



ACTION AFRICA HELP INTERNATIONAL

CONSOLIDATED ERP USER REQUIREMENTS

INTRODUCTION

Action Africa Help International (AAH-I) is an international non-governmental organization that works with communities in Africa particularly women, children and youth to sustainably improve their quality of life. We have worked with communities (refugees, internally displaced people, host communities, pastoralists and people living in urban informal settlements) in the Horn of Africa, and East and Southern Africa.

With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and recently in Ethiopia, AAH-I has over 30 years' experience working with communities in development and conflict and post-conflict situations, including refugees, internally displaced people and host communities.

Mission

To work with communities in Africa to sustainably improve their quality of life.

Vision

Communities in Africa living dignified lives.

Core Values

- **Passion-** we are passionately resolute in our ethos that all communities have a right to live a dignified life
- **Integrity-** we are transparent and honest in all we do, keeping our promise to all stakeholders
- **Innovation-** we co-create and apply cutting edge solutions that provide sustainable high impact
- **Community-centered-** we engage with communities to participate effectively in finding solutions that drive sustainable change. Nothing for the community without the community
- **Excellence-** we are committed to a culture and process that give outstanding results

Strategic Pillars

- Food and income security
- Health
- Education
- Disaster risk reduction and management

- Strengthening organizational effectiveness and sustainability

OBJECTIVES

AAH-I recognizes the critical role that Information and Communication Technology (ICT) plays in the delivery of services to customers, suppliers, donors, employees and improvement of internal efficiencies. In this regard, the AAH-I is seeking to acquire and implement an Enterprise Resource Planning (ERP) system that will enable an integrated management of core business processes in real-time.

AAH-I has therefore developed this User Requirements to provide high level functional requirements for automation that will guide in the process of supply, delivery, installation, configuration, testing and implementation of an integrated enterprise resource planning (ERP) system

The objective of this User Requirements is to;

- i. Provide the business requirements of Action Africa Help International (AAH-I).
- ii. Define the high-level requirements of the users against each business function.
- iii. Provide documentation to prospective solution providers on the requirements of AAH-I to implement and operate an Integrated ERP.
- iv. Guide AAH-I Management and staff in evaluation and review of the ERP Solution proposed for implementation.

The system requirements described in this document are not exhaustive and therefore the bidder is expected to give in detail the solution that will best fit to AAH-I offer services efficiently and effectively.

The table below summarizes the key parameters which form the user requirements for Finance , Procurement and Human Resources Staff in proposed ERP Implementation.

General Users Requirements	Bidders Response	Comments
ACCOUNTING		
CASHBOOK <ul style="list-style-type: none"> • Maintain details of bank account name, bank code, branch code and name and swift code Processing <ul style="list-style-type: none"> • Ability to process receipts 		

<ul style="list-style-type: none"> • Ability to preview receipts before posting • Ability to process cashbook journals • Ability to process and record manual payments • Ability to process manual bank transactions • Ability to process interbank transfers • Support EFT payments to vendors by providing automated interface to various EFT systems • Maintain petty cash and support accounting for petty cash • Define petty cash limits in the system • Allow cashbook codes set for each bank account but this should not be tied to specific projects to ensure that a bank account can be shared by projects. • Maintain and process Cashbook and petty cash in local and usd currency. <p>Multi-currency</p> <ul style="list-style-type: none"> • System should have full multi-currency functionality • Ability to setup periodic currency rates in the system • All foreign currency transactions to convert to home currency at the rates held in the system • Ability to override system rates and enter transaction specific rates. This should be restricted to authorized individuals and an audit trail should be retained • For each foreign transaction the currency code, currency amount and base currency amount should be retained on the system • Ability to provide a facility to revalue foreign currency balances and generate appropriate postings to an unrealized currency gains/losses account • On transaction enquiries the system should display the foreign currency value, home currency at historical rate and home currency at current rates • Ability to define forex rates for future periods in multiple currencies. • Allows currency revaluation on a periodic bases. <p>Reconciliation processing</p> <ul style="list-style-type: none"> • Ability to carry out or run cashbook bank reconciliation procedure • Support cashbook bank reconciliation monthly • Support both manual and automated bank reconciliation procedures 		
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<ul style="list-style-type: none"> • Should be able to import bank statements • The system should provide the ability to load the bank statement and auto reconcile in one step. • The system should allow matches to be confirmed, suspended or rejected. • The system should provide warnings when discrepancies on statements, in respect of statement numbers, statement dates and closing balances are identified. • The system should allow missing statements that are subsequently received to be reconciled in the normal manner. • The system should allow reconciliation errors and mismatches to be brought to the user's attention. • Support reconciliation in local and USD currency. <p>Reporting</p> <ul style="list-style-type: none"> • Bank reconciliation reports in local and USD currency. • Daily reconciled cashbook positions • Reconciled items report • Unreconciled items report • Mismatched items report • Print outstanding transactions report • Other cashbook reports such as Payments report, Receipts report and Adjustments reports • Ability to reprint documents (receipts) • Print cash book in local and usd currency. 		
<p>ACCOUNTS RECEIVABLE</p> <p>Administration</p> <ul style="list-style-type: none"> • Full multi-currency • Customer master data should have customer code, name, address, telephone, email contact, city and country • Maintain customer details including bank accounts details such bank code, branch and swift codes, currency of transactions etc • Generate debit notes and invoices for customers • Generate credit notes/ credit memos • Integrated with cashbook and general ledger • Ability to receive cash and cheques from staff. • Ability to preview receipts before posting • Ability to allocate receipts to specific invoices or debit notes being settled. • Ability to support multiple bank accounts. 		

<p>Reporting</p> <ul style="list-style-type: none"> • Aging debtor balances • Statements • Accounts Receivable reconciliation report • Ability to provide reports based on different parameters for example, Staff, donor, date range etc. • Donor receipts report • Staff receipts reports • Transaction listing • Other debtors' receipts. • Ability to reprint documents (Invoices, Credit memos, receipts) • Print statement in local and usd currency. 		
<p>ACCOUNTS PAYABLE</p> <p>Administration</p> <ul style="list-style-type: none"> • Full multi-currency • Ability to maintain vendors master data such as supplier code, name, address, telephone, email contact, city and country • Maintain supplier details including bank accounts details such bank code, branch and swift codes, currency of transactions etc • Ability to Pay bills to vendors • Ability to set recurring bills • Ability to Set reminder for when a bill is due • Ability to show/track unpaid bills • Ability to Pay from an account • Allow generation of a payment voucher entry • Generate Payment Voucher and forward for Cheque writing • Ability to assign payment voucher numbers automatically • Ability to approve purchase orders on the system • Ability to write cheques • Ability to carry prepaid and accrued expenses into a new year • Ability to distribute expenses to multiple accounts per line item • Ability to configure error and warning conditions during the posting validation process. E.g. ability to define that department and cost centre must be indicated before posting to an expense account • Ability to generate alerts on approved documents • Ability to prevent duplicate invoice numbers per supplier 		

<ul style="list-style-type: none"> • Ability to mark an invoice/voucher as held with appropriate approval • Ability to allocate payments to specific invoices, debit notes being settled including partial payments. <p>Reporting</p> <ul style="list-style-type: none"> • Aged supplier balances report • Statements • Transaction listing report • Provide reviews/queries of open invoices report: By supplier, By invoice number, By due date, By expense account • Ability to reprint documents (Invoices, Credit memos, receipts) • Print Remittance Advices in local and usd currency. 		
<p>PAYROLL</p> <p>Administration</p> <ul style="list-style-type: none"> • Full-multi-currency capability • Maintain employee master data including staff number, name, address, age, gender, photo, bank, branch, bank account and swift code • Payroll data posting to the GL should be linked to individual staff timesheets and staff contracts • Payroll should be linked to individual staff contracts and the expiry date set in the system such that if a contract reaches its expiry the salary processing automatically stops • Direct integration to HR and Finance Modules • User defined Earnings/Deductions and benefits • Allow configuration to define various payroll cycles e.g monthly, weekly or ad hoc • Electronic payslips through email • Electronic bank payments • Allow pension deductions to individual pension schemes • Allow tax reliefs (personal, insurance, mortgage interest etc) • Loan management tracking recovery and balances • Automatic advance recovery for overdue imprest balances • Allow for account codes from chart of accounts 		

