



ANNEXURE C		FUNCTIONALITIES											
		1	2	3	4	5	6	7	8	9	10	11	
MODULES / PROCESSES	1 BUDGET	allocate budget by cost centres	allocate budget by general ledger accounts	move budget amount between cost centres	move budget amount between general ledger accounts	manage budget by period or on a year-to-date format	manage budget by segment in catering for the 10.5% administration adjustment	extrapolate budget for future years based on specified rate of adjustment					
	2 REVENUE/LEVIES	allow upload of DHET levy data	generate invoices for public sector employers	amend/void invoice	split public sector employer invoice by accounting segments	generate a break down report of levies by segments	generate a break down report of public sector contribution by segments						
	3 INVESTMENT INCOME	project investment income based on input variables	break down investment income based on source	maintain investment profile of each source									
	4 INVESTMENT	process new investment	process disinvestment	maintain trail or supporting documentation for investment or disinvestment	provide a reconciliation of investment by source including investment income								
	5 ADMINISTRATION EXPENDITURE	process transactions by cost centres	process transactions by general ledger	capture credit notes or invoicand post batches in the general ledger	batch up payment transactions and upload into the banking system	allow for capturing multiple reference numbers where necessary	contract/PO amounts used as expenditure limit						
	6 MANDATORY GRANT EXPENDITURE	process transactions by chamber	process transactions by scheme year	process transactions by general ledger	allow for voiding transactions	quantify credit and debit balance employers separately	provide age analysis by employer						
	7 DISCRETIONARY GRANT EXPENDITURE	process transactions by project code	process transactions by chamber	process transactions by general ledger	capture credit notes and post batches in the general ledger	batch up payment transactions and upload into the banking system	allow for capturing multiple reference numbers where necessary	quantify and distinguish transactions by pivotal and non-pivotal	allow for invoice reconciliation against the commitment amount	generate a spending report by chamber	generate a spending report by general ledger account	contract amounts used as expenditure limit	
	8 COMMITMENT REGISTER	administer new contracts by the relevant authority	allocate invoices per project code	reconcile invoices per project code	allow for processing of write-backs and cancellations by the relevant authority	generate a break down report based on: late start, not started, spending, expiry, etc.,							
	9 PAYROLL	process transactions by cost centres	process transactions by general ledger	allow for voiding transactions	integrate leave provision data from HR module	integrate performance bonus provision data from HR module							

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M O D U L E S / P R O C E S S E S	10	INVENTORY	allow for item requisition by workflow	reconcile and report items by usage by department	provide a breakdown report of frequently used items	provide Economic Order Quantity to the Administrator	integrate into supplier mailing system for requisition and invoicing									
	11	TRAVEL MANAGEMENT	allow for travel requisition by workflow	provide a report by approved/rejected	prevent requisition not in compliant with the Standard Operating Procedure	allow for override powers based on authority protocol	reconcile and report usage by department									
	12	FIXED ASSETS	record new assets on Fixed Asset Register (FAR) sub-ledger	remove assets from FAR due to disposals	assign accountability to users through asset code	perform asset count electronically through a pre-loading asset system	run monthly depreciations on all assets	allow for asset verification using scanners with synchronization to the FAR	Allow for assessment and adjustment of residual values or R1 assets extension of useful life	Allow for update of general ledger from the FAR						
	13	PETTY CASH	allow for a requisition by workflow	provide a report by approved/rejected	request for transaction reconciliation by user post facto	process transactions by cost centres	process transactions by general ledger	allow for voiding transactions	provider a report of usage by department	provider a report of usage by item						
	14	JOURNALS	processing of manual journal	processing of corrective journal	quantify prior period journals	Monthly Journal report for signoff										
	15	BANK RECONCILIATION	allow for a reconciliation between the cash book, general ledger and the bank statement	maintain a separate report of prepayments - Firearm income	prevent transaction entry at general ledger level	Bank recon Printouts for signoff										
	16	INVOICING	process invoice and payment packs from user departments electronically	review and approval process within the workflows	declined invoices revert to users electronically	electronic upload of payments onto banking system	encryption of the payment file for importation purposes	allow for age analysis of invoices	allow for cut off controls in line with standard operating procedures							
	17	CREDITOR MANAGEMENT	allow to map multiple purchase orders to same creditor ID	allow generate a report of age analysis by creditor ID by invoice	bank account changes approved per protocol	bank account changes tracked	refuse deletion of creditor ID with transactions	Creditor reconciliation								
	18	PAYMENT	allow for processing of payment on a mobile unit cellphone/ipad/apple watch	payment processed on workflow basis	allow for delegation of assignment according to rank or band - capturer vs first reviewer	approval of payment by 2 signatories	allow to decline payments - with reasons	Flow of information with supporting schedules from departments								
19	REPORTING	monthly management accounts	6 monthly financial statement	12 monthly financial statement	power business intelligence capability	Budget Reporting	Budget Variance Reports per cost centre	Commitment Report generated per learning intervention Pivotal and Non Pivotal	Fixed Asset Report for audit purposes							