

FINANCE		
	Finance: Accounts Payable- Requirement description	Comments
1	The system should consolidate departmental/ cost center's projections from each department/cost center into one consolidated budget.	
2	The system should allow departments AAHL users to raise requisitions against budget and if above notify but proceed.	
3	The system should generate the detailed budget for any particular period/ year.	
4	The system should generate budget projection reports.	
5	The system should generate accounts payable trial balance in summary and in detail showing the vendor balances that matches with the control account balances in the General Ledger	
6	Accounts payable aging report	
7	The system should show the following details when running the Accounts payable and Accounts receivable Agaging Reports; 1. Description or purpose of Imprest 2. Voucher number or reference	
8	The system should capture the following details regarding an Imprest application at a minimum: <ul style="list-style-type: none"> • Details of the staff taking the Imprest (Name, staff number); • The Imprest amount; • The purpose of the Imprest; • Imprest approver; and • Imprest taken on behalf of (Details of staff the Imprest has been taken on behalf of) Date of Surrender which is 15 Days from date of Posting Imprest, on reaching the due date send an alert to Employee, Finance	
9	The system should be able to show the USD Equivalence of staff advances and Accountabilities paid in South Sudanese pounds when running the staff agaging receivable report.	
10	The system should generate the Accounts payable and Accounts receivables aging report in the reporting currency (in our case USD)	
11	The system should restrict the amount USD 500 or respective amount outstanding Imprest per staff member or its equivalent in the Local Currency	We suggest modification of this statement to read: The system should restrict processing of a new imprest before liquidating the previous one
12	The system should send an alert (and Email) and escalate if an Imprest request has not been processed within a defined period of time 24Hrs.	
13	The system should be able to alert the payroll department to deduct long overdue unaccounted Imprest amounts from the employee's salary	
14	The system should automatically validate Imprest applications against the budget. The application should check if the budget is adequate to cover the Imprest amount but no restrictionAllow the user to proceed with the application even if there's insufficient Budget.	South Sudan suggests that: the system should restrict imprest and procurement applications against budgetlines with insufficient funds
15	The system should alert payroll staff to credit staff account in the following month's payment.Send alerts of Unapproved Imprests weekly Overdue Approvals.	
16	The system should generate reports of Imprest that have been issued but have not been accounted for	
17	The system should generate reports of reimbursement requests that have not been approved	
18	The system should generate the cash flow report	Modify to: The system should generate project specific cash flow reports and consolidated cash flow reports
19	The system should generate the trial balance	Modify to: The system should generate project specific Trial Balance and consolidated Trial Balance
20	The system should generate the summary and detailed trial balance with transactions	Modify to: The system should generate project specific summary and detailed Trial Balance with transactions and consolidated summary and Detailed Trial Balance
21	The system should generate the balance sheet	Modify to: The system should generate project specific balance sheet and consolidated Balance sheet
22	The system should generate the profit and loss account	Modify to: The system should generate project specific Profit and Loss Account and consolidated Profit and loss Account
23	The system should generate the budgeted compared to actual income	Modify to: The system should generate project specific Budgeted compared to Actual Income and consolidated Budgeted compared to Actual Income
24	The system should generate the budgeted compared to actual expenditure	Modify to: The system should generate project specific Budgeted compared to Actual Expenditure and consolidated Budgeted compared to Actual Expenditure
25	The system should generate the Projectal breakup of the balance sheet and profit and loss. The System should have a Cashflow Forecasting.	

