reserved, on hold quantities 2. Cost and price and default vendor 3. Reorder point 4. Group by category 5. Lot number 6. Group by default location |
| Allow upload of the physical count worksheet in a standard format |
| Allow generating physical count variance List |
| Allow users to adjust stock on hand with reason code |
| Allow users to add item on variance List |
| Allow users to distribute items after uploading the physical count |
| Allow users to conduct cycle counting |
| Allow users to conduct physical count using scanner |
| Have capability to open a saved physical count |
| Have capability to delete a saved physical count |
| Allow users to view the physical count variance report |
| Enable users to view the list of all stock adjustments |
| 1. **Product Management and Inventory Control The system shall:**   Have capability to assign unique identify (Items code) to each item  Have capability for marking items for any reasons like no stock, quality control.  Support perpetual and planned physical inventory counts?  Allow manual and upload adjustment with defined reason code to the stock balance  Support classification or sorting of all products into one or more of several product group  Allow user to filter report by single product, product group, locations….  Support FEFO rules in all inventory control  Support Min and Max inventory levels, both stock levels and picking area  Permit substitution during the replenishment or picking process in line with FEFO rules  Indicate projected expiries and warning reports, using combination of current stock, expiry date and current usage rates.  Allow notification for products falling below minimum stock level if not ordered within a standard period (Such as one month)  Support lead time management  Have capability to manage expiration date  Provide early warning for same or all batches of a product will expire if usage continue at current rates  Have standard report for batches which will expire in 12 months  Allocate stock for multiple donors to be held in the same warehouse so that stock can be tracked independently  Have capability to analyze different report through dashboard and pivot  **WAREHOUSE LAYOUT -** The system shall: |
| Allow full warehouse layout and different location/zone creation |
| Allow automatic and manual Picking and packing. |
| Allow warehouse layout, like holding Bin, Location/Zone, product, lot/Batch management like quarantine, recall, on hold at certain level |
| Filter based on the following: Location/Zone, Product, Product group, Expired Product, Program, Status, Receipt date, quantity, Lot/Batch number |
| Provide unique identify to all items created in system |
| Set parameters and size for each location, Zone, Aisle, row, level and position. |
| Identify the movement of product in terms of Picking frequencies- Fast Pick, Slow pick, etc. |
| Allow adjustment, Change attribute. |
| Allow both automatic and manual upload price configuration per product, Product group in each location, Zone, Aisle, Row. Etc. |
| **RETURN -** the system shall: |
| Support return operation against specific order |
| Accept the return quantity for specific orders and quantity should be less than or equal the quantity dispatched and the cost of sales should be specified |
| Prompt return reason and user should fill the comment field |
| Have capability to generate return into credit notes |
| **STOCK ADJUSTMENT -** the system shall: |
| Allow adjustment to any quantity in stock and each transaction should have supporting document and comment field (Editable) |
| Have capability to print all adjustment done with supporting document |
| Have the defined standard reason for adjustment like Damaged, Expired, recall… |
| Show the cost of sales for specific return |
| **CUSTOMER SERVICES -** the system shall: |
| Run value of goods distributed to each customer during the current year and historical data related, and provide a comparison with the customer’s pre-set annual budget. |
| Provide historical data for values of goods distribution per customer and group of customers |
| **MARSHALLING AND DISPATCH -** the system shall: |
| Provide goods marshaling (Staging) and dispatch functionality |
| Manage the process of combining orders picked from several picklists back into one customer order |
| Produce a packing list; delivery note and invoice as standard for all orders being distributed. |
| Allow managing load assembly for specified routes |
| **Quality Assurance and Control** |
| The system shall link all documentations of quality control with products tested (GMP certificates, Certificate of analysis, etc) in the system for easy keeping and retrieval |
| The allow automatic notifications/dashboard for stocks nearing to expiry and stock declared poor quality |
| Capture manufacturer information along with bidder’s information for easy follow-up in case of quality management |
| The system shall allow Integration of the system with storage conditions such as temperature and humidity |
| Batch and sub-batch number management |
| Use-by date management |
| Serial number management |
| Stock status management: accepted, rejected, inspected, held |
| Re-inspection date management |
| Stock sub-status management: Quarantine due to the quality control issue, Products returned to the supplier before payment, Stock available and ready to be distributed, Quarantine due to the quality control inspection, Damaged products, Expired products, Products returned to the supplier after payment, Products returned from the customer/health facility, Physical and logical quantity mismatch, etc. |
| Quality control record creation |
| Sampling management (ISO 2859) |
| Expiry date management |
| Allow supplier quality and performance monitoring |
| Supplier ranking based on set criteria |
| Upstream and downstream traceability management |
| **Management of non-medical stock and services** |
| The system shall have capability to manage non-medical stock in the system |
| The system shall allow requisition of consumables in the system |
| The system shall have capability to manage non-stock item such as “services” what kind of services? |
| The system shall have capability of using barcode reader for receiving and dispatching of consumables |
| The system shall able to link consumables with GL accounts |
| Manage stock using barcode reader |
| **REPORTING and ENQUIRIES -** the system shall provide the following reports: |
| Standard report for individual/ all customer and supply lists |
| Standard report for product expired per product, product group in warehouse and per locations |
| Standard report for product received with unit cost and total cost |
| Standard report for order turnaround |
| Standard report for product issued and distributed per customer and group of customers on daily, monthly and annually |
| Standard report for stock levels, stock out, re-order levels, etc. |
| Standard report for value of goods distributed for given period (Historically) |
| All report should be transferred in different format excel, CSV, word, pdf etc. |
| Report for available stock balance |
| Report for product expired |
| Cumulative stock totals: Physical stock, Allocated stock, Reserved stock, Controlled stock, Available stock, ordered stock, projected available stock, Missing stock, transferred stock, Stock in transit |
| Stock Inquiries with audit trail ranging from general to detailed: Stock (Current stock, Available stock, Projected stock, Stock past use-by date or inactive, Stock movements, Allocation details, Expired stock) by site, warehouse, zone, location, product, batch, serial number |
| Traceability inquiry upstream, downstream, by batch, serial number, etc |
| **Automated data collection (ADC) with handhelds for**: Receipts, Miscellaneous entries, Miscellaneous issues, Shipment preparation, Stock changes (location and status), Inter-site transfers, Stock counts |
| **BAR CODES, LABELS, SCANNERS AND REAL-TIME DATA MANAGEMENT** |
| The system shall support: multiple bar code symbiology’s, TrueType fonts, RFID terminal applications, and multiple types of thermal and laser printers |

**FINANCE MANAGEMENT SYSTEM FUNCTIONAL REQUIREMENTS**

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| GENERAL SETTING/CONFIGURATION |
