(RTSA)

ERP FINAL REQUIREMENTS DOCUMENT

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1. Introduction

The Enterprise Resource Planning (ERP) system requirements contained in this document focuses on an integrated and comprehensive ERP system.

We believe that these requirements have covered most of the critical areas and when implemented would be of great value in running the organization. The proposed requirements include the following critical areas;

1. General Requirements
2. Integration
3. Budgeting
4. Payables
5. Cashbook
6. General Ledger
7. Accounts Receivable
8. Asset Management
9. Procurement
10. Inventory Management
11. Human Resources & Payroll
12. Project Management

2. Requirements

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
1. General Requirements	1.1. Design	1	The System should have at least a Three Tier Architecture with the following mandatory design components: • The Database • Application that stores the business logic • The Client Application	Mandatory	
1. General Requirements	1.1. Design	2	The system should have a connector for other applications to access the business logic application	Mandatory	
1. General Requirements	1.1. Design	3	The System should have a portal for Employee Self Services that connects to the Application of the system	Mandatory	
1. General Requirements	1.1. Design	4	The system database should be based an Online Transactional Processing (OLTP) principles	Mandatory	
1. General Requirements	1.1. Design	5	The system should have high security features for safeguarding access to the database	Mandatory	
1. General Requirements	1.1. Design	6	The system should have functionality for High Availably Configurations	Mandatory	
1. General Requirements	1.1. Design	7	The system Database should support ACID property. i.e.; should ensure enforce data integrity checks	Mandatory	
1. General Requirements	1.1. Design	8	The system should have robust data recovery functionality	Mandatory	
1. General Requirements	1.1. Design	9	The System should have a powerful Business Intelligence Module that provides on a near Realtime basis.	Mandatory	
1. General Requirements	2.1. Standard Features	1	The web-based user interface must be identical visually and functionally to the smart client interface.	Mandatory	
1. General Requirements	2.1. Standard Features	2	The system should be capable of being accessed via a Virtual Private Network (VPN) to provide mobile working and remote access	Mandatory	
1. General Requirements	2.1. Standard Features	3	The system interface must allow users quick access to frequently used functions.	Mandatory	
1. General Requirements	2.1. Standard Features	4	The system must provide hot keys for frequently used functions.	Mandatory	
1. General Requirements	2.1. Standard Features	5	The system must provide an undo function for the most recently entered field.	Mandatory	
1. General Requirements	2.1. Standard Features	6	The system must require user confirmation of a deletion.	Mandatory	
1. General Requirements	2.1. Standard Features	7	The system should provide auto-save capabilities.	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
1. General Requirements	2.1. Standard Features	8	The system must have a dashboard feature that allows users to view snapshot of information within the system	Mandatory	
1. General Requirements	2.1. Standard Features	9	The system must provide the ability for users to configure the dashboard based on user needs so that each user has ready access to the most pertinent functionality and current status information for their role.	Mandatory	
1. General Requirements	2.1. Standard Features	10	The system must provide the ability to customize dashboard information based on a user's desired level of information.	Mandatory	
1. General Requirements	2.2. General Data Validation	1	The System should make sure all modules must make use of forms to capture data. The forms must support capturing all kinds of data such as text, numeric, alphanumeric,	Mandatory	
1. General Requirements	2.2. General Data Validation	2	The system must have fields that compel users to enter data. In addition, the system must allow users to make fields "Mandatory" or "Compulsory" in order to compel users to enter those fields.	Mandatory	
1. General Requirements	2.2. General Data Validation	3	The system must perform immediate field validation to discourage users from entering wrong data in a field	Mandatory	
1. General Requirements	2.2. General Data Validation	4	In addition to allowing keying of dates, the date fields must have the capability of popping up a calendar to enable users to enter dates by selecting on the calendar	Mandatory	
1. General Requirements	2.2. General Data Validation	5	The entire system must support the common date formats and allow users to choose which date formats they are comfortable without affecting the integrity of date data kept.	Mandatory	
1. General Requirements	2.2. General Data Validation	6	The system must support both 12 hours and 24-hour time formats and must allow users to select the time format of their choice.	Mandatory	
1. General Requirements	2.2. General Data Validation	7	The system must support user definition of field values where provision of a dropdown list is requested in order encourage entry of correct and accurate data.	Mandatory	
1. General Requirements	2.2. General Data Validation	8	The system must have a robust notification system that enables messages and alerts to be sent when an event occurs or due to passage of time.	Mandatory	
1. General Requirements	2.2. General Data Validation	9	The system must have a facility to enable users to create and configure alarms, alerts and notifications.	Mandatory	
1. General Requirements	2.2. General Data Validation	10	The system must have a graphical display of processes in flow chart diagram format	Mandatory	
1. General Requirements	2.2. General Data Validation	11	The system should fully integrate with other business applications through rich integration application.	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
1. General Requirements	2.1. Documents Management	1	The system should allow storing and hosting of information entered and scanned into (Document management System) DMS from various sources.	Mandatory	
1. General Requirements	2.1. Documents Management	2	The system should store files of any type, including but not limited to the following formats; doc, xls, ppt, tiff, pdf, bmp and .txt, video, email format type and audio files	Mandatory	
1. General Requirements	2.1. Documents Management	3	The system should allow an authorized EDMS administrator to specify additional file types	Mandatory	
1. General Requirements	2.1. Documents Management	4	The system should restrict user access to specific folders. This capability should be work flow based where the initiator of the process cannot access the folder assigned to the manager (final Approver)	Mandatory	
1. General Requirements	2.1. Documents Management	5	The system should allow an authorized administrator of the system to specify which file types can be stored in which folders, on a per folder level	Mandatory	
1. General Requirements	2.1. Documents Management	6	The system should support version control of all documents, and must retain previous versions of documents	Mandatory	
1. General Requirements	2.1. Documents Management	7	The system should support check-in and check-out functionality allowing documents and files to be checked out, and when checked out, the files must be locked in read-only mode to any other user that requests a copy of the checked-out document or file	Mandatory	
1. General Requirements	2.1. Documents Management	8	The system should support import and export of documents and records, folders and their metadata by using briefcases	Mandatory	
1. General Requirements	2.1. Documents Management	9	The system should support full panning, rotation and contrast, highlight text and graphics and digital signature	Mandatory	
1. General Requirements	2.1. Documents Management	10	The system should support the automation of document movement with rules-based routing. It should also be able to support ad hoc routing	Mandatory	
1. General Requirements	2.1. Documents Management	11	The system should allow correspondence management or similar functionality for electronically routing correspondence	Mandatory	
1. General Requirements	2.1. Documents Management	12	The system should ensure the integrity and reliability of records once they have been declared as such via features such as audit, good security and backup	Mandatory	
1. General Requirements	2.1. Documents Management	13	The system should integrate with scanning hardware for scanning and indexing files into the Electronic Document Management System internal work flow	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
1. General Requirements	2.1. Documents Management	14	The system should allow an authorized administrative user to assign security and access permissions to individual folders as well as groups of folders in the folder structure	Mandatory	
1. General Requirements	2.1. Documents Management	15	The System should restrict the following services to only authorized users; • Scanning, • Printing, • File exports, • Searching and • Importing	Mandatory	
1. General Requirements	2.1. Documents Management	16	The System should redact (Hide) sensitive documents	Mandatory	
1. General Requirements	2.1. Documents Management	17	The System should support a hierarchical folder structure that is able to support at least five levels of folders in a hierarchical fashion	Mandatory	
1. General Requirements	2.1. Documents Management	18	The System should support any type of file Classification System, either singly or in combination	Mandatory	
1. General Requirements	2.1. Documents Management	19	Supports compliance to ISO standards on document management	Mandatory	
1. General Requirements	2.1. Documents Management	20	The System should generate document references that are specific/easily identifiable to the line of business. The document references shall be used by various systems in the 'applications ecosystem' during transactional processing	Mandatory	
1. General Requirements	2.3. File indexing	1	The System should support file indexing, concurrent indexing of online and batch additions, changes or deletions	Mandatory	
1. General Requirements	2.3. File indexing	2	Allows batch and online import and indexing of documents and container objects	Mandatory	
1. General Requirements	2.3. File indexing	3	The System should support customizable index delimiters, such as comma, slash or space	Mandatory	
1. General Requirements	2.3. File indexing	4	The System should allow index fields to be assigned values with specific format, like alphanumeric, number, long, date, date/time, etc	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
1. General Requirements	2.3. File indexing	5	The System should have capability of adding, inserting or deleting new index fields, and modify its properties at any time	Mandatory	
1. General Requirements	2.3. File indexing	6	The System should have capability of creating additional index metadata like informational or security tags that can be assigned to documents or folders for extended indexing information, including object-specific comments	Mandatory	
1. General Requirements	2.3. File indexing	7	The System should allow selecting and indexing multiple documents at a time, without having to index each and every one of them	Mandatory	
1. General Requirements	2.3. File indexing	8	The System should allow exporting of the indexes directly from the system in an easy and fast method into an external application	Mandatory	
1. General Requirements	2.4. Work flow management	1	The system should be able to perform two or more activities in parallel based on specified conditions	Mandatory	
1. General Requirements	2.4. Work flow management	2	The System should allow viewing detailed information about the performance of workflows, such as current status, errors or warnings names of documents they interacted with and when completed	Mandatory	
1. General Requirements	2.4. Work flow management	3	The System should automate and manage business processes, during which documents, information, or tasks are passed from one participant to another for action, according to a set of user-defined procedural rules	Mandatory	
1. General Requirements	2.4. Work flow management	4	The System should support moving or making copies of documents/folders that need to be reviewed in multiple locations simultaneously in a seamless fashion to the end-user	Mandatory	
1. General Requirements	2.4. Work flow management	5	The System should allow notification of system participants about the status of the documents or an action that should be taken through email notifications	Mandatory	
1. General Requirements	2.4. Work flow management	6	The System should have capability to invoke service level agreements in the work flow and also offer options to escalate in the event of delays	Mandatory	
1. General Requirements	2.4. Work flow management	7	The System should provide a user-friendly interface that allows the administrator to create rules and establish the routing protocols and conditions	Mandatory	
1. General Requirements	2.4. Work flow management	8	The System should track the status of Workflow processes and activity instances, e.g., initiated, running, active, inactive, suspended, complete, terminated, archived	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
1. General Requirements	2.4. Work flow management	9	The System should generate and sends a hyperlink of a document	Mandatory	
1. General Requirements	2.5. Audit Trail	1	The System should record audit data of the historical progress of a process instance from start to end through all activities and transitions. The Changes to be tracked should include: • Time & Date • User ID • User Name • Machine Name • Deleted Item • New or Updated Item	Mandatory	
1. General Requirements	2.5. Audit Trail	2	All Audit trail data should be viewed through normal reporting tools	Mandatory	
1. General Requirements	2.6. Data Security & Integrity	1	There should be measures to safeguard against user error and fraud (i.e. system must check the validity of data entered into the system or imported from other applications.	Mandatory	
1. General Requirements	2.6. Data Security & Integrity	2	Critical / Confidential data should not be stored anywhere where it could be at risk and should be able to be encrypted whilst stored or transmitted (for example, encrypt credit card details stored in a database).	Mandatory	
1. General Requirements	2.6. Data Security & Integrity	3	The passwords used or required for the administration and for the operation of the system should NOT appear in plain text in any file, or database.	Mandatory	
1. General Requirements	2.6. Data Security & Integrity	4	The system should provide a granular access control mechanism that will determine functionality and data which users of various roles can have access to read write and execute. The principle employed should be that of "Least Privilege".	Mandatory	
1. General Requirements	2.6. Data Security & Integrity	5	System menu and screen functionality should be based on a policy where by default no one is allowed to access anything, unless explicitly permitted so.	Mandatory	
1. General Requirements	2.6. Data Security & Integrity	6	All passwords should be stored hashed or in a one-way encrypted form that is inaccessible by all users. They should not be written in any file or database (i.e. log or cookie, cache, etc.).	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
1. General Requirements	2.6. Data Security & Integrity	7	End User (including customer) passwords should be inaccessible by any kind of user. Administrators will only be able to reset a user's password but not be able to see a user's password.	Mandatory	
1. General Requirements	2.6. Data Security & Integrity	8	The system must not have any hard-coded passwords (i.e. service/application user passwords displayed in source code)	Mandatory	
1. General Requirements	2.6. Data Security & Integrity	9	End users should be able to change their own passwords (provided the previous password is known) without requiring intervention of system administrators.	Mandatory	
1. General Requirements	2.6. Data Security & Integrity	10	The system should enforce strength of passwords. System must provide a configurable mechanism to detect and block simple passwords.	Mandatory	
1. General Requirements	2.6. Data Security & Integrity	11	The system should provide the capability to lock/deactivate/suspend or delete certain accounts/userIDs either manually or automatically, given some predefined actions/criteria (e.g. period of inactivity, defined number of failed login attempts etc).	Mandatory	
1. General Requirements	2.6. Data Security & Integrity	12	The system should provide the capability to extract and print a list of all possible access privileges.	Mandatory	
1. General Requirements	2.6. Data Security & Integrity	13	The system should provide the capability to extract and print a specific user's access privileges.	Mandatory	
1. General Requirements	2.6. Data Security & Integrity	14	All users should be allocated a unique user ID for the sole use of the individual. The system must not have functionality that requires generic user accounts	Mandatory	
1. General Requirements	2.6. Data Security & Integrity	15	The number of unsuccessful log-on attempts should be limited to a configurable number of attempts per session; afterwards the session will be terminated.	Mandatory	
1. General Requirements	2.6. Data Security & Integrity	16	Remote operation and maintenance tasks on the system must be via encrypted protocols (e.g. ssh, ssl)	Mandatory	
1. General Requirements	2.6. Data Security & Integrity	17	The system should provide a mechanism to authenticate any remote user (i.e. verification of network address etc.)	Mandatory	
1. General Requirements	2.6. Data Security & Integrity	18	The system / application administrator should be able to re-set passwords (when the actual password is unknown).	Mandatory	
1. General Requirements	2.7. Accountability and non-repudiation	1	Security log files shall be protected against manual modification even by the super user.	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
1. General Requirements	2.7. Accountability and non-repudiation	2	The system must provide for configurable setting of maximum size of audit logs. When the audit log file gets full, it shall either switch to a second file or overwrite itself AFTER proper back-up has taken place.	Mandatory	
1. General Requirements	2.7. Accountability and non-repudiation	3	Access to the logging functionality and system logs data shall be restricted to privileged accounts and user profiles.	Mandatory	
1. General Requirements	2.7. Accountability and non-repudiation	4	The system shall provide the capability to detect multiple logons from the same user ID and restrict users to one session at a time.	Mandatory	
1. General Requirements	2.7. Accountability and non-repudiation	5	The system must provide for a configurable setting of log retention period and allow for archiving of logs.	Mandatory	
1. General Requirements	2.7. Accountability and non-repudiation	6	The system shall provide the capability to export audit logs into Database or Word-processing formats.	Mandatory	
1. General Requirements	2.7. Accountability and non-repudiation	7	A configurable automated process shall be implemented to send log files or defined logged event to a security log server.	Mandatory	
1. General Requirements	2.7. Accountability and non-repudiation	8	The system shall provide audit trails on different software layers (Operating System, database, application) ensuring a tight control of accessed functions and information.	Mandatory	
1. General Requirements	2.7. Accountability and non-repudiation	9	All events relevant for security (logins, failed logins, logins while a session is already established, rejected connections, violations of access restrictions, manipulation attempts, fraud etc.) shall be logged with all available information (e.g. time, date, type of event, IP-address, location). These events shall integrate to a security Information and Events Management Solution (SIEM)	Mandatory	
1. General Requirements	2.8. Compliance to terms of use	1	System shall display a notice indicating that only authorized users are allowed access to the system in accordance with any legal/corporate obligations	Mandatory	
1. General Requirements	2.9. Availability and Business Continuity	2	The solution vendor must describe how the proposed solution will meet requirements of high availability.	Mandatory	
1. General Requirements	2.9. Availability and Business Continuity	3	A Disaster Recovery process shall be documented and tested for the solution.	Mandatory	
1. General Requirements	2.9. Availability and Business Continuity	4	A definition of the back-up plan shall be provided for the system and well documented	Mandatory	
2. Integration	2.10 Integration General Requirements	1	The system should have the necessary integration capabilities that will allow it to integrate with key Agency applications	Mandatory	
2. Integration	2.10 Integration General Requirements	2	All Integration processes should go through the best practice principles of integration	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
2. Integration	2.10 Integration General Requirements	3	Integration applications should be scalable to cater for future business needs	Mandatory	
2. Integration	2.10 Integration General Requirements	4	The proposed integration solution should provide comprehensive and easily accessible on-line help facilities to the users	Mandatory	
2. Integration	2.10 Integration General Requirements	5	Integration solutions should permit the "posting" of data transactions in real time	Mandatory	
2. Integration	2.10 Integration General Requirements	6	The system can "roll back" non-committed transactions in the event of a system failure	Mandatory	
2. Integration	2.10 Integration General Requirements	7	The system should support centralized process scheduling mechanisms for all integration processes	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	1	The system must enable entry of the Revenue budget with the following details: • Financial year; • Budget code (chart of accounts code); • Budget Code Description (autocompleted by the revenue code); • Business unit • Department • Station • Amount	Mandatory	Changes made as requested
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	2	The system must enable the amendment of the revenue budget by authorized users	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	3	The system must enable expenditure budget entry by line item with the following details: • Financial year; • Budget type (e.g. initial, supplementary 1, supplementary 2, etc.) • Budget Code/chart of accounts code; • Budget Code Description (auto completed by the budget code); • Business unit • Department • Station • Project • Unit cost; • Quantity; • Amount	Mandatory	Changes made as requested