26	The system should generate the income and expenditure statement;	Modify to: The system should generate project specific Income and Expenditure statement and consolidated Income and Expenditure
27	The system should generate the Statement of Comprehensive income;	
28	The system should generate the Statement of financial position;	
29	The system should define the reporting currecncy as the Foreign currency and the Country of operation currecy as the Local Currency for ease of entering the exchange rates	
30	The work flows should be linked to both the Project Managers, Project Finance Officers and the authorization limts as set out in the AAHI Finance Manual	
31	The system should generate Consolidated Financial reports per country and for the institution	
	Finance- Cash & Management Requirement description	
1	The system should be able to sort out the PV and Imprest against the paying bank	
2	Approval workflows on bank reconcillition should be set up	
	Finance- Fixed Assests Requirement description	
1	The system should grant permission to users to Amend Fixed Assets.	
2	Have Maintenance Frequency on Fixed Asset card, System to calculate Next Service Date.	
3	The system should have an approval workflow for assets disposal	
4	The system should send notifications to the procurement department to continue with the disposal process once disposal approval has been done	
5	The system should post the transactions involving disposal of a fixed asset/ Inventory Item in the specified ledgers once it has been approved	
6	The system should have an approval workflow to facilitate review and approval of the list	
7	The system should have an approval workflow for asset revaluations	
8	The system should generate the fixed assets register report with all the fields captured in the fixed asset registration process	
9	The system should generate asset disposal reports with details of assets disposed. The report should capture the mode of disposal e.g., sale, scrap, write offs.Assets Insured, On Maintenance Report	
10	The system should generate asset addition reports with details of assets added in a defined period of time	
11	The system should generate a fixed assets verification sheet, containing asset code, Physical Location, Book Value	
12	The system should generate a report that indicates the changes in asset value with the following details: 1. Asset Aquisition value 2. The current depreciation amount 3. Accumulated depreciation and 4. the Net book Value	
14	The system should generate a list of all fully depreciated assets.	
15	The system should generate a list of all assets approved for disposal	
16	Demonstrate the ability for tracking changes in deferred Taxes, reconciliations to deferred Taxes in any given accounting period	
17	The system should generate a Fixed Asset Movement schedule Per Project,County and Consolidated for the region	
18	Assets servicing and maintenance polishing with set reminders	
	Finance General Ledger- Requirement description	
1	The system should support preliminary and final closing of P&L, Only Permitted Users to do it.Allow some users to back date in the system using Allow Posting from and to. The System should have a capability to allow users to Post on the Previous year after audit to pas Audit Journals as the other users are posting into the Current Year.	
2	The system should provide facility to generate balance sheet and income statements.	
3	The system should restrict a user to view only or data entry only or post based on their system authorizations etc.	
4	The system should restrict access of a user to certain Modules /departments only.	
5	The system should set up security for various user groups to restrict access to certain predefined Modules.	
6	The system should allow selected users to reopen a period to make adjustments. Permissions	
7	The system should generate period closing reports that ensures consistency check with the sub-ledgers	
8	The system should close modules at one time. However, closing period for all modules should be the same (with adequate authorization)	
9	The system should provide a closing checklist indicating various tasks as completed or outstanding e.g. manual automatic entries are not posted, X sub-module are not closed yet, etc.	

10	The system should generate summarized and detailed trial balance report The system should be able to produce current month TB and cumulative trial balance (Net change)	
11	The system should generate the following summarized and detailed financial reports in user defined format: • Budget status report (budget vs. actual by selected accounts/groups of accounts) • Balance Sheet, Income and Expenditure by department analyzed by account heads • Consolidated balance sheet and income and expenditure for the organization.. The system should provide Financial Reports as per the format of the donors.	
12	The system should carry out variance analyses such as plan/actual comparisons, fiscal year comparisons, and so on for Balance sheet and profit & loss.	
