Sales and Customer Order Management

Sub Module	Functional Requirement	
	Title	Requirement/Function
Master Data Management	Maintain Master Data	Have functionality to maintain major & typical master data like follows to support sales & invoicing process which requires system in this file. - Customer Information (Customer Code, Customer Name, Customer Address, Payment Terms etc.)

Sales and Invoicing

Sub Module	Functional Requirement	
	Title	Requirement/Function
Sales Order Management	Upload Sales Order by CSV	Have functionality to upload sales order by CSV format. A template will be provided.
	Sales register and Output VAT with BIR relief	Auto compute vat sales, exempt, and senior discount.
	Post Sales Order	Have functionality to post Sales Order. Sales Order should have information like but not limited to the following: - Item Code - Customer Code - Term of Payment - Unit Price - Quantity - Total Amount - Location to delivery etc.
	Post Return Sales Order / Credit Memo	Have functionality to post Return Sales Order / Credit Memo

Sales and Invoicing

<table>
<tr><th rowspan="2">Sub Module</th><th colspan="2">Functional Requirement</th></tr>
<tr><th>Title</th><th>Requirement/Function</th></tr>
<tr><td>Price Determination (As one of process of posting Seles order)</td><td>Price Determination</td><td>Have following functionality.

Type 1. Sales Discount
(e.g. 0% discount for payment terms 30 days, 1% for 15 days, 2% for 7days, 4 % for COD)
Type 2. Additional Discount
Type 3. Special Discount (Marketing Expense etc.)

- Price should be determined automatically by system as "List Price - 1.Sales Discount - 2. Additional Discount -3. Special Discount" when posting Sales Order

- From the view point of financial statement, each discount is handled as follows.

Type 1 is handled as "Sales Discount" to calculate "Net Sales"
Type 2 and Type 3 are handles as "Expense"
*Discount Schemes depend on the company's policy.</td></tr>
</table>

Sales and Invoicing

<table>
<tr><th rowspan="2">Sub Module</th><th colspan="2">Functional Requirement</th></tr>
<tr><th>Title</th><th>Requirement/Function</th></tr>
<tr><td rowspan="3">Invoice Management</td><td>Create and Print Out Billing Invoice</td><td>Have functionality to create and print out billing invoice excluding cash sales transactions. Also, it could be e-mailed (e-billing) to the customers. Invoice should have information like but not limited to the following:

- Customer Code / Name
- Item Code / Name
- Term of Payment
- Invoice Date
- Total Amount of Invoice
- Quantity/Services etc.

BIR approved template</td></tr>
<tr><td>Create and Print out Official Receipt</td><td>Have functionality to create and print out Official Receipt for all cash sales transactions.
BIR approved template</td></tr>
<tr><td>Customer Payment</td><td>Have functionality for customer portal wherein they can view their existing bills.</td></tr>
<tr><td>Credit Memo Management (Discount Note)</td><td>Post Credit Memo</td><td>Have functionality to post "credit memo".

BIR approved template</td></tr>
</table>

Sales and Customer Order Management

Sub Module	Functional Requirement	
	Title	Requirement/Function
Forms and Reports	Forms and Reports	Have functionality to list and print out typical forms and report like: a. Sales by Customer b. Sales by Item (Service) c. Sales Order Register d. Open Sales Order e. Open Invoices f. Returned Billings g. Re-billed Billings And customized reports depending on the needs of the users. Can be exported to text file

Inventory Management

Sub Module	Functional Requirement	
	Title	Requirement/Function
Master Data Management	Maintain Master Data	Have functionality to maintain major & typical master data like follows to support sales & invoicing process which requires system in this file. - Item Information (Item Code, Item Name, Sales Unit etc.) - Selling Price Information etc. (List Price by item , Discount Rate by Customer etc.) - Location Information
Inventory Safety Stock	Safety Stock and Re-ordel Level	Have functionality for safety stock and re-order level point.