| Multi-company: Ability to manage several companies in the same database. It enables an organization to share the same repository while dedicating some data to one or several site/companies. |
| Multi-site: Ability to manage several structures within a company, due to business, organizational, or geographic needs. |
| Multi-currency: Ability to manage transaction currency. The amounts in this transaction currency are translated into a ‘ledger’ currency. |
| Multi-ledger: Ability to define several ledgers for one company. Ledgers can be shared or dedicated. |
| Each company is associated with one accounting model |
| Automation of inter-site transactions |
| Automated inter-company transactions in purchases and sales modules |
| Unlimited number of currencies and exchange rates, manually entered or imported |
| Unlimited number of rate types – daily, monthly, average, budget… |
| Currencies may be linked to accounts and business partners |
| Transactions entered in foreign currency, converted into the ledger currency |
| Automatic rounding |
| Automatic exchange variances when matching |
| Asset / liability conversion at end of period/year; actual or simulated |
| Integrate the following components: Procurement, Warehouse, Distribution, Finance, Human resources, Stock of consumable and having level/ hierarchy approval and authorization; as all those components are linked with finance. |
| **Calendars:**   * A calendar per ledger; Up to 24 periods per calendar * Year-initial period for carry forward and year-end period for closing adjustments * Monthly and annual closing process, with automatic recognition of upstream transactions, accruals, and functional controls |
| Journals:   * Unlimited number of journals * Pre-defined types (sales, purchases, inventory, miscellaneous operations, carry-forward, closing), shared or specific to a ledger * Validity date-controlled * Close journals independent of period closure * Site, company, group of sites allowed * Frequent accounts, dis-allowed accounts |
| **Accounts:**   * Length of account fixed or variable, numeric or alphanumeric, configurable * Validity date-controlled * Restriction by site, company, group site * Financial and quantity elements recorded * User definable management rules (class, matchable, centralized, collective, dimension(s), tax management, default sense, normal sense of balance, transactions for debit/credit, intercompany partner etc.) * Propagation rules between ledgers * definable dimensions (e.g. department, cost center, product line, etc.) |
| **Business partner:**   * Unique business partner identification, additional information based on roles (customer, supplier, carrier, factor, sales rep.) * Rules (payment terms, tax management) distributed per company and per role * Miscellaneous business partner, such as bank or bank accounts * Unlimited number of addresses (Ordering, delivery, billing, payment, etc.) * Unlimited number of bank identification numbers per address * Linked business partner such as customer ship-to, bill-to, and pay by as well as supplier buy-from, invoice-from, and pay-to, factor, group and risk * Risk management (commercial, financial), user definable controls on values outstanding * Intercompany partner and flow: Debit or credit default flow, according to the account; Inter-company partner management; Pre-consolidated balance sheet and ledger justifying inter-company; transactions and aggregating the accounts according to the rules for the consolidation chart of accounts |
| **G/L Accounting General characteristics**   * User definable transactions, defined by/for the users, automating default values and controls * Manual journal entries, batch entries * User-defined templates automating recurring journal entries * Automatically reversing journals * Automatic inter-site transactions and balancing of accounts on linked accounts * Automatic inter-company transactions and balancing of accounts on linked accounts * Recurring journal entries (fixed, variable), with automatic balance calculation * Automatic journal entries reversing at a user defined date * Automatic rounding rules in currency conversions * Currency conversions selectable among fixed rate, lower-value, and higher value * Manual or automatic matching (by reference, description, ledger amount, currency amount, by passing balance). * Automatic generation of exchange variance for currency transactions and Archiving of matching to restore the situation of matchable accounts to date |
| **Closing:**   * Automation of accruals: Invoices to be received, invoices to be issued, etc. * User definable controls of closing reports: Completeness of records, checking balances, etc. * Fiscal year-end closing: per site or per company, Automatic generation of adjustment journal entries account to account (optional), Automatic generation of the result and the carry-forward, Generation of automatic journal entries from model templates with amounts calculated by user definable formulas |
| **Declarations:**  Tax management: VAT, withholding taxes etc |
| Have capability for Budget management, commitments, executions in the system linked with finance GL codes |
| **ACCOUNTS PAYABLE** |
| Records to be kept |
| Supplier accounts |
| Accounts to either retain all transactions or bring forward only the balance at each period end. |
| Record full details for each supplier, including telephone, e-mail, web and fax numbers; carrier; delivery method, and full contact details |
| Assign supplier classifications |
| Allow the storing of memorandum information about each supplier |
| If a supplier has multiple offices, allow the purchase of goods from one site and send the payments to another site. |
| Facilitate the creation of supplier specific defaults and codes to be allowed within Purchase Order |
| Processing, and to maintain relationships for multiple supplier accounts. |
| Supplier analysis codes to be automatically defaulted to transactional information, and so be immediately available for any reporting requirements. |
| Negotiate separate payment terms for individual suppliers. |
| Invoices |
| Record the effective date (also known as the registration date or accounting date) of each invoice |
| Give each supplier's invoice an internal reference number of additional identification |
| Store a memorandum for each invoice or credit note. |
| Register an invoice without coding it, allowing VAT to be reclaimed, so that the invoice can be coded and authorized at a subsequent date. |
| Payments |
| Store a memorandum for each cash transaction. |
| Payment terms |
| Allow definition our own standard payment terms. |
| Create standing orders for payment at scheduled time (weekly, monthly or annually). This means that specified number of payments may be made up to a given end date. Once the standing order details have been set up, Standing Orders batches can be generated for all payments due for posting to Cash Management up to a given date. |
| **Recoding invoices:** |
| Allow apportion expense from a single invoice line to one or more General Ledger accounts. |
| Handle multi-period processing, by recording invoices and credit notes up to two years in advance. |
| Allow invoice registration to be carried out individually or in batch and tracked around the organization for subsequent authorization and approval. |
| Allocate a cash item to multiple invoices, a single invoice or part of an invoice. |
| Allow cross-reference of invoices to their related cash items (and vice versa). |
| Send letters to our suppliers: For example, to inform them of changes in our purchasing procedures. |
| System to support processing of advances and to cater for invoices or expense claims to be reconciled to these advances. |
| Invoice/Receiving slip/Order reconciliation |
| Credit note/Return/Invoice reconciliation |
| Breakdown of invoice footer elements by line |
| Value adjustment of stock movements according to invoice variances |
| Additional invoice of shipment (to create invoices for carriers, forwarders, other service partners directly for a shipment) |