<ul style="list-style-type: none"> • Tax should be annualized based on Government tax systems • Maintain all statutory deductions such as NSSF, NHIF and PAYE • Maintain unlimited earnings and deduction codes • Allow calculations based on percentage, flat rate or formula • Allow pre-tax and post-tax deductions • Maintain history of deductions by code • Reminders and alerts sent out for confirmations, retirements etc • Accommodate start/stop for deductions based on a target amount or future date <p>Reports</p> <ul style="list-style-type: none"> • Annual tax cards (P9, P10, P11) etc • Statutory reports (NSSF, NHIF) • Export data to excel and word • Generate electronic PAYE reports for uploading to Tax authority's platform • Individual reports for each deduction code • Loans reports, Pension reports • Payroll journal with GL codes, projects code etc • Annual leave reports and controls need to be inbuilt into this system with the associated total amount accumulated <p>BUDGET</p> <ul style="list-style-type: none"> • Full multi-currency ledger <p>Budget creation</p> <ul style="list-style-type: none"> • Ability to capture budgets by Month, quarter and year • Ability to generate new budget based on prior year budget and apply a percentage increase or decrease • Ability to prepare both expense budgets and revenue budget/forecasts • Ability to retain historical budget data • Ability to store multiple "proposed" budgets • Allow automated conversion of "proposed" budget to actual budget • Ability to support top down and bottom up budgeting • Ability to reallocate budgets. This should require online approval. • Ability to allow pre-determined allocating/apportionment of budgets to required departments. 		
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<ul style="list-style-type: none"> • Ability to create balance sheet, profit & loss, cash flow and capital budgets • Ability to monitor expenses against the budget per department per GL a/c • Ability to control access to particular budgets • Ability to provide a comprehensive audit trail of changes to a budget • Ability to revise and approve a new budget • Ability to reallocate budget items with appropriate audit trail • Ability to segregate working versions of budgets and forecasts from the approved version • Able to specify budget periods by Project dates for project cycles not following calendar dates <p>Reporting</p> <ul style="list-style-type: none"> • Ability to generate budget vs. actual reports across multiple levels e.g. departmental, GL codes, cost center, project, country, overall etc. • Ability to factor commitments e.g. open purchase orders in carrying out analysis of budget against actual • Ability to import/export budgets or budget information elements from/to spreadsheet • Ability to print monthly departmental exception reports of actual amounts that exceed a user- defined budget variance • Ability to create user-defined budget analysis reports • Ability to compare current year actual/budget /forecast month and YTD, previous year actual/budget month & YTD at any level, and GL code. • Monthly budget reports • Quarterly budget reports • Annual budget reports • Actual vs. Budget • Year expenditure/revenue reports • Budget reallocation reports • Cost center budget reports in user defined period • Unutilized commitments. • Ability to print all reports in local and usd currency. 		
<p>GENERAL LEDGER</p> <ul style="list-style-type: none"> • Full multi-currency ledger • Maintain numeric account code (Chart of Accounts) • Ability to support dimensions for expense analysis 		

<ul style="list-style-type: none"> • Ability to support dimensions such as account code, country, location, donor, project, donor budget line, strategic pillars (cost centres) etc • Ability to define the chart of accounts in such a manner that account balances can be tracked by following dimensions: • Ability to group the accounts by different types (user defined) e.g. assets, current assets, etc. as per IFRS • Ability to flag account for deletion • Ability to tag accounts as active or inactive • Ability to summarize detail accounting information into multiple summary levels as needed. • Ability to quick search on chart of accounts at transaction entry • Ability to show budget allocation / balance at entry of transaction • Ability to create logs of user activity • Ability to retain log of deleted transactions / journals • Ability to retain data integrity between sub- ledgers and the general ledger even in cases of system shut-down • Ability to import / export data in various formats e.g. Excel, PDF, RTF, CSV • Ability to drill down transactions from the GL • Ability to display fields that fully describes the transactions • Ability to print GL in a specified period, 5 Month, Quarter, and Year End Closing • Generate period closing reports that ensures consistency check with the sub-ledgers • Have separate period closing capability by sub ledgers • Selectively close or open periods for posting (with adequate security) • Closing checklist indicates to various tasks as completed or outstanding e.g. manual automatic entries are not posted, X sub-module are not closed yet, etc. • Generate closing exception reports • Ability to run balance sheet accounts both in foreign and home currency • Tools to pull the report like the query and analysis should be integrated to the system 		
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Accounting Period

- The system should allow at 12 periods based on 4, 4 and 5 weeks, 13 periods based on 4 weeks or 5 weeks
- The system should allow the addition of additional periods if required for year-end purposes.
- The system must not allow periods to be deleted once data has been posted to them.
- The system must allow multiple years to be open at the same time though posting for ordinary users will only be possible in the current year.
- The system must provide the functionality to open and close accounting periods to control posting of transactions into current and/or previous/future periods.
- The system must allow periods and/or years to be re-opened if necessary –the system must recalculate all forward balances on re-closing (with a ripple effect throughout all further periods/years). This must be managed under strict controls.
- The system must roll closing balances from one period into the opening balances for the subsequent period(s).
- The system must allow/prevent the posting of transactions to present, future and previous periods and years, with security defined at user level; for example: certain users may post to an open past or future period, as well as the current period, while others are restricted to posting to the current period only
- The system must allow prior year and audit adjustments to be made throughout the current year. This must be subject to strict security/ access control. All such adjustments must be also applied to the current year where relevant. In particular, the system must allow posting to a new year/period before any accounts for the previous year/period have been finalized.
- The system must recalculate all forward balances after posting adjustments have been made. The system must warn the user if they attempt to post to a non-current period.

Period End Processing

- The system must allow independent closure of accounting periods in the application.
- The system should allow the period end roll over in feeder systems such as Accounts Payable and

<p>Accounts Receivable to take place in advance of that of the General Ledger; i.e. hold the General Ledger open for a few days after closing the Accounts Payable and Accounts Receivable.</p> <ul style="list-style-type: none"> • The system should prevent feeder systems such as Accounts Payable and Accounts Receivable modules transferring journal information to the General Ledger without the General Ledger users being notified; even if the sub ledger period has been opened. • The system must allow for future processing of transactions while still closing the current period. • The system must update accounting balances and perform a roll forward when a new General Ledger period is opened. • The system must provide standard period end processing including (but not limited to): <ul style="list-style-type: none"> • automatic checks that all batch interface routines have been executed • reversal of accruals • update of monthly transaction records • preparation of full period audit trail • standard monthly journals processing • The system must allow for an efficient and effective monthly reconciliation mechanism of reconciling the: <ul style="list-style-type: none"> • Accounts Payable to the Accounts Payable control accounts in the General Ledger • Accounts Receivable to the Accounts Receivable control accounts in the General Ledger • Fixed Assets to the Fixed Assets cost, accumulated depreciation and depreciation expense accounts in General Ledger <p>Year-End Processing</p> <ul style="list-style-type: none"> • The system must allow year-end adjustments in the General Ledger after the Accounts Payable and Accounts Receivable Ledgers have been closed for the year. • The system must allow users to input to and report normally on current and future years while still working on the previous accounting year. • The system must, at year-end close, provide automatic clearing of operating cost statement accounts to a designated 'general fund' account and carry forward balances on balance sheet designated accounts to provide for opening balances of the new year's balance sheet. • The system should allow a year end to be forced at any point in the financial year, for example, to allow for bodies that are wound up part way through a year. 		
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Transaction Processing

- The system must permit users to amend or cancel (delete or void) any transaction at any time prior to authorization or the commitment of data to the database, subject to process and user access controls.
- The system should facilitate the correction of mis-postings; i.e. by the posting of a simple reversal transaction.
- The system must be able to handle all transactions in any currency including UGX Shilling, Sterling, US Dollar and the Euro.
- The system must allow narrative to be attached to any transaction or transaction line. The system should provide a notebook facility to allow diary notes to be attached to any transaction data or standing data.
- These notes must automatically be stamped with the user name and date/time when created. It should also be possible to search notes by date, user name or keyword, and through the use of wildcards or partial data.