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	4	The system should enable addition of user defined fields to the budget entry string.	Desirable	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	5	In the budget entry string, the system must allow both direct entry of amount and automatic filling of the amount upon entry of the unit cost and quantity values	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	6	The system must enable entry of the budget lines by different users concurrently into the same budget type	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	7	The system must enable entry of different budget types like the initial budget, supplementary budget 1, supplementary budget 2, etc.	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	8	The system should enable copying previous years budgets to the current year and making adjustments where necessary	Desirable	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	9	The system should allow for automatic increasing or reducing of all or selected budget lines within a budget version by a specific factor when copying a previous year budget to the current year	Desirable	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	10	The system must allow for approval of a budget type as a whole at different levels as per the approval hierarchy	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	11	The system must enable upload of the budget related documents like Integrated Strategic Plan (ISP), and Budget Guidelines into the document archive/module of the system. They must be accessible from the document archive by all budget preparers and users.	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	12	Upon upload of the Budget Guidelines into the document archive, the system should be able to notify all heads of department by mail and/or on-screen system notifications.	Desirable	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	13	The system must enable the setting of expenditure budget ceilings per department or Station or business unit	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	14	The system must not allow for the expenditure budget total to exceed the revenue budget total	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	15	The system must have an auto saving capability to prevent data loss in case of involuntary system shutdown.	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	16	The system must not allow for entry of duplicate budget lines	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	17	The module must allow user defined budget rules during budget entry such that some budget lines can automatically be derived from already entered budget lines based on defined criteria. E.g. depreciation budget amounts must automatically be derived from asset budget amounts	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	18	The system must enable distribution of the budget amounts entered, evenly across the 12 months of a year, but must also enable uneven distribution based on different criteria for different months of the year.	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	19	Upon entry of a budget line, it must show the different amounts prorated per month	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	20	The system must allow for amendment of the prorated and distributed budget amounts per month	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	21	The system must be able to show the budget amounts in at least 3 reporting currencies.	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	22	The budgeting module should enable what-if analysis where different variables can be entered into the budget and modelled to forecast the outcome.	Desirable	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	23	The system must allow for editing including additions, amendments and deletions to the budget by the users entering the budget, after submission for approval	Mandatory	Changed as proposed
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	24	Once a budget type has been submitted for approval by a user, it must be closed for editing to them unless it is rejected.	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	25	The system must allow users entering the budget lines into a version to be able to close a version and open it again at will and continue entering budget lines as desired without losing data	Mandatory	All versions of budget will be saved in the system
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	26	The system must enable re-allocation of approved budget amounts from a line item to another across different departments and virement within a department. This must however be restricted to specific users and must also be subjected to approval as per approval hierarchy.	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	27	Upon approval of the budget, the system must enable the restriction of what budget items users can view depending on their departments.	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	28	The budgeting module must be seamlessly integrated with the procurement module to enable budgetary control in procurement processes.	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	29	The system must allow for creation of user specific adhoc reports.	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	30	The budget information must be available for reporting in all modules such that budget amounts can be compared to actuals to show variances.	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	31	The system must enable historic reporting on previous periods/years.	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	32	The system must be able to generate a mid-year consolidated operational expenditure budget report showing: • Budget code • Budget code description • Approved budget • Revised budget • Actuals to December • Variance (%) • Previous year audited actuals	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	33	The system must be able to produce a mid-year income statement showing the following: • Budget code description • Approved budget • Revised budget • Actuals to December • Variance (%) • Previous year audited actuals	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	34	The system must be able to produce a mid-year general development expenditure budget report showing the following: • Budget code description • Approved budget • Revised budget • Variance (%) • Actuals to December • Previous year audited actuals	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	35	The system must produce a mid-year projects development expenditure budget report showing the following: • Budget code description • Revised budget from external sources • Revised budget from local sources • Total revised budget • Variance (%) • Actuals to December • Previous year audited actuals	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	36	The system must produce a mid-year balance sheet showing the following: • Budget code description • Revised budget • Approved budget • Variance (%) • Actuals to December • Previous year audited actuals	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	37	The system must produce a mid-year cash flow statement with the following details: • Budget code description • Revised budget • Approved budget • Variance (%) • Actuals to December • Previous year audited actuals	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	38	The system must produce a transaction with owner report showing: • Budget code description • Revised budget • Approved budget • Previous year 1 audited actuals • Previous year 2 audited actuals • Previous year 3 audited actuals	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	39	The system must produce a report of financial performance targets for the past 5 years with the following details: • Budget code description • Revised budget • Approved budget • Previous year 1- 5 audited actuals	Mandatory	
3. Budgeting	3.1. Revenue & Expenditure Budget Preparation	40	The system must produce a tax obligations report showing: • Budget code description • Revised budget • Approved budget • Previous year 1 – 3 audited actuals	Mandatory	
4. Payables	4.1. Supplier Creation	1	The module must have full access to the supplier Masterfile and supplier creation must also be possible in this module.	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
4. Payables	4.1. Supplier Creation	2	The module should enable the creation of additional user defined fields and tabs on the supplier Masterfile.	Desirable	
4. Payables	4.1. Supplier Creation	3	The module must enable approval, at different levels, of any new suppliers created within the module.	Mandatory	
4. Payables	4.1. Supplier Creation	4	The module must enable the definition of payment method of suppliers by users.	Mandatory	
4. Payables	4.1. Supplier Creation	5	The module must enable the definition of credit terms of suppliers by users.	Mandatory	
4. Payables	4.1. Supplier Creation	6	The system must allow for multiple supplier addresses, locations and currencies.	Mandatory	
4. Payables	4.1. Supplier Creation	7	The system must enable attachment of charge accounts to supplier groups for accounting purposes.	Mandatory	
4. Payables	4.1. Supplier Creation	8	The system must be able to produce a list of suppliers analysed by a combination of any of the registered criteria.	Mandatory	
4. Payables	4.1. Supplier Creation	9	The system must be able to produce an audit report for changes to the supplier master file showing which changes were made by which users.	Mandatory	
4. Payables	4.1. Supplier Creation	10	The system must enable creation of user defined Adhoc supplier reports.	Mandatory	All reports will be customised to meet RTSA needs
4. Payables	4.2. Supplier Invoicing	1	The system must enable the registration of supplier invoices with the following details: • Account • Business unit • Location • Station -[Station] will a posting dimension but not in Chart of accounts • Project / (Job number) • Invoice number • Narration • Invoice amount • Supplier (list of values of supplier master file) • Invoice registration date • Invoice due date • Invoice currency • Payment status • Payment method	Mandatory	Changed as proposed
4. Payables	4.2. Supplier Invoicing	2	The system must be able to auto-generate a transaction number for every invoice saved	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
4. Payables	4.2. Supplier Invoicing	3	The system must support double entry at invoice registration	Mandatory	
4. Payables	4.2. Supplier Invoicing	4	The system must be able to validate the double entry at invoice registration.	Mandatory	
4. Payables	4.2. Supplier Invoicing	5	The system must enable the approval of the registered invoice at different levels as per approval hierarchy	Mandatory	
4. Payables	4.2. Supplier Invoicing	6	The credit terms and payment method must of the selected supplier must default on the invoice	Mandatory	
4. Payables	4.2. Supplier Invoicing	7	The system must enable three-way matching of invoices to purchase orders and to the goods received note	Mandatory	
4. Payables	4.2. Supplier Invoicing	8	The system must allow for attachment of a copy of a supplier invoice to the registered invoice in the document archive	Mandatory	
4. Payables	4.2. Supplier Invoicing	9	The module must allow for miscellaneous invoicing of non-purchase order items	Mandatory	
4. Payables	4.2. Supplier Invoicing	10	The system must allow for credit note creation for adjustment of invoices	Mandatory	
4. Payables	4.2. Supplier Invoicing	11	The system must not allow for new supplier creation at invoice entry	Mandatory	
4. Payables	4.2. Supplier Invoicing	12	The system must support accrual-based accounting	Mandatory	
4. Payables	4.2. Supplier Invoicing	13	The system must be capable of online validation of account codes	Mandatory	All Account Codes will be validated before posting transactions
4. Payables	4.2. Supplier Invoicing	14	The system must have the recurring invoice capability for regular invoices like for utilities, audit fees, etc.	Mandatory	
4. Payables	4.2. Supplier Invoicing	15	The system must have the capability of auto-generating tax invoices like VAT and WHT triggered by taxable transactions	Mandatory	
4. Payables	4.2. Supplier Invoicing	16	The system must enable the putting on hold of an individual invoice or a vendor	Mandatory	
4. Payables	4.2. Supplier Invoicing	17	The system should be capable of tracking purchase price variances	Desirable	
4. Payables	4.2. Supplier Invoicing	18	The system must be able to age creditors by due date and by invoice date	Mandatory	
4. Payables	4.2. Supplier Invoicing	19	The system must allow for posting of invoices into past periods and future periods but only after users have been given special system permission.	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
4. Payables	4.2. Supplier Invoicing	20	The system must produce an invoice postings report with the following details: • Supplier ID • Transaction type (invoice, credit note, adjustment) • Posting period • Invoice number • Invoice date • Inclusive total amount • Account code • Amounts distributed	Mandatory	
4. Payables	4.2. Supplier Invoicing	21	The system must produce a journal report with the following details: • Journal number • Supplier number • Name of supplier • Invoice number • Region • Date of invoice • Total amount • Invoice due date • Account code	Mandatory	
4. Payables	4.2. Supplier Invoicing	22	The system must produce a creditors summary report with the following details: • Supplier ID • Supplier name • Invoice number • Invoice date • Invoice due date • Paid amount • Payment date • Payment reference • Outstanding amount	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
4. Payables	4.2. Supplier Invoicing	23	The system must produce and AP expense distribution report with the following details: • Account code • Account description • Supplier ID • Supplier name • Invoice number • Transaction type • Date • Journal number • Amount	Mandatory	AP Means Accounts Payable
4. Payables	4.3. Supplier Payment	1	The system must allow for a single payment to be made for multiple invoices of the same supplier	Mandatory	
4. Payables	4.3. Supplier Payment	2	The system must allow for payment in multiple currencies	Mandatory	
4. Payables	4.3. Supplier Payment	3	The system must enable the treatment of prepayments such that the prepayment/asset is registered when money is advanced and is retired when the service/good is consumed.	Mandatory	
4. Payables	4.3. Supplier Payment	4	The system must enable creation of cheque series and cheque numbers that correspond to physical cheque books existing for the different bank accounts.	Mandatory	
4. Payables	4.3. Supplier Payment	5	A system cheque number should be used for every payment of a corresponding physical cheque and should operate on a counter basis such that when a cheque number is used on the system, the system should automatically offer the next cheque number in the series for use.	Desirable	
4. Payables	4.3. Supplier Payment	6	The system should have the capability of automatic cheque printing where cheque details can be printed from the system onto pre-printed cheque stationery	Mandatory	
4. Payables	4.3. Supplier Payment	7	The system must enable cheque voiding online	Mandatory	
4. Payables	4.3. Supplier Payment	8	The system must be capable of auto reinstatement of invoice upon cheque voiding	Mandatory	
4. Payables	4.3. Supplier Payment	9	The system must support electronic payment of suppliers.	Mandatory	
4. Payables	4.3. Supplier Payment	10	The system must enable the registration of credit and debit notes.	Mandatory	
4. Payables	4.3. Supplier Payment	11	The system must enable definition of multiple payment banks and account details per supplier	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
4. Payables	4.3. Supplier Payment	12	The system must automatically prevent the deletion of supplier with open purchase orders and invoices	Mandatory	
4. Payables	4.3. Supplier Payment	13	The system must allow for capture of discounts by allowing for a negative invoice line	Mandatory	
4. Payables	4.3. Supplier Payment	14	The system must update AP transactions real time online	Mandatory	
4. Payables	4.3. Supplier Payment	15	The system must be capable of detecting voucher line distribution errors and flagging them to users during invoice entry	Mandatory	
4. Payables	4.3. Supplier Payment	16	The system must be able to automatically calculate discount based on vendor credit/payment terms	Mandatory	
4. Payables	4.3. Supplier Payment	17	The system must enable override of supplier payment terms during payment processing	Mandatory	
4. Payables	4.3. Supplier Payment	18	The system must be able to flag duplicate supplier invoices online	Mandatory	
4. Payables	4.3. Supplier Payment	19	The system should be able to process recurring payments that recur monthly quarterly and annually by automatically initiating the payment process	Desirable	
4. Payables	4.3. Supplier Payment	20	The system must enable non-invoice payments.	Mandatory	
4. Payables	4.3. Supplier Payment	21	The system should support Evaluated Receipt Settlement where payment to a supplier can be automatically raised without an invoice, basing on LPO and GRN	Desirable	
4. Payables	4.3. Supplier Payment	22	The system must support electronic funds transfer	Mandatory	
4. Payables	4.3. Supplier Payment	23	The system must have drilldown capability such that a user can drill down to an invoice by double clicking on a vendor listing line	Mandatory	
4. Payables	4.3. Supplier Payment	24	The system must enable the drill down to the purchase order from within the invoice window	Mandatory	
4. Payables	4.3. Supplier Payment	25	The system must be able to provide a summary of and aged listing of invoices sent to a department/user for action	Mandatory	
4. Payables	4.3. Supplier Payment	26	The system must alert users of outstanding action items on workflow	Mandatory	
4. Payables	4.3. Supplier Payment	27	The system must enable multiple search/query criteria for invoices, including vendor number or name, invoice number, amount etc.	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
4. Payables	4.3. Supplier Payment	28	The system must allow for payment of supplier invoices in full or partially with the following details: • Payment date • Payment amount • Payment reference • Supplier • Invoice number • Invoice amount • Job number • Project • Outstanding amount (auto generated by system) • Payer's bank • Payer's account • Payment currency • Payment type		
4. Payables	4.3. Supplier Payment	29	A transaction number must be auto-generated by the system when a payment transaction is saved	Mandatory	
4. Payables	4.3. Supplier Payment	30	The system must automatically link the transaction number to the invoice number	Mandatory	
4. Payables	4.3. Supplier Payment	31	Upon payment of an invoice, the supplier payment bank and accounts must automatically be picked from the selected supplier record.	Mandatory	
4. Payables	4.3. Supplier Payment	32	The payment status of the invoice must be automatically updated to show its payment status, i.e. unpaid, partially paid or paid	Desirable	
4. Payables	4.3. Supplier Payment	33	They system must support scheduling of payments for different suppliers	Mandatory	
4. Payables	4.3. Supplier Payment	34	The system must be able to generated a projected cash requirements statement from the pending invoices	Mandatory	
4. Payables	4.3. Supplier Payment	35	The system should be able to flag invoices that are overdue for payment	Desirable	
4. Payables	4.3. Supplier Payment	36	The system must be able to produce an Accounts payable statement per business unit, department and region	Mandatory	
4. Payables	4.3. Supplier Payment	37	The system must be able to generate a payment holdback report	Mandatory	
4. Payables	4.3. Supplier Payment	38	The systems must produce both a detailed and summary employee expense (meals, travel etc.) report both period to date and year to date	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
4. Payables	4.3. Supplier Payment	39	The system must produce an open travel advance report	Mandatory	System will provide report indicating all the travel costs filter by different periods
4. Payables	4.3. Supplier Payment	40	The system must produce a summary expense report by department, Station, region	Mandatory	
4. Payables	4.3. Supplier Payment	41	The system must produce a schedule of recurring payments report	Mandatory	
4. Payables	4.3. Supplier Payment	42	The system must produce a payment posting report with the following details: • Payment list number • Bank code and name • Currency • Posting period • Payment date • Payment reference number • Invoice number • Amount	Mandatory	
4. Payables	4.3. Supplier Payment	43	The system must produce a payment report with the following details: • Payment list number • Payment month and year • Supplier number • Supplier name • Invoice number • Payment reference number • Amount	Mandatory	
4. Payables	4.3. Supplier Payment	44	The system must produce an AP disbursement report with the following details: • Bank name • Posting period • Supplier ID • Supplier name • Invoice number • Invoice date • Payment reference number • Amount paid	Mandatory	AP Means Accounts Payable
5. CASHBOOK	5.1. Bank Reconciliation	1	The system must enable registration of various banks and the bank accounts held by the organization.	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
5. CASHBOOK	5.1. Bank Reconciliation	2	The system must enable manual capture of bank statements into the system	Mandatory	
5. CASHBOOK	5.1. Bank Reconciliation	3	The system must support import of bank statement files into the system for reconciliation.	Mandatory	
5. CASHBOOK	5.1. Bank Reconciliation	4	The system should be able to interface with banking systems to enable reconciliation of bank statements	Desirable	
5. CASHBOOK	5.1. Bank Reconciliation	5	The system must enable automatic matching of bank statement and cashbook lines (automatic bank reconciliation)	Mandatory	
5. CASHBOOK	5.1. Bank Reconciliation	6	The system must allow for manual matching of bank statement and cashbook entries	Mandatory	
5. CASHBOOK	5.1. Bank Reconciliation	7	The system must be able to produce a reconciliation exceptions report showing which entries have failed to reconcile from both the cashbook and bank statement.	Mandatory	
5. CASHBOOK	5.1. Bank Reconciliation	8	The system must allow for capture of payments that do not relate to any invoices, e.g. bank charges, for reconciliation purposes	Mandatory	
5. CASHBOOK	32. Miscellaneous Payments	1	The system must enable processing of a payments without invoices, capturing the following details: • Payment reference • Account • Business unit • Department • Station • Location • Narration • Amount • Currency	Mandatory	
5. CASHBOOK	3.2. Miscellaneous Payments	2	The currency field must default to the primary transaction currency of the company	Mandatory	
5. CASHBOOK	3.2. Miscellaneous Payments	3	The module must support management of petty cash by maintaining a cash float	Mandatory	
5. CASHBOOK	3.2. Miscellaneous Payments	4	The system must be able to notify the petty cash holder when the minimum cash float is reached	Mandatory	
5. CASHBOOK	3.2. Miscellaneous Payments	5	The system must be able to restrict the petty cash float to a given maximum as per company policy	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
5. CASHBOOK	3.2. Miscellaneous Payments	6	The system must be able to capture the replenishment of petty cash double entry	Mandatory	
5. CASHBOOK	3.2. Miscellaneous Payments	7	The module must be able to calculated expected cash resources from sales, accounts receivable, miscellaneous cash etc.	Mandatory	
5. CASHBOOK	3.2. Miscellaneous Payments	8	The system must be able to track current cash availability	Mandatory	
5. CASHBOOK	3.2. Miscellaneous Payments	9	The system must be able to calculate expected cash use (purchases, accounts payable, e.tc)	Mandatory	
5. CASHBOOK	3.2. Miscellaneous Payments	10	The system must enable the entry of adjustment transactions and they must be subjected to approval online	Mandatory	
5. CASHBOOK	3.2. Miscellaneous Payments	11	The system must produce a cashbook reconciliation statement with the following details: • Bank name • Statement period • Transaction date • Transaction reference number • Posting month and year • Time • Transaction type • Currency • Amount • Deposits (credits) • Withdrawals (debits) • Balance	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
5. CASHBOOK	3.2. Miscellaneous Payments	12	The system must produce a cashbook print report with the following details: • Bank name • Statement period • Transaction date • Transaction type • Transaction reference number • Posting month and year • Reconciled month and year • Transaction amount • Local equivalent • Amount • Account code • Notation • Journal number	Mandatory	
5. CASHBOOK	3.2. Miscellaneous Payments	13	The system must produce a cashbook journal report with the following details: • Journal number • Journal date • Journal type • Status • Reference module • Source • Notation • User • Number of entries • Account code • Account title • Reference • Date of transaction • Debit amount • Credit amount • Comment • Bank name	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
5. CASHBOOK	3.2. Miscellaneous Payments	14	The system must produce a GL distribution report with the following details: • Journal number • Transaction date • Transaction type • Account code • Account description • Reference number • Debit amount • Credit amount • Bank • Period • Distribution total • Bank total • Account code total • Report date	Mandatory	
5. CASHBOOK	3.2. Miscellaneous Payments	15	The system must produce a consolidated statement with the following details: • Posting month/year • Transaction date • Reference • Deposit amount • Bank equivalent • Reconciled month and year • Narration	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	1	The system must enable registration of Manual Journal Vouchers with the following details: • Transaction number (auto generated by the system) • Narration • Account • Business unit • Cost Center • Department • Station • Amount • Journal date • Transaction date • Posting date	Mandatory	
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	2	The system must prevent the manual posting of Journals to the sub-ledger control accounts after approvals	Mandatory	Description Reviewed as proposed. System will block the process once approval is done.