| **Integration to accounts:** Invoices receivable, Credit notes receivable, Supplier invoices, Pre-commitments and commitments with budget control, Pre-payment management, Stock movement posting, Posting of sub-contracted work-in-progress, Analytical dimension type management |
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| **Suppliers payments:** |
| Allow supplier’s payment either individual invoices only or the complete account. |
| Ensure that invoices are approved by dedicated authorizers before being posted to the Accounts Payable and before being paid. |
| Withhold disputed invoices from payment and identify each invoice with a code denoting the reason for the dispute. |
| Allow reschedule of payments with cash flow. |
| Allow multi-mode payment: check, credit transfer, online transfer or commercial papers. |
| Allow printing of remittance advices to inform suppliers which items are being paying. |
| Enable to make retentions from proposed payments. |
| Automatic deduction of settlement discounts when settling invoices early (If applicable). |
| Create and manage a proposed payment list before generating the payment and posting automatically |
| Allow multiple payment lists. |
| Enable recording of cash payments for future periods as well as for the current period. |
| Journals |
| Enter batches of journals to make adjustments or to transfer amounts between accounts, and to record narrative giving a reason for the journal. |
| Period end |
| Period end routines ensure that the full suite of audit trails is printed before closing the period. |
| Reporting |
| Provide a full analysis of VAT/**WHT** on invoices. |
| Provide a full analysis of unrealized profit and loss on foreign currency transactions. |
| Provide accurate forecasts of: |
| Cash commitments (aged creditors analysis) |
| Planned payments by commercial papers |
| System to cater for full invoice auditing including checking for duplication. |
| Settings |
| By defining different supplier types with different integration rules, the Accounts Payable module to be used as a staff expenses ledger as well as for trade suppliers. |
| Multi-company accounting |
| Allow us to choose between separate or combined Accounts Payable ledgers: if separate, each company has its own base currency. |
| Housekeeping |
| Allow only authorized users to view, delete or change supplier records. |
| Allow only authorized users to post transactions to the General Ledger. |
| Archive transactions that we no longer require in daily use and make interactive enquiries into the archived transactions. |
| Integration with other modules |
| General Ledger |
| Post transactions to different control accounts, according to the type of supplier, currency, transaction (such as purchase of fixed assets or purchase of stock). |
| Keep Accounts Payable up to a year in advance of the General Ledger, by posting transactions to future periods in the General Ledger. |
| Purchase Order Processing |
| Process invoices from purchase orders recorded in the Purchase Order Processing module. |
| Invoices to be matched against one or more Purchase Orders created during the ordering cycle. |
| Matching against only part of an order or order line should be allowed. |
| Checks must be carried out to ensure that the goods received match the order and the invoice. |
| Exception handling messages to be triggered automatically. |
| In a standard costing environment, purchase price and exchange variances to be automatically calculated and posted when matching invoices to Purchase Orders and Goods Receipts. |
| Controls to be set for a given supplier to ensure that correct business procedures are adhered to, such as preventing a new order being raised for a suspended supplier account. |
| Payment Calculations |
| Electronic Account to Account Payment Transfer |
| Cash Flow Forecasting |
| The period of time it takes to complete an account to account transfer |
| Cash Management |
| Post payments to the Cash Management module for reconciliation with bank statements. |
| When considering transfers among bank accounts, the system will prohibit transfers that might comingle funds that should not be comingled. |
| Some donors may require that advanced funds be maintained in interest bearing accounts, and that interest earned should be used to enhance the donor's program. Does this capability exist? |
| Fixed Assets |
| An invoice entry to be used to automatically create an asset in the fixed asset register. |
| Electronic transmission |
| Send and receive documents electronically via EDI or XML modules. |
| Features for international use |
| Handle Accounts Payable transactions in foreign currencies. |
| Trade in multiple currencies with each supplier. |
| Pay suppliers in their own currencies. |
| Automatically generate VAT protocol numbers on invoices and credit notes. |
| Handle supplementary VAT (in applicable countries). |
| Handle VAT claw-back when we deduct settlement discount from suppliers’ invoices (in applicable countries). |
| ACCOUNTS RECEIVABLE |
| Records to be kept |
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| Customer account |
| Accounts to either retain all transactions or bring forward only the balance at each period end. |
| Store telephone and fax numbers, web address and up to five contact names. |
| For customers with multiple sites, store separate details for each site. |
| Store memorandum information about each customer and optionally print the information on statements. |
| Assign each customer to a sales territory, industrial class, and region and up to six other classifications of our choice. |
| Store default sales order processing information including carrier information, delivery method, price lists, discount codes and order language. |
| Assign different payment terms to individual customers, based on the number of days from either the invoice date or the end of the current calendar month. |
| Invoice |
| Matching of invoices: Cash receipts shall be used to allocate directly against credit notes & invoices. |
| Journals shall be used to allocate open invoices against credit notes and/or cash receipts. Lambert to confirm |
| Open item listing: Accounts receivable listing report or Aged debtor report shall be used to generate open item list |
| Mark each disputed invoice with a code denoting the reason for the dispute. |
| Offer multiple settlement discount rates to encourage prompt payment. |
| Record the effective date of each invoice. |
| Apportion revenue from a single invoice line to one or more General Ledger accounts. |
| Cross-refer invoices to their related cash items (and vice versa). |
| Store a memorandum for each invoice or credit note. |
| Payments |
| Store a memorandum for each cash transaction. |
| Record cash receipts and refunds for future periods as well as for the current period. |
| Make receipts to accounts in any currency. |
| Record credit card details or check number for each receipt. |
| Tasks to be supported |
| Enter invoices |
| Receive instant warnings of any credit problem as we enter an invoice. |
| Enter and allocate payments |
| Allocate each cash item to multiple invoices, a single invoice or part of an invoice. |
| Record credit card details or check number for each receipt. |
| Send statements |
| Send regular statements to customers using our own customized format. |
| Send reminder letters |
| Generate automatic remind letters for overdue customers. Credit control letters to be generated according to severity days. Format of letters to be submitted to customers automatically. Severity Days set to 30,60,90,120. |
| Send reminder letters to speed debt collection allowing creation of different sets of reminder letters for different types of customers and severity levels. |
| Charge Interest |
| Charge interest on overdue debts and print the amount of interest on reminder letters. |
| Process refunds |
| Print checks when refunding payments to customers. |
| Process direct debits |
| Create BACS files for withdrawal of direct debits. |
| Process commercial papers |
| Manage customer payments by documents such as letters of credit. |
| Handle write offs |
| Set up user-defined write-off types with associated General Ledger posting code to speed processing and assist reporting. |