Chart of Accounts

- The chart of accounts underpins the financial functionality of the overall system.
- The system should provide a common chart of accounts across all modules, consisting of numeric values
- The system must provide a minimum of seven key elements (dimensions), for example:
 - a. Expense/Income head code (natural account), reflecting what expenditure has been incurred, income received, balance sheet accounts etc.
 - b. Strategic pillar code, representing a section or thematic areas against which income, expenditure or activity is to be recorded -D1
 - c. Donor code, an additional analysis code; for example, each donor will have a specific code that is unique to identify income and expenditure from of different donors-D2
 - d. Project code, for example, a project code thus allowing expenditure incurred across a range of cost centres to be recorded and tracked to a specific project -D3
 - e. Budget code, a further analysis code allowing further breakdown of expenditure according

<p>to different grant budget lines for various donors -D4</p> <p>f. Location code, a further analysis code allowing further breakdown of expenditure according to different project implementation sites -D5</p> <p>g. Country code, a further analysis code allowing further breakdown of expenditure according to different countries where we operate -D6</p> <ul style="list-style-type: none"> • Note: as Department’s reporting structures change, there should be the flexibility for more key elements (dimensions) to be added and flexibility in the number of characters in the Chart of Accounts fields. • The system must permit additions and amendments to the chart of accounts structure without corrupting existing data at any level in a simple and efficient way; i.e. without the need to rebuild the chart of accounts. For example, in the event of a Departmental reorganization, it must be possible to transfer Cost Centers and all associated data to a new or another existing Cost Centre and report on the data accordingly. When required, the application of changes must be from a specific effective date within the financial year. • In particular, audit trails of previous data entry and processing should remain intact. The system should allow each element to be defined as an alphanumeric field with an overall account code length of at least 15 characters. • The system should allow each level/element of the account code to be defined as mandatory or optional; for example, the first two are compulsory for all transactions, and the next three to be in the main optional, although for certain purchases for example a third component may also be compulsory. • The system should permit the different elements of the account code to be created or amended separately. • The system should provide for the dynamic insertion of new account code combinations which are created for the first time that a transaction is posted to that account code, provided that all the elements of the account code exist and the combination is valid, subject to process and user access controls. • The system should provide a facility for the bulk creation and amendment of account code combinations; for example, upload chart of accounts changes from spreadsheet file. 		
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<ul style="list-style-type: none"> • The system must have the ability to identify elements which are for expenditure and income (operating statement items) and for assets and liabilities (balance sheet items). • The system must permit the deactivation of elements so that no postings are possible (subject to process and user access controls); either: (i) permanently (with option to re-open) or (ii) temporarily controlled by the use of specific open and closed dates • The system must prevent active elements from being deleted; i.e. when there are postings to the account. The system should allow inactive elements to be deleted; i.e. where there has been no posting to the account element, subject to the appropriate security/access control and audit trail. • The system should provide validation procedures for individual elements and combinations of account codes, i.e. posting rules, to determine valid account code combinations. The system should control user access to individual elements and combinations of account codes, in terms of posting and enquiries/reporting etc. • The system must provide controls ensuring that, for each element of the account code, any new codes are included in at least one hierarchy; for example, all new cost centres will point to an existing organizational parent. • The system should provide the ability to move an element from one area of a hierarchical structure to another, with associated data being automatically realigned, subject to appropriate security/access control. • The system should allow users to define the indirect cost recovery (ICR) rates for different projects per country programme. • The system should provide dropdowns at all levels of the 6 dimensions <p>Cost Allocation/Apportionment</p> <ul style="list-style-type: none"> • The system should have the ability to generate regular, automatic journals to simplify the posting of overhead allocations to cost centres, projects, activities etc. • The methods of apportionment should cover: <ul style="list-style-type: none"> • percentage based • pro-rated • statistical based • budget-based and • amount-based Many of the basis on which costs are allocated in the General Ledger 		
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may be maintained in other modules such as the Sales Ledger.

- The system should provide a seamless link to the General Ledger allowing such basis to be used. It is likely that these bases will change from one accounting period to the next.
- The system should allow the balances that the allocations are based upon to be an account code; for example: • single account • ranges of accounts • cost centre or • ranges of cost centres

Journal Entry

- Data entry should be kept to a minimum with automation being used wherever possible to reduce the number of keystrokes.
- The system should display the description of the input codes at the time of entry, if required.
- The system must not allow final posting of entries until the relevant validation checks have been performed.
- The system must allow the holding of journal entries pending approval.
- The system must enable held journals to be viewed and posted
- The system should have the option to produce a validation report once the data has been input, if required. The validation report should contain positive verification that the data has successfully passed the checks set out below.
- The system should support wildcard lookups; for example, a drop-down list of all matching entries with facilities to allow the user to identify and select the required entry; for example, a list of creditors and their addresses.
- The system must provide the following input controls: • data type; for example, alpha, numeric or alphanumeric • minimum field size; for example, at least two characters • within range/outside limits; for example, valid day within month
- The system should provide the following input controls: • inappropriate punctuation; for example, inappropriate characters in monetary values • check digits; for example, last digit of payable order • relationship with other fields; for example, start/end dates • relationship with other data already in the system; for example, transaction reference

<ul style="list-style-type: none"> • The system must provide duplicate invoice checking; for example, an invoice being posted has been posted to the same customer with either the same external reference number, date or amount. • The system must offer one of two duplication check options, if required and provide one of the following actions: <ul style="list-style-type: none"> • prevent entry of duplicate invoices • warn the user before allowing the duplication of invoices • The system must provide automatic validation during data entry (with ability to make corrections) of all codes including (but not limited to): Entity codes, Each element of the General Ledger account code dimensions, Supplier and customer codes, Currency codes, Tax codes • The system should provide workflow type functionality that is flexible in enabling transactions and/or communications to be effected and records updated with the use of user-defined triggers; for example, create a transaction on a specific date or after a specified interval, or send an email if a specified balance/value is exceeded etc. • The application SHOULD provide for Recurring Journals. • Recurring Journal Entries may be based on templates with predefined schedules. • Posting to control accounts must only take place via business partners (cashbooks, customers, suppliers, employees, payroll etc) • The system should provide for a minimum of three journals types such as general journal, recurring journal and reversing journal • Journal batches- We need one for disbursement of cash and a receivable one and a general one. • The system should ensure escalation of transaction as per the department leadership levels after like 7 days and if not worked. And be able to show the initiator where the approval has reached <p>Reporting</p> <ul style="list-style-type: none"> • Generate detailed transactions report by account code for user defined periods • Income and Expenditure reports • Expenditure reports by project, country, etc • Trial balance by country and consolidated • Balance sheet by country and consolidated • Budget Variance Analysis by project and dimension 		
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<ul style="list-style-type: none"> • User defined Management Report such as the ratio of Management cost to Programme cost by project • Ability to compare financial reports such as Income and expenditure and Balance sheet against budget, across periods e.g. month, year to date, previous three cumulative years, and provide variances • Ability to export reports to MS Excel • Automatic re-categorization of accounts for balance sheet reporting purposes, depending whether the balance is debit or credit. • Fund accountability statement: Ability to generate fund accountability statement pre funding source per period. And compare last year to this year • Allow for creation of customized reports to serve various requirements • Business Analytics • Support for business intelligence • Ability to perform “what if ‘analysis” based on data in the system • Ability to define key performance indicators and monitor them through the reporting and analysis tool. • Ability to preview reports before printing • Ability to use multiple querying capabilities to feed the results of one query into another and roll them up into a single report • Ability to support analysis of financial reports using graphs and charts • Ability to generate report on accounting ratios • Ability to support business intelligent reporting in inventory, payables and receivables including graphical presentation • Dynamic reports with the provision for a drill-down capability. • All reports can run in local and usd currency 		
FIXED ASSETS		
<p>Administration</p> <ul style="list-style-type: none"> • Allow the assignment of primary classes to assets. (for reporting and inquiry) • Allow the assignment of secondary or tertiary classes to assets. (for sorting and inquiry) • Allow both automatic and manual entry creation of an asset into the system 		