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	3	The system must provide the options for posting transactions to GL either in summary or in detail	Mandatory	
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	4	The system must enable online approval of Manually registered JVs	Mandatory	
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	5	The system must allow for automatic entry of journals from the different subledgers like accounts payable, accounts receivable, payroll, etc.	Mandatory	
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	6	The system must enable recurring journal entries	Mandatory	
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	7	The system must enable reversing journal entries	Mandatory	
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	8	The system must enable full online journal validation and balancing	Mandatory	
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	9	The system must enable journal voucher suspense for correction	Mandatory	
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	10	The system must have multicurrency capability	Mandatory	
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	11	The system must enable the definition of exchange rates between transacting currencies of the organization by authorized users	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	12	The system must be capable of automatic currency conversion when a currency other than the primary transaction currency is selected in a transaction	Mandatory	
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	13	The system must allow for amendment of exchange rates at any time by an authorized user	Mandatory	
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	14	The different modules must automatically pass journals from their respective sub ledgers to the general ledger interface.	Mandatory	
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	15	The system must enable posting of both manual and automatic JVs. The balances must only be realized in the general ledger after posting the JVs.	Mandatory	
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	16	The system must enable reconciliation of sub-ledger entries before posting to GL	Mandatory	
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	17	The system must only allow posting of Manual JVs that have been fully approved.	Mandatory	
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	18	The system must enforce segregation of duties such that a user registering JVs is different from the one approving/posting JVs	Mandatory	
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	19	The system must be able to validate the correctness of the JV entries and prevent passing of unbalanced JVs.	Mandatory	
6. General Ledger	6.1. Posting of Journal Vouchers (JVs)	20	The system should be able to validate the double entry accuracy of JVs and prevent passing of JVs with wrong accounting entries	Mandatory	Priority changed to Mandatory
6. General Ledger	6.2. Period End Routines	1	The system must allow for user defined fiscal calendars	Mandatory	
6. General Ledger	6.2. Period End Routines	2	The system must allow for user defined calendar periods	Mandatory	
6. General Ledger	6.2. Period End Routines	3	The system must enable the creation of calendars that span several fiscal years or periods	Mandatory	
6. General Ledger	6.2. Period End Routines	4	The system must enable opening and closing of transaction periods by authorized users	Mandatory	
6. General Ledger	6.2. Period End Routines	5	The system must only allow transactions to be made in open periods	Mandatory	
6. General Ledger	6.2. Period End Routines	6	The system should not permit opening of a period before its beginning date System customization;	Desirable	
6. General Ledger	6.2. Period End Routines	7	The system should be able to prompt the user(s) responsible for opening and closing periods, of the need to close the period at each period end. The system should be capable of sending a reminder alert by e-mail, text message and/or as an in-system alert.	Desirable	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
6. General Ledger	6.2. Period End Routines	8	The system must issue an on-screen prompt whenever a user attempts to open a period when the preceding period is still open	Mandatory	
6. General Ledger	6.2. Period End Routines	9	The system must only allow for a maximum of three periods to have an "open" status concurrently. A deviation from this must require special authorization on the system	Mandatory	
6. General Ledger	6.2. Period End Routines	10	Once a period is closed, the system must by default prevent re-opening it. Re-opening a closed period must only be by an authorized user	Mandatory	
6. General Ledger	6.2. Period End Routines	11	The system must allow for reconciliation of the General ledger balances with the sub-ledger balances and must be able to produce a report showing the un-reconciled items	Mandatory	
6. General Ledger	6.2. Period End Routines	12	The system must enable the sweeping of balances from an ended year to a new year, without having to manually post journal vouchers.	Mandatory	
6. General Ledger	6.2. Period End Routines	13	The system must enable opening and closing of a financial year by an authorized user.	Mandatory	
6. General Ledger	6.2. Period End Routines	14	The system should enable a trial close of financial period and year before performing the actual close	Desirable	
6. General Ledger	6.2. Period End Routines	15	The system must limit the number of concurrently open financial years to only one but also have the capability of having the control relaxed by authorized users to allow for multiple open financial years.	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	1	The system must allow for multi-level department and SBU level reporting to allow each depart/Station/SBU to generate its own required reports.	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	2	The system must allow for detailed and summary consolidations at SBU level and at the aggregate level taking into account all SBU's	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	3	The system must enable prior period adjustments in accordance with international accounting standards.	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	4	The system must have the trigger functionality such that some journal entries can trigger the automatic generation of other journal entries	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	5	The system must enable the use of mathematical and statistical functions in creating reports	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	6	The system must be able to produce a trial balance	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
6. General Ledger	6.3. Statutory & Management Reporting	7	The system must be able to produce the trial balance analysed on different criteria e.g. per Station/SBU, period, donor, etc.	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	8	The system must be able to produce an annual statement of financial position (balance sheet)	Mandatory	Reports can be generated at any time based on user defined date parameters
6. General Ledger	6.3. Statutory & Management Reporting	9	The system must be able to produce an annual statement of comprehensive income (income statement)	Mandatory	Reports can be generated at any time based on user defined date parameters
6. General Ledger	6.3. Statutory & Management Reporting	10	The system must be able to produce an annual cash flow statement	Mandatory	Reports can be generated at any time based on user defined date parameters
6. General Ledger	6.3. Statutory & Management Reporting	11	The system must be able to produce an annual reconciliation of the movement in equity report	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	12	The system must be able to produce the following monthly and quarterly management reports at company and SBU level: • Statement of financial position (Balance sheet); • Statement of comprehensive income (income statement); • Reconciliation off the movement in equity; and • Cash flow statement.	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	13	The system must enable the emailing of reports run to multiple recipients.	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	14	The system must be able to produce reports showing values in at least 3 reporting currencies	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	15	The system must produce monthly and quarterly variance analysis summary and detailed reports with the following details: • Account code • Account description • Monthly expenditure • Monthly budget • Monthly variance (%) • Cumulative expenditure • Cumulative budget • Cumulative variance (%) • Total budget	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	16	The system must produce a monthly balance sheet with the following details: • Account code description • Balance as at end of period • Balance as at end of previous period • Balance as at end of last financial year	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
6. General Ledger	6.3. Statutory & Management Reporting	17	The system must produce a monthly income statement with the following details: • Account code description • Monthly actuals • Monthly budget • Monthly variance (%) • Cumulative actuals • Cumulative budget • Cumulative variance (%) • Total budget	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	18	The system must produce a monthly statement of cash flows: • Account code description • Monthly actuals • Monthly budget • Monthly variance (%) • Cumulative actuals • Cumulative budget • Cumulative variance (%) • Total budget	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	19	The system must produce a monthly and quarterly statement of changes in equity with the following details: • Account code description • Share capital • Share premium • Preference shares • Advance contribution for share capital • Pre-incorporation reserves • Revaluation reserves • Accumulated reserves • Total	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
6. General Ledger	6.3. Statutory & Management Reporting	20	The system must produce a monthly operational expenditure report with the following details: • Account code description • Monthly expenditure • Monthly budget • Monthly variance (%) • Cumulative expenditure • Cumulative budget • Cumulative variance (%) • Total budget	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	21	The system must produce a monthly capital expenditure report with the following details: • Account code description • Monthly expenditure • Monthly budget • Monthly variance (%) • Cumulative expenditure • Cumulative budget • Cumulative variance (%) • Total budget	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	22	The system must produce a monthly key performance indicator report with the following details: • Account code description • Monthly expenditure • Monthly budget • Variance (%) • Cumulative expenditure • Cumulative budget • Variance (%) • Total budget	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	23	The system must produce a monthly and quarterly trial balance with the following details: • Account code • Account code description • Debits • Credits	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
6. General Ledger	6.3. Statutory & Management Reporting	24	The system must produce a quarterly balance sheet with the following details: • Account code description • Balance as at end of quarter • Balance as at end of previous year quarter 1 - 3 • Balance as at end of previous financial year	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	25	The system must produce a quarterly income statement with the following details: • Account code description • Quarterly actuals • Quarterly budget • Variance (%) • Previous quarter 1 - 3 • Cumulative actuals • Cumulative budget • Variance (%) • Total budget	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	26	The system must produce a quarterly statement of cash flows with the following details: • Account code description • Quarterly actuals • Quarterly budget • Variance (%) • Previous quarter 1 – 3 • Cumulative actuals • Cumulative budget • Variance (%) • Total budget	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
6. General Ledger	6.3. Statutory & Management Reporting	27	The system must produce a quarterly operational expenditure report with the following details: • Account code description • Quarterly expenditure • Quarterly budget • Variance (%) • Previous quarter 1 – 3 • Cumulative expenditure • Cumulative budget • Variance (%) • Total budget	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	28	The system must produce a quarterly capital expenditure report with the following details: • Account code description • Quarterly expenditure • Quarterly budget • Variance (%) • Previous quarter 1 - 3 • Cumulative expenditure • Cumulative budget • Variance (%) • Total budget	Mandatory	
6. General Ledger	6.3. Statutory & Management Reporting	29	The system must produce a quarterly key performance indicator report with the following details: • Account code description • Quarterly expenditure • Quarterly budget • Variance (%) • Previous quarter 1 – 3 • Cumulative expenditure • Cumulative budget • Variance (%) • Total budget	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
7. Accounts Receivable	7.1. Accounts Receivable	1	The system must enable the registration of non-commercial customers/miscellaneous debtors with the following details among others: • Customer ID • Customer name • Customer group • Customer address • Payment terms • Status (active or inactive)	Mandatory	
7. Accounts Receivable	7.1. Accounts Receivable	2	The system must enable the attachment of control accounts from the chart of accounts to customers through customer groups	Mandatory	
7. Accounts Receivable	7.1. Accounts Receivable	3	The system must maintain both commercial customers and miscellaneous debtors in a single customer master file	Mandatory	
7. Accounts Receivable	7.1. Accounts Receivable	4	The system must be able to differentiate between commercial customers and miscellaneous debtors	Mandatory	
7. Accounts Receivable	7.1. Accounts Receivable	5	The system must enable manual entry of invoices, cash receipts and adjustments with GL accounts and effective dates	Mandatory	
7. Accounts Receivable	7.1. Accounts Receivable	6	The system must enable the receipting of payments made by customers	Mandatory	
7. Accounts Receivable	7.1. Accounts Receivable	7	The system must allow for adjustment of customer receipts by authorize users	Mandatory	
7. Accounts Receivable	7.1. Accounts Receivable	8	The system must enable generation and registration of customer invoices with the following details • Invoice number (auto-generated) • Customer ID • Customer name • Account code • Station • Department • Project • Narration • Amount	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
7. Accounts Receivable	7.1. Accounts Receivable	9	The system must enable matching of payment by customers to outstanding invoices	Mandatory	
7. Accounts Receivable	7.1. Accounts Receivable	10	The system must enable the registration of cash payments without related invoices with the following details: • Customer ID • Customer name • Account code • Station • Department • Narration • Amount	Mandatory	
7. Accounts Receivable	7.1. Accounts Receivable	11	The system must enable the printing and emailing of invoices	Mandatory	
7. Accounts Receivable	7.1. Accounts Receivable	12	The system must be able to generate, email and print a receipt slip for customer payments captured on the system	Mandatory	
7. Accounts Receivable	7.1. Accounts Receivable	13	The system must enable aging of customer invoices	Mandatory	
7. Accounts Receivable	7.1. Accounts Receivable	14	The system must enable debit note and credit note transactions as adjustments to the customer accounts	Mandatory	
7. Accounts Receivable	7.1. Accounts Receivable	15	The system must enable computation of charges like interest for customers not paying within a defined time period	Mandatory	
7. Accounts Receivable	7.1. Accounts Receivable	16	The system must provide online customer performance inquiry capability that shows historical and statistical information about each customer	Mandatory	
7. Accounts Receivable	7.1. Accounts Receivable	17	The system must be able to produce an account stratification report that stratifies accounts by the amounts due	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
8. Asset Management	8.1. Asset Registration & Capitalization	1	The system must enable the registration of assets with the following details: • Asset number • Asset name • Asset description • Asset group • Date of purchase • Useful life • Depreciation method • Depreciation rate • Depreciation frequency • Cost • Source of financing • Salvage /residue value • Depreciable value • Insured value • Market value • Station • Department • Responsible employee • Supplier • Status • Manufacturer	Mandatory	
8. Asset Management	8.1. Asset Registration & Capitalization	2	The system must enable the creation of additional user defined fields in the asset registration window	Mandatory	
8. Asset Management	8.1. Asset Registration & Capitalization	3	The system must have the capability of auto-numbering assets upon registration.	Mandatory	The Numbering Mask is configured based client's needs
8. Asset Management	8.1. Asset Registration & Capitalization	4	The asset registration window must display only relevant fields to a specific asset group when an asset group is entered in the screen, concealing the irrelevant fields	Mandatory	
8. Asset Management	8.1. Asset Registration & Capitalization	5	The module must allow for amendment of asset details in the asset registration window but this must be limited to authorized users with requisite permissions on the system	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
8. Asset Management	8.1. Asset Registration & Capitalization	6	The system must allow for definition of asset groups with values for the following details: • Asset group ID • Description • Depreciation method • Depreciation rate • Useful life • Depreciation frequency	Mandatory	
8. Asset Management	8.1. Asset Registration & Capitalization	7	The assets upon registration must automatically take on the details of the asset groups to which they belong but the module must also allow for amendment of these asset details at the individual asset level during registration.	Mandatory	
8. Asset Management	8.1. Asset Registration & Capitalization	8	The asset management module must seamlessly interface with the procurement and payables module such that an asset procured and paid for in the procurement and payables modules respectively is automatically picked up by the asset module for completion of registration	Mandatory	
8. Asset Management	8.1. Asset Registration & Capitalization	9	The asset management module must seamlessly interface with the human resources module such that employees from the asset register can be attached to assets for which they use and are directly responsible for.	Mandatory	
8. Asset Management	8.1. Asset Registration & Capitalization	10	The asset module must have the capability of interfacing with a GIS module for tracking of physical location of assets	Mandatory	GIS means Geographical Information System
8. Asset Management	8.1. Asset Registration & Capitalization	11	The asset module must enable the attachment of reference documents e.g. scanned images and files to the asset register for reference while looking up assets details	Mandatory	
8. Asset Management	8.1. Asset Registration & Capitalization	12	The asset module must have the workflow functionality such that assets upon registration can be approved at relevant levels before capitalization	Mandatory	
8. Asset Management	8.1. Asset Registration & Capitalization	13	The asset module must enable capitalization of assets but only after full approval upon registration	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
8. Asset Management	8.1. Asset Registration & Capitalization	14	The system must allow for simulation of capitalization and generate a statement showing the following details: • Asset ID • Asset name • Date of capitalization • Capitalized amount • Department • Station • Accounting entries	Mandatory	
8. Asset Management	8.1. Asset Registration & Capitalization	15	The module must have the capability for both automatic and manual capitalization of assets after registration	Mandatory	
8. Asset Management	8.1. Asset Registration & Capitalization	16	The system must allow for asset transactions for depreciation, revaluation, disposal and transfer to be performed on only capitalized assets	Mandatory	
8. Asset Management	8.1. Asset Registration & Capitalization	17	The asset registration window should automatically display whether an asset has been capitalized or not	Desirable	
8. Asset Management	8.1. Asset Registration & Capitalization	18	The system must allow for capitalization of only non-capitalized assets	Mandatory	
8. Asset Management	8.1. Asset Registration & Capitalization	19	The system must automatically execute the accounting entries involved in capitalization	Mandatory	
8. Asset Management	8.1. Asset Registration & Capitalization	20	The system must allow for de-recognition of assets and the reason for de-recognition must be captured.	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
8. Asset Management	8.1. Asset Registration & Capitalization	21	The system must produce a fixed assets report with the following details: • Asset ID • Asset description • Asset group • Department • Station • Date of purchase • Expected useful life • Remaining useful life • Cost • Revalued amount • Depreciation charge for the year • Accumulated depreciation • Net book value • Residual value	Mandatory	
8. Asset Management	8.2. Asset Depreciation	1	The module must allow for depreciation of depreciable assets	Mandatory	
8. Asset Management	8.2. Asset Depreciation	2	The system must support the applicable depreciation methods like straight line and reducing balance method	Mandatory	
