

ANNEXURE B		
FINANCE MODULE		
CURRENT FINANCE PROCESS (A)	REQUIRED FROM THE NEW AUTOMATED SYSTEM TO BE OFFERED BY THE BIDDER (B)	BIDDERS MUST INDICATE WHETHER THEY ARE WILLING AND ABLE TO CARRY OUT THE REQUIREMENTS OF EACH FUNCTION AND PROCESS BY SELECTING YES OR NO (YES/NO)
5.2.1 GREAT PLAINS	This is what the automated system must be able to do or what must be built into the system	YES / NO
5.2.1.1 A	5.2.1.1 B	
(i) Great Plains	(i) Fully automated accounting system.	
(ii) General ledger	(ii) General ledger	
(iii) Cashbooks	(iii) Cashbooks	
(iv) Payables Management	(iv) Payables Management	
(v) Fixed assets	(v) Fixed assets	
(vi) Inventory (used for PO processing)	(vi) Inventory	
(vii) Purchase order (PO) Processing	(vii) Purchase order processing	
(viii) No system in place	(viii) Commitment Management	
5.2.2 MIS - National Skills Development System (NSDMS)	This is what the automated system must be able to do or what must be built into the system	YES / NO
5.2.2.1 A	5.2.2.1 B	
(i) Current MIS system (NSDMS) interfaces with accounting system as follows:	(i) MIS system. Accounting system must allow MIS system to:	
<ul style="list-style-type: none"> • Integration of mandatory and discretionary invoices • Creates creditors. 	<ul style="list-style-type: none"> • Integrate mandatory and discretionary invoices • Create creditors 	
<ul style="list-style-type: none"> • Populates bank details. 	<ul style="list-style-type: none"> • Populate bank details (Housing of bank details to be secure. Only MIS system to be able to make changes to bank details. 	
<ul style="list-style-type: none"> • Pushes remittance advice information to MIS system. 	<ul style="list-style-type: none"> • Push remittance advice information to MIS system. 	
(ii) Bank – Standard Bank. EFT files and bank details are imported from set locations.	(ii) Bank. Must interface directly with bank for uploading of payment batches.	
(iii) Fixed assets cannot be updated from external source.	(iii) Fixed assets. Ability to update fixed assets from external source.	
(iv) No system in Procurement / Supply Chain Unit (SCU) to interface.	(iv) Must interface with procurement / SCU system.	

5.2.3 OTHER KEY ACCOUNTING PROCESSES	This is what the automated system must be able to do or what must be built into the system	YES / NO
5.2.3.1 A	5.2.3.1 B	
(i) Manual processing of journals.	(i) Automated processing of journals	
(ii) Not work flow based	(ii) Must be work flow based.	
(iii) Electronic signing / approval of documents but not on system or built into workflow.	(iii) Electronic signing/ approval of documents and approvals built into workflow based on delegation of authority	
(iv) Cannot upload supporting documents to GP.	(iv) Capability to upload supporting documents on accounting system.	
(v) Physical documents stored in filing room or archived.	(v) Easily stored and retrievable documents.	
(vi) Audit trails are limited	(vi) Easily retrievable audit trails, particularly approval processes.	
Access logs can be generated by GP.	Also require logs of system access	
(vii) Access and security easily managed.	(vii) Access and security must be easily manageable.	
(viii) All transactions, balances and data on the accounting system easily extractable (in list format).	(viii) All transactions, balances and data on the accounting system must be easily extractable (in list format)	
<ul style="list-style-type: none"> • Can download in various file formats such as Excel or CSV. 	<ul style="list-style-type: none"> • Must have capability to download in various file formats such as Excel or CSV. 	
(xix) Using "Report Writer" for reports. Relatively easy to create reports.	(xix) Must have similar report writing capabilities. Ability to easily create reports.	
(x) Automated creation and uploading of budgets	(x) Automated creation and uploading of budgets. SCU system must interface to accounting system to check available budget before allowing procurement to proceed, based on cost code.	
(xi) Bank reconciliations currently done manually.	(xi) System must be able to do automated bank reconciliations.	
(xii) Two payables sub ledgers one for grants and one for creditors.	(xii) Two payables sub ledgers to be maintained, one for grants and one for creditors.	
(xiii) All invoices created through purchase order processing function.	(xiii) System must have purchase order processing module that caters for all aspects of purchase order processing	
(xiv) Houses about 15000 creditors on grants and about 2000 on creditors.	(xiv) Capability to house about 15000 creditors on grants and about 2000 on creditors.	
(xv) Bank details managed differently on sub ledgers: Grants = automated, creditors = manual	(xv) Bank details must be managed differently on sub ledgers: Grants = automated, creditors = manual	
(xvi) Creditor or transaction can be put on hold and also houses record of reason creditor put on hold.	(xvi) Must be able to put creditor or transaction on hold and keep record of reason for hold.	

(xvii) System produces current age analysis for both grants and creditors. But historical age analysis can only be produced for creditors.	(xvii) Produce age analysis, 30, 60, 90 days etc, including ability to run age analysis for a historical period, for both grants and creditors.	
(xviii) Automated remittance advises sent out after payment via email (Creditors only). For grants MIS system pulls remittance data.	(xviii) Automated remittance advises to be sent out after payment via email (Creditors only). For grants remittance data to be pulled from MIS system.	
(xix) Automated applying of invoices against payments	(xix) System must be able to automatically apply invoices against payments	
(xx) Maintenance of fixed assets	(xx) Maintenance of fixed assets	
<ul style="list-style-type: none"> Keep record of cost, accumulated depreciation, net book value. 	<ul style="list-style-type: none"> Keep record of cost, accumulated depreciation, net book value. 	
	<ul style="list-style-type: none"> Capability to change useful lives of assets or salvage values. 	
(xxi) Training of staff.	(xxi) Training of staff.	
(xxii) Make electronic user manual or help functionality available	(xxii) Make electronic user manual or help functionality available.	
(xxiii) Annual licenses or enhancements.	(xxiii) Annual licenses or enhancements.	
(xxiv) Upgrades to system.	(xxiv) Upgrades to system.	
(xxv) Customisations when required.	(xxv) Customisations when required.	
(xxvi) Mass changes to system via MACRO, Eg make creditors inactive, upload inventory items.	(xxvi) Mass changes to system via MACRO, Eg make creditors inactive, upload inventory items.	
(xxvii) Fixing system errors or stuck batches	(xxvii) Fixing system errors or stuck batches	
(xxviii) Resolve complex network challenges.	(xxviii) Resolve complex network challenges.	
(xxix) Development of interfaces with other systems, especially MIS system.	(xxix) Development of interfaces with other systems, especially MIS system.	
(xxx) No system in place.	(xxx) Importing of all data and chart of accounts from Great Plains to new accounting system.	