| Period end |
| Period end routines ensure that the full suite of audit trails is printed before closing the period. |
| Reporting |
| Obtain up-to-the-minute information about each customer's credit position. |
| Obtain a comprehensive analysis of aged debtors, showing either customers’ balances only or details of all transactions. |
| Analyze expected payments from customers who pay by commercial papers. |
| Send promotional letters to all or selected customers base on criteria held on the customer file. |
| Obtain a full analysis of VAT on invoices. |
| Settings |
| Multi-company accounting |
| Choose between separate or combined Accounts Receivable ledgers: |
| Housekeeping |
| Allow only authorized users to view, delete or change customer records. |
| Archive transactions that we no longer require in daily use, and make interactive enquiries into the archived transactions. |
| Integration with other modules |
| General Ledger |
| Facilitate posting of transactions to different control accounts in the General Ledger, according to the type of customer, currency or transaction. |
| Allow only authorized users to post transactions to the General Ledger. |
| Keep Accounts Receivable up to a year in advance of the General Ledger, by posting transactions to future periods in the General Ledger. |
| Sales Order Processing |
| Process invoices from orders recorded in the Sales Order Entry and Invoicing & Sales Analysis modules. |
| Cash Management |
| Post receipts and refunds to the Cash Management module for reconciliation with bank statements. |
| Credit Management |
| Integrates with the Credit Management module to permit the generation and use of call lists for credit controllers. |
|  |
| Electronic transmission |
| Send and receive documents electronically via EDI or XML modules. |
| Features for international use |
| Handle Accounts Receivable transactions in foreign currencies. |
| Assign a default currency to each customer but enter individual invoices and cash receipts in any currency that has exchange rates set up. |
| Obtain a full analysis of unrealized profit and loss on foreign currency transactions. |
| Send statements to foreign customers in their own currencies. |
| The system must record each customer's VAT registration number, arrival state, delivery terms and mode of transport. |
| Automatically generate VAT protocol numbers on invoices and credit notes. |
| Handle supplementary VAT (in applicable countries). |
| Handle VAT claw-back if customers take settlement discounts (in applicable countries). |
| CASH MANAGEMENT |
| Records to be kept |
| Bank accounts |
| Hold details of multiple bank accounts. |
| Record the opening balance for the current year. |
| Record the balance from the most recent statement. |
| Store the current balance as per our Cash Management records. |
| Store total value of transactions for each period in the current and previous years. |
| Standing orders |
| Choose how frequently we pay each standing order. |
| Specify either a fixed number of payments or an end date for the standing order. |
| Calculate VAT on each standing order automatically. |
| Record a contract reference against each standing order. |
| Tasks to be supported |
| Recording Transactions |
| Enter a payment or receipt directly into Cash Management. |
| Print checks and remittance advices for payments entered directly into the Cash Management module. |
| Create a Cash Management transaction either for each receipt or for each batch of receipts. |
| Record payments and receipts for the current period or the next period. |
| Transfer money between bank accounts in any currency. |
| Record credit card details or check number for each receipt. |
| Standing orders |
| Print a list of standing orders due. |
| Automatically post standing orders due. |
| Bank reconciliation |
| Reconcile bank statements with Cash Management transactions in these ways: |
| • Match the transactions interactively. |
| • Input each statement from a file supplied by our bank, match the transactions automatically and produce a report of the results. |
| • Record items that appear on statements only, for instance bank charges and interest payments. |
| • Produce a full bank reconciliation report, showing adjustments for un-presented checks and un-cleared deposits. |
| Period end |
| Period end routines to ensure that the full suite of audit trails is printed before closing the period. |
| Reporting |
| Enquiries |
| Obtain instant information about transactions in the current or future periods, including transactions posted from other modules. |
| View all items or only un-reconciled items for each bank account. |
| On screen views can be printed at any time. |
| Standard reports required |
| Audit Trails of all transactions posted. |
| Daily Cash Receipt reports. |
| VAT Analysis on transactions posted. |
| Settings |
| Suspense accounts can be used to track the value of checks submitted to the bank, but not yet appearing on the statement. |
| Housekeeping |
| Matched items to be cleared at period end. |
| Transaction history to be retained in an archive available for reporting. |
| Integration with other modules |
| Accounts Receivable |
| Automatically record receipts and payments from the Accounts Receivable module. |
| Keep Cash Management up to a year behind Accounts Receivable. |
| Accounts Payable |
| Automatically record receipts and payments from the Accounts Payable module. |
| Keep Cash Management up to a year behind Accounts Receivable. |
| General Ledger |
| Optionally, allow the apportionment of a single transaction (e.g. bank charge or interest payment) to several General Ledger accounts. |
| Allow only authorized users to post transactions to the General Ledger. |
| Keep Cash Management up to a year in advance of the General Ledger, by posting transactions to future periods in the General Ledger. |
| Features for international use |
| Hold bank accounts in any currency. |
| Handle Cash Management transactions in foreign currencies and store each transaction in the currency of the bank. |
| Have capability to produce automatic bank reconciliation with bank statements and/or allow users to import bank system from a given formatted file to limit or remove manually statement entries and matching with entries in the system. |
| Revalue bank accounts against the prevailing exchange rate and, post the differences to the General Ledger. |
| CREDIT MANAGEMENT |
| Records to be kept |
| Account status code |
| The facility to define an unlimited number of account status codes, which will be applied to Accounts Receivable customer accounts. |
| Customer credit information |
| For each customer account, allow us to record additional credit control information, including: |
| • Account status. |
| • Next call date. |
| • Free text fields. |
| • Additional contact information. |
| • Promised check values and dates expected. |
| Tasks to be supported |
| Diary management |
| Automatically generate ‘to do’ lists by credit controller based on outstanding balances and overdue days. |
| Process ‘to do’ lists |
| From one integrated option, carry out the following tasks: |
| • Review the ‘to do’ list on screen. |
| • Select a call and automatically display the full account details on-screen. |
| • Review the original order. |
| • Record details of the call, including free format text, next call date and promised checks with dates, and update the customer status if required. |
| • Print an instant statement to be sent to the customer. |
| • Review reminder letter history for an item. |
| • Print an instant reminder letter. |
| • Print a report showing the current status of the account and the call history. |
| • Review previous calls relating to an item. |
| • Flag an item as disputed and record the reason for this. |
| Reporting |
| Production of a promised checks report. List all promised payments, presenting them as a simple cash flow. |
| Housekeeping |
| Allow the clear down call history based on a user-defined cut-off date. |
| Integration with other modules |
| Accounts Receivable |
| The Credit Management module should provide access to the transactions held on customer accounts in the Accounts Receivable module. |