8. Asset Management	8.2. Asset Depreciation	3	While performing the depreciation operation, a user must be able to specify the periods over which the depreciation must be performed	Mandatory	
8. Asset Management	8.2. Asset Depreciation	4	The system must allow for simulation of depreciation and generate a depreciation summary showing the following details: • Asset ID • Asset name • Department • Station • Depreciation period • Depreciation method • Depreciation rate • Cost • Depreciation amount • Net book value • Accounting entries	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
8. Asset Management	8.2. Asset Depreciation	5	The system must allow for setting of triggers to automatically depreciate assets after certain duration of time but also allow for users to manually initiate the depreciation process.	Mandatory	
8. Asset Management	8.2. Asset Depreciation	6	For automatic depreciation triggered by passage of time, the relevant users must be alerted by the system by e-mail and on-screen prompts.	Mandatory	
8. Asset Management	8.2. Asset Depreciation	7	The system must enable both depreciation of individual assets and batch depreciation of multiple assets in a single operation	Mandatory	
8. Asset Management	8.2. Asset Depreciation	8	The system must enable batch depreciation per asset group, per department, and per Station	Mandatory	
8. Asset Management	8.2. Asset Depreciation	9	The module must enable the approval of depreciation transactions for the depreciation to be effective	Mandatory	
8. Asset Management	8.2. Asset Depreciation	10	The period in which an asset was last depreciated should automatically show in the asset register screen	Desirable	
8. Asset Management	8.2. Asset Depreciation	11	Any depreciation operation must depreciate assets starting with the period following the period of last depreciation	Mandatory	
8. Asset Management	8.2. Asset Depreciation	12	Upon full depreciation of an asset (depreciation to the salvage value) the system must automatically prevent subsequent depreciation of such an asset	Mandatory	
8. Asset Management	8.2. Asset Depreciation	13	The system must automatically post entries to the relevant accounts upon approval of depreciation.	Mandatory	
8. Asset Management	8.3. Asset Revaluation & Additions	1	The system must support the revaluation of assets	Mandatory	
8. Asset Management	8.3. Asset Revaluation & Additions	2	The module must allow the attachment into the document archive, of the revaluation report written by independent values, for reference.	Mandatory	
8. Asset Management	8.3. Asset Revaluation & Additions	3	Upon performance of the revaluation operation but prior to approval, the system must be able to generate a revaluation statement showing: • Asset ID • Asset name • Department • Date of revaluation • Original value • Revalued value • Accounting entries	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
8. Asset Management	8.3. Asset Revaluation & Additions	4	The system must enable the approval of revaluation transactions online and a revaluation must only be effective upon full approval	Mandatory	
8. Asset Management	8.3. Asset Revaluation & Additions	5	The system must automatically post entries to the relevant accounts upon approval of revaluation	Mandatory	
8. Asset Management	8.3. Asset Revaluation & Additions	6	The system must be able to flag assets due for revaluation after three years.	Mandatory	
8. Asset Management	8.3. Asset Revaluation & Additions	7	The system must enable asset additions	Mandatory	
8. Asset Management	8.3. Asset Revaluation & Additions	8	The system must automatically adjust the net book value of an asset upon addition	Mandatory	The value of an asset will be adjusted if there are costs associated with the asset e.g. Costs for renovating a building
8. Asset Management	8.3. Asset Revaluation & Additions	9	The system must automatically capitalize the added amount and add it to the original asset amount	Mandatory	The value of an asset will be adjusted if there are costs associated with the asset e.g. Costs for renovating a building
8. Asset Management	8.3. Asset Revaluation & Additions	10	The system must automatically post addition transactions to the relevant accounts	Mandatory	
8. Asset Management	8.3. Asset Revaluation & Additions	11	The system must produce an assets revaluation report with the following details: • Asset ID • Asset description • Department • Station • Date of purchase • Expected useful life • Remaining useful life • Revised useful life • Cost • Revaluation amount • Residual value	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
8. Asset Management	8.3. Asset Revaluation & Additions	12	The system must produce an asset additions report with the following details: • Asset ID • Asset description • Asset group • Department • Station • Date of purchase • Useful life • Cost • Residual value	Mandatory	
8. Asset Management	8.4. Asset Disposal	1	The system must support disposal of assets The asset disposal screen must have the following fields: • Asset ID • Asset name • Net book value (auto filled by the system) • Date of disposal • Proceeds from disposal • Cost of disposal • Salvage value (auto filled by the system) • Department • Station	Mandatory	
8. Asset Management	8.4. Asset Disposal	2	The module must enable the approval of disposal transactions online at different levels	Mandatory	
8. Asset Management	8.4. Asset Disposal	3	The module must enable the attachment into the document archive, of the disposal request and other relevant supporting documents.	Mandatory	
8. Asset Management	8.4. Asset Disposal	4	Upon performance of the disposal operation the system must auto-compute the profit or loss on disposal	Mandatory	
8. Asset Management	8.4. Asset Disposal	5	The system must automatically post entries to the relevant accounts upon approval of the disposal transaction.	Mandatory	
8. Asset Management	8.4. Asset Disposal	6	Upon disposal, the system must automatically derecognize the asset	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
8. Asset Management	8.4. Asset Disposal	7	Upon disposal, the system must be able to generate a disposal statement for the disposed assets showing: • Asset ID • Asset name • Department • Station • Date of purchase • Date of disposal • Useful life • Remaining useful life • Cost • Accumulated depreciation • Net book value • Residual value • Profit/loss on disposal • Proceeds from disposal • Accounting entries	Mandatory	
8. Asset Management	8.4. Asset Disposal	8	The system must be able to flag assets whose useful lives' end is within a month	Mandatory	
8. Asset Management	8.4. Asset Disposal	9	The system must produce a de-recognized assets report with the following details: • Asset ID • Asset description • Department • Station • Date of purchase • Expected useful life • Remaining useful life • Cost • Accumulated depreciation • Net book value • Residual value	Mandatory	
8. Asset Management	8.5. Asset Transfer	1	The system must support the transfer of assets from one department or Station to another	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
8. Asset Management	8.5. Asset Transfer	2	The asset transfer screen must have the following details: • Asset ID • Asset description • Department from • Station from • Department to • Station to • Date of transfer	Mandatory	
8. Asset Management	8.5. Asset Transfer	3	The system must enable the approval of the asset transfer at different levels	Mandatory	
8. Asset Management	8.5. Asset Transfer	4	The system must maintain an asset transfer history showing the departments to which it was transferred and the dates of transfer.	Mandatory	
8. Asset Management	8.6. Work in Progress (WIP) Management	1	The system must enable the posting of all construction expenses on a project to a single WIP control account	Mandatory	
8. Asset Management	8.6. Work in Progress (WIP) Management	2	The WIP expenses must be captured in all relevant modules with the following details: • Account code • Account description • Department • Station • Job number • Job description • Project code • Project description • Currency • Amount	Mandatory	
8. Asset Management	8.6. Work in Progress (WIP) Management	3	The system must enable the attachment to the document archive, documents related to the construction project, like interim and completion certificates	Mandatory	
8. Asset Management	8.6. Work in Progress (WIP) Management	4	The system must support the capitalization of WIP costs for recognition as an asset when the construction project is completed	Mandatory	
8. Asset Management	8.6. Work in Progress (WIP) Management	5	The system must enable online approval of WIP capitalization	Mandatory	
8. Asset Management	8.6. Work in Progress (WIP) Management	6	For construction projects that cut across departments, the system must enable capitalization of WIP components for the	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
			individual departments, thus recognition of assets for the individual departments.		
8. Asset Management	8.6. Work in Progress (WIP) Management	7	The Fixed Assets module must interface with the project management module such that the WIP can be compared to the approved Bills of Quantities before capitalization and ensure that the capitalized asset does not exceed the bills of quantities amount, unless approved by executive management	Mandatory	
8. Asset Management	8.6. Work in Progress (WIP) Management	8	The system must produce a work in progress job variance report with the following details: • Job number • Description • Expected cost - labour • Expected cost - materials • Actual costs - labour • Actual costs-materials • Variance - labour • Variance - materials • Variance - total	Mandatory	
8. Asset Management	8.6. Work in Progress (WIP) Management	9	The system must produce a work in progress valuation report with the following details: • Job number • Job description • Actual costs – labour • Actual costs – materials • Total costs	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
9. Procurement	9.1. Registration of Products	1	The system must have ability to capture the following details at product registration: • Product ID • Name of product • Product Type • Product group • Unit cost • Unit of Measure • Product Description • Supplier • Manufacture • Status • Lead time • Currency	Mandatory	
9. Procurement	9.1. Registration of Products	2	The system must allow users to define values for product types and product groups	Mandatory	
9. Procurement	9.1. Registration of Products	3	The system must allow users to define product types such as goods, works and services	Mandatory	
9. Procurement	9.1. Registration of Products	4	The system must allow users to define product groups such as stationary, furniture, electrical items, computers etc., and attach the budget/account codes to the different product groups	Mandatory	
9. Procurement	9.1. Registration of Products	5	The system must allow further sub Station of product groups	Mandatory	
9. Procurement	9.1. Registration of Products	6	The system must enable suppliers to be selected from the list of suppliers from the supplier master file	Mandatory	
9. Procurement	9.1. Registration of Products	7	The system must enable users to mark product as stocked or non-stocked	Mandatory	
9. Procurement	9.1. Registration of Products	8	For stocked products, the system must enable users to define reorder level and reorder quantity	Mandatory	
9. Procurement	9.1. Registration of Products	9	The system must enable users to attach defaults stores of stocked products	Mandatory	
9. Procurement	9.1. Registration of Products	10	The system must allow attachment of relevant tax codes on the products	Mandatory	
9. Procurement	9.1. Registration of Products	11	The system must have the flexibility to allow creation of different field on the product master file	Mandatory	
9. Procurement	9.1. Registration of Products	12	The system must enable creation of dummy products	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
9. Procurement	9.1. Registration of Products	13	The system must enable both automatic and manual assignment of product ID	Mandatory	
9. Procurement	9.1. Registration of Products	14	The system must not allow duplication of products	Mandatory	
9. Procurement	9.1. Registration of Products	15	The system Must enable validation and editing of product details by the authorized user	Mandatory	All product editing processes will follow a workflow e.g. changing the cost of a product
9. Procurement	9.1. Registration of Products	16	The system must enable approval of product details through workflow by authorized users	Mandatory	All product editing processes will follow a workflow e.g. changing the cost of a product
9. Procurement	9.1. Registration of Products	17	The system must allow users to query and search for product with alternative search criteria	Mandatory	
9. Procurement	9.1. Registration of Products	18	The system must allow users to filter and retrieve the list of products basing on any criteria defined by the user	Mandatory	
9. Procurement	9.1. Registration of Products	19	The system must be able to generate a report of list of all products	Mandatory	
9. Procurement	9.1. Registration of Products	20	The system must have the ability to generate user defined report	Mandatory	
9. Procurement	9.2. Registration of Suppliers	1	The system must be able to maintain the following information per supplier: • Supplier code, name, registration no., group, type (local of foreign), tax No. and PIN No. • Registration Date • Registration expiry • Place of registration • Payment terms • Bank account details • Line of Business • Address • Contact address • Contact person • Payment currency • Credit Terms • Payments Methods • Address definition • Swift code • Clearing code • Status	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
9. Procurement	9.2. Registration of Suppliers	2	The system must enable creation of additional user defined fields on the supplier master file	Mandatory	Any additional supplier information will be added in the system by enabling the additional fields functionality
9. Procurement	9.2. Registration of Suppliers	3	The system must enable users to define values for supplier payment terms fields in the supplier master file,	Mandatory	Terms of payment options will be defined by the users
9. Procurement	9.2. Registration of Suppliers	4	The system must enable users to define values for the payment method such as cheque, bank transfer and effect the payments to various suppliers based on the predefined payment system	Mandatory	Users will input amount to be paid to suppliers or select the full invoice amount
9. Procurement	9.2. Registration of Suppliers	5	The system must enable creation of a single supplier master file that must be visible and available for users across all modules	Mandatory	
9. Procurement	9.2. Registration of Suppliers	6	The system must allow suppliers to be divided into groups	Mandatory	
9. Procurement	9.2. Registration of Suppliers	7	The system must allow users to defined supplier groups	Mandatory	Grouping suppliers by areas of supply is critical to key reporting KPIs
9. Procurement	9.2. Registration of Suppliers	8	The system must enable auto and manual creation of supplier codes	Mandatory	
9. Procurement	9.2. Registration of Suppliers	9	The system must enable users to enter multiple addresses to a single supplier	Mandatory	
9. Procurement	9.2. Registration of Suppliers	10	The system must enable amendment of supplier information by Authorized users	Mandatory	
9. Procurement	9.2. Registration of Suppliers	11	The system must enable new supplier registration approval by authorized users through workflow	Mandatory	
9. Procurement	9.2. Registration of Suppliers	12	The system must maintain supplier price list based on agreed rate contract	Mandatory	
9. Procurement	9.2. Registration of Suppliers	13	The system must be able to maintain supplier item price list	Mandatory	
9. Procurement	9.2. Registration of Suppliers	14	The system must allow overriding the default payment method at the point of payment, if required with proper authority	Mandatory	
9. Procurement	9.2. Registration of Suppliers	15	The system must enable users to easily identify supplier duplicates	Mandatory	
9. Procurement	9.2. Registration of Suppliers	16	The system must maintain list of black listed supplier that do not perform as expected/required	Mandatory	
9. Procurement	9.2. Registration of Suppliers	17	The system must analyse and maintain supplier evaluation and performance information such as; Delivery performance, Quality defects, Price escalation etc.	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
9. Procurement	9.2. Registration of Suppliers	18	The system must facilitate automatic evaluation of supplier through agreed criteria	Mandatory	
9. Procurement	9.2. Registration of Suppliers	19	On selecting an item, system must list out all the suppliers who have registered to supply that item	Mandatory	
9. Procurement	9.2. Registration of Suppliers	20	The system must allow users to query and view a list of all suppliers registered and their status	Mandatory	
9. Procurement	9.2. Registration of Suppliers	21	The system must be able to generate a report on approved suppliers	Mandatory	
9. Procurement	9.2. Registration of Suppliers	22	The system must be able to generate the supplier/vendor performance report with graphical analysis indicating; - • Price • Quality • Delivery	Mandatory	Agreed
9. Procurement	9.3. Procurement Planning	1	The system must be able to capture user departmental procurement plans after budget approvals with the following details: - • Item • Department • Expected delivery date • Quantities • Estimates • Unit Cost • Unit of Measure • Procurement Method • Start Date	Mandatory	Fields added as Proposed
9. Procurement	9.3. Procurement Planning	2	The system must enable users to link each procurement item to the appropriate budget line	Mandatory	
9. Procurement	9.3. Procurement Planning	3	The procurement estimate in the procurement plan must not exceed the budget amount	Mandatory	
9. Procurement	9.3. Procurement Planning	4	The module must enable access to the document archive for users to access reference documents while planning i.e. previous procurement plans, Integrated Strategic plan (ISP) and annual business Plan	Mandatory	
9. Procurement	9.3. Procurement Planning	5	The system must enable approval of procurement plan at departmental level	Mandatory	
9. Procurement	9.3. Procurement Planning	6	The system must enable consolidation of departmental plans into organizational procurement plan	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
9. Procurement	9.3. Procurement Planning	7	The system must have the ability to alert and notify responsible user of the procurement due for initiation	Mandatory	
9. Procurement	9.3. Procurement Planning	8	Users must be able to view on the system the annual organizational procurement plan showing; • Item • Department • Expected delivery date • Quantities • Estimates	Mandatory	
9. Procurement	9.3. Procurement Planning	9	The system must enable users to generate report showing procurements due per month	Mandatory	
9. Procurement	9.3. Procurement Planning	10	The system must have the ability to enable authorized users to view procurement plans of the respective departments via on screen enquiry	Mandatory	
9. Procurement	9.3. Procurement Planning	11	The system must be able to compare previous procurement estimates to the current year	Mandatory	
9. Procurement	9.4. Requisitioning	1	The System must allow entry and update of the following requisition details; • Requisition Number • Name of requisitioner • Department • Item code • Item description • Unit Price • Quantity • Unit of Measure • Amount • Budget code • Date of requisitioning • Currency • Delivery date	Mandatory	
9. Procurement	9.4. Requisitioning	2	The item filed must pick values from the product master file	Mandatory	
9. Procurement	9.4. Requisitioning	3	The item description and budget code must be auto completed upon entry of the item code	Mandatory	
9. Procurement	9.4. Requisitioning	4	The currency field must default to the primary transaction currency of the organization	Mandatory	Where currency is not selected, the system will use the default Agency Currency

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
9. Procurement	9.4. Requisitioning	5	The system must allow the overwriting of the default currency	Mandatory	Where a default currency is selected, user can still choose another currency of choice from the list of currencies provided during setup
9. Procurement	9.4. Requisitioning	6	Need for a narrative free-text field on the requisition screen for additional description.	Mandatory	
9. Procurement	9.4. Requisitioning	7	The system must facilitate attachment of documents on the requisition form	Mandatory	
9. Procurement	9.4. Requisitioning	8	The system must have the ability to enforce budgetary and commitment control at final requisition approval	Mandatory	
9. Procurement	9.4. Requisitioning	9	The system must provide the ability to check funds availability from the appropriate budget line upon registration of a requisition.	Mandatory	
9. Procurement	9.4. Requisitioning	10	The system must be able to Link the requisition to the budget and option of reserving budget at the time of approval of the requisition.	Mandatory	
9. Procurement	9.4. Requisitioning	11	The system must allow users to check the budget online against difference charge account mentioned on the line of Purchase requisition	Mandatory	
9. Procurement	9.4. Requisitioning	12	The system must enable creation of multiple requisition lines/items	Mandatory	More than one line of item can be added on a single requisition form
9. Procurement	9.4. Requisitioning	13	The system must have the ability to flag/alert procurement requisitions that are not on plan	Optional	Status changed to optional as proposed
9. Procurement	9.4. Requisitioning	14	The system must enable requisition approval through workflow by authorized users according to the delegation matrix of RTSA including the approval thresholds	Mandatory	