<ul style="list-style-type: none"> • Allow for maintenance/improvement adjustments to an asset to increase the value and/or extend the useful life. • Track the history of maintenance/improvement on an asset • Automatically recognize accounts that are related to capital expenditures. These purchases should automatically roll over purchasing/accounts payable information into the fixed asset system. (Interface from AP & PO to FA) • Allow the creation of detailed disposal records in relation to an asset, including sales price, disposal date, method of sale, vendor, address, etc. • Allow for tracking multiple funding sources related to one asset • Allow for tracking multiple/split expense accounts related to the purchase of one asset • Have the ability to allow for the definition of user-defined categories/codes of fixed assets (for location codes, primary class, etc) • Have the ability to track the transfer of assets and all associated history • Have the ability to maintain detailed property or vehicle records for insurance purposes. • Have the ability to maintain cost, insurance, and replacement values. • Have the ability to maintain detailed warranty records • Allow the interface/integration of the system with other, independent asset management systems • Have the ability to automatically post the appropriate entries for all capital expenditure purchases to fixed asset accounts • Have the ability to perform ad-hoc reporting on any field or feature within the fixed asset screens to produce depreciation reports, inventory reports and such • Allow for CIP classification to accrue costs while the asset is still under construction, but exclude it from depreciation • Allow the association of an asset with an old asset number (in relation to a trade-in, retirement, theft • Allow the ability to link related assets together • Provide miscellaneous fields for user defined information 		
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<ul style="list-style-type: none"> • Provide sufficient location information fields, such as building, department, room, room, description, address, phone • Track information related to the purchase, such as contract number, purchase order number, bid number, check number, invoice info, vendor, GL code • Allow the association of an asset with a responsible person, such as a custodian • Provide a notes section to allow free form text entry • Allow the attachment of an image to each asset. • Allow the user to copy asset information from another, pre-existing asset • Allow automatic transfer of asset details and conditions. • Allow use of the inbuilt required asset standard forms or templates for easy historical ref. • Allow dropdowns <p>Fixed Assets - Depreciation</p> <ul style="list-style-type: none"> • Have the ability to provide for automatic calculation of depreciation and posting of entries to the GL • Have the ability to selectively post depreciation based on asset category, account, status, or other field. • Have the ability to allow depreciation to be calculated on either a monthly, quarterly, or annual basis. • Have the option to depreciate on a variety of methods (straight line, sum of years digits, double declining balance) • Compute depreciation expense on one basis for financial statement purposes and another basis for internal accounting purposes • Provide for depreciation comparisons, such as Last Year Amount, Year to Date Amount, Last Depreciation Amount • Have the ability to provide the option of having depreciation data updating the GL or being stored in Fixed Assets for information purposes only. • Have the ability to allocate depreciation expense to the functions/programs/activities per apportionment policy <p>Fixed Assets - Controls</p> <ul style="list-style-type: none"> • Allow the assignment of fixed asset numbers based on a 'seed' number so that numbers will not be skipped or duplicated 		
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<ul style="list-style-type: none"> • Interface with receiving so that Property Management will know when an asset has been received and is ready for tagging. • Have the ability to compare actual fixed asset expenditures versus budgeted amount comparisons • Generate physical inventory reports by location, cost center, employee name or number, asset type, etc. • Provide history of assets by custodian or location • Barcode capability with Physical Inventory input • Adequate asset description • Separate field for Serial Number, Manufacturer, other identifying marks • Ability to export information to Excel • Inventory reports that indicate additions and deletions • Ability to extract reports by asset class/category 		
<p>INVENTORY CONTROL</p>		
<ul style="list-style-type: none"> • The system MUST allow the definition and maintenance of alpha numeric character codes for items • The system should have templates with predefined set of item attributes • The system MUST capture the following information for each Item: <ul style="list-style-type: none"> a) Item Number/code (barcode or QR Code) b) Item description (brief information) c) Unit price d) Minimum stock quantity, maximum stock quantity e) Safety stock level, re-order stock quantity f) Last stock date, last stock quantity g) Cycle count code h) Physical attributes such as weight, volume, length i) Lot number, serial number, bar code number j) Supplier information, country of origin k) Expiry date, purchase date • The system MUST allow the definition of the following inventory types inside the application e.g. Consumables, Assets etc. • The system MUST have an ability to define new Item categories and Catalogues based on their characteristics • The system MUST allow the assignment of Inventory items to one of these categories and catalogues defined 		

<ul style="list-style-type: none"> • The systems allows collecting of item information using barcodes or QR codes during receiving and issuing of items. • The system allows for the issuance of goods and assets and collecting of the data using barcodes/QR Codes, inter stores transfers, etc. • The system should allow approval of issuance of all stores or assets through the requisition form by the officer in charge of the procurement function or only delegated officer • The system automates generation of Goods Issue Note that must be associated / matched with a stores requisition note. • The system allows for full or partial issues/receipts against a stores requisition note or contract • System should allow for creation and maintenance of approved items price lists • System should allow for creation and maintenance of supplier items catalogues • System should allow for creation of an internal Catalogue for all items /Services • The system allows for the delivery of goods to a specific store • The system must allow for the generation of: <ul style="list-style-type: none"> a) stores issue notes b) stores receipt notes c) goods in transit notes d) proof of delivery notes • The system has the functionality that allows different movements of stock items from one store location to another • The system has the functionality to close a store for stock take Purposes • The system has the functionality to open a store after a stock take • The system has the ability to create a new storage location including: <ul style="list-style-type: none"> a) A new store b) A new stock room c) A new bin location • The system has the ability to retire an existing storage location including: <ul style="list-style-type: none"> a) A store b) A stock room c) A bin location 		
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- Allow absolute value to be reported on and be deducted at a given interval as by policy and after approval.

Inventory Item – reporting

- The system can generate, per storage location, the store movement reports including:
 - a) Current stocks (Value and Quantity reports, reorder level, balance to reorder level, etc.)
 - b) Receipts per a selected period (Value and Quantity LPO/LSO reports)
 - c) Issues per a selected period (Value and Quantity reports)
 - d) Transfers ((Value and Quantity reports))
 - e) Damaged stocks (Value and Quantity reports)
 - f) Expired stocks (Value and Quantity reports)
- Stock Analysis Report: this report gives information classifying all the items available based on their importance and value.
 - a) Item categories Report
 - b) Stock issues
 - c) Per user
 - d) Per department/Division

Inventory maintenance

- Embed a workflow for the receipt/rejection of inventory (including related procurement and stores movements) and capture approvals, comments and documentation associated with this process/task and updating of the inventory data.
- Automatic updating of inventory levels and balances after issuance/reception of inventory (stocked items and services)

Valuation of stock:

- The following options must be available for calculating the unit cost of a good in the store:
 - a. Last In First Out (LIFO)
 - b. First in First Out (FIFO)
 - c. Simple average
 - d. Weighted average
- The following details should be captured for updating the stock levels:
 - a) Item / part number
 - b) Item name
 - c) Inventory type/category
 - d) Item description
 - e) Stock date