13	The system should generate the variance analysis report (Budget Vs Actual) PTD/YTD	
14	The system should update ad hoc reports which rely on account macro in case there is additions/change in the chart of accounts which affects the macro	
15	The system should generate the transaction listing to include the following codes: 1.Objective code 2. Location code 3. Activity code and 4. Partner code separately	
16	The system should generate transaction listings indicating the Account opening balances for the previous period, the transaction for the current period and the total expenses for the reporting period	
17	The system should generate Budget v Actual Report, Balance sheet, Income and Expenditure by Project	
PROCUREMENT		
Procurement- Requirement description		
1	Beneficiary (partner/ end user): The System should allow user to consolidate Plans	
2	The System should allow viewing and sharing of plans across different departments/ functions/channels as screen enquiries, reports or exportable files (PDF, Excel)	
3	The System should allow a user to review/ analyze consolidated plan(s)	
4	The System should provide for creation & maintainance of a Delivery Plan	
5	The system should allow viewing of aggregated and de-aggregated plan data based on item, delivery dates, plan owner, program, project and grant	
6	The system should allow the creation of plan vs actual comparison report	
7	The system should send notifications and list of items due for procurement based on user defined schedule	
8	The system should allow the maintenance vendor specific pricing and unit of measure (Vendor Catalog)	
9	The system should allow user to be able to copy items from a project to a requisition	
10	The system should provide an option to find items from an external / "punch-out" catalogues which link directly to the vendors catalogue system.	
11	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	
12	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 budgetlines. Need option to split by % or by value.	
13	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	
14	The system should allow for Local Transport charge, Freight charge, Import duty, and Clearance fees to be entered as line items	
15	The system should have the ability to combine multiple PRs lines into one PO line and on the PO prinout indicate the different delivery locations and delivery quantities	
16	The system should provide ability for automatic notification of, and access to PR order status, approval status, shipping status and tracking	
17	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	

18	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	
19	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.	
20	The System should provide for a Project Officer to be able to display the Procurement Plan to decide what Requisitions to raise.	
21	The System should allow for creation and enforcement of an approval workflow which facilitates both monetary & technical approvals within the workflow.	
22	The system should allow for Proxy approvers (delegation) to cover for absence of primary approvers	
23	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	
24	The System should capture Requisition rejection reason in either free text or pre-defined text and notify requester	
25	The system should perform budget check prior to PR submission and reject PR for which there is insufficient budget	
26	The System should accommodate different monetary thresholds for different locations when determining need for RFQ/ITB/RFP and number of quotes needed.	
27	The System should allow electronic submission/receipt of bids (i.e. via Email, XML, EDI)	
28	The System should receive and present quote to user for review.	
29	The system should maintain Standard Terms of Reference in the system and can be added as needed to the RFx.	
30	The systems Terms of Reference should be recommended based on characteristics of the RFx, but can be changed per purchasing department review.	
31	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.	
32	The system should allow modification of RFx with pricing, discounts, terms shipping charges and delivery schedule upon receipt of vendor quote,	
33	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	
34	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.	
35	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)	
36	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.	
37	The System should allow for a user to set a Vendor Review Criteria	
38	The system should provide user with a Vendor Performance Analysis Scorecard	
39	The System should allow for Vendor-Self-Service in the following ways: a) Vendor ability to view RFQ/RFP/ITB/RFI documentation	
40	b) Posting of Receipts and Invoices for Vendor to retrieve as needed	
41	The system should enable users to be able to manually add/delete suppliers from the re-evaluation queue	
42	The System should provide tools and capabilities to communicate Key Performance Indicators (KPI's) and expectations to Suppliers	
43	The system should provide for cross-checking of Suppliers against the prohibited organizations list	
44	The System should allow for punch-out to catalogs on supplier or other externally-maintained websites	
45	The System should provide the ability to load electronic catalog files provided by suppliers or donors.	
46	The system should allow for creation and maintenance of Bid(s).	
47	The System should provide for approval of selected bid by initial requestor (or other necessary approver).	
48	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.	
49	The System should provide the ability to reject bids and send bid rejection notices to suppliers whose bids have not been accepted.	

50	The System should provide pre-defined list of INCOTERMS to include on Purchase Order	
51	The System should provide the ability to include insurance and freight costs as part of the Purchase Order	
52	The system should automatically update the latest Item price on the system Supplier Item Catalog	
53	The system should provide for the ability to change any line item data on an open PO prior to receipts	
54	The system should provide for the ability to generate PO with multiple ship-to addresses	
55	The system should provide for the ability to identify multiple ship-to addresses per line item	
56	The system should provide for the ability to create a new PO by copying an existing one.	
57	The system should provide for the ability to create user-definable fields for PO	
58	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.	
