

Annex II: IFMIS Functional Requirements & Compliance Sheet

1. General Functional Requirements			
A	User Interface and Usability	Comply (Yes/No)	Comments
1	Intuitive Interface: Features an easy-to-use interface with intuitive navigation, making it accessible for users with varying levels of technical expertise.		
2	Advanced Search and Filters: Provides advanced search and filter options to quickly locate budget items and related data.		
3	Real-Time Data Updates: Ensures that budget data is updated in real-time, providing users with the most current financial information.		
4	Interface functions with Dynamic Defined Security: Ability to perform the following requisition functions, with appropriate security: - Inquiry / Search - Add New - Change/Update - Delete		
B	Security and Access Control	Comply (Yes/No)	Comments
4	Role-Based Access Control: Provides role-based access control to ensure that only authorized personnel can create, view, and modify budgets.		
5	Security by User-Defined Options: Ability, through security by user-defined options, to restrict access to different versions of budgets.		
6	Online Edit Checking: Ability to perform online edit checking and validation to prevent unauthorized actions, such as assigning more than one employee to the same position number.		
7	Secure Data Exchange: Secure API endpoints with OAuth 2.0 or JWT to ensure that only authorized systems can access data during integration with external systems.		
C	Compliance and Audit	Comply (Yes/No)	Comments



8	Compliance Monitoring: Monitors compliance with financial regulations and internal policies, providing alerts and reports on non-compliance issues.		
9	Audit Trails: Supports budget adjustments and amendments with proper audit trails, including tracking of changes made during the appropriation or budget amendment process.		
10	Error Handling and Logging: Provides comprehensive error handling and logging to manage any issues encountered during data exchange and budget processes.		
D	Alerts and Notifications	Comply (Yes/No)	Comments
11	Custom Alerts: Allows users to set up custom alerts for budget thresholds, approvals, and compliance issues.		
12	Email Notifications: Sends email notifications to relevant stakeholders for important budget-related activities and changes.		
E	Data Exchange and APIs	Comply (Yes/No)	Comments
13	Open-Source Architecture: Features an open-source architecture designed for seamless integration with external systems.		
14	RESTful API Availability: Provides a RESTful API for secure and efficient data exchange with external portals like the MOLG budgeting portal.		
15	Standard Data Formats Support: Supports standard data formats like JSON and XML to ensure compatibility and ease of data transfer.		
16	Configurable Data Push: Configurable scheduling for automatic data pushes external systems at predefined intervals.		
17	Error Handling in Data Exchange: Comprehensive error handling to manage and log into any issues encountered during data exchange.		
18	Data Mapping Capabilities: Data mapping tools to align the municipal budget data structure with external system requirements.		

2. Budget Module Functional Requirements

A	General Requirements	Comply (Yes/No)	Comments
1	Flexible Budget Periods: Ability to create budgets for various periods, including monthly, fiscal year, calendar year, and multi-year plans. Users can define and allocate budget items across different funds, departments, projects, and user-definable levels.		
2	Multi-Currency Support: Supports multi-currency budgeting with automatic conversion to the base currency for consolidated reporting.		
3	Budget Control Dimensions: Ability to control budgets by fund, decision unit, cost center, project level, expense code (account), sub-code, or user-definable levels.		
4	Comprehensive Reporting Segments: Ability to report budgets, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by fiscal year using any combination of chart of account segments (e.g., fund, agency, department, cost center, project, expenditure object, source of revenue, general ledger account).		
5	Encumbrance Management: Maintain encumbrance carryovers by fiscal year over multiple fiscal years, allowing for additions, changes, and liquidations.		
6	Multiple Budget Versions: System maintains multiple budget amounts, including proposed, recommended, approved, amended, and final adopted budgets.		
7	Departmental Structure Definition: Ability to define departments according to the municipal administrative structure, including the number of employees in each department.		
8	Accrual Basis Budgeting: Ability to create budgets on a full accrual basis, including fixed assets, projects under construction, provisions, etc., facilitating the creation of estimated balance sheets.		
9	Expense Allocation: Ability to distribute general and administrative expenses to departments based on predefined allocation bases, such as standard ratios determined by the Ministry of Local Governance (MOLG) and the number of employees in each department.		

A	General Requirements - Continue	Comply (Yes/No)	Comments
10	Budget Distribution: Ability to distribute the annual budget by month or other user-defined periods based on user-specified percentages.		
11	Collaborative Planning: Supports collaborative organizational planning methods, including top-down, bottom-up, or a combination of both.		
12	Multi-Year Budget Control: Ability to accommodate multi-year budgets and control mechanisms.		
13	Uncontrolled or Tracked Budgets: Ability to set up "uncontrolled" or tracked budgets (e.g., salary budgets).		
14	Expenditure and Revenue Tracking: Ability to capture, track, amend, extract, and report on expenditure budgets, revenue estimates, program budgets, and capital budgets.		
15	Activity-Based Costing Support: Ability to create codes to support activity-based costing methodologies.		
16	Real-Time Inquiry: Ability to allow online, real-time inquiry into any budget period for any fund account at any accounting level (e.g., fund, object).		
17	Budget Amendments Tracking: Ability to track budget amendment details, including date of change, user making the change, and type of change (e.g., legislative, administrative).		
18	Position Budgeting and Control: Ability to accommodate position budgeting and control mechanisms.		
19	Drill-Down Capability: Ability to drill down from any field to originating transactions within the budget entry screen.		
20	Decision Unit Roll-Up: Ability to roll up multiple cost centers into one decision unit and review several decision units simultaneously.		
21	Historical Data Reporting: Ability for historical and current budget data to be reported into multiple budget accumulator fields.		
22	Security and Access Control: Provides role-based access control to restrict access to different versions of budgets and ensures that only authorized personnel can create, view, and modify budgets.		
23	Centralized Account Allocation: Ability to allocate financial information from centrally controlled account strings.		



24	Narrative Justifications: The software allows users to enter or attach narrative justifications at the account or department level.		
25	Budget Control Checks: Provides budgetary control by checking available funds before posting transactions.		
26	Effective Dating: Ability to add effective dates to budget transactions.		
B	Budget Preparation	Comply (Yes/No)	Comments
27	Accrual and Cash Basis Development: Ability to develop budgets on an accrual basis and estimate the percentage for cash collections/payments for each revenue and expenditure account.		
28	Detailed Summary Budgets: Ability to develop both detailed budgets at any level of the chart of accounts and summary budgets in a distributed environment.		
29	Access to Current Line Items: During budget formulation, ability to access all expenditure and revenue line items currently in use by the financial system.		
30	Historical Data Access: Ability to provide user-defined historical budget and actual data, including retrieving actual revenues and expenditures from previous years.		
31	Budget Worksheets: Ability to provide budget worksheet information, including year-to-date actuals, current year budgets, projected spending, and open encumbrances.		
32	User-Defined Formats: Ability to create budget worksheets in user-defined formats.		
33	Percentage Adjustments: Ability to apply a percentage increase or decrease to budgeted figures.		
34	Multi-Year Projections: Ability to create multi-year budgets and project budgets up to five years ahead.		
35	Decision Unit Roll-Ups: Ability to generate budgets by cost center that roll up into user-defined decision units not included in the chart of accounts.		
36	Initial Budget Creation: Ability to produce beginning budgets based on user-defined percentages, amount increases or decreases of prior year's budgets, or user-defined formulas by accounts, funds, or cost centers.		



B	Budget Preparation - Continue	Comply (Yes/No)	Comments
37	Budget Ceilings and Alerts: Ability to accept user-defined expenditure ceilings, enforce budgetary controls to prevent overspending, and flag accounts approaching ceilings with thresholds and alerts.		
38	Allotment Establishment: Ability to establish allotments by user-defined ceilings and time periods (e.g., monthly, quarterly).		
39	Budget Narratives: Ability to add budget narratives by transferring narratives from prior fiscal years and combining them with historical budget information.		
40	Individual Budget Maintenance: For management reporting purposes, ability for individual users to maintain budget information for any applicable operations separate from the official budget.		
41	Detail-Level Budgeting: Ability to prepare budgets at detailed levels with roll-up capabilities to higher levels of control, including parent ledgers with sub-ledgers, and automatic cumulation of amounts.		
42	Year-End Projections: Ability to project year-end estimates of expenditures by fund, cost center, account, and decision unit.		
43	Position Management: Ability to add, delete, reclassify, modify, or transfer positions within the budget preparation function by decision unit or any class codes, and to change the number of authorized full-time equivalents per position.		
44	Position Control Edits: Ability to perform online editing checking and validation to prevent more than one employee from being assigned to the same position number.		
45	Position Change Approvals: Ability to route position change requests online to various staff members for approval.		
C	Budget Maintenance	Comply (Yes/No)	Comments
46	Amendment Processing: Ability to accept and process any changes made during the appropriation or budget amendment process.		
47	Post-Adoption Adjustments: Ability to accept and process appropriation totals and program details after the final budget is posted.		
48	Online Budget Transfers: Ability to transfer budgets online within security requirements.		



49	Supplemental Requests Tracking: Ability to input, track, maintain, and report on supplemental budget requests.		
50	Commitment Identification: Ability to identify commitments made in current or prior years affecting the projected budget year.		
51	Budget Adjustments and Overrides: Ability to adjust budgets and override budget controls within security requirements.		
52	Flexible General Ledger Interface: Ability to provide time-frame flexibility for interfacing adopted budgets with the General Ledger component (e.g., at the beginning of the fiscal year or during the fiscal year).		
53	Division Input Capability: Ability for divisions to input budget requests and revenue estimates for the next fiscal year.		
54	Data Import/Export with Spreadsheets: Ability to download budget request data and revenue estimates to a PC spreadsheet and upload budget data from a PC spreadsheet program to the system.		
55	Locking Budget Items: Allows users to lock specific budget items to prevent modifications and ensure adherence to the approved budget.		
D	Integration	Comply (Yes/No)	Comments
56	Centralized Real-Time Information: The Budget Management module should be integrated with other subsystems (modules) to provide centralized, real-time information to all users.		
57	General Ledger Integration: Ensures seamless integration with the General Ledger for accurate and real-time financial reporting. New account numbers entered in the General Ledger are available immediately in the budget preparation input screen.		
58	Payroll/Benefits Data Access: Ability to access data from Payroll/Benefits tables for budget projections.		
59	Transaction Effects Visibility: Provides the capability to see real-time transaction effects and control expenses when ledgers are locked.		
60	Automatic Budget Updates: Facilitates automatic updates of budget data based on transactions recorded in the Accounts Payable (AP) and Purchase Order (PO) systems.		

61	Data Import/Export: Supports import and export of budget data to and from external systems, ensuring data consistency and ease of use.		
62	Desktop Tool Integration: The ability to export and import budgets to desktop tools (Excel/Word) and interface automatically with Al Bawwaba system (currently used by MOLG) with coordination from MOLG.		
63	Open Architecture for External Integration: Features an open-source architecture designed to facilitate seamless integration with external systems, particularly the MOLG budgeting portal.		
64	RESTful API Provision: Provides a RESTful API that allows for secure and efficient data exchange with the MOLG budgeting portal.		
65	Secure API Endpoints: Secure API endpoints with OAuth 2.0 or JWT (JSON Web Tokens) to ensure that only authorized systems can access the data.		
66	Standard Data Formats: Supports standard data formats like JSON and XML to ensure compatibility and ease of data transfer.		
67	Configurable Data Push Scheduling: Configurable scheduling for automatic data push to the MOLG portal at predefined intervals (e.g., daily, weekly, monthly).		
68	Error Handling and Logging: Comprehensive error handling to manage and log any issues encountered during data exchange.		
69	Data Mapping Tools: Data mapping tools to align the municipal budget data structure with the MOLG portal's requirements.		
E	Forecasting and Modeling	Comply (Yes/No)	Comments
70	Unlimited Simulations: Ability to perform an unlimited number of online simulations ("what-if" analyses).		
71	Scenario Saving: Ability to save various simulations as scenarios.		
72	Ratio Calculations: Ability to calculate ratios for historical to actual data and current data elements for projection and analysis.		
73	Criteria-Based Simulations: Ability to simulate budgets based on various criteria while maintaining the base information.		
74	Chart of Accounts Simulation: Ability to simulate at any level of the chart of accounts during any budget phase.		



75	Data Upload from Offline Systems: Ability to upload budget data from offline systems.		
F	Revenue Estimates	Comply (Yes/No)	Comments
76	Unique Revenue Accounts: Ability to create revenue accounts with specific accounting and expenditure rules unique from the general fund.		
77	Revenue Account Setup: Ability to set up new revenue accounts and create revenue data information sheets.		
78	Separate Revenue Budgets: Ability to maintain and report revenue budgets separate from expenditure budgets.		
79	Revenue Projections: Ability to project revenues by fund, account, and grant.		
80	Post-Assumption Data Access: Ability, after revenue assumptions (e.g., monetary or percentage increases) are made, to allow inquiry or update of budget data.		
G	Reporting and Inquiry	Comply (Yes/No)	Comments
81	Accrual and Cash Basis Presentation: The budget must be presented on both accrual and cash bases.		
82	Detailed and Summary Reports: Ability to generate both detailed and summary reports at various organizational levels (e.g., department-wise, fund-wise).		
83	Standard and Ad-Hoc Reports: Ability to develop a standard set of reports and inquiries for end-users and generate customized, ad-hoc reports.		
84	Budget Variance Reporting: Ability to generate budget variance reports on both accrual and cash bases, comparing actual expenditures against approved annual and allotted budgets during the year.		
85	Monetary and Percentage Balances: System reports budget balances by monetary amount and percentage.		
86	Cash Balance Calculations: System calculates cash balances for each fund, adjusted and unadjusted by outstanding warrants (checks) payable.		
87	Flexible Reporting Periods: Ability to report by fiscal year, program fiscal year, and calendar year.		
88	Transaction Reports: Ability to generate printed reports identifying each budget transaction type and transaction number.		