<ul style="list-style-type: none"> f) Comments g) Goods Receipt Note (GRN) number h) Delivery note number i) Quantity in j) Cost of items k) Quantity out l) Expiry date m) Supplier number (referenced to the supplier master data in the procurement module) n) Supplier name (referenced to the supplier master data in the procurement module) <ul style="list-style-type: none"> • Allow the receiving of inventory both at once and partially • Should maintain a central access-controlled items master database • The system must give alerts and notifications when stocks are at the re-order level and on expiry dates • Embed a workflow for the disposal of items (fixed assets and store items) and capture approvals, comments and documentation associated with this process/task and updating of the information in the fixed asset register or inventory. • Support the identification of items for disposal both manually and through preconfigured rules e.g. expired, useful life exhausted, damaged, etc. • Automatic generation of disposal codes • Inventory maintenance – Reporting • The system must have provision for extracting any or all of the information above as a report. <p>Stock takes</p> <ul style="list-style-type: none"> • The system should be able to generate a Stock take count lists • Allow the manual stock verification stock counts capture by the system, reconcile the physical count against the system count and produce a variance report • The system should allow for the different actions to be carried out to address the identified variances (e.g. adjustments of the system values, or capture of missing store movements, etc) • The system should allow for approval of the stock take through a workflow process • The system should allow for the following types of stock takes: <ul style="list-style-type: none"> a) Annual stock take b) Periodic stock takes c) Ad hoc stock takes 		
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<p>d) Select (e.g. Fast moving items, etc.) stock takes</p> <ul style="list-style-type: none"> • The system should have the ability to stop, complete, approve/cancel, and/or suspend the movement freeze the stock movements during the period of stock take. • The system should allow for scheduled stock takes alerts • The system should have the ability to set up an ad hoc Stock take and Physical Verification Committee • The system should have the ability to set up access rights to the ad hoc Stock take and Physical Verification Committee for only the duration of the stock take • The system should have the ability to carry out the stock take for a Division or stock room of the store • The system should have the ability to generate all standard reports with respect to stock takes • The system should allow for capture of stock take notes/observations to accompany the physical counts 		
PROCUREMENT		
<p>Procurement Planning</p> <ul style="list-style-type: none"> • The System should provide for creation and maintenance of procurement plan • The system should maintain the following procurement plan data <ul style="list-style-type: none"> a) Project/Department/Special Project b) Quantity, Request Originator c) Beneficiary (partner/ end user) d) Estimated Cost (Item, Service) e) Date required/ Period f) budget line g) Unit(s) of Measure h) Destination i) Item Description j) Donor k) Plan Owner • The System should provide for the creation and maintenance of a Plan/ Catalog • The System should allow user to consolidate Plans • The System should allow online approval of Plans • The System should allow viewing and sharing of plans across different departments/ functions/channels as screen enquiries, reports or exportable files (PDF, Excel) 		

- The System should allow a user to review/ analyze consolidated plan(s)
- The System should provide for creation & maintenance of a Delivery Plan
- The System should allow user to generate plan from Historical information.
- The system should allow viewing of aggregated and de-aggregated plan data based on item, delivery dates, plan owner, program, project and grant
- The system should allow the creation of plan vs actual comparison report
- The system should allow the freezing of the original procurement plan
- The system should allow posting of revisions to the plan while maintaining a copy of the frozen original plan
- The system should allow users to filter and report on the procurement plan using different criteria
- The system should send notifications and list of items due for procurement based on user defined schedule

Item Catalog

- The system provides for the following details to be maintained for an Item:
 - a) Basic description
 - b) Extended description (unlimited text)
 - Item Type (Goods/Service)
 - d) Dimensions (length, height, depth)
 - e) Weight
 - f) Volume
 - g) Asset (Y or N)
 - h) Multiple Units of Measure (Purchasing, Shipping, Receiving)
 - i) Picture/ graphic
 - j) Shelf life (for items such as food, seeds)
 - m) Cost
- The system should provide for the following details to be maintained for an Item at each location (storeroom) where it may be stocked:
 - a) Minimum stock level
 - b) Maximum stock level
 - c) Economic Order Quantity (EOQ) - calculated
 - d) Stock Item Y or N
 - e) Re-Order Point
 - f) Safety Stock
- The system should automatically update the last purchase price for each Item