9. Procurement	9.4. Requisitioning	15	The system must have the ability to flag delays in requisition approval by alerting the user to whom the requisition has been sent.	Mandatory	
9. Procurement	9.4. Requisitioning	16	The system should have the ability to notify the requestor when the requisition is approved or not approved	Mandatory	
9. Procurement	9.4. Requisitioning	17	The system must have the ability to enable approval and allow for comments on the approval screen	Mandatory	
9. Procurement	9.4. Requisitioning	18	The system must have the ability to create purchase requisition for local as well as for foreign purchases	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
9. Procurement	9.4. Requisitioning	19	The system must be able to generate a report on procurement requisitions raised indicating; • Name of requestor • Date of requisition • Item to be procured • Quantity • Amount • Budget code	Mandatory	
9. Procurement	9.4. Requisitioning	20	The system must enable users to generate a report showing the status of requisition either approved, in workflow or rejected	Mandatory	
9. Procurement	9.4. Requisitioning	21	The system must have the ability to generate a report on commitments made indicating; • Department • Budget code • Budget amount • Committed amount • Balance	Mandatory	Balance added on the list of fields
9. Procurement	9.4. Requisitioning	22	The system must have the ability to make on screen enquiries about requisition status	Mandatory	
9. Procurement	9.5. Tendering	1	The system must support the different methods of procurement like open bidding, request for quotation, single sourcing, etc.	Desirable	
9. Procurement	9.5. Tendering	2	The system must allow users to define a procurement by assigning a unique procurement reference number, description and status of procurement	Mandatory	
9. Procurement	9.5. Tendering	3	The system must enable users to define the status of procurement such as pre-invitation stage, invitation stage, evaluation stage, contract award and cancelled procurement	Mandatory	
9. Procurement	9.5. Tendering	4	The system should have the ability to determine the procurement method according to the value on the approved procurement requisition	Desirable	
9. Procurement	9.5. Tendering	5	The system should have the ability to combine multiple requisitions to carry out one tender process	Desirable	
9. Procurement	9.5. Tendering	6	The system must enable the attachment of bidding documents and prequalified bidders onto the document management module	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
9. Procurement	9.5. Tendering	7	The system must have the ability capture records of approval of the bidding documents, shortlisted bidders and Bid Invitation/notice by the Internal Procurement Committee and Names of the Evaluation Committee Members	Mandatory	
9. Procurement	9.5. Tendering	8	The system must enable downloading of bid documents, however, prior to downloading from the website, it must compel interested bidders to register their details as below: • Name • Address • Line of Business • Contact • Contact Person	Mandatory	
9. Procurement	9.5. Tendering	9	The system must allow users to register details of bidders who have picked/received bid documents	Mandatory	
9. Procurement	9.5. Tendering	10	The system should have the ability to facilitate the emailing of bid documents to the shortlisted bidders or bidders registered to receive bid documents	Desirable	
9. Procurement	9.5. Tendering	11	The system must have the ability to capture date of issue of invitation to bid/bid notice	Mandatory	
9. Procurement	9.5. Tendering	12	The system must have the ability to capture date and time of issue of bid documents	Mandatory	
9. Procurement	9.5. Tendering	13	The system be able to record bids received details such as • Procurement reference number • Description • Name of bidder • Date and time • Receiving officer • Bid Amount	Mandatory	Field added as proposed
9. Procurement	9.5. Tendering	14	The system must enable the users to capture and record the results of bid opening • Name of the bidders • Bidders representative • Officer in Charge of bid opening	Mandatory	
9. Procurement	9.5. Tendering	15	The systems must have the ability to generate a report of procurements in progress showing the status of procurement, procurement reference number and the method of procurement	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
9. Procurement	9.5. Tendering	16	The system must have the ability to generate a report of shortlisted bidders per procurement	Mandatory	
9. Procurement	9.5. Tendering	17	The system must have the ability to generate a report on bids received and the bid details	Mandatory	
9. Procurement	9.5. Tendering	18	The system must have the ability to capture the proposed evaluation committee	Mandatory	
9. Procurement	9.5. Tendering	19	The system must be able to facilitate the approval of the evaluation committee by the Internal Procurement Committee	Mandatory	
9. Procurement	9.5. Tendering	20	The system must have the ability to capture record of evaluation results and recommendation	Mandatory	
9. Procurement	9.5. Tendering	21	The system must have the ability to attach the evaluation committee report into the document management module	Mandatory	
9. Procurement	9.5. Tendering	22	The system must have the ability to enable approval of the evaluation recommendations by Internal Procurement Committee and allow for comments	Mandatory	
9. Procurement	9.5. Tendering	23	The system must have the ability to record details of negotiations indicating the following details; • Procurement Reference number • RTSA representatives • Date of Negotiations • Agreed negotiation amount • Comments	Optional	Status changed to optional as proposed
9. Procurement	9.5. Tendering	24	The system should enable approval of negotiation recommendations by Internal Procurement committee	Desirable	
9. Procurement	9.5. Tendering	25	The system must have the ability to record suppliers that have been awarded contracts	Mandatory	
9. Procurement	9.5. Tendering	26	The system must be able to indicate the form of contract used such standard contract document or LPO	Mandatory	
9. Procurement	9.5. Tendering	27	The system must allow attachment of contract documents	Mandatory	
9. Procurement	9.5. Tendering	28	The system must enable the capture of the following contract details: • Contract ID • Contract subject • Supplier • Effective contract date • End date • Renewal date • Status	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
9. Procurement	9.5. Tendering	29	The system must be able to notify/flag users on contract expiry	Desirable	
9. Procurement	9.5. Tendering	30	The system must enable recording of cancelled procurements	Mandatory	
9. Procurement	9.5. Tendering	31	The system must have the ability to generate a report on contracts awarded, contracts signed and contracts cancelled	Mandatory	
9. Procurement	9.6. Purchase Ordering	1	The system must have the ability to captures the following entry of purchase order details • Purchase order number • Order date • Supplier number • Supplier Name • Supplier address • Item code • Item Description • Unit Price • Quantity • Amount • Delivery date • Delivery address • Incoterms • Purchase order type • Status	Mandatory	
9. Procurement	9.6. Purchase Ordering		Purchase order amendment		
9. Procurement	9.6. Purchase Ordering	2	The purchase order number must be auto generated	Mandatory	
9. Procurement	9.6. Purchase Ordering	3	the system must enable users to select supplier numbers from the supplier master file	Mandatory	
9. Procurement	9.6. Purchase Ordering	4	The system must enable the supplier item to be selected from product master file	Mandatory	
9. Procurement	9.6. Purchase Ordering	5	The supplier name and item description must be auto populated upon capture of the supplier number and item code respectively	Mandatory	
9. Procurement	9.6. Purchase Ordering	6	The system must be able to convert purchase requisitions into purchase orders	Mandatory	
9. Procurement	9.6. Purchase Ordering	7	The system must enable creation of multiple order lines	Mandatory	
9. Procurement	9.6. Purchase Ordering	8	The system must have the ability to consolidate multiple purchase requisition from multiple departments in one Purchase order/Contract per supplier	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
9. Procurement	9.6. Purchase Ordering	9	The system must enable linking the purchase order to the originating requisition	Mandatory	
9. Procurement	9.6. Purchase Ordering	10	The system must have a drop-down list for purchase order type i.e. • Standard purchase orders • Blanket or contract	Mandatory	
9. Procurement	9.6. Purchase Ordering	11	The system must have the ability to create a commitment against the budget for amount equivalent to PO amount	Mandatory	
9. Procurement	9.6. Purchase Ordering	12	The system must have the ability to check fund availability with the budget module	Mandatory	
9. Procurement	9.6. Purchase Ordering	13	The system must enable approval of the purchase order at different level through work flow basing on: • Amount limit • Item ranges • Types of purchases		
9. Procurement	9.6. Purchase Ordering	14	The system must have the ability to send alert by either email, text message or on-screen notification to approver to take action on the Purchase order submitted for approval	Mandatory	
9. Procurement	9.6. Purchase Ordering	15	When the purchase order is fully paid the status must automatically change to closed.	Mandatory	
9. Procurement	9.6. Purchase Ordering	16	The system should have the ability to capture details of purchase order cancellation and reasons why	Desirable	
9. Procurement	9.6. Purchase Ordering	17	The system must have the ability to match purchase receipts to purchase order	Mandatory	
9. Procurement	9.6. Purchase Ordering	18	The system must be able to facilitate the printing of purchase order after approval	Mandatory	
9. Procurement	9.6. Purchase Ordering	19	The system must facilitate matching supplier invoice to the purchase order	Mandatory	
9. Procurement	9.6. Purchase Ordering	20	The system must be able to show the delivery status of the purchase order	Mandatory	
9. Procurement	9.6. Purchase Ordering	21	The system must enable attachment of quotations against purchase orders in the document archive	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
9. Procurement	9.6. Purchase Ordering	22	The system must enable users to drill down and generate the following reports • Undelivered/Cancelled POs • Monthly POs processed • POs delivery status • Closed POs • POs per procurement category	Mandatory	
9. Procurement	9.6. Purchase Ordering	23	The system must be able to generate a report on the POs issued showing; • Order Number • Order date • Supplier name • Supplier number • Delivery terms • Address • Items • Quantity • Unit price • Amount	Mandatory	
9. Procurement	9.6. Purchase Ordering	24	The system must be able to produce the following reports: • Planned purchase orders • Released purchase orders • Purchase order status and follow-up • Purchase order commitment reporting • Purchase History • Demand forecast list for orders	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
9. Procurement	9.7. Contract Management	1	The system must have the ability to capture and record the following details of goods receipts • Purchase Order number • Delivery Date • Receipt date] • Receiving officer • Item code • Item description • Quantity required • Outstanding quantity • Receiving store • Inspection status • Quantity received • Quantity rejected • Rejection reason • Comment Line	Mandatory	
9. Procurement	9.7. Contract Management	2	The system must enable the receiving officer to be selected from the employee master file	Mandatory	
9. Procurement	9.7. Contract Management	3	On entering the purchase order number, the item and quantity of purchase order line must default	Mandatory	
9. Procurement	9.7. Contract Management	4	The outstanding quantity must automatically be derived by the system	Mandatory	
9. Procurement	9.7. Contract Management	5	The receiving store field must contain a list of values of the user defined stores	Mandatory	
9. Procurement	9.7. Contract Management	6	The rejection reason field must contain a list of values of user defined rejection code	Mandatory	
9. Procurement	9.7. Contract Management	7	The system should enable users to record contract details at level of completion of works, services and facilitate generation of interim and completion certificates	Desirable	
9. Procurement	9.7. Contract Management	8	The system must be able to indicate the completion status of the contract	Mandatory	
9. Procurement	9.7. Contract Management	9	The system should enable the printing of Completion certificate and GRN	Desirable	
9. Procurement	9.7. Contract Management	10	The system must be able to match the GRN/completion certificate to the purchase order	Mandatory	
9. Procurement	9.7. Contract Management	11	The system must be able to record and track the performance of contractors in terms of time lines, budget changes etc.	Mandatory	
9. Procurement	9.7. Contract Management	12	The system must enable the attachment of contract documents into the documents archive	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
9. Procurement	9.7. Contract Management	13	The system should have the ability to calculate payments due, including escalation clauses	Desirable	
9. Procurement	9.7. Contract Management	14	The system must be able to generate monthly and quarterly reports on progress of the contracts showing • Percentage of completion • Estimated time of completion • Contract variation if any • Amount	Mandatory	
9. Procurement	9.7. Contract Management	15	The system must have the ability to generate a report showing the following GRN details; • Order number • Supplier number • Supplier name • Item code • Item description • Quantity received • Quantity rejected • Quantity outstanding	Mandatory	
9. Procurement	9.7. Contract Management	16	The system must be able to generate variation report showing the variance in expected and actual delivery dates, payments dates etc.	Mandatory	
10. Inventory Management	10.1. Stores Purchase Requisition	1	The system must alert responsible users when stock reaches the re-order level.	Mandatory	
10. Inventory Management	10.1. Stores Purchase Requisition	2	The alert must indicate the stock levels and the re-order quantity	Mandatory	
10. Inventory Management	10.1. Stores Purchase Requisition	3	The system should be able to automatically create purchase requisition when stock reaches the reorder level.	Desirable	
10. Inventory Management	10.1. Stores Purchase Requisition	4	The requisition window must be available in the inventory module	Mandatory	
10. Inventory Management	10.1. Stores Purchase Requisition	5	When the requisition window is opened in the inventory module, the requisition type must default to stores purchase requisition	Mandatory	
10. Inventory Management	10.1. Stores Purchase Requisition	6	The system must enable approval of the stores purchase requisition through workflow at different levels	Mandatory	
10. Inventory Management	10.1. Stores Purchase Requisition	7	The stores requisition quantity must create and encumber stock levels such that they are put into consideration in arriving at reorder level	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
10. Inventory Management	10.1. Stores Purchase Requisition	8	The system must easily generate stores status report showing the inventory levels	Mandatory	
10. Inventory Management	10.2. Good Receipts	1	The system must be able to create stores with the following details • Store ID • Store Name • Region • Location • Address • Store keeper • Items held	Mandatory	
10. Inventory Management	10.2. Good Receipts	2	The systems must have the ability to automatically update stock level and balances upon receipt of new stock	Mandatory	
10. Inventory Management	10.2. Good Receipts	3	The system must be able to update the price automatically on update of stock levels	Mandatory	
10. Inventory Management	10.2. Good Receipts	4	The system must enable users to reconcile stock online after physical stock taking.	Mandatory	
10. Inventory Management	10.2. Good Receipts	5	The system must be able to support valuation of stock	Mandatory	
10. Inventory Management	10.2. Good Receipts	6	The system should be able to support various inventory valuation methods such as FIFO, LIFO, average costing method or standard costing method	Desirable	
10. Inventory Management	10.2. Good Receipts	7	The system must be able to age stock and flag obsolete stock	Mandatory	
10. Inventory Management	10.2. Good Receipts	8	The system must have ability to produce a report for all stock received indicating the following details; • Request date • Order date • Item code • Item description • Date of purchase • Store number • Store name • Region	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
10. Inventory Management	10.2. Good Receipts	9	The system must be able to generate an inventory valuation report per store showing the following details; • Item Code • Item Name • Item value	Mandatory	
10. Inventory Management	10.2. Good Receipts	10	The system must have the ability to report on goods return showing the following details; • LPO number • Item Code • Item name • Quantity ordered • Original Order • Quantity received • Quantity returned • Reasons for returning	Mandatory	
10. Inventory Management	10.2. Good Receipts	11	The system should allow users to view inventory list by warehouse, product type, special orders etc.	Desirable	
10. Inventory Management	10.3. Stock Issuing	1	The system must enable creation of stores requisition by capturing the following details; • Item Code • Item description • Quantity • Name of requestor • Date of request • Department • Stock requested • Stock Numbers • Store • Comment	Mandatory	
10. Inventory Management	10.3. Stock Issuing	2	The system must enable the creation of different stores requisitions such as normal store requisition, equipment parts store requisition	Mandatory	
10. Inventory Management	10.3. Stock Issuing	3	The details of equipment parts must be automatically picked from work order module	Mandatory	
10. Inventory Management	10.3. Stock Issuing	4	The equipment parts stores requisition must also include details such as work order number, equipment registration number etc.	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
10. Inventory Management	10.3. Stock Issuing	5	The system must enable approval of the stores requisition through workflow at different levels	Mandatory	
10. Inventory Management	10.3. Stock Issuing	6	The system must have the ability to record and track issued items and update stock levels after issue	Mandatory	
10. Inventory Management	10.3. Stock Issuing	7	The system must be able to records goods return and the reason for returning goods	Mandatory	
10. Inventory Management	10.3. Stock Issuing	8	The return reason field must contain a list of values of user defined return code such as unused, damaged etc.	Mandatory	
10. Inventory Management	10.3. Stock Issuing	9	The system must generate a report of stock issued per store showing the following details; • Item code • Item description • Requested • Date of request • Name of requestor • Department • Item requested • Number of Items • Value of stock issued	Mandatory	
10. Inventory Management	10.4. Stock Transfer	1	The system must enable the capture of the following stock transfer details between stores: • Issuing store ID • Receiving store ID • Item Code • Item Description • Quantity • Issuing officer • Receiving officer • Date	Mandatory	
10. Inventory Management	10.4. Stock Transfer	2	The system must enable approval of stock transfers at different levels	Mandatory	
10. Inventory Management	10.4. Stock Transfer	3	Upon stock transfer, the stock balance in both the issuing and receiving stores must automatically be updated	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
10. Inventory Management	10.4. Stock Transfer	4	The system must have the ability to generate a report on stock transfer showing the following details; • Issuing store ID • Receiving store ID • Item Code • Item Description • Quantity • Issuing officer • Receiving officer • Date	Mandatory	
11. Human Resources & Payroll	11.1. Organizational Structure	1	The system must be able to facilitate the design of organizational units/structure that provide option for both hierarchical and matrix structure	Mandatory	
11. Human Resources & Payroll	11.1. Organizational Structure	2	The systems must have the ability to define positions with the following details • Position Code • Position Description • Job description • Qualification • Experience • Status • Pay grade • Pay step • Position type (permanent, temporary, contract)	Mandatory	The Issued mentioned is already covered on a separate requirement
11. Human Resources & Payroll	11.1. Organizational Structure	3	The system must have the ability to allocate various Positions to the organization unit	Mandatory	
11. Human Resources & Payroll	11.1. Organizational Structure	4	The system must allow one position to be allocated to several departments	Mandatory	
11. Human Resources & Payroll	11.1. Organizational Structure	5	The system must have the ability to record and track organizational changes with subsequent automatic updates of employee records	Mandatory	
11. Human Resources & Payroll	11.1. Organizational Structure	6	The amendment of the organizational structure in the system must be restricted to the authorized users	Mandatory	
11. Human Resources & Payroll	11.1. Organizational Structure	7	The system must have the ability to identify the vacant and filled positions on the organizational structure	Mandatory	
11. Human Resources & Payroll	11.1. Organizational Structure	8	The system must be able to generate report on organizational structure showing reporting lines	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.1. Organizational Structure	9	The systems must generate a report showing relationship between different organization unit	Mandatory	