89	New Account Reporting: Ability to generate reports listing newly established budget accounts.		
90	Historical Data Retrieval: Ability to retrieve actual revenues and actual expenditures online for a user-defined number of previous years.		
91	Projected Expenditures Access: Ability to retrieve actual and estimated expenditures for the past year.		
92	Export to Spreadsheets: Ability to export budget reports to spreadsheet software.		
93	Salary and Benefits Access: Ability to access actual salary and benefits by position during the budget process.		
94	Position Control Data Access: Ability to access position control data during the budget process.		
95	Automated Reporting: Ability to generate user-defined reports and forms automatically.		
96	Ad-Hoc Reporting from Any Field: Ability to provide ad-hoc reporting capabilities from any field within the financial/human resources database.		
97	Online Budget Versions Review: Ability to review unlimited versions of the budget online, including revisions of amounts, changes for budget line items, amounts exceeding specific thresholds, and amounts transferred between budget items.		
98	Budget History Reporting: Ability to generate a budget history report and inquiry of current and previous year budgets and actuals.		
99	Email Distribution: Ability to distribute budget worksheets and reports via email.		
100	Quarterly Review Documents: Ability to generate quarterly budget review documents.		
101	External Budget Reporting: Ability to report budgets outside of the municipal budget (e.g., some grant budgets).		
102	Customizable Reports and Dashboards: Offers a variety of customizable reports and dashboards to meet the diverse needs of municipal management and stakeholders.		

3. General Ledger Functional Requirements

A	General Requirements	Comply (Yes/No)	Comments
1	Compliance with Standards: The system must conform to Generally Accepted Accounting Principles (GAAP) and comply with governmental accounting and financial reporting standards according to the International Public Sector Accounting Standards (IPSAS).		
2	Separate Funds Maintenance: Maintains separate funds, each of which is a self-balancing set of accounts, with all funds' records being processed simultaneously by the common system.		
3	Multiple Accounting Rules: Ability to maintain separate funds with different accounting rules and structures.		
4	Error Identification and Correction: Provides error identification and correction before actual posting occurs, including the rejection of out-of-balance batches. Reports basic deficiencies in a transaction, such as invalid codes, invalid accounts, debit/credit not equal, etc., prior to posting.		
5	Encumbrance and Pre-Encumbrance Control: Accommodates both encumbrance and pre-encumbrance control.		
6	Flexible Posting Options: Ability to choose whether to post data so that the information is available immediately (real-time) or to post data in batch (data collection) mode.		
7	Unit and Monetary Tracking: Keeps track of items in the general ledger and subledgers by both quantity (unit) and monetary value.		
8	Multi-Currency Handling: Ability to change the currency used in balance sheet accounts to another currency using a default rate, with the possibility to override this default rate for particular accounts. It is also possible to set different default rates for different subledgers.		
9	Controlled Period Roll-Over: Prevents rolling from one accounting period to the next unless the last job run is the financial statements.		
10	Automated Exception Identification: Automatically identifies open receivables exceptions using user-defined conditions (e.g., very large amount invoices, exceeding credit line).		



11	Single and Multi-Currency Accounts: Maintains both single currency and multi-currency accounts.		
12	Multiple Cost Centers: Ability to handle multiple cost centers.		
13	Multiple Locations: Ability to handle multiple locations.		
14	Alphanumeric Codes Support: Supports alphanumeric codes.		
15	Consolidation Capability: Ability to consolidate multiple units/sections or general ledgers.		
16	Transaction Posting Methods: Ability to post transactions (journals) online and in batches.		
17	Spreadsheet Interface: Provides facilities for interfacing with spreadsheets such as Microsoft Excel.		
18	Integration with Other Systems: Ability to interface with other systems, namely: Budgeting, Fixed Assets, Inventory, Accounts Receivable (A/R), Accounts Payable (A/P), Purchasing, RMIS, and Human Resources (HR).		
B	Chart of Accounts	Comply (Yes/No)	Comments
19	Compliance with Unified Chart of Accounts: Complies with the latest updated version of the unified Chart of Accounts (COA) provided and approved by the Ministry of Local Government (COA is enclosed – annex 3).		
20	User-Defined Account Types: Ability to designate each general ledger account by user-defined "account types": asset, liability, fund equity, revenue, and expense or expenditure.		
21	Online Maintenance and Sorting: Allows for online maintenance and sorting of the chart of accounts.		
22	Effective Dating for Accounts: Uses effective dating when adding or deleting accounts (activate/deactivate).		
23	Account Roll-Ups: Ability to create account roll-ups from detailed to high-level accounts.		
24	Decision Unit Grouping: Ability to combine cost centers into high-level decision units.		
25	Subsidiary Ledger Tracking: Tracks in a subsidiary ledger detailed information for assets and liability management, including data for loans, investments, trust funds, bonds, and debt service.		

26	Unlimited Number of Funds: Accommodates an unlimited number of funds.		
27	Self-Balancing Accounts: Contains a separate set of self-balancing accounts (suspense) for each fund, provides daily fund in-balance checks, and automatically reports out-of-balance conditions.		
28	Account Status Classification: Allows users to classify accounts as active or inactive.		
29	Grouping Funds and Cost Centers: Ability to group funds and cost centers.		
30	Chart of Accounts Lookup: Allows the user to look up the chart of accounts on-screen.		
31	Accounting Period Features:		
	31.1 - Flexible Period Definition: Can define accounting periods at any date and for any length of time during the fiscal year.		
	31.2 - Automatic Transfer of Opening Balances: Once the period is closed, opening balances are transferred to the next period.		
	31.3 - Period Information Isolation: Isolates and maintains period information for each valid account.		
	31.4 - Processing in Multiple Periods: Allows processing in the current period, future periods, and previous periods (before closing).		
C	General Processing	Comply (Yes/No)	Comments
32	Detailed Audit Trails: Provides detailed audit trails of transactions down to the source document and tracks the user ID, date, and time of the source transaction.		
33	Transaction Editing: Edits all transactions during processing to ensure that each entry to a fund is balanced.		
34	Double-Entry Bookkeeping: Records accounting transactions using self-balancing double-entry bookkeeping where needed.		
35	Appropriation Control: Provides appropriation control (fund availability check) at various levels of control (e.g., account, cost centers, fund source) and in any order.		
36	Cash and Accrual Basis Accounting: Accounts for transactions by fund on a cash basis and accrual basis.		

37	Cash Balance Calculations: Calculates cash balances for each fund, one adjusted and one unadjusted by outstanding warrants (checks) payable.		
38	Daily Transaction Counts: Provides daily transaction counts for the various transaction types and daily reports for all transactions processed as well as for rejected transactions.		
D	Journal Entry	Comply (Yes/No)	Comments
39	Automatic Transaction Numbering: Provides for automatic transaction numbering.		
40	Standard and Recurring Entries: Accepts both standard and recurring journal entries.		
41	Journal Entry Uploads: Ability to upload journal entries from other subsidiary systems.		
42	Upload from Files: Supports uploading journal entries from an ASCII file or spreadsheet file.		
43	Field Validation: Ability to validate field values within the journal entry screen.		
44	Manual or Batch Entries: Allows journal entries to be done manually or in batch transactions.		
45	Approval Workflow: Requires approval of journal entries through a workflow process prior to posting.		
46	Multi-Cost Center Entries: Ability to enter journal entries for multiple cost centers and funds under one journal header.		
47	Default Data Entry: Provides ability to default data within journal fields (e.g., year, fund).		
48	Document Attachment: Ability to attach scanned documents as support for journal entries and make them available for users to view.		
49	Error Highlighting: Can highlight errors on the screen for immediate correction.		
50	Descriptive Error Messages: Provides descriptive error messages.		
51	Prior Period Adjustments: Accepts corrections or adjustments to prior accounting periods within the same fiscal year.		
52	Free Text Field: Provides a free text field on journal entries that allows for ample space to include several sentences of description.		



53	Copy and Paste Functionality: Allows for copying and pasting of data into the journal entry form.		
54	Multi-Fund Entries: Ability to process multi-fund entries using a “single-step” method where offsetting entries are automatically generated.		
55	Override Automatic Entries: Can override, through proper security, any automatic offsetting accounting entries generated through a "single-step" method.		
56	Recurring Entries Automation: Automates the recording of standard journal entries at period-end (recurring entries).		
57	Automatic Reversing Entries: Automatically reverses selected journal entries that are identified as "reversing" journal entries.		
58	Approval Controls on Adjustments: Provides the same approval controls on reversing entries and the correction or adjustment entries as the original journal entries.		
59	Reference Linking: Makes a reference for the original entry that is being corrected by referring to the revised entry number.		
60	Prior Period Corrections: Allows input of journal entries as a correction or adjustment to prior accounting periods.		
E	Transfers	Comply (Yes/No)	Comments
61	Automated Reversal of Transfers: Automates the reversal of any revenue and expenditure transfers as defined by the user.		
62	Transfer Processing and Approval: Processes, tracks, and provides approval processes for all transfers between cost centers and accounts.		
F	Other Transactions	Comply (Yes/No)	Comments
63	Cash Receipts Recording: Records cash receipts into the General Ledger at the time of deposit.		
64	Bank Reconciliation Interface: Provides an interface of check data to be used in producing automated bank reconciliations.		
65	Trust Accounting: Records cash receipts by source and trust, disbursements by trust, and both cash receipts and disbursements by any required accounting distribution.		



66	Prepaid Expenses Handling: Provides an interface to treat prepaid expenses, generating automatic entries to settle the prepaid expenses on a defined periodic basis (e.g., monthly).		
G	Treasury	Comply (Yes/No)	Comments
67	Treasury Cash Balancing: Provides treasury cash balancing and reconciliation tools on an individual bank account basis for use by Treasury Department accounts.		
68	Manual Matching for Reconciliation: Allows manual matching to enable a user to resolve unreconciled transactions for unique situations and override automatic reconciliation matching results.		
69	Manual Entry of Transactions: Provides the ability to manually enter checks, deposits, etc. (typically used to load data before go-live).		
70	Re-Running Reconciliations: Allows the user to re-run reconciliations from prior months for corrections or to include auditor adjustments for prior years.		
71	Electronic Fund Transfers: Accommodates Electronic Fund Transfers (EFT) for all payments and receipts.		
72	Daily Cash Balance Monitoring: Monitors daily cash balances within the financial system by fund and by bank account.		
73	Cheque Management: Tracks and monitors cheques/checks with the following capabilities:		
	73.1 - Automatic Cheque Numbering: Automatically generates check numbers in sequence based on user-entered starting numbers.		
	73.2 - Manual Cheque Processing: Processes manual checks.		
	73.3 - Cheque Status Inquiry: Allows inquiry on the status of a check (e.g., outstanding, voided, cancelled, stale-dated).		
	73.4 - Manual Cheque Reconciliation: Allows manual reconciliation of checks.		
	73.5 - Rejected Cheques Handling: Manages rejected checks by generating the related accounting transactions.		
	73.6 - Stop Payment/Cancellation: Places a stop payment or cancels checks and automatically generates the appropriate general ledger transactions to reverse all accounting distributions.		

H	Closings	Comply (Yes/No)	Comments
74	Automated Opening and Year-End Closings: Generates all opening and year-end closing entries for all fund types. The system must reconcile and close at the end of the financial year and automatically transfer year-end balances to opening balances in the next financial year. Procedures should be documented and explained to staff.		
75	Automatic Earnings Calculation: Performs automatic calculation of earnings (accrued interest) and posting at period-end.		
76	Interim Reporting: Allows interim reports to be prepared for each fund, division, or cost center without external calculations and journal entries.		
77	Flexible Period Closure: Holds a period open indefinitely before closing.		
78	Multiple Open Periods: Allows more than one period to be open simultaneously.		
79	Selective Closing: Closes by fund group or by fund.		
80	Flexible Year-End Processing: Can initiate year-end processing at any point in time after the end of the fiscal year (doesn't have to occur on the last day or on any particular day).		
81	Post-Closing Adjustments: Can post-closing adjustments at any point during the closing period.		
82	Indefinite Fiscal Year Open: Keeps the fiscal year open for an indefinite time.		
83	Future Period Transactions: Allows new year inputs to be entered before the old year's preliminary closing, while transactions are held in suspense until the new year is opened. After year-end closing, opening balances are transferred to the next fiscal year.		
84	Year-End Encumbrances Handling: Handles open year-end encumbrances as follows: all encumbrances are not carried forward, all encumbrances are carried forward, or selected encumbrances are carried forward, as determined by the user.		