59	The system should support multiple tax rates for different locations or taxing authorities	
60	The system should provide for the ability to have PO line items charged to multiple budget lines	
61	The system should provide for the ability to see original PO and all revisions to the PO	
62	The system should provide for the ability to close a PO when receipt quantity is less than order quantity	
63	The system should provide space for unlimited line item text information	
64	The system should provide for the ability to print user-specified standard clauses automatically on PO by selecting from a list	
65	The system should allow use of an unlimited number of standard clauses	
66	The system should provide ability to print/ email letters to suppliers informing them when delivery against a purchase order is overdue	
67	The system should provide for the ability to override automatically assigned PO numbers with unique manually input number	
68	The system should provide for the ability to add comparison market price for each item in order to show savings	
69	The system should Report on Overdue PO's	
70	The System should maintain an audit trail of any changes to a PO with a corresponding reason code	
71	The system should generate a revision number, which is printed on the PO	
72	The system should provide the user with the ability to decide whether a PO revision should be given a revision number: Item, Quantity, Cube/Weight/Cost, Vendor Order Multiple	
73	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)	
74	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	
75	The System should provide ability to document the supplier's acknowledgement of the Change Notice.	
76	The system should provide such that a Reference should always be made to the original Purchase Order # and the date issued.	
77	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.	
78	The System should provide the ability to document and track costs incurred on a cancellation due to custom ordered parts, restocking fees, etc	
79	The system should allow for Contracts (Blanket) PO/Framework agreements	
80	Delivery Responsibility: 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)	
81	The System should link individual purchase orders to the corresponding Contract	
82	The System should provide ability to view contract performance, including all purchase orders executed against each contract and specifically provide;	

83	a) Ability to inquire on spend and 'open to buy' against an individual contract	
84	The system should be setup such that exceeding defined trigger rule thresholds will initiate a periodic contract analysis for a supplier	
85	The System should pro-actively notify purchasing personnel when contract expiration is approaching	
86	The system should provide for the ability to evaluate performance against defined Service Level Agreements and flag contracts that need to be reviewed	
87	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	
88	The system should provide management reports and KPIs which should be easily accessible and configurable	
89	The system should allow for scheduling of reports and these scheduled reports to run at set times	
90	The system should natively support advanced analysis capabilities e.g. Pivot Tables, without third party software.	
91	The system should be able to provide a list of GRNs using the following selection criteria: -Project/ Donor/ Location/ Item/ Supplier/ Date received/ Overdue	
92	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	
93	The system should report on difference between comparison market price and actual price paid and calculate savings over given period of time	
94	The system should provide an ability to calculate actual and average cycle time between PR/PO/INV/GRN	
95	The system should provide for an ability to graph trends (qty of PO's vs. time; spend vs. vendors; spend vs. time)	
96	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 made	
HUMAN RESOURCES		
Human Resources- Requirement description		
1	Payroll data posting to the GL should be integrated with individual staff timesheets and contracts. The timesheets should reflect donor percentage allocations for staff whose salaries are funded by multiple donors. E.g.. UNHCR 40%, Unicef 30%, IFAD 30%	
2	The system should be able to print out post payroll journals	
3	The timesheet should be based on the grant allocation and feature the following details: employee no, name, day, allocation %, hours in the day, task description, employee comments and supervisor comments.	
4	The system should generate a timesheet report per donor allocation.	
5	The system should generate a timesheet status report individually, at ones for all staff based on location.	
6	Electronic pay slips should be sent via email. For staff who cannot access email, their pay slips will be directed to the HR and Admin departments of their respective locations.	
7	Reminders and alerts should be sent to staff, HR, and line managers for confirmations, performance review dates, retirements, contract end dates, and other relevant events.	