11. Human Resources & Payroll	11.1. Organizational Structure	10	The system must be able to generate a report of filled and vacant positions	Mandatory	
11. Human Resources & Payroll	11.1. Organizational Structure	11	The system must have the ability to enable the graphical representation of the organizational structure	Mandatory	
11. Human Resources & Payroll	11.1. Organizational Structure	12	The system must be able to generate a report showing position slots per unit	Mandatory	Single Sign On is an integration activity
11. Human Resources & Payroll	11.1. Organizational Structure	13	The system must have the ability to generate report indicating position and pay grade	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	1	The system must enable the generation of a report showing vacant positions	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	2	The system must enable users to raise the request for recruitment with the following details: • Position • Grade • Department • Qualification • Experience • Job descriptions • Proposed date of employment • Number of vacancies		
11. Human Resources & Payroll	11.2. Recruitment	3	The system must enable approval of request for recruitment through workflow	Mandatory	The Issued mentioned is already covered on a separate requirement
11. Human Resources & Payroll	11.2. Recruitment	4	The system should enable users to generate job advert information • Job Reference Number • Job Title • Directorate/Department/section • Positions reporting to the post • Key Responsibilities • Competencies skills, Qualification • Closing Date and time for submission of address • Address for submission of application	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	5	The system must have the ability to enable online application and enforce entry of complete records by the applicants	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.2. Recruitment	6	The systems must allow applicants to upload their scanned copies of academic documents and CVs in different formats such as Pdf, MS word, jpg etc.	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	7	The Job application form must capture the following details: • Application ID • Applicant Names • Job reference Number • Position applied for • Address • Date of birth • Age • Nationality • Gender/Sex • Qualification • Experience • Referees • Employment history • Languages • Any other supporting information	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	8	The application reference ID must be generated upon submission of the application and the system must notify the applicant to take note	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	9	The system must be able to predefine the following fields on the Job application form: • Gender (M/F) • Nationality (Country) • Job Reference (Set on the project) • Language (Not required) • Date of Birth (Calendar) • Qualification (Not required) Add: Residence status	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	10	The system must enable users to capture the name of the referee and address	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	11	The system must be able to filter applicants based on defined criteria such as personal data, skills, qualification, education, training, test results etc.	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.2. Recruitment	12	Users must be able to perform preliminary screening of applications to sieve out the over qualified and under qualified applicants	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	13	The system must enable the sort out of applicants and create shortlist automatically	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	14	The system should be able to maintain a history/record of unsuccessful applicants for some time and alert/flag when they apply for another position	Desirable	
11. Human Resources & Payroll	11.2. Recruitment	15	The system should enable users to record reasons for un-successful applicants.	Desirable	
11. Human Resources & Payroll	11.2. Recruitment	16	The system must enable online approval of the shortlist applicants	Desirable	
11. Human Resources & Payroll	11.2. Recruitment	17	The system must be able to notify both shortlisted and not shortlisted applicants either by email or text message	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	18	The system must have the ability to schedule interviews for the shortlisted candidates and track interviews by capturing the interview results on key requirements	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	19	The system must be able aggregate all the scores of different panellists into one score	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	20	Basing on the aggregated scores, the system must be able to determine the successful applicants	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	21	The system must enable users to capture final recommendations	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	22	The system must enable approval of recommendations through workflow	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	23	The system must enable user to define Interview types	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	24	The system must enable the capture of results of different interview types conducted against the individual's record including the results of the panel interviews	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	25	The system must have the ability to send/notify successful and unsuccessful applicants via email and text messages	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	26	The system must be able to categorize the type of appointments such as temporary, permanent against the post and allow for one offer per vacancy	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	27	The system must enable generation of standard employment letters and employment contracts.	Mandatory	Emails can be configured to send through the emails exchange.

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.2. Recruitment	28	The system must enable the capture of background/due diligence check on appointed staff information e.g.; • Reference Information • Medical history • Academic qualifications • Previous or criminal record • Previous employment	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	29	The system must enable users view on screen defined reports such as, recruitment progress, shortlisted applicants, interview report, successful applicants, staff appointments etc.	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	30	The system must be able to generate a report on the recruitment progress	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	31	The system must be able to produce report on applications received by job position/reference showing the following parameters; • Name of applicant • Qualifications • Experience • Key Competence	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	32	The system must be able to generate shortlist report per position with the following information: • Names • Qualification • Experience • Telephone contact • Email address	Mandatory	This filtering process is done at the report level
11. Human Resources & Payroll	11.2. Recruitment	33	The system must be able to produce an Interview report indicating recommended candidates and their scores	Mandatory	
11. Human Resources & Payroll	11.2. Recruitment	34	The system must be able to produce a report on staff appointments	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.3. Employee Registration	1	The system must have a centralized employee master file to capture the following details: • Employee ID • Name • Employee type • Departments • Employee status • Contract start • Contract End • Pay grade • Pay step • Date of Birth • Department • Position • Address • Qualifications • Next of kin • Citizenship • Nationality • Marital Status • Bank • Bank Account	Mandatory	
11. Human Resources & Payroll	11.3. Employee Registration	2	The system must allow both manual and auto generation of employee ID	Mandatory	
11. Human Resources & Payroll	11.3. Employee Registration	3	The name field must have an allowance of name, title and nick name	Mandatory	Agreed
11. Human Resources & Payroll	11.3. Employee Registration	4	The pay scale and pay grade value must default upon entry of the position	Mandatory	
11. Human Resources & Payroll	11.3. Employee Registration	5	The qualification field must allow for capture of multiple academic and professional qualifications such as award, awarding institute, date of award etc.	Mandatory	
11. Human Resources & Payroll	11.3. Employee Registration	6	The system must be able to capture the following multiple next of kin details: • Relationship (user defined) • Name • Date of Birth • Address	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.3. Employee Registration	7	The system must have the ability to link each staff to the location	Mandatory	
11. Human Resources & Payroll	11.3. Employee Registration	8	The system must facilitate users on in identifying team, team work and work location	Mandatory	
11. Human Resources & Payroll	11.3. Employee Registration	9	The system must have values that correspond to the following employee statuses; • Active employee (one in employment) • Suspended employee • Inactive employee (due to death, resignation, Dismissal)	Mandatory	
11. Human Resources & Payroll	11.3. Employee Registration	10	The system must enable users to determine which fields are mandatory so as to compel entry	Mandatory	
11. Human Resources & Payroll	11.3. Employee Registration	11	Ability to upload information scanned or otherwise that form the employee file e.g. CV, passport snaps appointment letters, contracts, reference letters, medical reports, criminal records etc.	Mandatory	
11. Human Resources & Payroll	11.3. Employee Registration	12	The system must allow editing of employee information by authorized users	Mandatory	
11. Human Resources & Payroll	11.3. Employee Registration	13	The system must enable the approval of new employee information by an authorized user	Mandatory	
11. Human Resources & Payroll	11.3. Employee Registration	14	For changes on the employee's master file, it has to be approved by an authorized user	Mandatory	
11. Human Resources & Payroll	11.3. Employee Registration	15	The system must enable the production of staff identification cards based on input and verified information	Desirable	
11. Human Resources & Payroll	11.3. Employee Registration	16	The system must be able to produce a report on employee information showing any combination of parameters captured at entry	Mandatory	All reports can be generated based on user defined date parameters
11. Human Resources & Payroll	11.3. Employee Registration	17	The system must be able to generate staff age band report with the following details; • Name • Employee ID • Position • Pay grade • Department • Gender • Age band below 26 years • Age band between 26 to 40 years • Age band between 40 to 60 years • Age above 60 years	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.3. Employee Registration	18	The system must be able to generate a staff per grade report showing the following details: • Name • Employee ID • Grade • Department • Period of employment • Qualification	Mandatory	
11. Human Resources & Payroll	11.3. Employee Registration	19	The system must be able to generate staff on probation report with the following details: • Name • Employee ID • Position • Grade • Department • Number of months on Probation • Assessment to date on Probation • Confirmation due date • Confirm/extension/termination of services	Mandatory	
11. Human Resources & Payroll	11.3. Employee Registration	20	The system must be able to generate a staff retirement report with the following details: • Name • Position • Grade • Date joined • Time of service • Five-year notice • Three years notice • One-year notice • Six months' notice • Last working day reminder	Mandatory	
11. Human Resources & Payroll	11.4. Performance Appraisal	1	The system must have the ability to measure, monitor and manage staff performance based the organizational goals	Mandatory	
11. Human Resources & Payroll	11.4. Performance Appraisal	2	The system must have the ability to capture key performance targets set by staff and supervisors quarterly	Mandatory	
11. Human Resources & Payroll	11.4. Performance Appraisal	3	The system must enable users to define key performance targets, criteria, way of measurements etc.	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.4. Performance Appraisal	4	The system must be able to capture staff self-assessment details based on the performance targets.	Mandatory	
11. Human Resources & Payroll	11.4. Performance Appraisal	5	The system must have the ability to perform the assessment based on the set targets and self-assessment results entered	Mandatory	
11. Human Resources & Payroll	11.4. Performance Appraisal	6	The system must have the ability to attach scores for the self-assessment based on the predefined criteria in the system	Mandatory	
11. Human Resources & Payroll	11.4. Performance Appraisal	7	The system must enable the capture of supervisor, HOD and line director rating and recommendations	Mandatory	
11. Human Resources & Payroll	11.4. Performance Appraisal	8	The system must enable online approval of the performance assessment at different levels	Mandatory	
11. Human Resources & Payroll	11.4. Performance Appraisal	9	The employee must be able to view the status of the appraisal	Mandatory	
11. Human Resources & Payroll	11.4. Performance Appraisal	10	The system must be able to consolidate employee quarterly performance into average annual performance	Mandatory	
11. Human Resources & Payroll	11.4. Performance Appraisal	11	The system must be able to indicate the form of action to be taken after performance assessment (e.g. Promotion, Maintain, demotion, probation, layoff, bonus)	Mandatory	
11. Human Resources & Payroll	11.4. Performance Appraisal	12	The system must allow authorized users to edit the recommendations generated by the system	Mandatory	
11. Human Resources & Payroll	11.4. Performance Appraisal	13	The system must be able to generate a report on performance rating and recommendation of the employee per year	Mandatory	
11. Human Resources & Payroll	11.4. Performance Appraisal	14	The system must be able to generate a report on performance per department, region etc.	Mandatory	
11. Human Resources & Payroll	11.4. Performance Appraisal	15	The system must be able to report on performance improvement in key areas where skills and competencies has been gained	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.4. Performance Appraisal	16	The system must be able to generate a job output agreement report with the following details: • Employee ID • Employee Name • Position • Grade • Station • Team Leader • Key result area • Key performance Indicators • Actual performance achieved • Review date • Scores • Key value • Comments	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	1	The system must have the ability to capture and maintain departmental leave roaster/schedule indicating the dates each employee is to take leave	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	2	The system must have the ability to aggregate departmental leave schedules into annual organizational leave schedule for proper planning	Mandatory	This can be generated at the reports level
11. Human Resources & Payroll	11.5. Leave Management	3	The system must enable the update of the leave roaster during the course of the year	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	4	The system must be able to define all leave and absence types	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	5	The system must be able to support paid and unpaid leave	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	6	The system must have the ability to identify public holidays and exclude them from leave days	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	7	The system must be able to dynamically generate and update leave balance per employee based of on leave carried forward from previous year, leave entitled for the year and the leave taken during the year	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.5. Leave Management	8	The system must allow entry and capture of the following employee leave application details; • Employee ID • Names • Department • Leave/Absence Type • Leave Entitlement • Days applied • Start date • End Date • Comments	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	9	The systems must flag scenarios where employees apply for more leave than entitled	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	10	The system must be able to track the percentage of employees on leave per department and organization at any one point	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	11	The system must flag scenarios where employees on leave exceed a certain predefined percentage per department and the organization	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	12	The system must be able to flag employees who have not taken annual leave during the year	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	13	The system must have the ability to update employee leave details	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	14	The system must enable users to track employee leave record and notify HODs when leave is due and when completed	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	15	The system must enable approval of requested leave through workflow	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	16	The system must have the ability to cancel an approved leave by an authorized user or making an amendment to leave already being taken by an employee	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	17	The system must have the ability to notify staff if leave is either approved or not approved	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	18	The system must be able to notify staff when their leave starts and when their leave is due to end	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	19	For sick leave, the system must adjust employee salary at half pay	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	20	The system must not accumulate leave days for employees on suspension or training	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.5. Leave Management	21	The system must be able to capture details of employees who have left the organization	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	22	The systems must be able to produce Leave report showing all specified leave details such as: • Employee ID • Name • Position • Grade • Department • Leave rate per month/year • Leave days taken • Start date • End date • Leave balance • Leave Grant	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	23	Users must be able to view a leave schedule/roaster per employee/per department showing the following details; • Employee ID • Employee Name • Position • Grade • Department • Start date • End date • Days applied • Leave entitlement • Leave type • Date when leave was last taken • Leave balance/owing	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	24	The system must generate a report on leave applications that have been approved and those not approved	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	25	The system must be able to generate a report of all leave taken by staff within a user defined period of time	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.5. Leave Management	26	The system must be able to generate staff leave grant report with the following details: • Name • Employee Number • Position • Pay grade • Date/month benefited • Amount	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	27	The system must be able to generate staff availability report with the following details: • Total staff available • Staff on leave • Staff on sick leave Staff on External Training • Staff on Suspension • Staff on unpaid leave • Impact assessment • Total man hours lost	Mandatory	
11. Human Resources & Payroll	11.5. Leave Management	28	The system must be able to generate staff on suspension/ sick leave report with details below: • Employee ID • Employee Name • Position • Grade • Basic salary • Pay status • Date suspended/sick leave commencement • Status • Due date	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.6. Attendance and Overtime Management	1	The system must enable the capture of employee monthly time sheet details; • Employee ID • Name • Department • Date • Month • Number of hours • Time • Work done • Normal time • Idle Time • Overtime • Cost Code (Project number)	Mandatory	
11. Human Resources & Payroll	11.6. Attendance and Overtime Management	2	The system must have the capability of capturing the daily attendance and absences of employees by integration with the biometric clock-in system	Mandatory	
11. Human Resources & Payroll	11.6. Attendance and Overtime Management	3	The system should be able to compute the number of hours worked from the clock-in data	Desirable	
11. Human Resources & Payroll	11.6. Attendance and Overtime Management	4	The system should be able to match number of hours worked generated from the clock in record with the overtime hours captured in the time sheet	Desirable	
11. Human Resources & Payroll	11.6. Attendance and Overtime Management	5	The system must enable the capture of the following category of work hours; • Normal time • Overtime at 1.5 • Overtime at 2 • Idle time Add: Professionals paid as per policy	Mandatory	
11. Human Resources & Payroll	11.6. Attendance and Overtime Management	6	The system must allow work done values to be defined by users for each department	Mandatory	
11. Human Resources & Payroll	11.6. Attendance and Overtime Management	7	The system must enable approval of time sheets at different levels	Mandatory	
11. Human Resources & Payroll	11.6. Attendance and Overtime Management	8	The payroll module must be able to pick up overtime information for calculation of payment	Mandatory	