4. Financial Assets Functional Requirements

A	General Requirements	Comply (Yes/No)	Comments
1	Compliance with Standards: Ability to record assets according to the MDLF fixed assets methodology approved by the Ministry of Local Government.		
2	GASB 34 Requirements: Ability to apply GASB 34 requirements, i.e., requiring government entities to report infrastructure assets in their statement of net assets.		
3	Integration with Purchasing System: Ability to integrate with the purchasing system so that adding/creating new fixed assets can start automatically from the purchasing module. Integration with other modules of IFMIS, i.e., General Ledger and Accounts Payable (AP).		
4	Integration with Other Systems: Ability of this module to automatically integrate with other related systems such as the Operation & Maintenance System.		
5	Integrated Locational and Financial Information: Supports integrated locational and financial information within fixed assets.		
6	Master File Creation: Creates a master file for each registered fixed asset containing, but not limited to: asset classification according to MDLF methodology (class, category, asset group, asset subgroup, asset type), quantity, unit of measure, unit cost, allocated fund, allocated cost centers, original value, replacement cost, estimated salvage value, acquisition date, geographical location, physical location, estimated useful life, depreciation rate, status (active, disposed, idle, etc.), acquisition method (purchased, donated, etc.), parent/child descriptions and asset numbers, purchase order number, ID or tag number, vendor name and ID number, multiple description lines (e.g., brand, model, and manufacturer of asset), disposal price, disposal date, purchaser of the disposed asset.		
7	Archiving Disposed Assets: Can archive disposed assets at the end of the year from the master file, transfer to an inactive property file all deletions of property from the general fixed assets file by user-specified criteria and archive off and online ten years of historical data.		
A	General Requirements – Continue	Comply (Yes/No)	Comments

8	Asset Transfer: Can transfer assets or groups of assets (mass transfer) by class, location, cost center, asset number, or asset value.		
9	Asset Classification by Categories: Ability to classify assets by categories including, but not limited to: Equipment, Furniture and Fixtures, and Vehicles.		
10	Multi-Segment Classification: Ability to classify using multiple segments for classifying the asset categories.		
11	Asset Valuation Methods: Ability to classify assets as purchased at cost, donated, or forfeited at fair market values.		
12	Physical Location Information: Can provide specific physical location information of an asset such as building and room number.		
13	User-Designated Groups: Can classify assets by user-designated groups, with subtotalling and totaling of overall value.		
14	Cost Pool Assignment: Can assign each asset to a cost pool general ledger account, allowing depreciation to be charged to the cost pool.		
15	Net Book Value Maintenance: Can maintain the netbook value of each asset and record the net book value in the general ledger account established for each asset pool.		
16	Asset Cost Adjustment: Can adjust asset cost, automatically adjust the appropriate general ledger account, and accommodate improvements and betterments.		
17	Multiple Accounts Association: Ability to associate multiple fixed asset accounts and multiple related depreciation expense accounts with an asset, and assign a percentage split between each.		
18	Capital Leases and Leasehold Improvements: Can maintain accounts for capital leases and leasehold improvements.		
19	Insurance and Identification Tracking: Can track insurance coverage components as a single unit and computer equipment special identification numbers.		
20	Asset Search Capability: Has the ability to locate an item by fund, asset or tag number, description, serial number, cost, grant number, budget code, location, acquisition date, vendor, or make/model.		
A	General Requirements – Continue	Comply (Yes/No)	Comments

21	Asset Retirement Tracking: Can track and account for split, consolidated, partial retirement, and full retirement of assets.		
22	Location Changes and History: Ability to change location, track, and maintain asset location history. Tracks transfers between divisions, cost centers, and funds as an acquisition and disposition.		
23	Depreciation Calculation Frequency: Calculates accumulated depreciation and book value on a monthly, quarterly, semi-annually, yearly, or user-defined basis.		
24	Depreciation Method Switching: Can switch depreciation methods and change depreciation schedule of un-depreciated balance when a useful life is adjusted.		
25	Retroactive Depreciation Adjustment: Can adjust depreciation schedule retroactively for corrections or additional costs.		
26	Memo Basis Depreciation Computation: Can compute depreciation on a memo basis within the system without generating a journal entry to the general ledger.		
27	Depreciation Projection: Can calculate projection of depreciation based on actual or simulated conditions by asset or asset category, for the current year and future years, as specified by user.		
28	Depreciation Item Identification: Can identify each item for which depreciation is to be taken including cost, life, and depreciation schedule.		
29	Depreciation at Time of Transfer: Calculates depreciation for an item at the time of transfer.		
30	Depreciation Allocation: Can allocate depreciation computed total for a particular asset (e.g., a building) to different accounting entities (departments, cost centers, projects) based on user-defined criteria such as square footage.		
31	Gain or Loss on Disposal: Provides automatic computation of gain or loss on disposal of assets for proprietary and non-proprietary (GASB 34) funds and prepares journal entries to record gain/loss.		
32	Depreciation Expense Reconciliation: Can reconcile a number of user-defined general ledger depreciation expense accounts.		
A	General Requirements – Continue	Comply (Yes/No)	Comments



33	Depreciation for External Reporting: Can record depreciation for external reporting.		
34	Funding Source Totals: Can provide a monetary total of fixed asset purchases by their funding source based on user-defined attributes.		
35	Purchase vs. Lease Analysis: Can calculate purchase versus lease comparison analysis.		
36	Standard Governmental Reporting: Can provide standard governmental reporting; it should not include information such as investment tax credit data or basis costs.		
37	Asset Classification by Departments and Cost Centers: Ability for the system to classify assets by departments and cost centers, and total for the agency.		
38	Accumulation of Betterments: Can record and accumulate multiple betterments for individual fixed assets.		
39	Fleet Maintenance Information: Can record and accumulate fleet maintenance information.		
40	User-Defined Fields: Ability to add user-defined fields.		
41	Bar Code Labeling and Remote Entry: Ability to provide bar code labeling and remote asset entry.		
42	Moveable Item Inventory Flagging: Ability to flag an asset as part of the movable item inventory.		
43	Specific or Multiple Asset Numbers: Ability to assign specific or multiple item/asset numbers.		
44	Automatic Record Creation: Ability to automatically create a record for each item purchased.		
45	Online Asset Inquiry: Ability to allow for online inquiry for each asset.		
46	Detailed Cost Tracking: Ability to track the detailed cost of each item.		
47	Alphanumeric and Barcode Support: Ability to accommodate alphanumeric asset numbers and scannable numeric bar codes.		
48	Disposal Restrictions: Ability to flag assets with disposal restrictions and display the restriction message for user handling.		
A	General Requirements – Continue	Comply (Yes/No)	Comments



49	Insurance Information Recording: Ability to record insurance information including insurance company name, address, phone number, insurable value, policy number, policy period, type of coverage, liability limits, and premium.		
50	Asset Identification by Fund: Ability to identify assets by fund.		
51	Duplicate Item Prevention: Ability to prevent duplicate capital asset item identification numbers for the same organizational unit.		
52	Asset Condition Information: Ability to maintain information about the condition of the asset (e.g., good, idle, obsolete, broken).		
53	Transaction Tracking: Ability to track all transactions affecting the value of an asset by original source document number and date, and the module and application in which the transaction originated.		
54	Acquisition Categories: Ability to record assets into various acquisition categories (e.g., purchases, donations, construction projects, receipts from exercising the right of eminent domain, capital leases, grants, forfeitures).		
55	Accountability for Granted Assets: Ability to maintain accountability and reporting of fixed assets that have actually been granted to, or owned by, another entity.		
56	Multiple Depreciation Methods: Ability to allow the use of multiple depreciation methods, particularly the straight-line method.		
57	Depreciation Allocation to Departments: Ability to allocate depreciation to different departments or enterprise funds based on user-defined percentages.		
58	Changing Depreciation Methods: Ability to allow depreciation methods to be changed for an asset or group of assets, to depreciate the assets for the balance of the asset's useful life.		
59	Changing Useful Life: Ability to allow the useful life of an asset to change.		
60	Non-Depreciable Assets: Ability to allow some assets to be designated as non-depreciable (e.g., land).		
61	Trade-Ins or Salvage Value Accommodation: Ability to accommodate trade-ins or salvage value on disposition.		
B	Leases	Comply (Yes/No)	Comments

62	Financial Leases Processing: The system provides an interface for treating the financial leases process starting from the inception of the lease where the present value of the minimum lease payments amounts to at least substantially all of the fair value of the leased asset.		
63	Lease Ownership Transfer: The system records the transferring of the lease ownership of the asset to the lessee by the end of the lease term automatically.		
C	Reporting and Inquiry	Comply (Yes/No)	Comments
64	Subsidiary Ledger Display: Ability to display or print subsidiary ledgers of fixed asset balances.		
65	Transaction Register Audit Trail: Ability to produce a transaction register audit trail of all acquisitions, transfers, changes, retirements, and disposals during a user-defined time period by asset type, department, transaction date, funding source, or purchase amount.		
66	Funding Source Reporting: Ability to provide a monetary total of fixed asset purchases by their funding source and department/organization.		
67	Assets Due for Disposition: Ability to report assets due for disposition, based on the scheduled disposal date.		
68	Vendor/Purchase Order Listing: Ability to provide a vendor/purchase order listing of assets by vendor or in purchase order number sequence.		
69	Deletion Report: Ability to produce a deletion report showing items by asset type which have physically been disposed of but still remain on file for information purposes.		
70	Inactive/Idle Assets Listing: Ability to produce a listing of all inactive/idle or retired assets by location and asset category.		
71	Disposed Assets Report: Ability to produce a listing of all disposed assets showing any gains or losses and the associated account coding.		
72	Forecast of Assets for Replacement: Ability to produce a forecast of assets scheduled for replacement, based on user-specified criteria, such as useful life, scheduled disposition date, or odometer readings.		
73	Replacement Cost Reporting: Ability to allow reporting and inquiry of replacement cost by department or organization unit and by asset type.		



74	Depreciation Reports by Cost Center: Ability to produce depreciation reports by cost center.		
75	Depreciation Reports by Balance Sheet Category: Ability to produce a depreciation report by balance sheet category, such as buildings and equipment, fund-wise.		
76	Depreciation Period Maintenance: System maintains monthly, annual, and user-defined periods of depreciation expenses for each financial statement category.		
77	Asset Reporting: Ability to produce a report of assets by asset type, fund, division, cost center, decision unit, and vendor.		
78	Physical Inventory Worksheet: Ability to create a physical/electronic inventory worksheet, sorted by department, location, and/or person responsible, to assist in conducting asset counting. Report provides maximum asset details to assist in identifying asset locations.		
79	Physical Inventory Reports: Ability to print reports to support taking of physical inventory by division and/or location.		
80	Maintenance, Repair, and Operation Tracking: System can track maintenance, repair, and operation (MRO). In addition, it can update the asset value by adding any capital expenditure, update the age of the asset, and adjust the depreciation rate.		
81	Fair Market Value Reconciliation: Ability to reconcile the fair market value and the actual value of the asset. The system must reconcile the value if the asset has more than three years of useful life or the original cost is not available, as a constraint according to the fixed assets valuation methodology at the time of registering the asset in the system.		
82	Multiple Fixed Asset Inventories: Ability to maintain three or more fixed asset inventories.		
83	Item Image Recording: Ability to record an image of an item.		

5. Human Resource Management (HRM) Module Functional Requirements

A	General Requirements	Comply (Yes/No)	Comments
1	Comprehensive HR Lifecycle Management: The HRM module must encompass various aspects ranging from employment to retirement of employees and everything in between.		
2	Time Off Management: Handles paid time off accrual and use, disability leave, maternity/paternity leave, and other absences.		
3	Attendance and Payroll Integration: Tracks employees' attendance records and creates payroll sheets along with payment transfer sheets while taking into account deductions and taxes. Also extends to produce worker tax reports.		
4	Multiple Positions Allocation: Supports multiple positions allocation for a single user in budget-wise scenarios.		
5	HR Budgeting and Forecasting: Provides HR budgeting and forecasting abilities that consolidate and centralize financial information. Simplifies accurate budget production and what-if scenario analysis for human resource-based expenditures.		
6	Employee Benefits Management: Manages employee benefits according to the latest update of the Palestinian labor law. Facilitates workflows and information for benefits and permits employees to enroll in benefits through the HRM, minimizing errors and extraneous work.		
7	Training and Development Tracking: Manages and tracks employees' training and advancement programs. Allows HR to monitor employee education, qualifications, and skills while determining the best way to train and educate them.		
8	Employee Performance Evaluation: Performs employees' evaluation process as the system captures performance information continuously and summarizes this information to allow managers to obtain a more complete picture of each employee's strengths and skill gaps.		



9	Employee Self-Service: Provides employee self-service functionality that enables employees to take over some duties traditionally reserved for HR, such as updating their benefits records, requesting leave, and querying attendance records. Supervisors can view and approve or decline overtime requests without involving HR personnel.		
B	Recruitment and Onboarding	Comply (Yes/No)	Comments
10	Hiring Needs Communication: Allows departments to communicate their hiring needs. The system will create and manage job requisitions, track the status of each requisition from creation, to review, to approval, to submission, and posting.		
11	Standard Job Applications: Creates standard job application versions based on department, title, or any other criteria.		
12	Custom Applicant Measurement Criteria: Provides custom applicant measurement criteria for evaluating candidates.		
13	Custom Candidate Assessment Criteria: Allows for custom candidate assessment criteria to be used during the recruitment process.		
14	Custom Workflow Management: Provides custom workflow management that coordinates the process for hiring and onboarding across multiple departments.		
C	System Integration and Interfaces	Comply (Yes/No)	Comments
15	Integration with Other Modules: The HRM module integrates with other related modules such as General Ledger (GL), Budget, and RMIS.		
16	Spreadsheet Interface: Provides facilities for interfacing with spreadsheets such as Microsoft Excel.		

D	Payroll Management	Comply (Yes/No)	Comments
Managing the financial part of the workforce is one of the most integral duties of a human resource department. The system can streamline this essential HR functionality and ensure all employees are properly compensated by providing the following functions:			
D1 General Payroll Requirements		Comply (Yes/No)	Comments
17	Multiple Payroll Types: Ability to process more than one type of payroll (e.g., bi-weekly, monthly, and special payrolls).		
18	Off-Cycle Payroll Runs: Ability to generate off-cycle payroll runs.		
19	Employee Types Accommodation: Ability to accommodate payroll for various types of employees, including: Regular, Temporary, Full-time, Part-time, Exempt, Non-exempt, Elected, Limited appointment, and various user-defined designations.		
20	Key Inquiry Access: Ability to provide key inquiry by employee number, partial or full name.		
21	Electronic Workflow Support: Supports electronic workflow of the payroll process.		
22	Payroll Process Checklist: Provides a checklist of processes to complete a payroll and indicates what processes have been completed.		
23	Concurrent System Use: Allows users to utilize the system when payroll is processing.		
24	Payroll Codes and Deductions Setup: Ability to set up new payroll codes and deduction types as needed, with the appropriate security.		
25	Billable Pay Codes: Ability to have pay codes that will generate billable transactions in a general billing module.		
26	Non-Cash Pay Handling: Ability to handle non-cash pay.		
27	Automatic GL Distribution: Ability to distribute payroll expenditures automatically to the general ledger.		
28	Real-Time GL Updates: Ability to update the general ledger accounts at the time of each payroll or special pay run.		
29	Payroll Distribution to Departments: Ability to specify a percentage or hours of an employee's pay to be distributed to different departments.		