8	The staff should fill in a clearance form -Share template •Certificate of service to be generated on staff exit----Share template	
9	Staff details should be downloadable in Excel, PDF, MS Word format—Reports •Bank details •Language proficiency	
10	System should send reminders after 3 months of new staff employment. Reminders on end of contracts to be sent to HR officers included in the System .	
11	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.	
12	The system should allow the employees to set objectives upon joining the org. and at the beginning of the year. This should capture both the soft skills and Key result areas.	

13	The objectives should be approved by the line managers and over view manager/head of department. - Once the objectives are approved, they should not be editable.	
14	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 ratings against the objectives already set.	
15	At the end of the year, the employee will fill in the rating, their line manager and over view manager/head of department will also rate them and comment. Once the line manager submits the document, it should not be editable	
16	Provide Submitted appraisals report	
17	Job applications should be done online.	
18	The system should automatically screen and shortlist candidates who meet the job requirements and can be recommended for an interview invitation.	
19	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.).	
20	The system should allow a job advertiser to choose an auto response message which applicants get whenever they apply for a certain job.	
21	An automated mail should be sent to the candidate once they apply for a job acknowledging that their application has been received	
22	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	
23	Only the Cover letter, national ID, Passport, training certificates, recommendations and Academic credentials should be attached as a file. The system should allow the candidates to fill in various form fields and generate a candidate profile/CV	
24	An automated mail should be sent to the candidate once they apply for a job acknowledging that their application has been received	
25	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.	
26	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 (10) pushed forward from the previous year should expire in 3 months.	
27	The system should be able to generate a comprehensive report of annual leave with following details, Annual Leave Entitlement: The number of annual leave days the employee is entitled to for the current year. Carried Forward: Leave days carried over from the previous year, if applicable. Annual Leave Taken: The total number of leave days taken by the employee during the current year. Annual Leave Balance: The remaining leave days available for the current year.	
28	CTOs should expire after one month from the date of issue	
29	Managers going on leave should appoint an acting manager to carry out all their approvals in the system and all approval workflows should shift to them until the day that they will return as applied 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.	
30	The HR should create a list of documents that employees are supposed to sign once they join the organization.	
31	The staff should acknowledge that they've read the documents (by ticking against the list's checkboxes for example)	
32	The system should generate individual staff and general report on documents read by staff	
33	The system should support upload of approved trainings on the training plan.	
34	The system should allow admins to apply and schedule for planned trainings for various locations indicating the trainees from the employee self service.	
35	The system should update the employee card with the attended trainings.	

36	The system should generate a biodata report containing the following details: Payroll Number, Full Name, Job Title, Gender, Join Date, Contract End Date, Duty Location, Current Salary, Staff Email, Phone Number, National ID Number, Line Manager, Line Manager's Email, Next of Kin's Full Name, Address, and Contact Information (Phone/Email), the status (active or in active), National or international staff, Refugee incentive worker, National Casual Worker, Consultant, Intern, Volunteer and reason of leaving (disciplinary, Resignation, End of contract)	
37	The system should record all inventories (stationery and other office supplies) and generate a monthly report detailing utilization, including who requested the items, quantities requested, remaining stock, purpose of use, and the destination location.	
38	New staff- The process of onboarding a new staff should include all managers in all departments where after HR, the rest of the members can flag the staff off after induction in the system before getting to payroll.	
LOGISTICS		
Logistics FMS-Fuel- Requirement description		
1	Fuel transfer List	Needs review of code
2	Fuel Transfers Posted	Needs review of code
3	Fuel Transfers Reversed	Needs review of code
4	Fuel Transfer Received	Customization not done
5	Issue of unreconciling stock balance	Sometime, stock adjusted at the beginning of the month gives a wrong theoretical balance at the end of the month. I failed to understand why.