| Features for international use |
| All screens to show transaction amounts in the currency of the original transaction. |
| Where an alternate currency is defined for a customer, allow the alternate view of values between this and the customer default currency. |
| ELECTRONIC PAYMENTS |
| Types of payment to be facilitated |
| Pay suppliers’ invoices. |
| Collect direct debit payments from customers. |
| Handle payments to bank accounts and building society accounts. |
| Process employee wages and salaries. |
| Methods of sending payments |
| Send or receive payments by telecommunications or floppy disk. |
| When submitting payments by telecommunications, use the security passwords generated by a BACSAFE device or issued by our bank. |
| Checking and amending BACS transactions |
| Re-send a complete BACS Output file if necessary. |
| Amend individual transactions that have been rejected by BACS and re-send them. |
| If using telecommunications: |
| Restart an interrupted transmission. |
| Request an on-line report for a previous transmission. |
| Keeping historical records |
| Keep detailed audit trails of all payments and receipts. |
| View historical records of submissions and volumes. |
| FIXED ASSETS |
| Records to be kept |
| Asset categories |
| Ability to define depreciation categories based on the following methods: |
| • Straight line life |
| • Straight line % |
| • Reducing balance life |
| • Reducing balance % |
| Ability to define general ledger categories, assigning account codes for the different transactions. |
| Assets |
| Supports the tracking, management and maintenance of non-pharmaceuticals stock (office furniture, products for internal consumption, fuel, etc.) |
| Allow us to assign analysis codes for each asset. |
| Record the depreciation of regional development grants. |
| Per the records section above, the application interfaces all asset transactions directly into the General Ledger |
| Asset templates |
| Allow the definition of default asset templates for use when recording assets purchased via the Accounts Payable module. |
| Tasks to be supported |
| Maintain the asset register |
| Allow the addition of new or partially depreciated assets to our Asset Register. |
| Allow the association of attachments (add-on assets) with each asset, to ensure that they all depreciate by the same method and to the same end date. |
| Keep a detailed history of activities affecting the value of each asset, including addition, depreciation, adjustments and disposals. |
| Calculate depreciation |
| Calculate and record depreciation, based on the rules defined for each asset. |
| Store depreciation figures for the current depreciation period, the year-to-date and the cumulative life of the asset. |
| Experiment by using different depreciation rates, without affecting the actual values stored for each asset. |
| Forecast depreciation for up to six depreciation periods or six calendar years. |
| Reporting |
| Facilitate enquiries on: |
| • Individual assets and their associated add-on assets. |
| • Depreciation history. |
| Available reports to include: |
| • Asset Register Details |
| • Additions Audit Trail |
| • Adjustments Audit Trail |
| • Disposals Audit Trail |
| • Depreciation Details |
| • Depreciation History |
| • Depreciation Forecast |
| • General Ledger Distribution Analysis |
| • Fully Depreciated Assets Details |
| • Insurance Valuation Report |
| Settings |
| Allow us to choose how frequently we calculate depreciation; for example, annually, quarterly or every financial period. |
| Allow the spread of depreciation charges evenly through the year or weight them in line with other expenditure. |
| Housekeeping |
| Allow the use of the period end procedure to close the period. |
| Allow the use of the year end procedure to close the year, optionally clearing down asset records and history for assets fully depreciated before a user defined date. |
| Integration with other modules |
| General Ledger |
| Automatically post additions, depreciation, adjustments and disposals to a separate set of General Ledger accounts for each department or cost centre. |
| Accounts Payable |
| Create asset templates while entering the invoice in the Accounts Payable module, then review before posting the asset to the register. |
| GENERAL LEDGER |
| Records to be kept |
| Accounts |
| The structure for the chart of accounts to be user-defined for each company. |
| To allow each posting code to be split into a cost centre and an account code. |
| The posting code to contain multiple levels, of which the cost centre can also contain multiple levels. |
| Summary values to be displayed for each level. |
| Each posting code to have analysis codes and memo fields for holding reference information such as account responsibility and budget ownership. |
| Allow short codes to be defined to aid fast posting to commonly used accounts, or used to apportion postings to many accounts. |
| Each company or cost centre to have a chosen reporting currency. |
| Management and statutory account codes to be distinguished, enabling local and HQ reporting to be generated from the same set of accounts. |
| Changes to the chart of accounts to be recorded for subsequent auditing. |
| Has the ability to support aspects of financial analysis |
| Produces graphical reports of the above financial results |
| Once MPPD's sophistication increases, the FMS will have the ability to allocate MPPD's management costs. |
| Provides the ability to develop various categories of product, particularly for the reporting of this activity back to donors. |
| A problematic area within MPPD is the variation in the volumes of certain products. Given that MPPD's income is based on a flat percentage fee on the value of product handled, the variation produces large variations in MPPD's income with very significant impact on its profit/lost statement for the year. Explain how the FMS might be able to address this. |
| Transactions |
| A transaction to have at least two dates: the document date and the effective. |
| To allow a transaction to be posted in base currency, or in a selected transaction currency. |
| To allow a narrative to be recorded for individual journal lines, or for the journal header. |
| To automatically calculate the VAT portion of each journal line, whether net or gross. |
| Ability to routinely produce certain management indicators which would be measured in financial terms. Examples include: |
| Inventory turnover period; i.e. the ratio between working capital and the annual cash flow during the year. |
| MPPD operating costs as a % of the value of the products received and/or distributed during the year. |
| MPPD personnel and certain other important costs as a % of the value of the products received and/or distributed during the year. |
| Inventory losses as a % of the value of the products received and/or distributed during the year. |
| The FMS provides the ability examine the above and other rations trends over time, as MPPD's efficiency improves. |
| **Budgets** |
| Any year to have multiple budgets or forecasts set against each account. |
| Budgets to be held in base and reporting currency for each period. |
| A budget set can be created to hold non-financial information by cost center, such as employee headcount or building square footage, for use in reapportionment. |
| **Expenditure authorization** |
| Real-time budget monitoring management |
| Budget control (with warning or freezing) by value or quantity, with override limit by user |
| Configurable signature processes for purchase requests, orders and contract orders with additional process in the event of budget overrun |
| Main and deputy signatory management, switching |
| Workflow engine incorporated into the process |
| Automatic generation of pre-commitment (purchase request) and commitment (order) entries |
| Disengagement from the previous stage at every stage of the transaction |
| Automatic generation of entries and direct posting of realized amounts on budget line (invoices receivable, credit notes receivable, invoices, additional invoices and credit notes) |
| Audit trail from Purchase request, Order, Receipt and Invoice to corresponding accounting document |