30	Payroll and Budget Integration: Ability to tie back payroll to the appropriated budget.		
31	Comprehensive Pay Totals Display: Ability to display current period, month, quarter, fiscal year-to-date, and calendar year-to-date totals (e.g., hours, earnings, net earnings, taxes, and deductions).		
32	Unified Personnel and Payroll Database: Supports data entry of personnel and payroll data in a single database with automatic update of information in both systems from a single transaction.		
D1 General Payroll Requirements - Continue		Comply (Yes/No)	Comments
33	Secure Employee Database Inquiry: Supports inquiry of the entire employee database, with security on sensitive information such as Social Security Number (SSN) or addresses.		
34	Salary and Wage Structure Maintenance: Ability to maintain the salary and wage structure by position, including grade and step range.		
35	Detailed Pay Information on Checks: Ability to print pertinent information about an employee's current pay on the payroll check and check stub, including all pay types, deductions, and benefits.		
36	Partial Payments Support: Supports partial payments for different periods of due payroll.		
37	Payroll Slip Generation: Ability to provide a payroll slip for employees.		
D2 Payroll Processing		Comply (Yes/No)	Comments
38	Automated Payroll Calculation: Automatically processes the calculation of monthly payroll based on the Palestinian labor law, taking into consideration all deductions and benefits.		
39	Time Input Integration: Concurrently collects time input by multiple methods (e.g., time clocks, web-based) and integrates it with the payroll module for use in the calculation of monthly salaries.		
D3 Tax and Deductions Management		Comply (Yes/No)	Comments
40	Manual Taxable Earnings Adjustment: Ability to manually adjust taxable earning fields on an annual, quarterly, and/or pay period basis.		
41	Tax Tables Management: Ability to access and update effective-dated tax tables.		



42	Custom Deductions Setup: Ability to add additional new deductions as necessary.		
D4 Benefits and Compensation Management		Comply (Yes/No)	Comments
43	Employer-Paid Benefits Calculation: Ability to calculate all employer-paid benefits.		
44	Worker's Compensation Calculation: Ability to calculate wages subject to worker's compensation.		
45	Employee Compensation Information: Ability to create and manage employee compensation information.		
D5 Payroll History and Reporting		Comply (Yes/No)	Comments
46	Historical Records and Audit Trail: Provides historical records for every financial transaction as a complete audit trail.		
47	Long-Term Reporting: Ability to generate statements and reports for an unlimited number of years for each employee, showing salary allocation in each cost center, fund-wise.		

6. Procurement Module Functional Requirements

A	General Features	Comply (Yes/No)	Comments
1	Encumbrance Control: Ability to support encumbrance control for budgeted funds.		
2	Soft Pre-Encumbrance Control: Provides a warning if sufficient funds are not available (soft pre-encumbrance control).		
3	Data Copying Between Processes: Ability to copy information from one process to another without rekeying (e.g., requisition to purchase order).		
4	Copy and Paste Functionality: Supports copying and pasting of all information.		
5	Drill-Down Capability: Ability to drill down to support documents within the purchasing system.		
6	Vendor and Standard Text Maintenance: Ability to establish and maintain information concerning (Vendors, Standard text for terms and conditions of purchases)		
7	Purchase History Maintenance: Ability to record and maintain history of purchases, commodities, and volumes.		
8	Process History Maintenance: Ability to maintain history of all purchasing processes, including requisitions and multiple types of purchases.		
9	Real-Time Budget Checking: Allows end-users to check expenditures to date against encumbrances and budgets and see results online in real time prior to processing an expenditure request.		
10	Real-Time Status Lookup: Ability to look up real-time status of purchasing processes.		
11	Discrepancy File Maintenance: Ability to maintain discrepancy files by vendor, stock number, item, dates, control number, purchase order number (receiving exception file).		
12	Fixed Asset Flagging: Ability to manually flag purchases for fixed asset tables upon receipt of goods, with appropriate security.		
13	Purchases Search Capability: Ability to search purchases by vendor (e.g., by invoice, purchase order, contract number, or item).		



14	Vendor File Search: Ability to search vendor files from within purchasing processes (e.g., requisition and purchase order).		
B	Purchase Order Processing	Comply (Yes/No)	Comments
15	User-Defined Fields in PO: Ability to create purchase order (PO) user-defined fields that are available during the PO entry process.		
16	Unified Vendor File: Supports one master vendor file for all modules in the system, with security on the ability to change and/or update vendor records.		
17	Discount Entry: Ability to enter a percentage discount on the purchase order.		
18	Account and Project Summarization: Ability to summarize charges on an account and project level at the end of a purchase order.		
19	PO Change Orders: Ability to create purchase order change orders to the original PO document and update the general ledger accordingly.		
20	Year-End PO Carry Forward Methods: Provides for the following carry forward methods for POs at year-end: - Liquidate PO During Invoice Entry: Ability to liquidate a PO during invoice entry. - Encumber Contracts Based on Fiscal Year: Ability to encumber a contract based on the fiscal year. - Extended Line Item Descriptions: Ability for extended line item descriptions that wrap.		
21	Departmental PO Inquiry: Under PO inquiry, allows departments to only see their own POs.		
C	Requisition and Quotes Management	Comply (Yes/No)	Comments
22	Requisition Functions with Security: Ability to perform the following requisition functions, with appropriate security:		
	- Inquiry		
	- Add		
	- Change		
	- Cancel		
	- Delete		



23	Multiple Line Items per Requisition: Ability to provide for multiple lines of input per individual requisition.		
24	Requisition Status Reporting: Ability to provide status reports/indicators to users on requisition status.		
25	Requisition Tracking: Ability to create and track all requisitions by date, requester, vendor, or department.		
26	Budget Checking per Line Item: Ability to check against the budget and pre-encumber requisition per line item.		
27	Carry Forward Approval Information: Ability to carry forward approval and user contact information from the requisition to the purchase order.		
28	Valid GL Account Limitation: Ability to limit general ledger distribution accounts to only those valid for that department/user.		
29	Automatic or Manual Requisition Numbering: Ability to automatically or manually number requisitions with the ability to restart the numbering process with each fiscal year.		
30	Purchase Order Creation from Requisition: Ability to create purchase orders from requisitions.		
31	Notes Capability: Ability to allow for notes to vendor or hidden notes to staff.		
32	Multiple Delivery Dates and Locations: Ability for requisitions to specify multiple delivery dates and locations by line item.		
33	Contract File Interface: Ability to interface with a contract file for contract items.		
34	Originator Notification: Ability to notify the originator when requisitions have been converted to a PO or rejected.		
35	Support for Types of Solicitations: Supports the following types of solicitations:		
	- Request for Proposal (RFP)		
	- Request for Bids		
	- Request for Quotation (RFQ)		
	- Request for Information (RFI)		
	- Informal solicitation		
D	Receiving Management and Accounting	Comply (Yes/No)	Comments

36	Receiving Data View: Ability to view receiving data by login ID, date, time, etc.		
37	Partial Receipts Accommodation: Ability to accommodate partial receipts.		
38	Shipment Variance Detection: Ability to detect and measure early/late and over/under shipments.		
39	Receiving on POs: Ability to "Receive" on purchase orders.		
E	Procurement Line Items Management	Comply (Yes/No)	Comments
40	Purchasing History Tracking by Item: Ability to track all information pertaining to the purchasing history of an item.		
41	Modify Items Through Change Orders: Ability to modify items ordered through change orders (add or delete), including part, class, quantity, unit of measure, vendor, cost, project, fund, with appropriate security/approval.		
42	Budget Checking per Line Item: Ability to check against the budget and pre-encumber requisition per line item.		
43	Multiple Delivery Dates and Locations in PO: Ability for purchase orders to specify multiple delivery dates and locations by line item.		
44	Line-Item Data Elements Maintenance: Maintains the following "line item" data elements on procurement transactions:		
	- Quantity Requested		
	- Quantity Received		
	- Text Field: To record the reason for any difference between quantity requested and quantity ordered		
	- Unit of Measure		
	- Description of the Unit of Measure		
	- Unit Price		
	- Description		
F	Returns Management	Comply (Yes/No)	Comments
45	Apply Credit Memos to Open Invoices: Ability to apply credit memos against open invoices.		
46	Apply Credit Memo to Multiple Invoices: Ability to apply a credit memo to more than one vendor invoice.		
47	Automatic Stock Update: Automatically updates stock on-hand quantities upon returns.		

G	Integration with Related Modules: Ability to support integration into other modules, such as:	Comply (Yes/No)	Comments
48	Integration with Related Modules: Ability to support integration into other modules, such as:		
	- Inventory		
	- General Ledger (GL)		
	- Accounts Payable (AP)		
	- Fixed Assets		

7. Accounts Payable Module Functional Requirements

A	General Features	Comply (Yes/No)	Comments
1	Vendor Purchase and Payment History: Ability to accumulate year-to-date, by fiscal year, figures for purchases by vendor, payments to vendor, and payments by contract.		
2	Vendor Balances by Fiscal Year: Ability to produce vendor balances by fiscal year.		
3	Flexible Query Options: Ability to query by invoice, purchase order number, contract number, commodity code, and budgetary line item.		
4	Date-Sensitive Transactions: Ability for all Accounts Payable transactions to be date-sensitive, especially for vendor accumulators.		
5	Accounts Payable Aging: Ability to age accounts payable.		
6	Integration with Purchasing Module: The payable database must be integrated with the purchasing module.		
7	Payee Debt Offset: Ability to compare accounts receivable data to accounts payable to identify payees who owe money, suspend the payment process, and notify the vendor of the amount owed.		
8	Workflow Accommodation: Ability to accommodate workflow.		
9	Invoice Routing and Aging Reports: Sends or routes invoices to various departments for approval and, on request, produces a report by department that ages the invoices either by invoice date or date sent to department (i.e., tracks the status of a document and to whom it has been sent).		
10	Audit Trail Viewing: Ability to view audit trails of all transactions with the following information: invoice number, disbursements, purchase order number, check number, dates (e.g., payment date), payee, payee address, approver and user ID, account number.		
11	Three-Way Matching: Ability to match by invoice, receiving documents, purchase order, and contract.		
12	Vendor Payment History Maintenance: Ability of the system to maintain payment history for each vendor for specified periods.		



13	Discount History Maintenance: Ability of the system to maintain discount taken and lost history.		
14	Data Retention for Comparative Reporting: Ability to retain prior years' data (up to five years) for comparative reporting, both online and offline.		
15	One-Time Vendor Handling: Ability to handle and report “one-time” vendors, and inactivate the vendor based on user-defined parameters.		
B	Voucher Processing	Comply (Yes/No)	Comments
16	Payment Scheduling: Ability to schedule invoices for payment based on vendor terms, future dated invoices, etc.		
17	Real-Time GL Updates: Ability to update the general ledger expense accounts in real-time after proper edit checks (e.g., when an invoice is entered).		
18	Automatic Encumbrance Relief: Ability to automatically relieve an encumbrance when an expenditure transaction is entered.		
19	Encumbrance and PO Close-Out: Ability to close out or reverse encumbrances and purchase orders by user-defined parameters.		
20	Recurring Payments Management: Ability to maintain and release recurring payments (e.g., rental or lease payments) based upon user-defined amounts and payment dates using an automatic batch process or real-time transaction processing with appropriate workflow approvals.		
21	Automatic Budget Ledger Updates: Ability to automatically update budget ledgers.		
22	Void or Correct Payments Online: Ability of the system to void or correct payments online, with appropriate corrections made to year-to-date vendor totals.		
23	Purchase Order and Invoice Cross-Reference: Ability to cross-reference a purchase order and invoice for the same transaction.		
24	Duplicate Invoice Prevention: Ability to provide duplicate invoice tracking and prevention capabilities.		
25	Invoice Transaction Maintenance: Ability to maintain, update, and retrieve invoice transactions by vendor, employee, or other identification as defined by the user.		

B	Voucher Processing – Continue	Comply (Yes/No)	Comments
26	Invoice Processing Details: Ability to process invoice information, including invoice number, amount, payment date, and transaction number, if applicable.		
27	Accounts Payable Aging by Open Item: Ability to age accounts payable by open item and/or in accordance with vendor terms.		
28	Penalties and Discounts Calculation: Ability of the system to calculate penalties and discounts.		
29	Voucher Number Assignment: Ability to assign voucher numbers (up to 15 alphanumeric digits) for internal control (e.g., generate numeric vendor numbers that are system-generated).		
30	Cash Requirements Tracking: Ability to track anticipated cash requirements for disbursements.		
31	Insufficient Funds Rejection with Override: Ability to reject transactions for insufficient appropriation and cash/fund balances, with override feature.		
32	Unearned Revenue and Accrued Expenses Handling: Ability to handle unearned revenue (prepaid revenue) and accrued expenses, i.e., advanced received payments.		
33	Accrued Expenses Handling: Ability to handle accrued expenses, i.e., estimated obligations to make future cash payments.		
34	Financing from Borrowings Management: Ability to handle financing from loans, bills of exchange, bonds, mortgages, and other short or long-term borrowings, and cash repayment of borrowed amounts according to the FPPM on full accrual basis that comply with IPSAS.		
35	Vendor Master File Updates: Ability to have the system automatically update the vendor master file.		
36	Invoice Tracking Over Specified Amount: Ability to track individual invoices over a user-specified amount.		
37	Invoice Allocation to Multiple Accounts: Ability to allocate an invoice amount to various accounts according to a percentage of the invoice amount.		



B	Voucher Processing – Continue	Comply (Yes/No)	Comments
38	Invoice Approval Tracking: Ability to provide invoice tracking for pending department/agency approvals.		
39	Accounts Payable Open Item File Maintenance: Ability to maintain an accounts payable open item (unpaid invoice) file that contains detailed records of vendor invoices.		
40	Automated Encumbrance Liquidation: Ability to perform automated partial or complete liquidation of an encumbrance by payment against a vendor invoice.		
41	Payment Scheduling by User-Defined Calendars: Ability to schedule payments by user-defined calendars.		
42	Future Payment Requirements Reporting: Ability to report daily, weekly, or monthly future payment requirement schedules (cash requirements reporting).		
43	Credit and Debit Memo Processing: Ability to process credit and debit memos to adjust the amount due if items are returned or if an invoice is incorrect.		
44	Disbursements without Purchase Order: Ability to process disbursements without a prerequisite purchase order with appropriate level of security for approval.		
45	VAT Rate Changes Handling: Ability to handle invoice changes and change the rate of VAT when there is a change, including zero VAT and multiple sales tax rates.		
46	Discounts Management: Ability to take discounts when the check payment date is the same as, or prior to, the discount due date, with override capabilities on discount due date.		
47	Flexible Payment Due Date Management: Ability to pay all invoices due on or before a specified due date (with override capabilities), defer payments, or pay items with later due dates.		
48	Disbursement Pending File Retrieval: Ability to maintain and allow retrieval of information by payee from the disbursement pending file.		