Logistics.
Inventory Control

Sub Module	Functional Requirement	
	Title	Requirement/Function
Inventory Costing and Adjustments	Stock Valuation Method	Have typical & major stock valuation method as follows. - First-in First-Out - First Expiry First Out - Moving average method (preferred) - Periodic-average method etc.
	Landed Costs Tracking	Have functionality of tracking and recording freight charges, custom duties, brokerage fee and other fees relevant to the inventory.
Stock Transfer Management between Locations	Post Stock Transfer Order	Have functionality to transfer order and stocks between locations
	Post Goods Receipt	Have functionality of posting goods Receipt for stock transfer between locations. Goods Receipt should have information like but not limited to the following: - Item Code - Location Code - Quantity - UoM - Goods Receipt Date etc.
	Post Goods Issue	Have functionality of posting Goods Issue for stock transfer between locations . Goods Issue should have information like but not limited to the following: - Item Code - Location Code - Quantity - UoM - Goods Issue Date etc.

Logistics.
Inventory Control

Sub Module	Functional Requirement	
	Title	Requirement/Function
Stock disposal / obsolescence	Create Application for Disposal	Have functionality to create AFDA to dispose obsolete stock (Online approval based on LOA)
	Post AFDA	Auto-create journal entries and removal from inventory balance.
Forms and Reports	Forms and Reports	Have functionality to list and print out typical forms and report like: a. Inventory Status (Product aging) b. Stock Ledger / Movement c. Inventory Profitability d. Items Pending Fulfillment e. Goods Issue / Receipt List f. Ending inventory (BIR required format) g. Obsolete stock report And customized reports depending on the needs of the users. Can be exported to text file

Purchasing

Sub Module	Functional Requirement	
	Title	Requirement/Function
Master Data Management	Maintain Master Data	Have functionality to maintain major & typical master data like follows to support purchasing process which requires system in this file. - Vendor Information (Vendor Code, Vendor Name, Vendor Address, Payment Terms, Vendor Tin No., Vatable or Non-vat etc.)
Purchase Contract Management	Maintain Purchase Contract	Have functionality to maintain "purchase contract" and print it as well.
Purchase Requisition Management	Post Purchase Request	Have functionality to create Purchase Request (system-generated). Purchase request should have information like but not limited to the following: - Item Code - Unit Price - Quantity - Total Amount - CER/CA/Tender# (required if PPE item and OPEX more than 300K HKD) etc. Online approval following LOA
Canvass management	Post Canvass	Post Canvass Should have information like but not limited to the following: - Item Code - Unit Price - Quantity - Total Amount

Purchasing

Sub Module	Functional Requirement	
	Title	Requirement/Function
Purchase Order Management	Convert Purchase Order	Have functionality to convert Purchase Request to Purchas Order. Purchase order should have information like but not limited to the following: - Item Code - Vendor Code - Term of Payment - Unit Price - Quantity - Total Amount etc. BIR approved template
	Post Purchase Order	Have functionality to create Purchase Order from scratch (Not convert from Purchase Request) not applicable
	Approval before Release	Have functionality to approve purchase order before releasing it to vendor. Purchase order cannot be released to vendor before getting approval from superior. Approval policy can be changed based on amount of money (threshold limit). Based on Level of Authority
	Release Purchase Order	Release purchase order and transfer it to vendor by "email", "fax" or other typical methods. Have mandatory field prior to sending
	Create Return PO	Have functionality to have mandatory fields to be filled out prior posting of PO. All fields which remain incomplete will not proceed to the next step.

Purchasing

Sub Module	Functional Requirement	
	Title	Requirement/Function
Quality Check and Goods Receipt	Post Goods Receipt (Receiving report)	Have functionality of posting goods Receipt toward Purchase Order. Goods Receipt should have information like but not limited to the following: - Item Code - Location Code - Quantity - Goods Receipt Date - PO # & Invoice # (required) etc.
Payment Management	Verify Invoice and generate Account Payable (Manually)	Have functionality to verify Invoice from vendor manually and generate Account Payable on system. (For those stand alone expenses like water and electricity bills, etc.)
	Verify Invoice and generate Account Payable (Automatically)	Have functionality to generate Account Payable on system automatically from inventory system created.
	Vendor Payment	Have functionality of vendor portal.
Forms and Reports	Forms and Reports	Have functionality to list and print out typical forms and report (periodic) like as follows : -Purchases by Item -Puirchases by Supplier -Puirchases by Site -Purchase Order Register -Open Purchase Orders -Open Bills And customized reports depending on the needs of the users. Can be exported to text file