| **Accounting calendar** |
| The accounting calendar to be user-defined with multiple periods per financial year. |
| Facilitate the running of a preliminary year-end close and post prior year postings to an adjustment period. |
| Tasks to be supported |
| **Journal entries** |
| Allow us to post journal entries immediately or store them for batch posting. |
| Facilitate that groups of journal entries can be automatically checked to ensure that they balance before they are posted to the General Ledger. |
| Allow the set up of templates for journals that we post frequently. |
| Allow us to prepare our own journal entry types with simplified entry forms. |
| Allow us to post recurring journals automatically. |
| Out-of-period postings |
| Facilitate the posting of journal activity to earlier periods in the general ledger. |
| Facilitate the posting to future periods and future years. |
| Facilitate the posting of adjustment transactions to the previous year. When prior year adjustments are complete, the current year’s opening balances to be automatically updated, and to be amended using normal entry postings. |
| Accruals, prepayments and reversing journals |
| These to be created so that they are posted automatically at the beginning of each period. |
| Period end |
| Period end routines to ensure that the full suite of audit trails and trial balance reports are checked and printed before closing the period. |
| Ensure that accruals, prepayments and reversing journals are prepared for the next month. |
| Facilitate the clearing down of out of date recurring journals. |
| Allow Rolling Forecast budgets to be updated. |
| The year end routine to create budgets based on actual values or existing budgets. |
| Allow the year end profit and loss clearance journal to be posted to each detailed account, or to allow posting of summary entries. |
| Budgeting |
| Allow the calculation of the budgets for each account in any of these ways: |
| Specify individual figures for each period. |
| Automatically spread the year’s total evenly across all periods. |
| Automatically allocate the year’s total to individual periods by percentage or proportion. |
| Allow us to prepare next year’s base budgets at the year-end, using the current year’s budgets or movements. |
| Facilitate the update of rolling forecasts at period end based on actual results to date. |
| Allow the export and import budget sets to spreadsheets programs. |
| Re-apportionment |
| Account values to be accumulated and iteratively re-apportioned to pre-defined account sets using account balance journal templates. |
| The re-apportionment calculation to be based on statistical or numeric values held in special budget sets or on the actual values posted to the accounts. |
| Reporting |
| Have production of a set of finance statements comprise the balance sheet, Income statement, statement of Cash flow, statement of equity. |
| Allow production of Aging listing report for both payables and receivables |
| Be able to make currency re-evaluation |
| Enquiries |
| Allow the drill down of enquiries to be available from each level. |
| Create drill down features from posting code and account level, to compare summary period and year-to-date results with the previous year and any budget or forecast. |
| Provide instant information about transactions in any year and period, including transactions posted from other modules. |
| The detail available on each transaction line to include: |
| • Values in transaction, base and reporting currency |
| • Journal line narrative |
| • Document and transaction references |
| • History of transaction revaluations |
| Allow the drill down controls to review original documents such as sales orders or invoices. |
| Create full double-side postings that are available for view from any transaction, or retrieved by journal reference or posting group. |
| Facilitate on screen views that can be printed at any time, transaction enquiries with the ability to print cumulative transaction values. |
| Archived transactions to be reviewed in the same way as current transactions. |
| Finance |
| Required reports |
| Chart of accounts, with or without balances. |
| Journal Audit trails of all postings from General Ledger. |
| Journal Listings of all un-posted journals. |
| Trial Balances in summary or detail. |
| Commitment reports showing purchase spend and commitments against budgets. |
| Audit reports of all master files that define account codes. |
| General Ledger Balance Sheet's) |
| Revenue and Expenditure Report's) |
| Trade Income and Expenditure Report |
| Ability to produce a "Tresorerie" (Treasurer Funds / Account) Management Report. Ability to also graphically display trends |
| User-defined reports |
| Allow the definition of our own management reports in P/L and B/S style with multiple columns analyzing figures from the current year, previous year and next year: |
| • Actual movements |
| • Budgets |
| • Forecasts |
| • Figures calculated from values in other columns in the report |
| • Variances |
| Allow the creation of a spreadsheet from any management report that we have defined. |
| Allow us to define as many alternative reporting structures, or hierarchies, as we wish. |
| Facilitate the analysis of the balances in each hierarchy and compare them with budgets and actual figures. |
| Facilitate the drill down through hierarchies viewing summary postings and budget comparisons. |
| The previous year’s summary postings by account code to be available for enquiry and reporting purposes, giving fast access to year on year comparisons. |
| Housekeeping |
| Allow or forbid the posting of journals to earlier periods in the year. |
| Users to be allowed or restricted from posting and viewing individual accounts. |
| Allow only authorized users to post journals to the General Ledger. |
| Detailed transaction history, available for on-line enquiries, are to be kept for as many years as is required. Alternatively, where accounting rules permit, the detail transactions to be archived and only period summary transactions retained. The archived transactions are to be available for on-line enquiry. |
| Integration with other modules |
| Purchase Requisitions |
| To allow the usage of budgets to control purchase spend from within the Purchase Requisition module. |
| Features for international use |
| To store General Ledger transactions in three currencies: base, transaction and reporting. |
| To hold an unlimited number of spot, yearly and period exchange rates for each currency. |
| Facilitate the entering of journals in either the base currency or the transaction currency. |
| Allow the revaluation of foreign currency transactions and reporting currency with control down to journal number level |
| Handle rounding differences to a specified tolerance and allow cross currency rates to be defined. |
| To fix transactions and omit them from later revaluations. |
| Provide alternative reporting hierarchies to report to local statutory accounts, printing the accounts on standard audit trails. |
| Facilitate assigning a VAT protocol number to journals. |
| Produce statutory reports required by a country’s legal and fiscal requirements. |
| INTERNATIONAL PAYMENTS |
| Records to be kept |
| Bank file formats |
| Provide standard system tools to create output formats for each of the banks with which we hold accounts. |
| Submissions |
| Allow us to keep a detailed history of submissions made to the bank. |
| Enable each submission to include payments to a specific bank. |
| Tasks to be supported |
| Process payments |
| Pay supplier invoices and employee expenses electronically, with minimal manual intervention. |
| Make payments on a transaction or account basis. |
| Split a single payment run into multiple output formats, for instance we might want to pay suppliers in Belgium and France in a single remittance advice run. |
| Facilitate us collecting payments from customers with a direct debit agreement simply and efficiently. |
| Allow the amendment of payment details both before and after submission. |
| Allow us to hold transactions for correction at a later date. |
| Manage submissions |
| Facilitate the alteration of the status of an entire submission. |