C	Check Processing and Reconciliation	Comply (Yes/No)	Comments
49	Disbursement Audit Trail: Ability to provide an audit trail of disbursements including requisition number, purchase order number, contract number, check number, date, and payee.		
50	Check Writing Statistics: Ability to compute the number of checks written per check issue run and total per month.		
51	Immediate Payments Handling: Ability to allow for immediate payments, such as manual checks, and recognize the associated expenditure distribution.		
52	Scheduled Check Generation: Ability to generate checks based on pay dates established when invoices are entered and the range of dates selected for payment.		
53	Invoice Payment Distribution: Ability to distribute invoice payments by item or total into multiple general ledger funds, accounts, and/or projects.		
54	Invoice Processing without Purchase Order: Ability to process invoices for which no purchase order exists, with the appropriate security.		
55	Standard Vendor Information Storage: Ability to store standard vendor information required during the check generation process.		
56	Multiple Bank Accounts Support: Ability to support the use of multiple bank accounts.		
57	Flexible Check Generation Schedule: Ability to generate checks on a daily, weekly, monthly, or user-defined/on-demand basis.		
58	Checks with Multiple Funds Payments: Ability to generate checks that include payments from multiple funds.		
59	Remittance Advice Comments: Ability to enter comments on the remittance advice.		
60	Electronic Funds Transfer Processing: Ability to process accounts payable through electronic funds transfers by check type.		
61	Payee Identity Maintenance: Ability to maintain and retrieve payee identity.		
62	Check Printing Sequence Options: Ability to produce checks in various sequences (e.g., vendor, postal code, "do not mail," monetary amounts).		

C	Check Processing and Reconciliation – Continue	Comply (Yes/No)	Comments
63	Consolidation of Payments: Ability to consolidate (or choose not to consolidate) multiple invoices for the same vendor on one check and itemize the invoices on the remittance advice.		
64	Void Check Processing and Prevention of Invalid Checks: Ability to process/account for voided checks and prevent the printing of blank, negative, or zero amount checks.		
65	Manual Check Register Tracking: Ability to track manually prepared checks in a separate check register for automatic distribution into the general ledger.		
66	Automatic Check Printing Restart: Ability to provide for automatic restart procedures for the check printing routine.		
67	Selective Payment Processing: Ability to allow selected items to be paid and items to be withheld from payment for a particular check run based on the availability of cash or other constraints.		
68	Automatic Discount Distribution: Ability to provide for automatic distribution of the discounts actually taken during check writing to the general ledger.		
69	Check Number Verification: Ability to assure that check numbers assigned by the system agree with the pre-printed numbers and print exception reports.		
70	Multiple Check Types Generation: Ability to generate multiple types of checks such as trust fund payments and regular accounts payable.		
71	Individual Checks with Multiple Funds Payments: Ability to generate individual checks that include payments from multiple funds.		
72	Secure Check Printing: Ability to produce, through secure printers, checks with MICR encoding and electronic signatures.		
73	Check Writer Overflow Accommodation: Ability to accommodate overflow within the check writer.		
74	Cleared Checks Monthly Report: Ability to produce a monthly report of all cleared checks by check type and by fund.		

C	Check Processing and Reconciliation – Continue	Comply (Yes/No)	Comments
75	Outstanding Checks Summary Report: Ability to produce a monthly summary outstanding check report by fund and check type.		
76	Outdated Checks Listing: Ability to produce a monthly detailed outdated checks listing by fund and by check type.		
77	Manual Transactions Reconciliation Reports: Ability to produce monthly check reconciliation reports of manual transactions by fund and check type.		
78	Outstanding Checks Total Report: Ability to produce a monthly report that shows the total amount as well as the number of outstanding checks for the fund.		
79	Electronic Bank Reconciliation Files: Ability to produce electronic files containing detail of checks issued by the system to be used by banks for reconciliation and also ability to read "paid" items sent by the bank on behalf of the Mayor's office.		
80	Reconciliation Activity Report: Ability to produce a reconciliation activity report showing all the daily online update activity in the system.		
81	Error Suspense File Management: Ability to produce a file containing all rejected check reconciliation transactions which could be available for online corrections.		
82	Error Record Deletion with Security: Ability to delete selected check information on the error suspense file using appropriate security controls.		
83	Online Check Cancellation with GL Update: Ability to cancel checks online and automatically generate general ledger transactions to reverse all accounting distributions and invoices associated with that check.		
84	Cleared Checks Database Maintenance: Ability to retain cleared checks in a check reconciliation database for inquiry and/or reporting purposes.		
85	Stop Payment Processing: Ability to place a "stop payment" on checks and generate the appropriate general ledger transaction.		
86	Online Bank Reconciliation: Ability to perform online bank reconciliation based upon electronic media (daily or monthly data) sent by various banks.		



D	Reporting and Inquiry	Comply (Yes/No)	Comments
87	Payment History Inquiry: Ability to maintain, track, and inquire (online) the payment history voucher information, including check request/invoice number and date, vendor name, purchase order/contract number, check amount, check date, check number, account coding, and comments.		
88	Encumbrance Data Inquiry: Ability to maintain and provide online inquiry capabilities on encumbrance data, including current fiscal year encumbrance data, detailed encumbrance transactions, and ending encumbrance balances.		
89	Accounts Payable Status Inquiry: Ability to provide online inquiry to obtain current accounts payable status.		
90	Mailing Labels Production: System can produce mailing labels.		
91	Audit Trail Journals Production: Ability to generate microfiche, optical disks/CD ROM, ASCII files, or hard copy transaction journals for audit trail purposes.		
92	Tax Reporting Compliance: Ability to provide full tax reporting abilities to comply with current laws.		
93	Warrant Status Lookup: Ability to find warrant status with one step by knowing the warrant number.		
94	Comprehensive Payment History Inquiry: Ability to maintain, track, and inquire (online) on all payment history voucher information.		
E	Key Integration Considerations Between Procurement and Accounts Payable	Comply (Yes/No)	Comments
1. Unified Vendor Management:			
	Procurement Module Feature #16: Unified Vendor File ensures that there is one master vendor file accessible across all modules, including AP. This eliminates data duplication and ensures that any updates to vendor information in Procurement are automatically reflected in AP.		
2. Purchase Order and Invoice Matching:			



	AP Module Feature #11: Three-Way Matching allows AP to match invoices with corresponding purchase orders and receiving documents. This directly links AP with Procurement by ensuring that all invoices processed in AP are validated against existing POs created in Procurement.		
	AP Module Feature #23: Purchase Order and Invoice Cross-Reference further strengthens this integration by enabling cross-referencing between POs and invoices, ensuring accurate tracking and reconciliation.		
3. Automatic Encumbrance Relief:			
	AP Module Feature #18: Automatic Encumbrance Relief ensures that once an expenditure transaction is entered in AP, the corresponding encumbrance in Procurement is automatically relieved. This maintains budget accuracy and financial control.		
4. Real-Time Data Synchronization:			
	Procurement Module Features #9 and #10: Real-Time Budget Checking and Real-Time Status Lookup facilitate real-time data sharing with AP, allowing immediate visibility into budget statuses and purchase order statuses, which AP relies on for accurate payment processing.		
5. Invoice Routing and Approval Workflows:			
	AP Module Feature #9: Invoice Routing and Aging Reports ensures that invoices generated from Procurement are appropriately routed for approval within AP. This maintains a smooth flow from procurement to payment.		
6. Discrepancy Management:			
	Procurement Module Feature #11: Discrepancy File Maintenance integrates with AP by providing detailed records of discrepancies, which AP can then address during invoice processing and reconciliation.		
7. Historical Data Maintenance:			
	Procurement Module Features #7 & #8: Purchase History Maintenance and Process History Maintenance provide AP with access to historical procurement data, which is essential for accurate financial reporting and audit trails in AP.		
8. Automated Processes and Workflows:			

	AP Module Features #16 to #22: Payment Scheduling, Real-Time GL Updates, Automatic Encumbrance Relief , and other voucher processing features automate the flow of data from Procurement to AP, reducing manual intervention and minimizing errors.		
9. Reporting and Audit Trails:			
	AP Module Features #10, #49-#94: Comprehensive reporting and audit trail functionalities in AP ensure that all transactions related to Procurement are tracked, providing transparency and facilitating compliance with internal and external audit requirements.		
F	Enhanced Integration Points Highlighted in Updated Features	Comply (Yes/No)	Comments
1	Vendor Master File Updates (AP Feature #35): Ensures that any changes in vendor details within Procurement are automatically updated in AP, maintaining consistency.		
2	Disbursement Audit Trail (AP Feature #49): Captures all relevant procurement-related details (e.g., requisition number, purchase order number) in AP transactions for comprehensive auditing.		
3	Invoice Processing without Purchase Order (AP Feature #54): Although Procurement is primarily responsible for POs, this feature allows AP to handle exceptions where invoices may be processed without a PO, ensuring flexibility while maintaining control through appropriate security measures.		
4	Three-Way Matching (AP Feature #11): Reinforces the link between Procurement (POs and receiving documents) and AP (invoices), ensuring that only validated invoices are processed for payment.		
5	Integration with Purchasing Module (AP Feature #6): Explicitly states the necessity of integration, ensuring that AP and Procurement modules work cohesively.		

8. Inventory Module Functional Requirements

A. Inventory Management

#	Functional Requirement	Comply (Yes/No)	Comments
1	Stock Item Records Management: Ability to establish, maintain, adjust, and delete inventory stock item records.		
2	Multi-Level Location Structure: Provide a multi-level location structure for inventory items.		
3	Activity History Maintenance: Maintain history of all activities by user and date/time to capture, report, and use demand history to drive reorder points.		
4	Electronic Approvals: Allow for electronic approval for receipts, disposals, transactions as defined by the client, issues, and returns to stock.		
5	Inventory Disposal Options: Allow options to define and select the causes of inventory disposal.		
6	Automatic Requisition Numbering: Automatically assign stock requisition numbers.		
7	Stock Item Data Updates: Support the update of stock item data and maintain all specific data for returns, adjustments, transfers, receipts, requisitions, and issuance.		
8	Data Security and Access Control: Support data security by limiting access through user-specific fields such as department number, warehouse number, and account code.		
9	Barcoding Support: Support the use of barcoding technology.		
10	Automatic Requisition Generation: System will generate requisitions for specific commodities by user-defined stock amounts.		
11	Flagging Items for Inventory Entry: Requisition and purchase order line items can be flagged for entry into inventory stock.		
12	Inventory Classification: Allow inventory to be classified by purchasing commodity code.		
13	Online Inventory Inquiry: Users can inquire online for inventory on-hand amounts.		



14	Inventory Assignment: Inventory can be assigned to various divisions, warehouses, sections of warehouses, cost centers, etc.		
15	Item Status Recording: Ability to record the status of items (e.g., spoilage, cancellation).		
16	Inventory Reporting: Generate reports by total stock and stock available at each division, warehouse, etc.		
17	Stock Transfers: Stock can be transferred among divisions and warehouses with corresponding addition and depletion figures.		
18	Transaction Stamping: System provides transactional stamping by user name, date, and time.		
19	Transaction Reversal: System must reverse accounting and inventory transactions upon cancellation of an order.		
20	Physical Stock Matching: System provides a mechanism to match physical stock to on-hand figures.		
21	Barcode Management: Enable barcode management.		
22	Stock Tag Printing: Produce a hard copy stock tag (barcode label) associating the following information to an inventory item:		
	- Stock location		
	- Manufacturer's name & part number		
	- Item number		
	- Unit of measure		
	- Expiration date		
	- Issuing unit by location		
	- Unit cost		
	- Commodity & sub-commodity code		
	- Notes field		
23	Barcode Data Interface: Provide a predefined interface to accept and interpret barcoded data for:		
	- Receiving documents		
	- Cycle counts		



24	System Integration: The Inventory module should be integrated with other subsystems (modules) such as <i>Procurement, Accounts Payable, and General Ledger</i> to provide centralized, real-time information to all users.		
B. Inventory Accounting			
#	Functional Requirement	Comply (Yes/No)	Comments
25	Accounting Entries Creation: Ability to create accounting entries to maintain transaction detail for all inventory maintenance transactions.		
26	User-Defined Expenditure Accounts: Ability to assign user-defined expenditure accounts, by default, to transactions based on commodity code, with override capability under appropriate security.		
C. Reordering and Inventory Control			
#	Functional Requirement	Comply (Yes/No)	Comments
27	Reorder Point Calculation: Ability to support reorder point calculation.		
28	Reorder List Generation and Procurement Integration: Generate an online list of commodities to reorder and select items from this list to process into requisitions or purchase orders in the Procurement Module .		
29	Utilize Open Purchase Orders: Ability to utilize open purchase orders to restock inventory.		
30	Direct Issue to Cost Center: Ability to issue commodity purchases directly to cost centers without stocking in inventory.		
31	Work Order System Integration: Ability to integrate with work order systems to track material usage.		
32	Commodity Class Variables: Support the definition by commodity class of the variables used in determining reorder points and reorder quantities.		
33	Manual Overrides: Support manual overrides of reorder points and reorder quantities.		
34	On-Order Information Update: Automatically update inventory on-order information at the time a requisition is created in the Procurement Module .		
35	Stock Item Data Reordering: Support reordering of all stock item data related to the receipt of inventory goods and updating inventory records.		

36	Receipt and Invoice Comparison: Compare receipt and invoice data with the original purchase order line items and report discrepancies based on user-established variance limits.		
37	Open Purchase Order Updates: Support updates of open purchase order status and balances at the time of receipt into inventory.		
38	Inventory Updates upon Receipt: Support updates to inventory on-hand and on-order quantities when items are received.		
39	Backorder Fulfillment: Compare stock items received to open requests to determine which backorders may be filled.		
40	Hazardous Waste Handling: Ability to flag special handling procedures for hazardous waste.		
41	Unit of Measure Conversion: Automatically convert receiving unit of measure/cost to stocking unit of measure/cost.		
42	Manufacturer's Description Capture: Capture the manufacturer's stock item description for each detail line on the receiver.		
43	Receipt History Retention: Retain detailed receipt history for all items.		
44	Cost Data Capture: Capture all associated cost data for the received stock item.		
45	Average Cost Calculation: Calculate and store the average cost of an item held in inventory.		
46	Receipt Transaction Validation: Perform edit checks for receipt transactions against purchase order, location, and unit of measure.		
47	Integration with Procurement Module: Ability to integrate with the Procurement Module to automate the creation of purchase requisitions or orders based on inventory reorder points.		
48	Purchase Order Generation from Inventory: Automatically generate purchase requisitions or orders in the Procurement Module when inventory levels reach reorder points.		
49	Real-Time Data Synchronization with Procurement: Ensure real-time synchronization of inventory data (stock levels, item details) with the Procurement Module .		