<ul style="list-style-type: none"> • The system should provide an option for automatically assigning sequential item numbers when new items are added • The systems should provide Item number code field • The system should allow the maintenance vendor specific pricing and unit of measure (Vendor Catalog) <p>Purchase Requisition</p> <ul style="list-style-type: none"> • The system should allow for creation and maintenance of a Purchase Requisition • The system should enable Requisition to capture the project with which it is associated. • The system should allow user to be able to copy items from a project to a requisition • The system should provide an option to find items from an external / “punch-out” catalogues which link directly to the vendors catalogue system. • The system should allow for the Purchase Requisition to capture all necessary financial elements (Budget Codes, Account Codes, etc) • The System should allow for Purchase Requisitions to be created in US \$ and SSP • The System should allow for conversion of different currencies to a standard currency at the prevailing exchange rate. • The system should allow for a Requisition to be created or copied from the Procurement Plan. This would simplify the process where it is required to request all or most of the goods and services listed in the Procurement Plan • The system should validates the Project ID against a list of valid Project Ids. Every Project has its own unique Project ID to which expenditure is charged. • The user is able to search for and select the Project ID from a list of valid Project IDs. • The system should allow for a PR item line entry of more than one Budget Code for each item line, for example when a vehicle is purchased for 2 budget lines. Need option to split by % or by value. • The system should ensure that if the Project Status is closed, then it does not accept the Project ID. If the Project status is not approved, the system displays a warning but accepts the Project ID. This will reduce the risk of purchasing against the incorrect Project. • The system should allow for direct entry of Purchase Requisitions (PR) into Purchasing System 		
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<ul style="list-style-type: none"> • The system should allow for submission of PR in a standardized format through e-mail to the Purchasing Office for entry of PR into Purchasing system • The system should automatically generate a unique Requisition number for each PR entered • The system should allow for multiple (unlimited) line item requisitions • The system should provide ability to locate items for purchase by multiple search/ filter and 'wildcard' options and e.g. description, commodity, vendor, item # • The system should allow for Local Transport charge, Freight charge, Import duty, and Clearance fees to be entered as line items • The system should provide ability to split one PR into several POs • The system should have the ability to combine multiple PRs lines into one PO line and on the PO printout indicate the different delivery locations and delivery quantities • The system should provide ability for automated multi-level approval (rejection) workflow processing, maintenance, and monitoring; including secure self-service by authorized individuals • The system should provide ability for automatic notification of, and access to PR order status, approval status, shipping status and tracking • The system should provide ability for online inquiry on all PRs by: Part number, PR number, Vendor, Due date, Buyer, PO status, Originator, Description • The system should provide ability to convert PR data into PO without reentering data • The system should provide ability to create schedule of deliveries. E.g. Where goods are required to be delivered in batches. • The system should provide ability to display the Requisitions waiting to be processed • The system should enable a user to carry out online approval of a Requisition. The user should have the option to approve or reject the Requisition, and if rejected, refer it back to the requisitioner with reasons for rejection • The system should be able to record the date that the Requisition was approved • The system should allow for a user to enter a requested delivery Date, which is the date that 		
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<p>Logistics has agreed with the Requestor for the supply of the goods</p> <ul style="list-style-type: none"> • The system should allow for a user to be able to record on the Requisition that the goods will be purchased with petty cash where this is appropriate • The System will provide for a Project Officer to be able to display how much stock is currently available for a specified Item for a specified Project and Donor Contract in the Warehouse, so that they can check whether it is necessary to raise a Requisition • The System should provide for a Project Officer to be able to display the quantity on order for a specific Item, and see details of outstanding Requisitions and Purchase Orders for that Item and Project. This will help to avoid duplicate Requisitions being raised. • The System should provide for a Project Officer to be able to display the Procurement Plan to decide what Requisitions to raise. • Allow creation and change of supplier list category by category e.g. (Prequalified, frame work, local, foreign etc.) <p>Purchase requisition approval workflow</p> <ul style="list-style-type: none"> • The System should allow for creation and enforcement of an approval workflow which facilitates both monetary & technical approvals within the workflow. • The system should support technical and finance review of all purchase request depending on predefined criteria (e.g. item category) • The system should allow for an automated hierarchical approval/ rejection workflow processing based on the limits of authority (LOA) • The system should provide for an approval workflow defined based on a variety of criteria (i.e. commodity, cost, project) • The system should provide ability for the automated approval routings to be overridden in exceptional circumstances. Only limited authorized users will have the ability to override predefined routings. • The system should allow for Proxy approvers (delegation) to cover for absence of primary approvers • The system should provide for approvers and Budget holders to be notified of Purchase Requisitions 		
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<p>requiring their attention via alerts sent to their assigned mailbox or via email.</p> <ul style="list-style-type: none"> • The system should allow for online approvals of a Requisition. • The system should record the date that the Requisition was approved • The system should allow for reminder alerts to be sent to approver when deadline for approval of Requisition is approaching. • The system should enable approver to return it to the requisitioner for correction with reason. • The System should flag order for secondary approval if amendments which increase the purchase cost (e.g. additional items or increase in existing item quantity) are made • The System should capture Requisition rejection reason in either free text or pre-defined text and notify requester • The system should allow for the Requisition to be automatically routed to the next approver in the approval queue upon approval by the preceding user. • The system should perform budget check prior to PR submission and reject PR for which there is insufficient budget <p>Request for Quote/Proposal</p> <ul style="list-style-type: none"> • The system should allow for creation and maintenance of a Request For Quote/Proposal (RFx) • The system should allow user to be able to create an RFQ/ITB/RFP from an approved Requisition, in which case the system automatically copies across the information from the approved Requisition or by direct entry. • The System should accommodate different monetary thresholds for different locations when determining need for RFQ/ITB/RFP and number of quotes needed. • The system should allow for the different monetary thresholds for the RFQ/ITB/RFP to be added/deleted/updated. • The system should ensure that the RFQ/ITB/RFP shall reference the Purchase Requisition from which it was created. • The System should collate and notify vendors in order to get quote submissions within specified deadline • The System should allow electronic submission/receipt of bids (i.e. via Email, XML, EDI) 		
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<ul style="list-style-type: none"> • The System should allow manual entry of data from hardcopy bids received • The System should allow attachments of supporting documentation to RFx • The System should track which vendors have provided responses or declined to respond • The System should receive and present quote to user for review • The System should maintain quotation information for use during vendor / item analysis activities • The system should maintain Standard Terms of Reference in the system and can be added as needed to the RFx • The systems Terms of Reference should be recommended based on characteristics of the RFx, but can be changed per purchasing department review. • The system should allow for Custom Terms of Reference to be added to an RFx if the appropriate standard text is not available in the system. • The system should allow modification of RFx with pricing, discounts, terms shipping charges and delivery schedule upon receipt of vendor quote, • The system should allow for conversion of the original RFx for the successful vendor into a single or multiple purchase order and relate the purchase order to the original requisition • The system should allow for review RFx's on-line or in printed reports • The system should display a detailed status report on all RFx's entered into the system and the PO they were converted to. • The system should allow for viewing of open or closed RFx's organized by RFx, vendor, item, commodity, buyer and date required • The system should allow user to be able to create an RFx in order to get quotes for budgetary purposes – in this case this will not be a Requisition. • The system should generate a unique RFQ/RFP/ITB number for the RFQ/RFP/ITB with a prefix that can be defined for the Location • The system should allow, for each Item, a user to be able to search for existing Suppliers in order to select one or more Suppliers to receive the RFx/ITT. • The system should enable user to be able to display supplier address and contact details for each Supplier so as to check that they have selected the correct 		
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<p>supplier. The user is able to see which Suppliers have been pre-qualified.</p> <ul style="list-style-type: none"> • The system should allow a user to be able to search for Suppliers based on their category and sub category (for example search for all IT providers) • The system should allow a user to be able to search for Suppliers by Location, in order to select local Suppliers, Suppliers in-country, regional Suppliers or global Suppliers. • The system should allow a user to be able to display the standard Incoterms for selected Suppliers, and select a different Incoterms if appropriate for this RFX/ITT • The system should allow a user to be able to display the standard payment terms for the Supplier and select different payment terms if appropriate for this RFX/ITT. • The system should allow a user to record whether the Supplier has been asked to provide samples • The system should allow a user to be able to print the RFX's/ITTs for issue to Suppliers. A separate form is printed for each Supplier selected to receive an RFX/ITT. • The system should allow a user to be able to print RFX's/ITTs in a number of different languages (both the document headings and the data) • The system should allow a user to be able to change an RFX/ITT after it has been created, unless it has already been converted into a Purchase Order. • The system should allow a user to be able to print the revised RFX/ITT once the change has been completed, including a revision number. • The system should allow a user to cancel an RFX/ITT after it has been created unless it has already been converted into a Purchase Order. • Should allow feedback to bidders within the required time. • Should allow market price analyses and reports <p>Vendors/Suppliers</p> <ul style="list-style-type: none"> • The System should allow for creation and maintenance of an approved Vendor List • The System should allow for a user to set a Vendor Review Criteria • The system should allow for the Vendor information below to be maintained 		
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<p>Status Nationality AAH criteria</p> <ul style="list-style-type: none"> • The system should provide user with a Vendor Performance Analysis Scorecard • The System should support creation, modification, and deletion of vendors • The system should allow for classification of suppliers by industry type • The System should allow for Vendor-Self-Service in the following ways: <ul style="list-style-type: none"> a) Vendor ability to view RFQ/RFP/RFI documentation b) Posting of Receipts and Invoices for Vendor to retrieve as needed • The System should provide for the ability of suppliers to be re-evaluated as part of scheduled reviews • The system should enable users to be able to manually add/delete suppliers from the re-evaluation queue • The system should allow users to be able to change the dates of the periodic scheduled re-evaluations • The System should provide tools and capabilities to communicate Key Performance Indicators (KPI's) and expectations to Suppliers • The System should be able to track performance analysis metrics for each supplier against pre-defined or negotiated standards (including quality, cost, time, and service) • The system should provide Reports which will be generated to assist management with determining trends and root causes of poor performance. • The system should provide ability to store and extract information regarding supplier's ability to provide accurate shipment information • The system should provide ability to store and extract information regarding supplier on-time shipping performance • The system should provide for cross-checking of Suppliers against the prohibited organizations list • The system should enable users to add suppliers of non-standard Items without pre-qualification for rapid response emergencies. • The system should enable users in each Region, Country, Field Office to add, delete and modify Supplier categories for their office only. 		
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<ul style="list-style-type: none"> • The system should enable purchasing officers based at any of the offices within a country to purchase from a pre-qualified supplier list that has been created for that country. • The system should provide for supplier details to be held for each Region, Country, and Location. • The system should hold questionnaires for new suppliers. <p>Vendor catalog/pricelist</p> <ul style="list-style-type: none"> • The system should allow editing items to be done for an individual item, or mass-edit across several items at once • The System should allow for punch-out to catalogs on supplier or other externally-maintained websites • The System should provide the ability to load electronic catalog files provided by suppliers or donors • The system should allow the following data to be included for the vendor catalog files <ul style="list-style-type: none"> a) Price b) Price Breaks c) Discount % d) Lead time e) Vendor Item Number f) Preferred Supplier of Item <p>Bid Analysis</p> <ul style="list-style-type: none"> • The system should allow for creation and maintenance of Bid(s). • The system should allow for a pre-defined bid criterion to be loaded into the System to use for analysis of bids. Different criteria can be loaded for different types of procurement. • The System should perform analysis of quotes that have been received from suppliers and suggest which quote should be accepted by the user. • The system should allow for Supplier qualification and evaluation to be included as part of bid analysis output. • The system should allow the user to be able to provide additional supporting material that will support bid analysis • The system should allow multiple users (i.e. Tender Committee, PRC and HQ procurement committee) to 		