| List payments in a submission. |
| List payments not yet included in a submission. |
| Display details of a source transaction. |
| Manage exceptions by amending and re–sending individual transactions that have been rejected by the bank due to changes to bank account details. |
| Re–submit a whole submission. |
| Protect each transmission with a password. |
| Reporting |
| Required enquiries and reports |
| Allow the enquiry on the history of submissions. |
| Print audit trails of all payments and receipts. |
| Integration with other modules |
| Accounts Payable |
| Allow us to process payments for supplier invoices using standard functionality to create payment lists. |
| The system to use the supplier bank information stored in the Accounts Payable supplier file. |
| Cash Management |
| The system to use the bank account information stored in the Cash Management module as a basis for the output files. |
| Features for international use |
| Payments to be made in any of the currencies set up in the finance ledgers, subject to the file format requirements imposed by the bank. |
| Payroll and **Human Resource management: System shall have** |
| The system shall have capability to manage payroll |
| The system shall have capability for Integration of payroll system and Rwanda Revenue Authority declarations system |
| The system shall capability for Integration of payroll data with accounting system |

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| **DATA VALIDATION** |
| The system must have field, record and screen level validations with user friendly error messages. The data integrity and completion must also be checked at field, record and screen level. |
| The system must capture required data before moving on to the next record or screen. |
| The system should have capabilities to pre-populate data based on business rules to reduce data entry efforts |
| If the user makes changes to the existing data or enters new record and tries to leave the screen, the system should allow users to save changes made or discard them if need be by displaying message like “Do you want to save the changes you have made” |
| The system should automatically calculate the financial value of items on the requisition/order at each level of supply chain based on agreed markup. |
|  |
| **DATA SYNCRONIZATION** |
| The updated data from desk top, mobile applications and web application should be automatically synchronized with the central data repository or operational data store. |
| The System should be able to synchronize data both online and offline. |
| The data at Central Data Repository (CDR) or Operational Data Store (ODS) should be able to interface/integrate with other GOV systems (e-procurement, IFMIS, banks, RRA, etc) seamlessly |
| The data on CDR or ODS should be either hosted at national data center or should have the ability to synchronize data with the national data center. |
| The system keeps old version of the updated file or maintains revision history for changed records in the database automatically |
| The System must have an audit trail for all changes made to the data. Created By, Creation Date, Last Updated By and Last Update Date must be captured for all records |

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| **ALERTS, WORKFLOW AND NOTIFICATIONS** |
| The system should have capabilities to check reporting compliance and a mechanism to acknowledge the receipt of data and delivery of reports. The system should also have alert and notification capabilities for information, error and warning messages. |
| The users should be able to check the status of their order and should be notified when their order is ready for pick up or delivery |
| The System should be able to notify the Clients that their order has been shipped and is on the way. |
| The System should have alert and notification capability for stock out, expiries, overstock and under stock whenever the System is active |
| **SYSTEM ACCESIBILITY** |
| The System must be accessible by different users from different geographical locations at any given point in time |
| Data Access (Insert, Update, Delete) should be restricted based on user and organization hierarchy |
| The central supply organization, MOH and other users as defined should have access to all the information and data in the CDR/ODR upon request. |
| System access to reports based on roles and responsibilities and user/organization hierarchy for all System users |
|  |
| **SYSTEM ARCHETECTURE** |
| The System must provide roles and responsibility based security framework |
| The System must be web based and must be accessible from different geographical locations by different organizations, entities and people |
| The System must support cluster servers architecture and servers’ synchronization |
| The System must support multi-branch server synchronization with offline capabilities and notification capabilities. |
| The System must have built in automated re-start capabilities in case of failure. |
| The System must be stable and must offer high availability. |
| The System should provide flexibility to the administrator and super users to add, modify or remove data if need arises |
| The system must be sustainable and will be maintained by the local staff. |
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| **USER AND SYSTEM INTERFACE REQUIREMENTS** |
| System must provide field, record and screen level validation on GUI and/or any other data capture screens at the time of data entry |
| All automated interfaces to move data between different applications must have a robust error handling framework and should have alert and notification capabilities for success and failure |
| All interfaces must have restart capabilities with minimum user intervention. In case of a failure, the interface must pick up the data from the previous run that has not been interfaced and process it with the new data |
| GUI should comply with user ergonomics |
| System must have the capability to export data to key Microsoft applications like Excel, Word and other industry standard applications like PDF |
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| **GENERAL** |
| Data storage should be on a secure server |
| The implementation must follow clearly defined SDLC processes with appropriate approvals and sign offs |
| The project implementation must account for at least 2 rounds of integrated testing before go-live |
| Stock visibility at all levels once data is uploaded into the System |
| Automatic notification for reorder for minimum quantities or stock out of stock items |
| Maintain the statistical reports of use of drugs. |
| The application should use industry standard mechanism (SOA, Web Services, XML etc.) to integrate with other applications |
| The application should provide interfaces to move data to and from other MOH/GOV systems |
| The system should have clearly defined SLAs for support |
| The system should provide data quality and integrity check capabilities for the operational data store/central data repository to review the data quality and integrity |
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| **SYSTEM QUALITY REQUIREMENTS** |
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| **AUDIT CAPABILITIES** |
| The System shall maintain revision history for all key master and transactional data for an agreed period of time |
| The System must have good archiving and backup capabilities. |
| The system must have audit capabilities at the record level. Every record must have created by creation date, last updated by and last update date columns. For critical transactions and records, the history information with revision numbers must be stored in the database |
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| **COMPLIANCE** |
| Follow E-health (Rwanda MOH Governance Organization) vision and guidelines for architecture and methodology |
| the System must comply with government of Rwanda ICT policies and client standards |
| **PERFORMANCE** |
| The System shall support 300 concurrent and 800 total users. |
| The System shall support large number of simultaneous interactions. |
| All System responses should be as close to real time as possible |