11. Human Resources & Payroll	11.6. Attendance and Overtime Management	9	The system must have the ability to print and email time sheets and employee overtime reports off the system	Mandatory	Employee can view and print at will

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.6. Attendance and Overtime Management	10	The system must be able to generate Overtime report showing overtime worked per employee and per department	Mandatory	
11. Human Resources & Payroll	11.6. Attendance and Overtime Management	11	The system must be able to generate Time sheet report showing the following details: • Names • Department • Normal Time • Over time 1.5 • Overtime 2 • Work done • Overtime	Mandatory	
11. Human Resources & Payroll	11.6. Attendance and Overtime Management	12	The system must be able to generate overtime report with the following details: • Name • Employee Number • Position • Grade • Department • Station • Station • Basic salary • Overtime pay • Details of overtime work	Mandatory	
11. Human Resources & Payroll	11.6. Attendance and Overtime Management	13	The system must be able to produce a report on attendance and overtime management showing any combination of parameters captured at entry	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.7. Payroll Processing	1	The system must enable the capture of all payments and deductions that relate to payroll including but not limited to the following: • Basic pay • Overtime pay • Housing allowance • Leave grant allowance • Shift allowance • Fringe allowance • Pension contribution • Personal tax • Car loan recovery • Personal loan recovery	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	2	The system must enable user to define standard rate for payment and deduction for employees	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	3	The system must enable attachment of rates to different pay grade	Mandatory	Can be configured as proposed
11. Human Resources & Payroll	11.7. Payroll Processing	4	The system must enable the attachment of rates to positions and employee types	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	5	The system must be capable of performing calculations to derive some payments and deductions and totals	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	6	The system must be able to pull overtime hours from time sheets for calculation of overtime pay	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	7	The system must be able to pull absence information for incorporation into deductions for absence	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	8	The system must be able to capture the following employee pension details • Company Name • Payroll Name • Employee ID • Employee Name • Employee Contribution Add: Voluntary contribution • Company Contribution • Total Contribution • Sub totals • Total Employees • Grand Total	Mandatory	Proposed item has been addressed on a separate requirement. Offenses will be pre-configured during system setup

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.7. Payroll Processing	9	The system must have the ability to define and set payroll calculation formulas	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	10	The system must enable simulation of the payroll per employee, department, region and the whole organization	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	11	They systems must have the provision to amend any payroll data by an authorized user before running of the payroll	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	12	The system must enable users to run payment processing in one operation	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	13	The system must enable running of pay roll per department, region, other user defined criteria	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	14	Upon running of the payroll operation, the system must be able to generate net pay per employee based on applicable payments and deductions	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	15	The system must enable the approval of payroll at different levels through workflow	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	16	The system must be able to generate a payroll statement showing net pay per employee	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	17	The system must be able to generate, print and email an employee payment statement, aggregating employees per payment bank, showing the following: • Employee number • Employee name • bank account • Net pay	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	18	The system must be able to generate employee pay slip showing: • Employee number • Employee name • Department • All Payments • All deduction • Net pay • Month of payment • Financial year	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	19	The system must be able to support garnishment deduction, tracking and prioritization	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.7. Payroll Processing	20	The system must have the ability to auto –identify errors during payroll processing and enable correction before exit of payroll. 1. Negative pay 2. Wrong overtime computation	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	21	The system should have the ability to process multiple payrolls	Desirable	
11. Human Resources & Payroll	11.7. Payroll Processing	22	The system must have the ability to run payroll anytime during the pay period, and consider the information as per the cut-off date	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	23	The system must enable the definition of payroll cut-off dates for processing	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	24	The system must have the ability to calculate the overtime pays as per the pre-defined hourly rate	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	25	The system must enable users to view monthly payroll accounting entries before posting into general ledger	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	26	The system must be able to indicate the employees who are active on the payroll and employees who are inactive and on the pension payroll i.e. the system must be able to maintain the same data for pensioners only that they will not be on the active payroll	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	27	The system must enable users to post payroll entries into the general ledger	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	28	Any reversal to any mistake or adjustment must be done on the payroll module then transferred it to the GL	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	29	The system must support payment by Cash, cheques and EFT	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	30	The system must be capable of integrating the payroll module with the available banking systems to enable electronic transfers.	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	31	User must with ease generate bank transfer statements off the system	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	32	The system must be able to auto generate payroll file in a required format for EDI compatibility	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	33	The system must enable the option to post transactions to the General Ledger in details or in summary	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	34	The system must have the ability to enable auto posting of payroll transactions to the General ledger	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.7. Payroll Processing	35	The system must have the ability to apply and maintain the following security and audit controls; • Audit log of all changes • Transaction audit trail • Time and attendance	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	36	The system must be able to generate employee payroll report that includes all the pay details such as; • Employee number • Name • Employee Type • Position • Department • Station • Station • Pay group • Pay grade • Basic pay • Net pay • Deductions	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	37	The system must have the ability to generate a report summing up all payments and deductions per employee/department/Station/region and for the whole organization	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	38	The system must be able to generate a report on staff costs per period	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	39	The system must be able to generate a report on annual staff costs	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.7. Payroll Processing	40	The system must be able to generate a pension report with the following details; • Company Name • Payroll Name • Employee ID • Employee Name • Employee Contribution • Company Contribution • Total Contribution • Sub totals • Total Employees • Grand Total	Mandatory	
11. Human Resources & Payroll	11.7. Payroll Processing	41	The system must be able to generate user define reports such as Payroll control report, monthly payroll register analysis, cash/cheque/bank payment analysis etc.	Mandatory	
11. Human Resources & Payroll	11.8. Employee Claims	1	The system must enable employees to raise claims with the following details: • Employee ID • Employee Name • Department • Claim type • Position • Unit of Measure • Unit cost • Amount	Mandatory	
11. Human Resources & Payroll	11.8. Employee Claims	2	The system must enable users to define employee claim types such as disturbance allowance, travel advances, per diem, etc.	Mandatory	
11. Human Resources & Payroll	11.8. Employee Claims	3	The system must enable predefinition of standard rates for claim types based on different criteria such as position, gender, seniority etc.	Mandatory	
11. Human Resources & Payroll	11.8. Employee Claims	4	The system must default rates based on the employee details captured	Mandatory	
11. Human Resources & Payroll	11.8. Employee Claims	5	The system must automatically determine the relevant accounting entries	Mandatory	
11. Human Resources & Payroll	11.8. Employee Claims	6	The system must enable the approval of the employee claim through workflow	Mandatory	
11. Human Resources & Payroll	11.8. Employee Claims	7	Upon approval, the system must enable payment of the employee claims	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.8. Employee Claims	8	The system must be able to generate employee claims report per department, claim type, per position, per user defined period etc.	Mandatory	
11. Human Resources & Payroll	11.8. Employee Claims	9	The system must be able to generate a report showing the status of the employee claim such as approved, in workflow status, paid etc.	Mandatory	
11. Human Resources & Payroll	11.9. Employee Transfer	1	The system must enable the initiation of transfer request by employees and departments The system must enable the capture of the following employee transfer details: • Employee ID • Employee Name • Department from • Department to • Employee Position • Date of Transfer • Location from • Location to	Mandatory	
11. Human Resources & Payroll	11.9. Employee Transfer	2	The system must enable approval of employee transfers through workflow	Mandatory	
11. Human Resources & Payroll	11.9. Employee Transfer	3	The system must enable auto update of the employee master file and payroll upon transfer	Mandatory	
11. Human Resources & Payroll	11.9. Employee Transfer	4	The system be able to alert the relevant users to amend the employee master file upon approval of the transfer	Mandatory	
11. Human Resources & Payroll	11.9. Employee Transfer	5	The system must have the ability to notify/alert the affected departments of the transfer effected through email	Mandatory	
11. Human Resources & Payroll	11.9. Employee Transfer	6	The system must be able to generate a transfer and redeployment report that includes: • Employee ID • Employee Name • Employee Position • Departments from • Department to • Current pay scale • Date of Transfer • location from • Location to	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.10. Training and Development	1	The system must enable users to define competencies such as Education, language, Experience, certification	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	2	The system must enable users to define competency levels for each competency type	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	3	The system must be able to attach competency levels to positions	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	4	The system must allow users to be able to enter competency levels per employee	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	5	The system must be able to generate employee training gaps by comparing current employee competency levels to required position competency levels	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	6	The system must enable the capture of employee departmental training needs	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	7	The system must be able to capture institutions and the courses they offer and the costs	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	8	The systems must allow definition and attachment of courses to different competencies	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	9	The system must be able to aggregate employee training gaps into departmental and organizational training needs.	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	10	The systems must facilitate the preparation of training program	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	11	The system must have the ability to prepare a training program with the following details: • Competency • Number of employees • Course • Duration • Date from • Date to • Sponsor • Institution • Estimated total Cost • Budgeted Amount • Remarks	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	12	The system must enable the approval of training program, request for training and training budget through workflow	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.10. Training and Development	13	The system must be able to capture trainings undertaken against employee record with the following details: • Competency • Number of employee • Course • Duration • Date from • Date to • Institution • Cost • Award	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	14	The system must be able to capture the following candidate profile evaluation details: • Name • Gender • Date of birth • Station • Department • Date of First appointment • Position • Date appointed to present position • Present grade • Highest Academic qualification • List of subjects studied in final year • List of any other training undertaken • Expected skills from proposed training • Other Comments	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	15	The system must be able to capture the following course evaluation details • Name of course • Relevance • New skills acquired • Presentation • Participation • Presenters • Personal opinion • Relevance	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.10. Training and Development	16	The system should be able to capture the following Training Follow-up Evaluation details: • Station • Department • Name of Head of Station • Name of Officer • Training course attended • Duration • Dates • Institution • Venue • Benefits from Training • Challenges Encountered • Comments	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	17	The system must be able to capture the following post course appraisal details: • Institution • Name • Gender • Date of Birth • Station • Department • Results of Candidates • Course • Course description • Venue • Date attended • Comments	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	18	The system must enable the update of employee competencies in the employee master file	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	19	The system should have the ability to provide an e-learning facility: involving undertaking, marking and scoring of quizzes. It should be a self-service module	Desirable	
11. Human Resources & Payroll	11.10. Training and Development	20	The system should enable all staff to do quizzes on line and have them marked on line	Desirable	
11. Human Resources & Payroll	11.10. Training and Development	21	The system should have the ability to generate quiz reports and link them to appraisal system.	Desirable	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.10. Training and Development	22	The system must be able to generate training needs report per employee showing: • Name • Position • Job title Department • Skills and competences gap • Training Course • Course description • Institution • Duration • date from • date to	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	23	The system must be able to generate report on approved training program	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	24	The system must be able to generate a report on trainings attended per employee	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	25	The system must be able to generate a report on training costs incurred per employee, department, training course etc.	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	26	The system must be able to generate a monthly training report with the following details: • Employee ID • Employee Name • Position • Grade • Department • Age • Profession • Type of Training (internal/External) • Training Duration • Cost benefit Analysis • Training impact analysis	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	27	The system must generate a report showing competencies per employee, department and organizational level e.g. the number of degree holders in the department or in the organization	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.10. Training and Development	28	The system must be able to generate a training department course implementation analysis report • Scheduled courses • Planned courses • Unplanned courses • Actual • Variance • Funds in Budget • Actual expenditure • Variance • Remarks	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	29	The system must be able to generate an employee analysis report showing the following details • Employee ID • Name • Position • Date of Birth • Department • Experience • Academic Qualification • Competency/skill Gap • Comments (strength/weaknesses/career path/training plan	Mandatory	
11. Human Resources & Payroll	11.10. Training and Development	30	The system must be able to generate a graduate engineer report with the following details: • Name • Date joined • Departmental comments • Phase one comments (35 weeks) • Final Comments (72 weeks) • Date joined	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.11. Loan Management	1	The system must be able to capture employee loan application details: • Date of Application • Employee ID • Employee Name • Department • Position • Loan Type • Loan amount • Tenure • Justification • Proposed payment plan • Referees. Not required	Mandatory	
11. Human Resources & Payroll	11.11. Loan Management	2	The system must enable approval of the loan application at different levels	Mandatory	
11. Human Resources & Payroll	11.11. Loan Management	3	The "payment plan" must have the values predefined by users such instalment amount, period between instalment etc.	Mandatory	
11. Human Resources & Payroll	11.11. Loan Management	4	The system must enable users to define referee's values such as Referee 1, Referee 2, Referee 3	Mandatory	
11. Human Resources & Payroll	11.11. Loan Management	5	The "loan type" field above must have values predefined by users e.g. car loans, housing loans, salary loan etc.	Mandatory	
11. Human Resources & Payroll	11.11. Loan Management	6	The system must be able to automatically generate an amortization schedule	Mandatory	
11. Human Resources & Payroll	11.11. Loan Management	7	The system must enable automatic emailing of the loan amortization schedule to the concerned parties for follow up	Mandatory	
11. Human Resources & Payroll	11.11. Loan Management	8	Monthly loan repayment amounts must be picked up by the payroll as monthly deductions for the entire duration of the loan	Mandatory	
11. Human Resources & Payroll	11.11. Loan Management	9	The system must be able to generate a report showing employees with loans per department showing total loan amount and outstanding amounts	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.11. Loan Management	10	The system must be able to generate a blacklist staff loan report with the following details: • Name • Employee Number • Pay grade • Department • Date of Blacklist • Net Pay • Comments	Mandatory	
11. Human Resources & Payroll	11.12. Employee Medical Scheme	1	The system must be able to capture the following employee medical details • Employee ID • Employee name • Position • Position Type • Date of medical examination • Marital status • Number of dependents • Address • Family medical history • Personal medical history • Hereditary or congenital condition • Serious or chronic • Accidents • Injury • Surgical operations • Skins infections • Vision • Present condition		
11. Human Resources & Payroll	11.12. Employee Medical Scheme	2	The marital status filed must have a predefined list of values such as Single, Married, divorced, engaged etc.	Mandatory	
11. Human Resources & Payroll	11.12. Employee Medical Scheme	3	The system must allow the attachment of employee dependents pictures for clear identification	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.12. Employee Medical Scheme	4	The system must be able to track and record the following details when employees visit hospitals/clinics: • Employee ID • Name of patient/Employee • Position • Position Type • Department • Date of treatment • Amount	Mandatory	
11. Human Resources & Payroll	11.12. Employee Medical Scheme	5	The system must be able to record medical costs spent per employee	Mandatory	
11. Human Resources & Payroll	11.12. Employee Medical Scheme	6	The system must be able to record and track medical invoices paid per month, quarter etc.	Mandatory	
11. Human Resources & Payroll	11.12. Employee Medical Scheme	7	The system must be able to link employee medical costs/expenses to payroll for deduction from entitlement	Mandatory	