D. Inventory Transactions and Processing			
#	Functional Requirement	Comply (Yes/No)	Comments
50	Multi-Site Transaction Entry: Ability to enter transactions online at multiple sites.		
51	Real-Time Inventory Updates: Automatically update inventory balances at the time of transaction entry.		
52	Automatic Transaction Costing: Automatically cost inventory transactions such as issue, return-to-stock, and miscellaneous adjustments.		
53	Inventory Costing Methods: Support the following inventory costing methods, at a minimum: FIFO and Rolling Average.		
54	Balance Adjustments: Adjust balances online for all types of inventory transactions, including number of units, unit cost, and monetary value.		
55	Inventory Transaction Audit Trail: Generate an audit trail for inventory transactions including user ID, facility, item number, quantity, unit of measure, transaction type, date, time, and document numbers.		
56	Inventory Transaction Inquiry: Permit online inquiry into all inventory transactions.		
57	Activity-Based Costing Codes: Assign Activity-Based Cost category codes to items.		
58	Historical Issuance Accounting: Account for historical issuance of inventory.		
59	Usage History Updates: Update usage history records for all issues and returns of inventory goods.		
60	Account Code Posting: Post account codes for each inventory requisition.		
61	Item Charging: Ability to charge an item to a specific grant, program, project, contract, fund, and cost center.		
62	Low Stock Notifications: Provide online notification any time a transaction reduces inventory on hand to at or below the minimum reorder point or safety stock level, or would create a backorder situation.		
63	Returns to Stock Recording: Record returns to stock with the original issue document number.		

E. Cycle Counting and Physical Inventory			
#	Functional Requirement	Comply (Yes/No)	Comments
64	Cycle Count Data Entry: Enter cycle count data online with proper security and approvals.		
65	Separation of Duties: Separate the inventory count and reconciliation process to prevent the same user from counting and reconciling inventory.		
66	Freeze Perpetual Balances: Ability to freeze perpetual balances at the time an item is selected for cycle counting or physical inventory.		
67	Item Freeze During Counts: Freeze items to prevent issuance during an inventory period.		
68	Transaction Adjustments During Counts: Make appropriate adjustments for transactions occurring between frozen inventory and posting of the count.		
69	Variance Calculation: Calculate deviation between "frozen" and counted quantities.		
70	Physical Count Data Entry: Enter physical count data from count sheets and compare physical counts against on-hand quantities, calculating variances with security clearance to view counts online.		
71	Barcode-Enabled Counting: Support performing inventory counts with a barcode reading handheld device.		
72	Physical Inventory Reports: Create physical inventory reports, including:		
	- Exception report of quantity variances		
	- Inventory value with value variance		
73	Cycle Count Frequency Definition: Allow cycle count frequency to be defined for each commodity based on ABC inventory code.		
74	Automatic Next Count Date Calculation: Automatically calculate the next cycle count date for each commodity based on user-defined cycles.		
75	Adjustment Transaction Generation: Generate a book-to-physical adjustment transaction and/or listing once cycle and year-end physical inventory counts are determined.		
76	Inventory Worksheet Printing: Print inventory worksheets by user-selectable criteria to hard copy.		



77	On-Demand Count and Reconciliation: Perform the physical count and reconciliation process on demand.		
78	Immediate Issue to Cost Center: Ability to receive an item and then immediately move it out to the cost center.		
79	Selection and Sequencing of Count Documents: Ability to select and sequence physical inventory and cycle count documents.		
F. Integration with Service Provision			
#	Functional Requirement	Comply (Yes/No)	Comments
80	NEW—Service Request System Integration: <i>This integration with the Service Center System (CSC) allows for the management of service requests and the specification of</i> required inventory items, quantities, and specifications during request creation.		
81	Inventory Item Specification: Authorized users can specify needed inventory items, quantities, and their specifications during service request creation. This ensures that all necessary resources for the service request are accounted for at the initial stage, reducing delays and errors in fulfilling requests.		
82	Request Approval and Fulfillment: Service requests, including inventory item details, are sent to the Inventory Management System for approval and fulfillment by the inventory officer.		
83	Item Dispatch and Fulfillment: Once approved, requested items are dispatched from the inventory, and the Inventory Management System updates the inventory levels accordingly.		
84	Real-Time Inventory Updates: The Inventory Management System updates inventory data in real-time upon item dispatch, ensuring that accurate stock levels are maintained. This feature reduces manual intervention and errors, ensuring that the system reflects the most up-to-date stock levels immediately after an item is dispatched.		

85	Linking of Dispatched Items to Service Requests: Dispatched items are linked to the source service request, project, or maintenance activity for accurate tracking and accountability. Linking dispatched items directly to service requests or projects allows for better tracking of resources, ensuring accountability and efficient resource utilization.		
86	Enhanced Efficiency: Automates the inventory update process, reducing manual intervention and errors, ensuring smooth service delivery.		
87	Accurate Inventory Tracking: Real-time tracking of inventory levels helps maintain optimal stock levels and ensures that required resources are always available.		
88	Improved Service and Maintenance Workflow: Streamlines service and maintenance workflows by ensuring that necessary equipment and materials are dispatched promptly.		
89	API for Item Specification and Request: Provides an API for specifying item details (ITEM_ID, QUANTITY, SPECIFICATIONS, etc.) and sending the request to the Inventory Management System.		
90	API for Item Fulfillment and Inventory Update: Provides an API for dispatching items, fulfilling requests, and updating inventory data in real-time.		
91	Real-Time Database Synchronization: Ensures real-time synchronization across all systems connected to the Inventory Management System, maintaining consistency in inventory levels. Real-time synchronization ensures that all connected systems (e.g., service request systems and maintenance systems) have accurate and consistent inventory information at all times, which is critical for decision-making and avoiding discrepancies.		
92	Scheduled Database Updates: Ensures regular synchronization of inventory data to guarantee accuracy and consistency across all integrated systems.		

9. Revenue Management Information System (RMIS) Functional Requirements

A	General Features	Comply (Yes/No)	Comments
1	Accrual Basis Revenue Recognition: Ability to treat recognized revenues on a full accrual basis.		
2	Automatic Number Assignment: Automatically assign sequential customer and invoice numbers.		
3	Duplicate Customer Detection: Indicate upon customer entry when a customer already exists for a given National card ID unique.		
4	Customer Record Merging: Ability to merge customer records.		
5	Electronic Customer Payments: Receive electronic customer payments (e.g., electronic fund transfers).		
6	Cash Receipt Entry: Enter cash receipt transactions and deposits on a decentralized (departmental) or centralized basis.		
7	Account History View: View account history in a single window based on a set period of time (e.g., 24 months).		
8	Accounts Receivable Aging: Sort and display accounts receivable in a prescribed aging format.		
9	Multiple Bank Accounts Support: Support the use of multiple bank accounts.		
10	Revenue Recognition Scenarios: Recognize or accommodate:		
	- Revenue earned and billed		
	- Revenue earned but not billed		
11	Customer Grouping: Provide a method for user-defined structures for grouping customers into unique types or classifications.		
12	Document Attachment: Attach documents to invoices, customers, and/or receipts.		
13	User Authentication and Security: Implement user authentication with unique usernames and passwords; enforce security measures such as automatic logout after inactivity.		
B	Customer Data Management	Comply (Yes/No)	Comments
14	Comprehensive Customer Records: Maintain a unique customer account/record that contains the following data:		
	Customer number		



	Customer name		
	Nationality Card Type both Card Number and Type are unique + mandatory		
	National ID Card Number		
	User-defined number (e.g., property index number)		
	Customer type - Owner/Beneficiary		
	Customer address (multiple) one of them is default		
	Customer phone number (multiple) one of them is default		
	Customer web address		
	Contact name (multiple) one of them is default		
	Contact email address (multiple) one of them is default		
	Contact phone number (multiple) one of them is default		
	Statement cycle (e.g., weekly, monthly)		
	Customer active/inactive indicator		
	Person/Entity indicator		
	Parent Customers		
	Customer history		
	User-defined fields		
15	Agreement Details Management: Track and display the status of all agreements, including read, unread, connected, and disconnected meters.		
C	Services Management	Comply (Yes/No)	Comments
16	Service Billing Types: Define data structures that include all required information and financial data for multiple service billing types, such as:		
	16.1 - Water and Electricity Billing System		
	16.2 - Building and Licensing System		
	16.3 - Tax System		
	16.4 - Profession and Occupancy		
	16.5 - Education Tax		
	16.6 - Garbage Tax		
	16.7 - Property Tax		
	16.8 - Billboard		
	16.9 - Car Parking System		



	16.10 - Slaughterhouse		
	16.11- Municipal Property Rent: Establish a database concerning municipal properties (land and buildings) and link it to the Fixed Assets module, General Ledger, Accounts Payable, and Accounts Receivable.		
	16.12 - Municipality Court: Create a database on relevant materials, cases, penalties, court decisions, and follow-up of those decisions; develop all required forms; handle fees payments and collections.		
	16.13 - Solar Energy Services: Manage billing and agreements related to solar energy services.		
	16.14 - Other Services		
17	Service Charge Calculation: Calculate service charges based on user-defined technical specifications and tariffs.		
18	Solar Energy Tariff Management: Manage and create different solar energy tariff groups and types (e.g., Net Metering, Fixed Amount) for accurate billing.		
19	Property Tax Management: Automatically assess property taxes based on predefined criteria; maintain detailed property records; manage billing and payments.		
D	Metering and Data Input	Comply (Yes/No)	Comments
20	Meter Information Management: Record, maintain, and display meter information, including:		
	- Meter number		
	- Meter type		
	- Condition		
	- Installation date		
	- Location		
	- Size		
	- Factor		
	- Last maintenance date		
21	Support for All Meter Types: Provide all types of meters (prepaid, regular, smart meters, solar meters).		
22	Data Import Methods: Import data electronically from handheld devices, card readers, standard file formats, and manual entry.		



23	Data Export for Devices: Export unpaid amounts and other required data to handheld devices, charge cards, etc.		
24	Meter Reading Entry Enhancements: Enter new meter readings and notes; receive warnings for high or low readings; add estimated readings for special cases based on meter status.		
25	Meter Information Scanning and Searching: Utilize handheld barcode readers to scan meter barcodes for quick access; search for meters using various identifiers.		
26	Customer and Meter Information Display: Show detailed customer and meter data to ensure accuracy during meter reading and billing.		
27	Photo Capture and Upload: Capture and upload photos of meters to the billing system for visual verification and records.		
E	Mobile Billing and Collection	Comply (Yes/No)	Comments
28	Mobile Device Compatibility: Ensure compatibility with advanced field devices for robust and efficient operations.		
29	Bill Calculation on Mobile Devices: Automatically calculate bills based on entered meter readings; handle various meter statuses and types.		
30	Payment Collection on Site: Collect payments for current invoices and outstanding debts; issue receipts directly to customers.		
31	Manual Receipts Handling: Enter and manage manual receipts with detailed information and multiple payment types (cheque or cash).		
32	Reporting on Mobile Devices: Generate and print various reports, including reading reports, invoice reports, and receipt reports.		
33	Data Management on Mobile Devices: Download prepared data from the main billing system; upload final data back to the billing system; export data to Excel format.		
34	Settings and Configurations: Configure system settings, such as Bluetooth connections and printer configurations; enable/disable specific features.		
35	Application Updates: Access a web view for downloading new application versions.		
36	User Authentication and Security on Mobile Devices: Each collector has a unique username, password, and device ID for secure login; automatic logout after inactivity.		



37	Search Functions: Search for agreements using various filters and QR code scanning capabilities for quick access.		
38	Logout Functionality: Securely log out from the application to prevent unauthorized access.		
39	Solar Meter Reading and Billing on Mobile Devices: Enter and calculate solar meter readings; generate related bills.		
40	Solar Services Management on Mobile Devices: Manage solar meter agreements with functionalities similar to standard meter agreements, including reading, calculating, and printing invoices.		
F	Invoices and Statements	Comply (Yes/No)	Comments
41	Unbilled Charges Maintenance: Maintain details of unbilled charges.		
42	Statement Generation: Generate statements for the following:		
	- Specific service accounts		
	- Range of accounts within a department		
	- Range of customers		
	- Delinquent accounts		
43	Consolidated Statements: Generate consolidated statements for customers with multiple service accounts.		
44	Billing Date Range on Invoices: Include the billing date range and/or period on invoices.		
45	Itemized Charges: Itemize charges per service on customer invoices.		
46	Flexible Invoice Description: Generate an invoice with sufficient and flexible text area to adequately describe services provided.		
47	Billing Detail Customization: Exclude/include billing detail data elements, allowable charges, and overhead on specific bills or all bills.		
48	Multiple Billing Addresses: Maintain and send invoices to multiple addresses for the same customer.		
49	Custom Time Period Statements: Generate statements showing activity, beginning and ending balances for any user-defined time period.		
50	Invoice Correction and Reprinting: Correct and reprint invoices and statements.		
51	Duplicate Invoice Printing: Print a duplicate bill and/or statement upon request.		
52	Customized Invoices: Develop customized invoices (e.g., departmental logos and/or titles).		