6	Permissions	Access should be limited to Admin/ Super user Some permissions missing
7	Data Cleanups- unused locations	
8	Fuel Receptions Report	Issue with total Qty in words when no location is selected. Code filter issue
9	Fuel Consumption by Partner	>Total qty does not adjust according to filters. Review filter code
10	Fuel Consumption by Partner	>Report should show only partners that received fuel in the given period. Review code for filtering
11	Fuel Consumption By Asset Type	>Strangely LV consumption rates Lt/Km, KM/Lt not appearing. Needs review of code
12	Fuel Consumption Per Partner By Asset	>Impossible to add other filter such location, station. Filter option missing for location, station, etc
13	Fuel Movement Summary	>For different starting dates, closing balance keeps changing even for a same closing date. Needs code review
14	Fuel Movement Summary	>Initial and final stocks figures not correct. Needs code review
15	Fuel Transfer Report	Not developed
16	PBI functionality	
17	Self-service portal	
18	Excel GetData from ERP Tables	
19	Print/Save to Excel without going to AAHI sharepoint	Some long reports redirect you to SharePoint.
20	FMS User manual	
21	After exporting of data, merging of rows/columns should not happen	
Logistics TMS-Transport- Requirement description		
1	Fleet Repairs List	> Asset restore filters to be reviewed
2	Fleet Repairs List	>commissioning and decommissioning need review
3	Irreparable Fleet Repairs reversals	It is impossible to restore an asset from irreparable status
4	Weekly Transport Data	Not fully developed, needs customization
5	Weekly Partner Transport Data	Not fully developed, needs customization
6	Overall Weekly Transport Data	Not fully developed, needs customization
7	Overall Monthly Transport Data	Not fully developed, needs customization
8	Monthly Statistics Per Location	Not fully developed, needs customization
9	Reports on Air Transport	Not fully developed, needs customization
10	Driver Performance	Not fully developed, needs customization
11	PBI functionality	
12	Self-service portal	
13	Excel GetData from ERP Tables	
14	Print/Save to Excel without going to AAHI sharepoint	Some long reports redirect you to SharePoint.
15	TMS User manual	
Logistics WMS- Warehouse- Requirement description		
1	Receipts Posted reversals (the ability to reverse a posting for entry of items if there are corrections to be made. Upon necessary authorisation by WH Manager)	Option not available in ERP, In Standalone WMS we have GRN modification
2	Expiry of medical items options (when bulk entry into the system, the provision of adding expiry dates to the products is not provided this makes it complicated to do a bulk transfer for the thousands of entries)	

3	Issue Posted Reversal (the ability to reverse a posting for items leaving the warehouse if there is an error or a correction to be made. Upon necessary authorisation by WH Manager)	Option not available in ERP, In Standalone WMS we have GIV modification
4	Stocktake documentation option	option not available in ERP This exists in Standalone WMS
5	Damage/Loss Registration option	Option under ERP not captured but provision for negative adjustment is in Stock Adjustment, this exists in Standalone WMS
6	Warehouse Issue Report filters	Done but not all filters are mapped to the warehouse or items, report does not show actual date of issue rather date of posting
7	Warehouse Receipt Report filters	Done but filter drop down and mapping need to be reviewed, qty package field not required as output
8	Warehouse Stock Summary filters	done but does not filter PO number of actual Item selected rather produces all items in the warehouse for selection. Option to have zero stock, stock above zero
9	Warehouse Item by PO/Location filters	Only provides option for Location, Wau data not appearing
10	Warehouse Weekly Report filters	Done but columns: " Transfer Received " and " Transfer Issued " not required. All should be merged under received and or issued. Some Duration in stock indicate negative value which is impossible formulas to be reviewed
11	Pre-inventory, Post-Inventory, Inventory list	Option not available in ERP, Exists in Standalone WMS
12	Damage/Loss Report not developed	Option not available in ERP, Exists in Standalone WMS
13	PBI functionality	
14	Self-service portal	
15	Excel GetData from ERP Tables	
16	Print/Save to Excel without going to AAHI sharepoint	
17	WMS User manual	
18	Goods receipt list partial delivery box	Provision for partial and full delivery as a check box to know which entry type is being posted to the system.