| The system must have robust backup, restore and archiving capabilities |
| **MAINTAINABILITY** |
| The system shall permit the swapping and upgrade of hardware with minimum and acceptable down time. |
| The system shall permit the upgrade of software with minimum and acceptable down time. |
| **REPORT WRITER** |
| Records to be kept |
| Data dictionary |
| The provision of a data dictionary, which contains details of every data file, to be available for enquiry and print from the Report Writer menus. |
| Report Writer reports |
| Allow us to create report definitions quickly and easily using an interactive Report Writer tool. |
| Facilitate the storage of each report definition and produce a report from it whenever we need. |
| Additional data |
| Allow us to store supplementary information to display in our reports. |
| Tasks supported |
| Design of reports |
| Facilitate the design of reports using information from any module. |
| Allow the combination of information from more than one module to produce a more comprehensive analysis of our business activities. |
| Allow us to select the information we want to include in the report so that we can: |
| • Focus only on the information that we want to show. |
| • Produce “what–if” analyses. |
| Allow the grouping of related information and to print aggregate calculations for each group, including subtotals, running totals, number of items, maximum value and minimum value. |
| Facilitate the production of summary reports that show aggregate calculations only. |
| Allow us to sort information in an ascending or descending direction. |
| Allow us to analyze numeric information, for example: |
| • Perform arithmetic calculations. |
| • Calculate durations for date and time values. |
| • Round figures to a specified precision. |
| • Display decimal numbers in integer format. |
| Also to include the following visual features: |
| • Display an unlimited number of columns across the page. |
| • Specify the start position and width of each column. |
| • Left align, right align or centre the text in each column. |
| • Specify different formats for displaying numeric data. |
| • Display debits and credits in separate columns. |
| • Number each line. |
| • Spread details over more than one physical line on the page. |
| • Write our own labels for column headings. |
| Allow us to design reports for printing on different sizes of paper. |
| Running reports |
| Allow users to choose how they want to select and sort the information in a report when they run the report. |
| Allow users to preview a report before printing it, to ensure the information appears in the way they want. |
| Facilitate the running of a sequence of reports automatically. |
| Allow us to add reports to the menus so that we can: |
| • Integrate the reports into users’ work patterns. |
| • Allow users to run a report but not to modify the report definition. |
| Store and manipulate information |
| Facilitate the creation of archive files to store information that we no longer need in daily use. |
| Allow us to export information to other software products; for example, to send mailings to customers or to enhance a report with desktop publishing. |
| Housekeeping |
| Report management |
| Allow the copying and renaming of report definitions as a basis for creating variants of existing reports. |
| Allow the deletion of report definitions. |
| Integration with other modules |
| All modules |
| All data stored in any of the modules must be available as a basis for Report Writer reports |
| AUDITING AND SECURITY |
| Records to be kept |
| Audit notes |
| Define reason codes to be recorded when the following types of event take place: |
| • Addition of a new record. |
| • Update of existing data. |
| • Deletion of a record. |
| • Deletion of a batch of items. |
| Audit events |
| For each audited event, record data from the record being affected plus the date, time, user who made the update and the event type. |
| Security user groups |
| Assign users to groups to simplify set up and maintenance. |
| Secured tables |
| Advise which tables may be secured through which options. Modules to be covered should be: |
| • General Ledger. |
| • Accounts Receivable. |
| • Accounts Payable. |
| • Project Ledger and Resource Ledger. |
| • Invoicing and Sales Analysis. |
| • Purchase Order Processing. |
| Record a link between a specific table and column combination to one with secured ranges applied. |
| Security details |
| Record update, enquiry and reporting access rules for tables. |
| The FMS will allow that the system can be automatically backed up on a daily basis. |
| The entire FMS will be supplied with a complete "help" facility; both internal to the software and through personal consultation. |
| Tasks to be supported |
| Maintain auditable tables |
| Provide an update of the list of tables that may be audited. |
| Maintain audit rules |
| Specify which events are to be audited. Types of event are addition, update, deletion and batch deletion. For instance, the ability to audit all additions and deletions to the Fixed Asset register. |
| For each event: |
| • Specify the level of auditing required, for instance require that whole row be saved, individual column values saved, or just record the event. |
| • Specify the name of the column whose value change triggers audit. |
| • Specify an audit note type to force a reason to be recorded. |
| • Enable overrides to credit stop to be audited as a special event. |
| Maintain secured tables |
| View the supplied active secured tables. |
| Add security to tables. |
| Remove security from tables. |
| Specify ranges of data in character type columns to be restricted. |
| Maintain security details |
| Define, either by user or user group, exactly which records may be updated, enquired upon, or reported upon |
| Reporting |
| Audit enquiries |
| Audit Enquiry By Table, for instance enquire on customer master file events. |
| Audit Enquiry By Event, for instance enquire on credit limit updates on the customer file. |
| Archive Enquiry. Enquire on archive events for those archiving routines that have been enabled for auditing. |
| Audit reporting |
| Audit Report. Report events, allowing us to select by table, range of users, event type and date range. |
| Housekeeping |
| Enable the clearing down of audit details for all tables or a specified table based on a user-defined cut-off date. |
| Integration with other modules |
| Report Writer |
| Design our own reports on audited events. |
| Reports designed using the Report Writer module must be somewhat simplified and without any without any custom programming required |
| The FMS will have the ability to toggle back and forth either in English and/or the French Language. What other language support is available? |

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| **Auditing & Security – Auditing module** |
| The system shall allow certain events to be audited by saving information about the events whenever they occur. |
| **Access right data and system:** |
| The system shall have validation rules that control what information users can enter down to specific field level as required. |
| The system shall have personalized menu systems that reflect user’s work patterns and the tasks that they are to perform. |
| The system shall have audit info to truck each action performed by user at any stage |
| The system shall have capability to assign default printers to users where possible. |
| **Printing and emailing documents generated from system** |
| System shall allow users to preview documents before printing them, to print documents immediately or to store documents and print them later. |
| Interoperability with other existing system using standard integration tools |

Have capability where Payroll can be linked with related GL

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| Be integrated with existing systems such as smart IFMIS, e-procurement, e-payment etc. |
| Electronic Document Management |
| Have capability to attach supporting documents on the GRN created through the system before approval. This will allow finance to proceed with payment when GRN will reach finance unit. |