53	One-Time or Recurring Invoices: Produce one-time or recurring invoices.		
54	Automated Inter-Service Billings: Perform automated inter-service billings.		
55	Invoice Suppression for Internal Customers: Suppress invoices for internal customers and create automatic journal entries for workflow approval with sufficient detail of charges.		
56	Differential Pricing: Charge different rates for internal and external customers.		
57	Invoice Cancellation and Reversal: Accommodate cancellation and one-step automatic reversals of invoice entries.		
58	Invoice Distribution: Allow for a single invoice to be distributed to multiple accounting distributions based on a user-defined allocation (e.g., percentage or amounts).		
59	Solar Energy Billing: Calculate solar energy bills based on tariff types (Net Metering, Fixed Amount); handle produced and consumed quantities.		
60	Solar Energy Notice Management: Calculate, approve, cancel, and inquire about solar energy notices; manage payments for Fixed Amount tariff.		
G	Receipts and Payments	Comply (Yes/No)	Comments
61	Revenue Allocation: Apply revenue to multiple funds, accounts, and/or projects.		
62	Payment Types Accommodation: Accommodate and record the following transactions for payment:		
	- Cash		
	- Check		
	- Electronic Fund Transfers (EFT)		
	- Credit card		
	- Other electronic receipts		
63	Single Payment for Multiple Invoices: Accommodate single payments applied against multiple invoices.		
64	Partial and Overpayments: Accommodate payments in excess of or less than the billed amount.		
65	Variable Fee Structures: Accommodate different fee structures for different receivable types.		
66	Cash Receipt Information: Generate the following information on cash receipts:		
	- Transaction date		
	- Customer name		



	- Customer number		
	- Customer address		
	- Transaction amount		
	- Form of payment (check, cash, credit)		
	- Default account(s)		
	- Individual who received the payment		
	- Description of service (text and/or code) (multiple)		
67	Receipt Reversal: Pull up an existing cash receipt entry and reverse it, with the appropriate accounting effect automatically.		
68	Cash Drawer Security: Secure cash drawer by opening only one cash payment.		
69	Cheque Reader Integration: Automatically capture cheque details using OCR technology; populate cheque payment details; scan and archive cheques linked to receipt vouchers.		
70	E-Payment Integration (E-SADAD): Integrate with E-SADAD for electronic bill presentation and payment; support service information retrieval and payment application via APIs.		
71	Payment Processing via E-SADAD: Facilitate real-time payment processing through E-SADAD; ensure secure API interactions and data exchange.		
72	Integration with Payment Service Providers: Support payments through various payment service providers and banks via E-SADAD integration.		
73	Prepaid Meter Management: Support charging of prepaid meters; integrate with prepaid systems for revenue and collected cash treatment.		
F	SMS Notifications	Comply (Yes/No)	Comments
74	Automated SMS Notifications: Send automated SMS notifications based on billing events such as new invoice issuance, payments, bounced cheques, and due dates via scheduled jobs.		
75	Manual SMS Notifications: Allow users to manually send SMS notifications by selecting specific conditions or customer groups for targeted messaging.		
76	SMS Gateway Configuration: Allow administrators to configure the SMS gateway, including necessary credentials for sending SMS.		
77	Monitoring and Error Handling: Monitor SMS sending jobs and managing errors that occur during the sending process to ensure successful communication.		

78	Dynamic Parameter Scheduling: Dynamically manage parameters for scheduling notifications, such as sending reminders before voucher due dates.		
G	Integration with Smart Meters	Comply (Yes/No)	Comments
79	Data Transmission to Smart Meter System: Send critical data to the smart meter system, including customer information, meter details, and station/transformer data.		
80	Data Reception from Smart Meter System: Receive and validate meter readings from smart meters; ensure accuracy and integrity before updating customer accounts.		
81	Remote Meter Management: Support relaying commands to turn meters on or off, allowing for remote management of electricity supply.		
82	Bi-Directional Communication: Enable bi-directional communication between the billing system and smart meters for timely data exchange and accurate billing.		
83	Validation Rules for Meter Data: Use validation rules to ensure the accuracy and integrity of data received from smart meters before applying to customer accounts.		
84	Open Smart Meters Requirement: Ensure compatibility with open smart meters that are equipped to be integrated with the billing system; closed meters lacking integration capabilities are not compatible.		
85	Ready APIs for Integration: Provide ready APIs to facilitate integration with smart meters and other solutions, ensuring seamless interoperability.		
H	Integration with Cheque Reader	Comply (Yes/No)	Comments
86	Automatic Data Capture from Cheques: Use cheque reader system to read key details from physical cheques and automatically populate these details into the billing system's cheque payments screen.		
87	Data Mapping for Bank Codes: Implement a data mapping mechanism to ensure compatibility between bank codes and the codes recognized by the billing system.		
88	Secure Data Transfer: Ensure the extracted cheque data is securely transferred to the billing system, maintaining confidentiality and integrity during transmission.		



89	Validation and Confirmation of Cheque Data: Validate the received cheque data to ensure it matches expected formats and values before processing payment entries.		
90	Cheque Scanning and Archiving: Scan and archive cheques; link scanned images to the corresponding receipt vouchers for traceability and record-keeping.		
I	Integration with E-SADAD	Comply (Yes/No)	Comments
91	API Integration for Service Information: Allow the billing system to fetch service information from E-SADAD using parameters such as service type, agreement ID, month, and year.		
92	API Integration for Payment Application: Facilitate the application of payments within the billing system through E-SADAD using parameters like service type, agreement ID, currency ID, amount, etc.		
93	Real-Time Transaction Updates: Ensure that all transactions processed through E-SADAD are reflected in real-time in the billing system, maintaining accurate account information.		
94	Reduced Manual Intervention: Automate the retrieval of service information and payment application to improve efficiency and reduce errors.		
95	Enhanced Reconciliation and Settlement: Provide a unified system for electronic reconciliations with banks and payment service providers, reducing costs and improving account settlement procedures.		
J	Property Tax System Integration	Comply (Yes/No)	Comments
96	Automatic Tax Assessment: Automatically assess property taxes based on predefined criteria such as property type, size, location, and usage.		
97	Real-Time Tax Calculation: Perform real-time calculation of taxes, including applicable rates, discounts, and exemptions.		
98	Property Registration and Management: Maintain detailed records of all properties, including ownership, valuation, and historical data; track changes in property ownership.		
99	Tax Billing and Payment: Generate and send tax bills to property owners via multiple channels; enable online tax payments through various gateways; monitor and record payments.		



100	Discounts and Exemptions Management: Apply discounts and manage exemptions based on predefined criteria (e.g., early payment, property categories).		
101	Reporting and Analytics for Property Tax: Generate detailed reports on tax assessments, collections, delinquencies, and exemptions; utilize analytics tools for decision-making.		
102	Compliance and Auditing: Ensure all processes comply with local tax laws and regulations; maintain a comprehensive audit trail of all transactions and changes to property records.		
103	Integration Capabilities with Property Tax System: Facilitate easy integration with other systems; support data exchange with government systems, financial institutions, and third-party applications through APIs.		
104	Municipal Property Tax Inquiry Module: Allow authorized municipal employees and citizens to inquire about property taxes and generate receipts for payment.		
105	User Authentication and Security for Property Tax Data: Ensure secure data exchange with the national property tax management system; restrict access to authorized users only.		
K	Solar Energy Billing Module	Comply (Yes/No)	Comments
106	Solar Energy Tariff Groups: Enable management and creation of different solar energy tariff groups for reporting and billing purposes.		
107	Solar Energy Tariff Types: Define and manage billing methods for solar energy—Net Metering and Fixed Amount—to ensure accurate billing for produced and consumed quantities.		
108	Supplier Management: Define and manage energy suppliers with consumption services or dummy services; display accumulated quantity balances and historical records.		
109	Solar Energy Meters Management: Manage meter details such as installation date, type, capacity, status, and initial reading for precise tracking.		
110	Preparation of Solar Meter Readings: Allow preparation and configuration of meter readings for system entry after collection, ensuring accuracy.		
111	Entry of Solar Meter Readings: Facilitate accurate entry of collected solar energy meter readings into the system for billing calculations.		



112	Calculation of Solar Energy Notices: Calculate solar energy notices based on tariff types for suppliers, ensuring accurate billing through net metering or fixed amount methods.		
113	Cancellation of Solar Energy Notice Calculation: Allow cancellation and recalculation of notice calculations before approval to correct any errors in billing.		
114	Approval of Solar Energy Notices: Finalize solar energy notices, preventing further modifications post-approval and ensuring accurate billing.		
115	Deletion of Solar Meter Readings: Enable deletion of incomplete or incorrect solar meter readings for the current cycle to maintain data accuracy.		
116	Solar Energy Notice Inquiry: Provide detailed inquiry capabilities for monitoring the status and details of solar energy notices, supporting transparency.		
117	Solar Energy Payments Management: Manage payments for consumers on the Fixed Amount tariff, including updating notice payment statuses and specifying payment types.		
118	Modification of Meter Information: Allow updates to solar energy meter details such as meter number and status to ensure records remain up-to-date.		
119	Printing of Solar Energy Notices: Support printing original and copy notices based on specific criteria for efficient distribution.		
120	Solar Services and Meters Reporting: Generate detailed reports on solar energy services and meters for analysis and management.		
L	Integration with GIS	Comply (Yes/No)	Comments
121	Accurate Property Valuation via GIS: Ensure up-to-date property records (boundaries, sizes, usage) for more accurate property valuation through GIS integration.		
122	Efficient Tax Collection via GIS: Map properties with outstanding taxes, helping tax collectors identify delinquent properties efficiently.		
123	Property Tax Management and Collection: Facilitate enhanced control over property taxation, billing, and collection through GIS integration.		
124	Spatial Analysis of Revenue Sources: Analyze geographically distributed revenue data through GIS.		
125	Strategic Infrastructure Investment: Link revenue data with spatial information to make informed decisions for infrastructure projects.		

126	Public Access to Revenue Data via GIS: Create interactive public maps displaying municipal revenue data, such as property taxes and business licenses.		
127	Enhanced Public Engagement and Accountability: Promote transparency by providing citizens with access to financial data through GIS, enhancing engagement.		
128	Real-Time Visualization of Billing Data: Display billing data visually on GIS maps, offering real-time insights into property tax statuses and collections.		
129	Data Extraction and Insertion APIs: Provide APIs for extracting billing data from the Revenue Management System and inserting it into GIS, ensuring synchronization.		
130	Data Mapping between Billing and GIS Attributes: Ensure accurate mapping between key attributes in the billing system and GIS, such as property IDs.		
131	Batch Processing for Periodic Updates: Allow municipalities to run batch processes to periodically update the GIS with the latest billing data.		
132	Secure Data Transfer Protocols: Ensure secure and reliable data transfer between the billing system and GIS using protocols like HTTPS.		
M	System Integration	Comply (Yes/No)	Comments
133	Integration with IFMIS Modules: Support integration into other modules of the Integrated Financial Management Information System (IFMIS).		
134	Integration with Prepaid Systems: Allow integration with water and electricity prepaid systems at the level of treating revenues and collected cash.		
135	Integration with GIS System: Allow integration with the Geographic Information System (GIS) for enhanced data analysis and visualization.		
136	Integration with Work Order Systems: Ability to integrate with work order systems to track material usage and service delivery.		
137	Integration with National Property Tax Management System: Ensure secure data exchange and synchronization with the national property tax management system.		
138	API Availability for Third-Party Integration: Provide ready APIs to facilitate integration with smart meters, E-SADAD, cheque readers, and other solutions.		

10. Accounts Receivable Module Functional Requirements

A	General Features	Comply (Yes/No)	Comments
1	Multi-Currency Support: Maintain accounts receivable in multiple currencies to accommodate international transactions and reporting.		
2	Master Customer File Maintenance: Ability to maintain a comprehensive master customer file, integrating customer data from RMIS and other systems for unified accounts receivable management.		
3	Integration with RMIS and Other Systems: Support servicing and collection activities for receivables resulting from complex programs like RMIS and simpler data from direct core financial system entries.		
B	Customer and Vendor Management	Comply (Yes/No)	Comments
4	Support for Various Customer Types: Manage different types of customers dealing with Municipality/MOLG, including contractors, employees, grantees, loan recipients, other government agencies, and vendors.		
5	Vendor and Customer Cross-Reference: Ability to cross-reference vendor files with customer records for entities that owe debts to the agency, facilitating offsets and collections.		
6	Offsetting Vendor Payments: Reduce payments to vendors by the amount of any outstanding debts, with appropriate security measures and approval workflows integrated with RMIS.		
C	Payment Processing and Allocation	Comply (Yes/No)	Comments
7	Flexible Payment Allocation: Accommodate multiple payments against a single invoice and single payments against multiple invoices, ensuring accurate allocation of funds.		
8	Income Type Allocation: Allow the allocation of payments received according to the type of income at the level of each invoice, integrating with RMIS revenue classifications.		
9	Batch Review and Posting: Provide facilities to review and list all batches on-screen, print, or file before posting, ensuring data accuracy and integrity before updating the General Ledger (G/L).		

10	Batch Consolidation: Consolidate batches of transactions sharing the same account number and fiscal period into a single entry before sending to G/L, streamlining financial records.		
11	Import of External Payments: Allow the import of payments received outside the municipality (e.g., banks, external collection points), allocating them according to revenue types at the invoice level.		
12	Arrears Distribution Management: Enable users to determine how received arrears are distributed, allowing allocation to the oldest or newest invoices as per organizational policies.		
13	Installment Plan Management: Automatically establish receivables under installment plans, including rescheduled payments, and generate flexible repayment schedules for delinquent accounts.		
D	Receivables and Billing Management	Comply (Yes/No)	Comments
14	Accounts Receivable Maintenance: Record the establishment of receivables along with corresponding revenues, expense reductions, or other offsets, integrating with RMIS financial data.		
15	Standardized Transaction Acceptance: Accept transactions generating receivables from other systems (e.g., RMIS) in a standard format for seamless entry into the core financial system.		
16	Duplicate and Erroneous Payment Handling: Establish receivables and credit memos from vendors who have received duplicate or erroneous payments, ensuring accurate financial records.		
17	Line Item Billing and Collection: Record billings and collections by line item to identify unique accounting classification codes, supporting detailed financial analysis and reporting.		
18	Customized Billing Documents: Print bills accommodating standard forms and remittance advice; allowing customized text in billing documents to meet specific communication needs.		
19	Flexible Billing Dates: Date bills using system-generated dates or user-specified dates, providing flexibility in billing cycles and periods.		
20	Consolidated Billing: Consolidate multiple accounts receivable for a customer onto a single bill, simplifying billing processes and enhancing customer experience.		