Financial Accounting

Sub Module	Functional Requirement	
	Title	Requirement/Function
General Ledger	Account Headings Management	Heading composed of Company, Type of Journal entry
	Document Monitoring and Posting	Function of monitoring based on Journal Batch Number , Posted by , and Posted Date
	Voucher Management(Journal entries on depreciation from lapsing schedule)	Have proposed entries function for monthly depreciation based on lapsing schedule
	Financial Projections (generate P&L comparing budget)	Function of budget variance report. Budget can be uploaded and will be able to generate report accordingly. Both consolidated , per cost center and per department. Can be customized depending on users requirements.
	Variance column (increase/decrease)	Have function to create a report based on actual vs. last moth, last year. Both consolidated , per cost center and per department. Can be customized depending on users requirements.
	Income Statement (comparative of last year vs. budget, variance column (increase/decrease), departmental P&L, and business segment P&L.)	Hav function to create a report based on actual vs. last moth, last year. Both consolidated , per cost center and per department. Can be customized depending on users requirements.
	Trial Balance (Per account and group)	Have function for both Calnedar and Fiscal Year Period.
	Month-end and Year-end closing (preliminary and final closing)	Can generate report accordingly
	Balance Sheet (comparative)	Comparative from last month, average monthly and last year

Financial Accounting

Sub Module	Functional Requirement	
	Title	Requirement/Function
Account Receivable	Customer Management	Customer code and name consistent with Customer Master File / Database. Have portal where client can view unpaid invoices. Have the functionality to issue an automatic demand letters to clients with overdue? Have the functionality to compute for penalties on overdue invoices? Can bill the computed penalty/ies?
	Subsidiary Ledger	Contains subsidiary ledger for each group of client. (both trade and non-trade AR including creditable withholding tax) Provide real-time account balance
	Aging of account receivable	Have function to create aging report with DSO for trade customers and AR Accreditation Aging based on the credit terms upon receipt of billing.
	Security Deposits	Monitoring of security deposit with subsidiary ledger
	AR register, and OR register	
	Accounts receivable write off	AR, OR interface from CMS to the AR module, revenue and collection, and clients' electronic billing and posting.
	Allowance for bad debts	*auto computation based on ar aging per company policy*
	Credit Term	*to indicate credit terms per client accdg to signed contract*
	Credit Risk Control	Prompt if exceeding credit limit
	Advance Payment (Received)	
	Posting Account Receivables	
	Posting Other Account Receivables	
	Posting of collection	Have the functionality to post collection per individual invoices and /or batch posting of collection. Have the functionality to post unapplied collections to total AR.
	Credit / Debit memo	Have the functionality to adjust billed / collected amount with real-time adjustment to related remittance / payable to Doctor
	Incoming Payment and Reconciliation	
	Account Receivable Balance Management	

Financial Accounting

Sub Module	Functional Requirement	
	Title	Requirement/Function
Account Payable	Vendor Management	Vendor code and name consistent with Vendor Master File / Database
	Payable Vouchers - (Auto Journal Entries)	Per Invoice, can upload supporting documents
	Accrued Expenses	Automatically generate Accruals based on the recent billing
	Aging of Accounts payable	Aging based on the due date after receipt date
	Auto Compute EWT	see tax reports
	SSS, Philhealth, Etc payable	based on payroll summary entry from HRD
	Check Register	see Treasury / bank module
	Supplier Subsidiary Ledger	Subsidiary ledger for both trade and non-trade supplier / doctor including doctors for cash bond
	Supplier Maintenance	see purchasing module
	Accounts Payable Register	Can generate report accordingly
	EWT Summary	see tax reports
	BIR Relief	see tax reports
	Input VAT summary	see tax reports
	Debit/Credit Memos (Auto Journal Entries)	base on invoice and / or inventory system
	Check Vouchers (Auto Journal Entries	This shall be printed together with the cheq (customized check voucher - check with voucher)
	Posting Account Payables	Have access control, whose authorized to post
	Posting Other Account Payables	Have access control, whose authorized to post
	Account Payable Balance Management	
	Payment	see Treasury / bank module

Financial Accounting

Sub Module	Functional Requirement	
	Title	Requirement/Function
Fixed Asset Management	Tangible Fixed Asset Acquisition	see purchasing module
	Asset Location	
	Fixed Assets Subsidiary (ledger per department/category), separation of minor assets)	
	Other Asset Acquisition	
	Asset transfer	create and process asset transfer including update in Asset Register and GL
	Retirement and Selling of Fixed Asset	based on disposal policy
	Lapsing Schedule (auto journal entries on lapsing schedule, disposal & retirement of assets)	have module for proposal entries
	Receiving reports (Auto generate journal entries, Auto create set-up in AP module.)	part of purchasing module
	Depreciation	have module for proposal entries based on FA policy with cost center
	Fixed Asset Management Module (Fixed asset count, electronic stock cards)	Per FA count policy
	Actual Fixed Asset Management	Lapsing Schedule with accountable person, can be updated anytime
	Impairment	
	Lease Asset Management	
	Fixed Asset Tax Declaration and Payment	