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<p>be able to view bids received, and provide input via the system regarding analysis and recommendation</p> <ul style="list-style-type: none"> • The system should provide the user with the option of proceeding with the supplier/quote recommended by the system or selecting an alternative • The system should allow the Bid Analysis to be exported into a format that can be electronically sent to and viewed by other interested parties (i.e. Field Offices) • The system should create an Approved Bidding Document upon approval of bid, which includes the justification for choosing the winner, the analysis that was carried out, and the approving Tender Committee members • The System should only allow members of the Bid Committee or other approved users to view or access the bid information returned by suppliers. • The System should provide for approval of selected bid by initial requestor (or other necessary approver). • The System should accommodate foreign currency bids and should be able to convert bids to local currency at the prevailing exchange rate at the time of analysis. • The System should provide the ability to reject bids and send bid rejection notices to suppliers whose bids have not been accepted. • The system should allow the user to be able to locate and select the RFX/ITT by entering the RFX/ITT number or searching for existing RFX's/ITTs • The system should allow user to record the Supplier for each item that has been selected following the evaluation process. This may be a different Supplier for each Item. • The system should allow for the ability to attach the bid analysis document used for the evaluation to the P.O. <p>Purchase Orders</p> <p>The system should allow for creation and maintenance of a Purchase Order(s)</p> <ul style="list-style-type: none"> • The system should allow for creation of Purchase Order from winning Bid • The system should allow for the ability to copy from Purchase Requisition and/or RFX to create Purchase Order (or more than one PO): 		
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<ul style="list-style-type: none"> • The System should capture the referenced Purchase Requisition and RFX as part of the Purchase Order record. • The system should provide for the ability to select vendor from pre-defined list of approved suppliers • The system should provide for the ability to include Terms of Reference (TOR) or Technical Specifications as part of the Purchase Order • The System should automatically reference all TOR as defined on the “parent” contract or agreement. • The System should allow user to reject suggested Terms of Reference and include additional terms and conditions. • The System should provide pre-defined list of INCOTERMS to include on Purchase Order • The system should provide for the ability to select delivery locations from a pre-populated list of locations • The System should accommodate AAHI standard templates for printed Purchase Orders • The System should provide the ability to apply an electronic signature (where legal and applicable) in cases where the Purchase Order will be transmitted to the supplier electronically. • The System should automatically send completed orders to vendor via EDI, Fax, Email, where available. With the option of editing before sending. • The System should automatically generate contract and purchase order numbers in sequence. For systems with offline capabilities a numbering scheme should be used so as to not duplicate numbers used by other system instances. • The System should provide the ability to include insurance and freight costs as part of the Purchase Order • The system should ensure the Purchase Order captures all necessary financial elements (Budget Codes, Project Codes, Account Codes, etc) including Donor funding codes. • The system should enable PO Approval by Finance • The System should have the ability to record free text notes on orders • The system should provide for the ability to generate purchase orders for both service and products. 		
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<ul style="list-style-type: none"> • The system should automatically generate the PO number (protected) with a prefix that can be defined for the location or location is recorded on the PO • The system should Support purchase orders with an unlimited number of line items • The system should automatically update the latest Item price on the system Supplier Item Catalog • The system should provide for the ability to record multiple units of measure for each line item (ordering, shipping, receiving) • The system should convert foreign currency to base currency with ability to print foreign, base currency or both on a PO • The system should provide for the ability to locate items for purchase by multiple search/ filter e.g. description, commodity, vendor, item number. • The system should provide for the ability to change any line item data on an open PO prior to receipts • The system should provide for the ability to generate PO with multiple ship-to addresses • The system should provide for the ability to identify multiple ship-to addresses per line item • The system should provide for the ability to create a new PO by copying an existing one. • The system should provide for a PO to be canceled after it has been created, unless goods have been received. With reason code • The system should provide for the ability to create user-definable fields for PO • The system should be able to generate an alert to the Requestor and others (for example the Storekeeper) that the Purchase Order has been raised • The system should support multiple tax rates for different locations or taxing authorities • The system should provide that Budget Code information is maintained for each PO line • The system should provide for the ability to have PO line items charged to multiple budget lines • The system should provide for the ability to see original PO and all revisions to the PO • The system should allow for PO Closing • The system should allow for PO Cancellation • The system should provide for the ability to close a PO when receipt quantity is less than order quantity • The system should automatically close a PO when all goods have been received (within preset tolerances) 		
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<ul style="list-style-type: none"> • The system should provide on-line inquiry on all POs by item number, PR number, Vendor, Due date, date range, buyer, PO status, Description, Fiscal Year • The system should provide space for unlimited line item text information • The system should provide user-specified standard clauses • The system should provide for the ability to print user-specified standard clauses automatically on PO by selecting from a list • The system should provide for the ability to print standard clauses on all PO • The system should allow editing of standard text at PO level • The system should allow use of an unlimited number of standard clauses • The system should allow the following Print POs options: <ul style="list-style-type: none"> a) Single specified PO b) Range of PO numbers c) All PO's for a vendor d) All PO's within date range e) Reprint an existing PO f) Ability to direct PO to laser printer with handling of multi-part forms • The system should provide ability to print/ email letters to suppliers informing them when delivery against a purchase order is overdue • The system should allow for predefined PO Status codes to designate life-cycle status (open, closed, received, part received etc.) • The system should provide for the ability to override automatically assigned PO numbers with unique manually input number • The system should provide for the ability to add comparison market price for each item in order to show savings • The system should Report on Overdue PO's <p>Change Orders</p> <ul style="list-style-type: none"> • The System should maintain an audit trail of any changes to a PO with a corresponding reason code • The system should generate a revision number, which is printed on the PO 		
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<ul style="list-style-type: none"> • The system should provide the user with the ability to decide whether a PO revision should be given a revision number The System will support the following PO changes: <ul style="list-style-type: none"> a) Item b) Quantity c) Cube/Weight/Cost d) Vendor order multiple e) Ship by date • The system should allow the user (requester and / or approver) to receive systematic alerts for all PO changes. • The System should keep a log of changes to all PO types with a systematic reason code. Change log should include: PO#, Previous value, New value, User that made Change, Reason Code (i.e. original ETA and revised ETA) • The system should provide such that the Change Order will maintain the original Purchase Order number with an incremental Revision number • The system should provide such that the words 'Change Notice' must appear on the order. If the order is being canceled, the word 'CANCELED' should appear on the order header • The System should provide ability to document the supplier's acknowledgement of the Change Notice. • The system should provide for the ability to have the PO sections being changed to state 'Changed From' (what appears on the original order) and 'Changed To' (what the new change should include). • The system should provide such that a Reference should always be made to the original Purchase Order # and the date issued. • The system should provide for the ability of Items not being changed not be included on the Change Notice, but there should be a statement saying everything else remains the same. • The System should provide the ability to document and track costs incurred on a cancellation due to custom ordered parts, restocking fees, etc <p>Contracts/ Framework Agreements</p> <ul style="list-style-type: none"> • The system should allow for Contracts (Blanket) PO/Framework agreements • The system should allow the following data to be maintained per Contract Terms 		
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<p>Pricing Contract id Start / End Quantity Delivery Responsibility</p> <ul style="list-style-type: none"> • The system should provide for the ability to define and use several different contract types (i.e. Blanket Purchase Agreements with quantity and or monetary limits, Scheduled Delivery Orders, Long Term Contracts) • The System should link individual purchase orders to the corresponding Contract • The System should provide ability to view contract performance, including all purchase orders executed against each contract and specifically provide; <ul style="list-style-type: none"> a) Ability to inquire on spend and 'open to buy' against an individual contract b) Ability to view overall vendor performance by contract c) Ability to view a list of all POs executed against a contract • The system should be setup such that exceeding defined trigger rule thresholds will initiate a periodic contract analysis for a supplier • The System should pro-actively notify purchasing personnel when contract expiration is approaching • The system should provide for the ability to evaluate performance against defined Service Level Agreements and flag contracts that need to be reviewed • The system should provide for the ability to award contracts as collaborative, service, or cost-based • The system should maintain contract Data which should include: Incoterms, Terms and Conditions, Payment Terms, Contract Start and End date, Contract Manager and contact info <p>Cost databases To ensure that items are procured within their current market prices, a cost database should be fed into the system. This should be fed into the system and should contain the prices of all common items. On each procurement request, items procured above the market prices should be flagged.</p> <p>Reporting</p>		
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<ul style="list-style-type: none"> • The system should provide management reports and KPIs which should be easily accessible and configurable • The system should have standard reports provided • The system available standard reports should be filterable using appropriate criteria • The system should provide for reports to be 'printed' to an MS Excel file • The system should provide for reports to be 'printed' as MS Word documents. • The system should provide for reports to be 'printed' directly to a PDF • The system should use stored procedures for standard reports. • The system should allow for scheduling of reports and these scheduled reports to run at set times • The system should allow all reports be saved to a local hard drive (desktop/ laptop). • The system should allow newly created reports be added to and launched from the system menu. • The system should natively support advanced analysis capabilities e.g. Pivot Tables, without third party software. • The system should provide for an ability to review up to five years of history by month online/ print • The system should provide for an ability to review open PRs • The system should provide for an ability to query open PO • The system should provide for an ability to query for past-due PO • The system should provide for an ability to query for PO received, items, and quantities • The system should provide for an ability to query for back ordered PO • The system should provide for an ability to query for projected dollars for all PO by week/month • "The system should be able to provide a report of Purchase Orders using the following selection criteria: -Project/ Donor/ Buyer/ Location/ Item/ Supplier/ Date raised/ Status (outstanding, complete, canceled) Overdue (Goods not received by date required)/ Prepayment made (full or part)" • "The system should be able to provide a list of GRNs using the following selection criteria: 		
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<p>-Project/ Donor/ Location/ Item/ Supplier/ Date received/ Overdue "</p> <ul style="list-style-type: none"> • The system should be able to provide details of all procurement transactions (Requisitions, RFx/ITTs, POs, GRNs, Invoices) for a specified Commodity Tracking Number (CTR) • The system should be able to provide a 'Transaction Tree' report which shows all the related transactions for a specific transaction. For example, all the transactions related to a specified Requisition, or RFx, or PO, or GRN, or Invoice • The system should report on difference between comparison market price and actual price paid and calculate savings over given period of time • The system should provide for an ability to query total spend by vendor, by time period, by item category • The system should provide an ability to calculate actual and average cycle time between PR/PO/INV/GRN • The system should provide for an ability to graph trends (qty of PO's vs. time; spend vs. vendors; spend vs. time) • The system should provide for an ability to report all purchases for last year, units and dollars by item • The system should provide for an ability to report all purchases for last year, units and dollars by item by month • The system should enable variance reporting (list price vs. cost price) • "The system should be able to provide a report of Invoices using the following selection criteria: -Project/ Donor/ Location/ Item/ Supplier/ Invoice Date/ Status (paid/unpaid)/ Matched/unmatched" • "The system should provide a report which shows for each Invoice and Invoice Line: -Invoice value/ Currency/ Current status/ Related requisitions/ Details of the related Purchase Orders/ Details of the related GRNs/ Details of payments <p>VAT, Withholding tax:</p> <ul style="list-style-type: none"> • This need to be given attention and in a way that at all level AAH is able to truck it. • The 7% HQ over heads also may need attention so that we are able to truck it at all levels 		