11. Human Resources & Payroll	11.12. Employee Medical Scheme	8	The system must be able to generate a monthly and quarterly medical expenses	Mandatory	
11. Human Resources & Payroll	11.12. Employee Medical Scheme	9	The system must be able to generate staff medical summary report with the following details: • Employee ID • Employee name • Position • Position type • Department • List of Dependents • Medical allocation per year • Accumulated medical bills • Excess bills	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.12. Employee Medical Scheme	10	The system must be able to generate staff injury report with the following details: • Total Number of injuries per months • Name • Position • Grade • Department • Date of accident • Location of accident • Degree of accident • Impact assessment of the accident • Total man hour loss	Mandatory	
11. Human Resources & Payroll	11.13. Disciplinary and Grievance Management	1	The system must be able to record and track disciplinary actions including information on incidents causing the action, steps taken in resolution and personnel involved	Mandatory	
11. Human Resources & Payroll	11.13. Disciplinary and Grievance Management	2	The system must allow users to define types of offenses such as severe offenses and light offenses	Mandatory	
11. Human Resources & Payroll	11.13. Disciplinary and Grievance Management	3	The system must be able to keep a disciplinary and grievance history of employee for reference in subsequent disciplinary actions and grievance investigation	Mandatory	
11. Human Resources & Payroll	11.13. Disciplinary and Grievance Management	4	The system must be able to capture record of disciplinary committee details and recommendations made	Mandatory	
11. Human Resources & Payroll	11.13. Disciplinary and Grievance Management	5	The system must enable the attachment of disciplinary/investigation committee report, employee written defines, written warnings for light offenses, grievance report to the employee file	Mandatory	
11. Human Resources & Payroll	11.13. Disciplinary and Grievance Management	6	Through work flow process, the system must be able to trigger delayed decision making by responsible parties	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
11. Human Resources & Payroll	11.13. Disciplinary and Grievance Management	7	The system must be able to generate disciplinary summary report with the following details • From • Station • To • Through • Employee name • Position • Grade • Basic Salary • Department • Date suspended • Reason for suspension • Previous disciplinary record • Action taken on previous disciplinary • Investigation results on present case • Summary of present case	Mandatory	
11. Human Resources & Payroll	11.13. Disciplinary and Grievance Management	8	The system must be able to generate a disciplinary case report with the following details: • Reference • From • To • Through • Introduction • Disciplinary committee • Methodology • Presentations by defendant/witnesses • Mitigation • Findings/observation • Employees background • Recommendation	Mandatory	
12. Project Management	12.1. Project proposal/concept preparation	1	The system must allow creation of project proposal or project concept notes.	Mandatory	
12. Project Management	12.1. Project proposal/concept preparation	2	The system must assign a unique ID or allow a user to assign a unique ID for each project proposal or concept note created and allow a proposal title/ description to be written by the user.	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
12. Project Management	12.1. Project proposal/concept preparation	3	The system must also allow the following information associated with each proposal or concept note to be captured during creation: I. Project Sponsor ii. Project Name iii. Project Financier iv. Project Cost Code v. Implementer vi. Contractor vii. Department viii. Project Site ix. Project Manager x. Duration of proposed project xi. Proposed commencement date xii. Date of proposal	Mandatory	
12. Project Management	12.1. Project proposal/concept preparation	4	The system should have free text fields for capturing the following information on the project being proposed: I. Background ii. Justification iii. Anticipated benefits iv. Risk, Assumptions and Constraints	Mandatory	
12. Project Management	12.1. Project proposal/concept preparation	5	The system must enable users to define activities from which the preliminary scope of work can be drawn	Mandatory	
12. Project Management	12.1. Project proposal/concept preparation	6	The system must enable users to indicate: I. Duration of each activity; ii. Budget for each activity	Mandatory	
12. Project Management	12.1. Project proposal/concept preparation	7	The system must display the proposal amount and currency. The amount being the summation of all activity budgets	Mandatory	
12. Project Management	12.1. Project proposal/concept preparation	8	The system must allow editing of the contents of a proposal by only an authorized user	Mandatory	
12. Project Management	12.1. Project proposal/concept preparation	9	The system must enable a project proposal or concept note be subjected to up to 4 levels of approval via workflow.	Mandatory	
12. Project Management	12.1. Project proposal/concept preparation	10	The system must support approval in "series" as well as in "parallel"	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
12. Project Management	12.1. Project proposal/concept preparation	11	The system must enable users to attach reference documents such as project proposal documents, meeting minutes, proposal acceptance/approval letters, etc.	Mandatory	
12. Project Management	12.1. Project proposal/concept preparation	12	The system must allow users to query project proposals/ concept notes created and produce a list of all proposals/ concept notes.	Mandatory	
12. Project Management	12.1. Project proposal/concept preparation	13	The system must allow users to choose the information (i.e. columns) to be displayed from a significantly wide range of options.	Mandatory	
12. Project Management	12.1. Project proposal/concept preparation	14	The system must allow users to filter the list of proposals to be retrieved using a wide range of filtering options.	Mandatory	
12. Project Management	12.1. Project proposal/concept preparation	15	The system must enable users to have a complete view of all information entered for a specific proposal / concept note. This information must include: i. Proposal ID ii. Project name/ description iii. Sponsor iv. Financier v. Implementer vi. Contractor vii. Department viii. Project Site ix. Project Manager x. Duration of proposed project xi. Proposed commencement date xii. Date of proposal xiii. Preliminary Scope a. Activity b. Duration c. Budget currency d. Activity budget xiv. Proposal Amount xv. Approvals received xvi. Date of approvals received	Mandatory	
12. Project Management	12.1. Project proposal/concept preparation	16	The system must allow users to print off a proposal specific information displayed (described in the previous specification) from the system.	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
12. Project Management	12.2. Project Planning	1	The system must allow projects to be created from approved proposals / concept notes or it must allow creation of a new project altogether i.e. not necessarily created only through a proposal process.	Mandatory	
12. Project Management	12.2. Project Planning	2	The system should replicate proposals/ concept notes information for new projects without having to re-type the same information.	Desirable	
12. Project Management	12.2. Project Planning	3	The system must assign or allow a user to assign a unique project ID for every project created in the system and allow the project title or description to be written by a user.	Mandatory	
12. Project Management	12.2. Project Planning	4	The system must allow users to define project types	Mandatory	
12. Project Management	12.2. Project Planning	5	The system must allow project details to be captured for each specific project ID. The project details include: i. Sponsor ii. Financier iii. Implementer iv. Department v. Project type vi. Project Manager vii. Duration of project viii. Planned commencement date ix. Budget code x. Cost centre code xi. Contract amount	Mandatory	
12. Project Management	12.2. Project Planning	6	If a project is created from a proposal, the system must allow the applicable project details copied from the proposal to be edited	Mandatory	
12. Project Management	12.2. Project Planning	7	The system must enable users to breakdown the scope of work into work packages or milestones.	Mandatory	
12. Project Management	12.2. Project Planning	8	The system must allow users to define the duration (indicating start and end dates) for execution of each work package or milestone	Mandatory	
12. Project Management	12.2. Project Planning	9	The system must enable users to organize and schedule work packages accordingly to be able to track progress and timeliness of completion.	Mandatory	
12. Project Management	12.2. Project Planning	10	The system must have the capability to flag milestones or work packages that have been achieved for purposes of raising an invoice or requesting for more funds.	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
12. Project Management	12.2. Project Planning	11	The system must allow users to define detailed scope of work. The detailed scope of works must cater for goods, services and works under each work package.	Mandatory	
12. Project Management	12.2. Project Planning	12	The project management module must be integrated with the procurement module to enable users to define goods, works and services that comprise a specific work package.	Mandatory	
12. Project Management	12.2. Project Planning	13	For goods, the system must allow the following requirements to be defined: i. Item ID ii. Item description/ Specification iii. Unit of measure iv. Quantity v. Unit cost vi. Item Cost vii. Item Location (warehouse)	Mandatory	
12. Project Management	12.2. Project Planning	14	For services, the system must allow the scope of work to be described in terms of activities as shown below: i. Service ID ii. Service description iii. Service Provider iv. Unit of measure v. Unit cost vi. Duration vii. Service cost	Mandatory	
12. Project Management	12.2. Project Planning	15	For works, the system must allow bills of quantities to be defined as shown below: i. Item ID ii. Item description/ specification iii. Unit of measure iv. Unit cost v. Quantity vi. Item Cost	Mandatory	
12. Project Management	12.2. Project Planning	16	The system must allow resources (personnel and equipment) to be allocated to a project. The system must request and allow users to enter the estimated duration of assignment of each resource on the project	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
12. Project Management	12.2. Project Planning	17	The system must allow editing project details, work packages and detailed scope of works by an authorized user.	Mandatory	
12. Project Management	12.2. Project Planning	18	The system must determine the cost of resources allocated to a project based on pre-determined unit costs associated with each category of resource.	Mandatory	
12. Project Management	12.2. Project Planning	19	The system must sum up the cost of goods, services, works and resources assigned to a project to determine the project costs at planning.	Mandatory	
12. Project Management	12.2. Project Planning	20	The system must allow the created project to undergo several levels of approval	Mandatory	
12. Project Management	12.2. Project Planning	21	The system must warn a user against scheduling work packages/ milestones beyond the planned duration of the project	Mandatory	
12. Project Management	12.2. Project Planning	22	The system should allow attachment of reference documents such as project planning documents (including project initiation documents, design reports, Project charter), meeting minutes, project plan acceptance letters, Project Management Office, etc	Desirable	
12. Project Management	12.2. Project Planning	23	The system must allow users to query projects created and produce required reports.	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
12. Project Management	12.2. Project Planning	24	The system must allow users to select the information (columns to be shown in a report) required to be retrieved from among the following data kept in the system: i. Project ID ii. Sponsor iii. Financier iv. Implementer v. Contractor vi. Department vii. Project Site viii. Project type ix. Project Manager x. Planned commencement date xi. Duration xii. Budget code xiii. Cost centre code xiv. Project revenue/ contract amount xv. Project planned costs xvi. Approval status xvii. Approval date	Mandatory	
12. Project Management	12.2. Project Planning	25	The system must allow users to filter the list of projects to be retrieved using a combination of the information below: i. Project ID ii. Sponsor iii. Financier iv. Implementer v. Department vi. Project type vii. Planned commencement date viii. Budget code ix. Cost centre code	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
12. Project Management	12.2. Project Planning	26	The system must allow users to have a complete view of all information related to a specific project. This information must include: i. Project ID ii. Sponsor iii. Financier iv. Implementer v. Department vi. Project Site vii. Project type viii. Project Manager ix. Planned commencement date x. Budget code xi. Cost centre code xii. Project scope and scheduling xiii. Project revenue/ contract price xiv. Project planned costs xv. Approval status xvi. Approval date	Mandatory	
12. Project Management	12.2. Project Planning	27	The system must have capability of graphical representation showing scheduling of projects.	Mandatory	
12. Project Management	12.2. Project Planning	28	The system must also have the ability to show graphical representation of the scheduling of work packages of a single project.	Mandatory	
12. Project Management	12.3. Project Execution	1	The system must allow users to update a project with data during its execution. The system must allow the following project specific information to be entered: i. Actual project commencement date ii. Actual personnel deployed on the project iii. Actual vehicles and other equipment engaged on the project	Mandatory	
12. Project Management	12.3. Project Execution	2	The system must allow users to log actual engagement hours of personnel on a project	Mandatory	
12. Project Management	12.3. Project Execution	3	The system must also allow personnel to log time engaged on a specific project through timesheet entry in the Human Resource module	Mandatory	
12. Project Management	12.3. Project Execution	4	The system must also allow an authorized user to record the actual engagement duration of vehicles and other equipment	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
12. Project Management	12.3. Project Execution	5	The system must allow updating the detailed scope of works. The system must allow items under goods and works and activities under services to be "marked" as completed and must allow users to indicate date of completion.	Mandatory	
12. Project Management	12.3. Project Execution	6	The system must automatically calculate and display the actual time taken to complete these works and services or deliver goods.	Mandatory	
12. Project Management	12.3. Project Execution	7	The system should also automatically calculate and display the extent of completion of each work package in percentage (%) terms as well as the extent of completion of the whole project.	Desirable	
12. Project Management	12.3. Project Execution	8	The system must allow users to update the status of projects. A project must have one of the following status: i. Active/ Open ii. Suspended iii. Closed	Mandatory	
12. Project Management	12.3. Project Execution	9	The system must allow active projects to be categorized as one of the following categories where necessary: i. In Progress ii. Completed iii. Tested and Accepted iv. Commissioned	Mandatory	
12. Project Management	12.3. Project Execution	10	The system must calculate and display costs to date of personnel engaged on the project by multiplying hours/ days engaged by the pre-determined standard cost of the personnel or category of personnel	Mandatory	
12. Project Management	12.3. Project Execution	11	Similarly, the system must calculate and display costs to date of vehicles and other equipment employed on the project by multiplying hours/ days engaged by the pre-determined standard cost of the vehicle or equipment.	Mandatory	
12. Project Management	12.3. Project Execution	12	The system must flag invoices that need to be raised if certain milestones or work packages have been completed	Desirable	
12. Project Management	12.3. Project Execution	13	The system must track invoices raised if the project is a billable project.	Desirable	
12. Project Management	12.3. Project Execution	14	The system must only accept authorized users to log engagement duration for project personnel and vehicle/equipment employed on a project.	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
12. Project Management	12.3. Project Execution	15	Any engagement logged for personnel (via timesheets) and for vehicle equipment must be approved by the Project Manager	Mandatory	
12. Project Management	12.3. Project Execution	16	The system must only allow project updates only if the status of the project is active. The system must not allow suspended or closed projects to be updated on progress and resource engagements.	Mandatory	
12. Project Management	12.3. Project Execution	17	The system must allow attachment of completion certificates, copies of invoices raised, commissioning reports, etc. to the project	Mandatory	
12. Project Management	12.3. Project Execution	18	The system must allow authorized users to view (read-only) attached documents	Mandatory	
12. Project Management	12.3. Project Execution	19	The system should have the capability to produce various reports required by different category of users. As such, the system should have a facility to allow users to select information they require to appear in a customized report they wish to produce.	Desirable	
12. Project Management	12.3. Project Execution	20	The system must provide a project specific report indicating the costs incurred to date. The report, as a minimum, must have the following information: i. Project ID ii. Project title/ description iii. Expected Project Revenue iv. Planned Project costs v. Actual Project Revenue invoiced to date vi. Actual Project costs to date	Mandatory	
12. Project Management	12.3. Project Execution	21	The system must also provide a project specific progress report. The report as a minimum, must display the following information: i. Project ID ii. Project title/ description iii. Project duration iv. Percentage completion of each work package v. Overall percentage completion of project vi. Percentage of project duration consumed	Mandatory	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
12. Project Management	12.3. Project Execution	22	The system must be able to produce a report of all projects or selected projects showing the following: i. Project IDs ii. Project title/ description iii. Project duration iv. Expected revenue (If billable) v. Planned costs vi. Project costs to date vii. Overall percentage completion viii. Percentage of project duration consumed	Mandatory	
12. Project Management	12.4. Project Monitoring and Evaluation	1	The system should have capability of enabling users to develop Key Performance Targets (KPTs) for each project.	Desirable	
12. Project Management	12.4. Project Monitoring and Evaluation	2	The system should have capability of enabling users to develop Key Performance Indicators (KPIs) for each project.	Desirable	
12. Project Management	12.4. Project Monitoring and Evaluation	3	The system should enable a user to set a target duration/ date at which each work package or the project as a whole should be completed	Desirable	
12. Project Management	12.4. Project Monitoring and Evaluation	4	The system should enable a user to set target maximum cost for a work package or the project as a whole which the project manager should aim at not exceeding.	Desirable	
12. Project Management	12.4. Project Monitoring and Evaluation	5	The system should allow a user to set a target level of completion by a certain date for project managers and project coordinators to aim at.	Desirable	
12. Project Management	12.4. Project Monitoring and Evaluation	6	The system should enable a user to define time intervals (either weekly, monthly, quarterly, annually) at which results of key performance indicators should be logged by the system.	Desirable	
12. Project Management	12.4. Project Monitoring and Evaluation	7	The system should automatically calculate and display at the defined time interval as each project progresses, the extent to which these Key Performance Targets are being met (results achieved).	Desirable	
12. Project Management	12.4. Project Monitoring and Evaluation	8	The system should log results of key performance Indicators achieved at chosen time intervals.	Desirable	
12. Project Management	12.4. Project Monitoring and Evaluation	9	The setting and changing of Key Performance Targets should be carried out by authorized users only.	Desirable	

Module Name	Sub-Module	Req No	Description	Priority	Consultant Feedback
12. Project Management	12.4. Project Monitoring and Evaluation	10	The system should produce reports showing KPI results displaying: i. Time taken to date since project commencement ii. Time taken to date as a percentage of project duration iii. Project costs incurred to date iv. Project costs to date as a percentage of target maximum costs v. Level of achievement of milestones vi. Level of completion to date	Desirable	
12. Project Management	12.4. Project Monitoring and Evaluation	11	The system should provide graphical representation of KPI results at defined time intervals	Desirable	