Financial Accounting

Sub Module	Functional Requirement	
	Title	Requirement/Function
Expense Managem	Admin / Operating Expense	
	Direct Cost	
	Fixed Cost	
	Variable Cost	
	Extraordinaryexpense	
	Suspense Payment	
	Reimbursed Expense	
Closing	Preparation for Closing	Have two cut-off prior closing for adjustment
	Closing	Monthly, interim and year-end (both calendar and fiscal)
	Audit	Audit reports requirement
Revenue	Revenue integration and reporting (SI, CM, DM) - interface the Clinic Management System to the AR and GL modules and reconcilable against revenue reports from CMS.	see revenue module
Consolidated Closir	Reporting for HQ	Customized reports in accordance to HKRI template
Announcement	Local requirements	

Financial Accounting

Sub Module	Functional Requirement	
	Title	Requirement/Function
Tax	Value Added Taxes – 2550M and 255	Can compute VAT with mix transactions (both exempt and VATable sales) Sales based on cash receipts / collections Can amortize VAT input from capitalized goods of more than 1M
	Summary List of Sales	Summary list of Sales based on cash receipts / collections
	Summary List of Purchases	Must contain all the required fields (see schedule Tax 1. SLS & Tax 2.
	Withholding Taxes – 2307 and 1601E	
	Monthly Alphalist of Payees (MAP)	Must contain all the required fields (see schedule Tax 3. MAP) Can be viewed / generated in Excel and DAT file. DAT file must be validation ready
	Summary Alphalist of Withholding Taxes (SAWT)	Must contain all the required fields (see schedule Tax 4. SAWT) Can be viewed / generated in Excel and DAT file. DAT file must be validation ready
	Other Tax	

Financial Accounting

Sub Module	Functional Requirement	
	Title	Requirement/Function
Cash & Deposit	Deposit Management for Short-Term Objectives	
	Post dated checks monitoring	Can be generated / exported to excel. Monitoring per due date
	Bank Maintenance and Bank Ledger	Can accommodate multiple bank and subledger per bank.
	Daily cash position report	Can generate cash position on a daily basis. Comparison of daily bank transaction vs issued checks
	Periodic cash forecast report	Can generate weekly / monthly cash forecast. Sourced from cash and check collections; and issued checks.
	Cash Flow Report	Can generate actual collection and disbursements including projected collections and disbursements. (long-term)
	Check Posting	Create auto journal entries once we create the check in the system and be deducted from the cash balance and parked in outsatnding checks. Tagging once the check is cleared (for bank recon purpose).
	Check Releasing	Tagging of check upon issuance.
	Check Register (List of payments)	Can generate list of checks prepared with the following details: - date, check #, payee, amount, bank name and SI# - with status if released, unreleased, staled or cancelled
	Bank Reconciliation	Bank statement can be uploaded in the system and be matched with book transaction
	Create and print out Acknowledgement Receipt	Have the functionality to create and print Acknowledgement Receipt for cash collections arising from non-income item BIR approved template
	Cash Receipt Book /Report	Daily list of OR and AR issued per branch. With OR / AR status (if cancelled)
	Fund Transfer	
	Cash & Deposit Balance Management	

Financial Accounting

<table>
<tr><th rowspan="2">Sub Module</th><th colspan="2">Functional Requirement</th></tr>
<tr><th>Title</th><th>Requirement/Function</th></tr>
<tr><td>Multi-segment chart of accounts</td><td>Segments for profit centers, cost centers, and business segments.</td><td></td></tr>
<tr><td colspan="2">Customer Maintenance</td><td></td></tr>
<tr><td rowspan="5">Users and Configurations</td><td>Multiple companies</td><td></td></tr>
<tr><td>User access</td><td></td></tr>
<tr><td>Document batch processing</td><td></td></tr>
<tr><td>Audit trail reports</td><td></td></tr>
<tr><td>Unlimited branch set-up</td><td></td></tr>
</table>