21	Manual Bill Entry: Allow authorized personnel to enter transactions related to manually prepared bills, ensuring all receivables are accurately recorded.		
22	Billing Adjustments: Record adjustments to bills and post them to customer accounts, maintaining an accurate and up-to-date accounts receivable ledger.		
23	Customer Statements: Generate comprehensive statements showing beginning balance, charges, credits, aging, and ending balance, supporting transparency and customer communication.		
24	User-Defined Forms: Create user-defined forms for invoices and billing statements, allowing customization to meet specific organizational requirements and branding.		
E	Customer Account Management	Comply (Yes/No)	Comments
25	Detailed Customer Information Maintenance: Maintain customer account information for audit trails, billing, reporting, and research, including account numbers, balances, IDs, due dates, and aging.		
26	Account Updates: Update customer accounts when billing documents are generated, collections are received, interest or fees are applied, and when amounts are written off or offset.		
27	Interest and Penalty Calculation: Automatically calculate interest charges using appropriate rates and criteria; generate separate line items for interest, penalties, and administrative charges.		
28	Administrative Fees Management: Specify and apply administrative and penalty amounts, recording them to different accounting elements, and reflecting them on customer bills as separate items.		
29	Reversal of Receipts for Bounced Cheques: Ability to reverse receipts if cheques initially accepted for payment have bounced, ensuring accurate financial records and customer accounts.		
F	Collections and Delinquency Management	Comply (Yes/No)	Comments
30	Automated Dunning Process: Automatically generate dunning (collection) letters for overdue receivables when accounts become delinquent, incorporating due process notices as required.		
31	Customizable Dunning Parameters: Customize dunning process parameters and letter texts to align with organizational policies and legal requirements.		



32	Receivables Aging Analysis: Provide detailed information on the age of receivables, supporting management and prioritization of collection activities by customer, type, fund, or account.		
33	Delinquency Identification and Reporting: Identify and report receivables meeting criteria for write-off or referral, generating appropriate accounting entries and integrating with RMIS.		
34	Allowance for Doubtful Accounts: Automatically calculate and record allowances for loss on accounts receivable based on user-defined criteria, supporting financial planning and reporting.		
35	Bad Debt Provision Interface: Interface for managing provisions for bad debts, tracking related transactions, and providing detailed breakdowns tagged with revenue types and customer accounts.		
36	External Collections Management: Maintain data for receivables referred to external agencies or organizations for collection, including electronic submission of delinquent account files.		
37	Credit Bureau Reporting: Facilitate automated reporting of delinquent accounts to commercial credit bureaus, ensuring compliance with relevant regulations and policies.		
38	Write-Off and Waiver Processing: Record waivers and write-offs of receivables, including interest, penalties, and charges; maintain data for monitoring closed accounts and historical analysis.		
G	Reporting and Analysis	Comply (Yes/No)	Comments
39	Receivables Status Tracking: Track and report changes in the status of accounts receivable, including dates and nature of changes, supporting audit trails and financial management.		
40	Accounts Receivable Aging Reports: Support sorting and displaying accounts receivable in prescribed aging formats, providing detailed and summary reports for decision-making.		
41	Multi-Year Billing Accumulation: Accumulate billings over multiple fiscal years, supporting long-term financial planning and analysis.		
42	Revenue Ledger Posting: Post revenue transactions to a Revenue Ledger, accounting for estimated revenue by month, budget unit, division, fund, project code, grants, and revenue accounts.		

43	Online Billing Data Re-Establishment: Provide online re-establishment of billing data directly into the billing application module, integrating corrections and adjustments seamlessly.		
44	Automated Revenue Accrual Calculations: Automatically calculate total revenue accruals for all receivable types based on user-defined criteria, enhancing financial accuracy and efficiency.		
45	Customizable Reporting: Generate customized reports on billings, collections, delinquencies, write-offs, and other activities, with the ability to analyze data by various dimensions.		
46	Audit and Compliance Reporting: Provide comprehensive reporting to support audits and compliance requirements, including detailed transaction histories and account balances.		
H	Integration with RMIS and Other Systems	Comply (Yes/No)	Comments
47	Data Exchange with RMIS: Ensure seamless data exchange with the RMIS, including customer information, billing data, payment receipts, and adjustments, maintaining data consistency across systems.		
48	Standard Format for Data Import: Accept transactions from other systems in standard formats for integration into the core financial system, supporting interoperability and data integrity.		
49	Integration with Payment Systems: Interface with external payment systems and banks for importing payment data, supporting automated reconciliation and allocation of payments.		
50	Cross-Module Functionality: Support integration with other modules such as General Ledger, Budgeting, and RMIS, ensuring consistent financial data and efficient workflows.		

11. Reporting Features

A	General Features	Comply (Yes/No)	Comments
These features apply across multiple modules and can be kept in a General Reporting Features section.			
1	Report Generation and Saving: Ability to generate, print, and save different types of reports, including predefined and ad-hoc reports.		
2	Advanced Query Tools: Provide query tools to sort on any combination of date ranges or fields.		
3	Flexible Reporting Periods: Ability to report for any selected time period (monthly, quarterly, multi-year, prior year, etc.) defined by the user.		
4	Export to Popular Formats: Export all types of reports to popular desktop applications (e.g., Microsoft Excel, Word, Adobe PDF).		
5	Copy and Modify Reports: Ability to copy existing reports to new report titles for modification and creation of new reports.		
6	PDF and HTML Report Creation: Ability to create PDF files or HTML links for reports.		
7	Data Export Capabilities: Ability to export queries and system-generated reports to applications like Excel and Word.		
B	Budget Module Reporting	Comply (Yes/No)	Comments
8	Budget Variance Reports: Generate budget variance reports for current and prior years, considering: - Budget vs. Actual on a full accrual basis - Budget vs. Actual on a cash basis.		
9	Budget to Actual Expenditures: Generate reports for any user-defined date or period range showing budgeted vs. actual expenditures.		
10	Budget to Actual Revenue Estimates: Generate reports for any user-defined date or period range showing budgeted vs. actual revenue estimates.		
11	Department Budget Reports: Generate department budget reports, including both actual and budgeted amounts, for any user-defined date or period range.		
12	Budget Transfers Journal: Generate reports detailing budget transfers, providing transparency and accountability.		



13	Chart of Accounts Listings: Generate different types of lists for the chart of accounts, such as full lists with details and grouping at fund or department levels.		
C	General Ledger Module Reporting	Comply (Yes/No)	Comments
14	Detailed Chart of Accounts Statements: Generate the Chart of Accounts statement in detail, grouping by fund, department, etc.		
15	Standard Trial Balance Reports: Generate the Standard Trial Balance for specified accounting periods, showing beginning balances, total debits, total credits, and ending balances for each account.		
16	Financial Statements Compliant with IPSAS: Generate a complete set of financial statements compliant with IPSAS Standard #1, including statements of financial position, performance, changes in net assets/equity, cash flows, and budget vs. actual comparisons.		
17	Account Statements: Generate standard statements of accounts for any period range, tracking all transaction history for any identified account in the Chart of Accounts.		
18	Detailed Transaction Journals: Produce detailed transaction journals for auditing and review purposes.		
19	Cash Transfers List: Generate lists of cash transfers, detailing movements between accounts and funds.		
20	Fund Balance Statements: Generate statements of fund balance and associated activity for transparency and financial management.		
21	Annual Information Statements: Produce annual information statements for funds and departments, aiding in year-end reporting and analysis.		
22	Cost Allocation Reports: Generate cost allocation reports by user-defined measures (e.g., headcount, office square meters).		
23	Audit History Reports: Provide audit history reports of user-defined fields and change history to support compliance and internal controls.		
24	Credit and Debit Notes Tracking: Generate track sheets for all issued credit and debit notes for specified periods, classified by revenue/expenditure types in each fund.		
25	Bank Reconciliation Reports: Produce bank reconciliation reports to ensure alignment between bank statements and internal records.		

D	Accounts Receivable (A/R) Module Reporting	Comply (Yes/No)	Comments
26	Municipality-wide Invoice Aging Reports: Generate invoice aging reports by customer for the entire municipality.		
27	Department Invoice Aging Reports: Generate invoice aging reports by customer for specific departments.		
28	Variance Reports for Receipts and Deposits: Generate variance reports by user or division for: - Lists of receipts for daily cash deposits - Cash receipts registers or journals - Daily bank deposits.		
29	Receivables Reporting: Produce reports for receivables, including: - Reconciliation of receipts to bills/invoices - Customer account types - Range of customers or individual customers - Delinquent accounts - Customers with debit/credit balances.		
E	Revenue Management Information System (RMIS) Reporting	Comply (Yes/No)	Comments
30	Daily Cash Receipts Reports: Generate reports by user or department for daily cash receipts.		
31	Cash Register Journals: Produce cash register journals detailing transactions processed.		
32	Daily Bank Deposits Reports: Generate reports of daily bank deposits to track funds received.		
33	Receivable Aging Reports: Produce receivable aging reports to monitor outstanding debts and manage collections effectively.		
34	Variance Reports for Revenue: Generate variance reports comparing revenue accruals vs. actual collections, aiding in financial analysis and forecasting.		
F	Accounts Payable (A/P) Module Reporting	Comply (Yes/No)	Comments
35	Vendor Master Listings: Generate vendor master listings sortable by any element in the vendor file for comprehensive vendor management.		
36	Vendor Multiple Address Listings: Produce listings of vendors with multiple addresses to ensure accurate correspondence and record-keeping.		
37	Inactive Vendor Listings: Identify and report on inactive vendors for data cleansing and vendor management.		
38	Summary Payment Reports by Vendor: Generate summary payment reports by vendor for user-determined time periods to monitor expenditures.		



39	Summary Payment Reports by Payee: Produce summary payment reports by payee for specified time periods for financial oversight.		
40	Check Register: Generate check registers detailing all issued checks for audit and reconciliation purposes.		
41	Accounts Payable Aging Reports: Produce aging reports for accounts payable to manage outgoing payments and cash flow.		
42	Outstanding and Cleared Checks Reports: Generate reports of outstanding and cleared checks to manage bank account reconciliations.		
43	Check Reconciliation Reports: Produce reports reconciling issued checks with bank statements to ensure financial accuracy.		
44	Purchase Order and Invoice Inquiry: Ability to inquire by purchase order number, invoice number, receiver document number, or any other associated document for detailed information retrieval.		
45	Invoice Information Queries: Ability to query invoice information on any data element (e.g., invoice amount, invoice number, date, voucher number) for analysis and verification.		
G	Fixed Assets Module Reporting	Comply (Yes/No)	Comments
46	Transaction History Reports: Run transaction history reports by date, asset, or category to track asset movements and changes.		
47	Asset and Depreciation Reports: Sort and report assets and depreciation expense by categories, department, and funding source, including clear subtotals and descriptions.		
48	Additions and Retirements Reports: Generate summary and detail reports for asset additions and retirements to monitor asset lifecycle management.		
49	Historical Depreciation Reports: Produce historical depreciation reports for financial analysis and auditing purposes.		
50	Transaction Register Audit Trail: Produce a transaction register audit trail of all acquisitions, transfers, changes, retirements, and disposals during a user-defined time period, sortable by asset type, department, transaction date, funding source, or purchase amount.		
51	Depreciation Reports by Cost Center: Generate depreciation reports by cost center for budgeting and financial management.		

H	Procurement Module Reporting	Comply (Yes/No)	Comments
52	Requisition Reports: Generate requisition reports sortable by department to monitor procurement requests.		
53	Comprehensive Report Access: Ability to display and/or print any or all reports and screens for transparency and record-keeping.		
54	Vendor Reports: Generate vendor reports based on user-defined criteria for supplier management and analysis.		
55	Procurement Tracking Reports: Track and report on requisition, purchase order, and receiving information to manage the procurement lifecycle.		
I	Inventory Module Reporting	Comply (Yes/No)	Comments
56	Inventory Reports by Criteria: Produce reports by user-selected criteria, including: - Inventory Count Reports - Usage year-to-date or for user-defined periods.		
57	Inventory Item Listings: Generate inventory item lists based on selected fields for inventory management.		
58	Inventory Reports by Location: Provide inventory detail and summary reports sequenced by location for asset tracking.		
59	Transaction Listings: Generate transaction listings by item over defined date ranges to monitor inventory movements.		
60	Purchase Activity Queries: Query the purchase activity of items, including manufacturer's SKU, over date ranges to research recalls or supplier performance.		
61	Issuance Reports: Provide reports on issuances by item range and by project to track resource allocation.		
62	Physical Inventory Reports: Create physical inventory reports, including: - Exception reports of quantity variances - Inventory value reports with value variance analysis.		



J	Payroll Module Reporting	Comply (Yes/No)	Comments
63	Payroll Transmission Reports: Generate and transmit payroll information to the bank and print reports of direct deposits filed for verification.		
64	Payroll Frequency Reports: Produce payroll reports with various frequencies (e.g., weekly, bi-weekly, monthly) to meet organizational needs.		
65	Ad Hoc Reporting Support: Support ad hoc reporting at the end-user level with necessary privacy and security restrictions.		
66	Pre-Payroll Reports: Generate standard pre-payroll reports on demand, such as Pending Payment Registers and Duplicate Data Entry reports.		
67	Check Reconciliation Reports: Generate reports reconciling starting and ending check numbers with total items printed to ensure payment accuracy.		
68	General Ledger Exception Reports: Produce error reports highlighting exceptions in the general ledger related to payroll entries.		
69	Employee Exception Reports: Generate reports listing employees denied pay, not enrolled in retirement systems, or with tax enrollment exceptions for issue resolution.		
70	Rejected Transaction Reports: Generate reports for any payments that are rejected or do not meet processing standards.		
71	Duplicate Data Reports: Produce pre and post-payroll duplicate data reports to identify and correct redundant entries.		
72	Payroll Summary Reports by Department: Generate summaries of employees, checks, and EFTs by department, including the number of people and total payroll amounts by cost center.		
73	Gross to Net Statistics Reports: Produce summaries of pay and deductions by department for tax authorities and internal analysis.		
74	Historical Employee Salary Reports: Generate statements and reports for an unlimited number of years for each employee, showing salary allocations in each cost center and fund-wise.		