19	Goods receipt list, comments on print	Provision for comments to be visible in the printout, current version does not allow for this
20	Stock Adjustment, project number editing	Not editable
21	Physical Inventory Journal	Option not there for provision to attach physical inventory exercise report, no provision to provide pre inventory report or post inventory report
22	Items by Location filters and data cleanup	Some headers are not locations e.g. " Iveco ". Need to perform a general clean up to remove items created during the testing phase of the system development now appear as live data
	Logistics PMS-Warehouse- Requirement description	
1	Items Receipt, partial deliveries	partial deliveries receipt issues(Code review)
2	Items Receipt by location	Missing
3	Posted Items receipt filters	Filters issues
4	Reception-Reversed	Not Provided (Make provision of Reopening)
5	Stock Adjustments, project code editing	Not editable
6	Spare Parts Listing Report, Dead stock	Missing
7	Spare Parts Listing Report, Preinventory listing	Missing
8	Spare Parts Listing Report, post inventory listing	Missing
9	Spare Parts Listing Report, inventory listing by date of inventory	Missing
10	Spare Parts Delivery Report	Not Populating, Revise by location
11	Spare Parts Reception Report, category	not populating (revise under right category)
12	Jobcards Report, repair status report	>All Jobcards Pending:>Closed, >On-going, > Repair, >Jobs Done (Revise the filters)
13	Self-service portal	
14	GRN Approvals, reversals	Must have (Reversal or Re-Opening) (To be included)
15	Inventory Issuing Require	A form For Issuing Tools, Equipments under assets & Reporting.
16	Print/Save to Excel without going to AAHI sharepoint and Extra columns	
17	Workshop User manual	
	Logistics SetUp- Requirement description	
1	Decommission Asset/ Restore Asset	Further setup needed to create decommissioned asset category under asset management
2	reversal of irreparable assets	Implications of changing asset status. (Pass-0002 not found anywhere after changing to irreparable) Create an option for restoration
3	Partner Ass List-Not Available	Option not required. Change it to irreparable
4	Remove unused locations	Data cleanup needed to remove them
5	Menu options usability restrictions such as actions, navigate, report	Permissions and Menus customizations needed
6	Fleet Management Set up for more than one person admin	Currently holds one Admin, Add a feature in user setup
	ICT/ ADMIN	

	ICT/ ADMIN Requirement description	
1	NAV CRM Creation- Entails users/ customers/ clients creation- bio data, to interlink with the ERP system projects- Cost management, sales force automation, marketing infirmation, Service management- Contracts, Reports- Customers, Projects, contracts, Peeriodic, Activity reports, Setting of KPIs of products	
2	Power BI Creation and customization, should retain reports templates and dashboards	
3	General security of the system such as IP changes in webservice portal, protocol, database and backups mirroring, etc	
4	Permissions setups- Super admins, Module admins, admins for specific tasks per AAHI requirements, view only rights, a user to view only their dashboards without other modules, external view users for auditors and/ or donors. Key measures are to be setup	
5	Enable creation of external users	
6	A complete redisgn of the existing webservice potal to incoporate all functionalities that secondary users use in the organisation use in all modules. This should synchronize with the ERP system in all modules- HR, Procurement, Finance and Logistics.	
7	Procurement Supplier portal setup	
8	HR Recruitment portal setup	
9	Email notifications formarts should indicate the subject and body of what a line manager is supposed to approve.	
10	Email notications should provide details of how a line manager is supposed to approve	
11	New company templates should be available where they will autopick an existing company, but with zero data.	
12	Data cleanup- the developer to assist with data cleanup in various modules	
13	The system to allow for electronic signing of documents where users can attach their signatures	
14	The system should remove an exited staff from workflows by default and replace with the the selected incoming line manager. If none has joined the organisation yet, the option shall remain as blank.	
15	Alert the relevant line manager when a due date is approching, eg, when a contract is coming to a closure, when a payment is almost, Service and maintenance etc	
16	User manual	
17	Training	
18	Licences	
19	Reports Templates should be available for future duplicates with zero data	