HUMAN RESOURCES

Overarching feature

HR officers in the various countries should only be able to access HR Data for their countries.

However: HR Manager at HQ should have a drop down with the countries for them to select a country to view its HR Data. See attached doc with the current setting

Employee Master

The staff employee details when an employee joins should be captured such as

- Personal Details- Staff Photo; Name
- Work details
- Family Information
- Professional qualification
- Bank details
- Language proficiency
- Physical documents attachments –ID,KRA PIN, NSSF, NHIF cards

The system should allow a hr to terminate an employee when they exit. The following should be captured at exit

- Termination date
- Reason for termination
- The line manager should indicate if an employee can be rehired
- The staff takes an exit interview
- The staff should fill in a clearance form
- Certificate of service to be generated on staff exit

Staff details should be downloadable in Excel format

Contract management

AAH-I hires staff on a yearly contract basis. There needs to be a contract management module under Human Resources to manage these staff contracts. The details on each contract are:

- Employee name (Select Dropdown)
- Contract Type
- Job Title (Auto Pick)
- Salary & Benefits (Currency, Salary Amount)
- Current contract duration (Start & End dates)
- Probation Start & End dates .Staff probation to be included in the System and sent reminders after 3 months of new staff employment
- Reminders on end of contracts to be sent to HR officers

- History in company(Links of past contracts). The termination of an employee should move the employee contract to – “Terminated Contract”.

Leave management

Allocation

- The system should automatically assign all existing users a total of 24 days leave at the beginning of the year.
- For staff who join during the year, HR should be able to allocate an appropriate number of days.
- The system should only allow at most 10 days of pending leaves to be pushed to the next year. E.G If a user has 13 remaining days at the end of the year, the system should allocate them a total of 34 days (10+24) The days pushed forward from the previous year should expire in 3 months
- The CTOs should only be allocated by the line managers and should indicate the employee travel or weekend work dates that qualify them to have the CTOs.
- CTOs should expire after one month from the date of issue

Holidays

- HR Official should be able to create Global and Local holidays.
- The holidays should be excluded from all leave requests.

Leave Requests

- An employee should see their leave summary.
- They should see a calendar interface on which to apply their leave(includes the start, end date, type of leave, auto-calculated number of days, and a comment section) - The system should have leave reminder rules (e.g. total number of days to be carried forward).
- Regular leave days should exclude weekends and public holidays
- Sick, paternity & maternity leaves should include weekends
- Trigger email notification on Leave events – alert managers of pending leave approval and subsequent reminders with the ability to escalate to next level manager if this is not acted upon.

<ul style="list-style-type: none"> • The system should produce dashboards and reports in various standard formats. • On CTO application, an employee should upload a supporting document and details of days worked. • The line managers should get a notification on email with a link to the leave they are to approve. • Each year should have its own leave records <p>Delegation</p> <ul style="list-style-type: none"> • Managers going on leave should appoint an acting manager to carry out all their approvals in the system. How it works :When submitting your leave form , the system should prompt you asking if you need to delegate your duties . If YES – it should present a drop down with all the staff for you to select which staff to delegate to. <p>Appraisals</p> <ul style="list-style-type: none"> • The system should help employees to do performance appraisal on the system and have their performance appraisal approved on the system and archived. It should be able to track and store information of appraisal. • The system should allow the employees to set objectives at the beginning of the year • The objectives should be approved by the line managers. - Once the objectives are approved, they should not be editable. • The employee at the mid-year will fill in a mid-year review against the set objectives. The staff should fill in the mid-year review form against the objectives already set • At the end of the year, the employee will fill in the rating, their line manager will also rate them and comment. Once the line manager submits the document, it should not be editable <p>Recruitment</p> <ul style="list-style-type: none"> • Automate the employee requisition form so that the approval is done via the system. A line manager creates an employee requisition request in the system for approval before a position can be advertised • Job applications should be done online. • The HR staff should have a dashboard that allows them to sort received applications and flag them off(possible candidate for a different position etc). • The system should allow a job advertiser to choose an auto response message which applicants get whenever they apply for a certain job. 		
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- An automated mail should be sent to the candidate once they apply for a job acknowledging that their application has been received
- Shortlisting and long listing – The system should provide for the recruitment officer to create long lists and short lists during the sorting process. They should be able to send an email to a list e,g a regret email to a a list of candidates in the long list
- Only the Cover letter should be attached as a file. The system should allow the candidates to fill in various form fields and generate a candidate profile/CV

Training

- The HR officer should create course lists that employees should take –name of course, external link to course/instructions on how to access the course .
- Employees should be able to view this list of courses , once they complete the course , they should mark the course as complete and fill in the number of hours taken . An automated email should go to the line manager and HR officer once an employee marks a course as completed
- The HR should be able to categorize the courses such that some courses are only visible by staff in management positions and others by normal staff
- The System should generate reports on course completions by staff

Orientation

- The HR should create a list of documents that employees are supposed to sign once they join the organization
- The staff should acknowledge that they’ve read the documents (by ticking against the list’s checkboxes for example)
- The system should generate a report on documents read by staff

Competencies

- AAH-I maintains a competencies framework. It should be fed into the system for assessment of staff either at recruitment or on ongoing assessments.

Timesheets

- Staff should fill in the timesheets online
- These should be sent to their mangers for approval
- They should be compiled in a repository and should be downloadable

<p>Reports</p> <p>The system should provide the following details</p> <ul style="list-style-type: none"> • Employee leave report - Line managers should also be able to access their staff leaves report • Staff biodata(All details captured for the employee) • Contracts report • Submitted appraisals report • Demographic details (Name, Job-title, Line manager, Gender, Manager, Office, Office Location) • The reporting module should allow users to specify different parameters so as to produce various reports 		