

**HRMS Business Requirements  
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Number		Feature	Response	Comment
	5.7.6	Dispatch payslip electronically via email. A variety of output types should also be supported, i.e. Text, PDF, HTML etc  <b>Note:</b> Need capacity to allow hard copy even if email address present, as payees may require hardcopy for whatever reason.	<b>GIPA Act s 14 - Table 4(b)</b>	
	5.7.7	Provide pay advice via ESS systems to those employees who have access to the appropriate technology. Under such arrangements, employees access electronic records to view their current and previous pay details, rather than receive a paper or email payslip. * Employee records and transactions must be protected by password or other such security measures in line with current DITM standards to protect against loss, unauthorised access, modification or misuse. * Provision for electronic authorisation must be acceptable in terms of privacy, accountability and audit. * Employees may elect to continue to receive their pay advice by payslip in writing.		
	5.8	<b>View Pay History</b>		
	5.8.1	Access, view and report on all salary histories for all employees under defined security parameters.		
	5.8.2	Preview individual pays prior to finalising payroll.		
	5.8.3	Access individual pay periods and individual employee pay details for a nominated period, either on-line and/or via specified digital media.		
	5.8.4	Record and maintain full payment history including all relevant details such as type of payments, to and from dates, base rate, hourly rate, allowances paid, deductions made, day/hours worked, net and gross pay amounts, super contributions.		
	5.8.5	For each payee, accumulate all salary components (eg allowances, deductions etc) on a year-to-date basis or on other periods specified, such as month-to-date. These details will be available on-online.		
	5.9	<b>Payroll Reporting</b>		
	5.9.1	<b>Provide a standard set of reports, reporting on information including, but not limited to the following. If no standard report is available, then it must be possible to easily create/customise reports.</b>		
	5.9.1.1	Payroll register including employee name, pay details including pay type and rate, deductions, division and department.		
	5.9.1.2	Payroll summary reports by pay type or payments by pay type.		
	5.9.1.3	Total number of paid hours for an employee during any given period (including all types of employees).		

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			5.9.1.4	Total actual gross earnings of the employee during any given period.
			5.9.1.5	Overpayment record with an action code indicating the recovery priority required.
			5.9.1.6	Tax period gross payroll reports.
			5.9.1.7	Monthly gross payroll reports for division billing by Cost Centre.
			5.9.1.8	Change activity log with before and after data eg increments.
			5.9.1.9	Turnover Reports - Termination/Hire date, if within reporting quarter.
		5.9.2		Generate monthly employee benefit account information for SES.
		5.9.3		Exception Processing & Reports - Provide a flexible single report option with ability to define requirements at user discretion. Examples include, but not limited to: <ul style="list-style-type: none"> <li>* Excessive overtime.</li> <li>* Hours less than standard.</li> <li>* Employees whose hours are generated by the system.</li> <li>* User-defined criteria are not met.</li> <li>* Input inconsistent with employee record.</li> <li>* Gross exceeding user-defined normal gross.</li> <li>* Hours exceeding user-defined normal hours.</li> <li>* Unpaid employees.</li> <li>* Employees on leave.</li> </ul>
		5.9.4		All reports can be placed on specified digital media for future reference and/or printing.
		5.9.5		<b>Reconciliation reporting</b>
			5.9.5.1	Reconciliation reports for current pay period, year to date and year end information including, total gross earnings, taxation, miscellaneous deductions, superannuation contributions and net pays.
			5.9.5.2	Provide a facility to reconcile critical payrun elements as specified by the user eg. Number of staff paid, advance payments versus salaries paid, number of timesheet entries.
			5.9.5.3	Able to be performed before the final pay run calculation in order to detect and fix problems before the payrun.
	5.10			<b>Payroll Distribution</b>
		5.10.1		Employee's Net Pay is able to be paid via EFT or cheque depending on the payment method specified by the employee.
		5.10.2		<b>Print and reconcile cheque payments for employees paid by cheque. For ER system, this may be done via Accounts Payable</b>
			5.10.2.1	Print employee address on cheques, required for posting.
			5.10.2.2	Provide decentralised cheque printing (i.e. at multiple locations).

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Structure		Function	Priority	Comments
		5.10.2.3	Provide cheque reprinting.	<b>GIPA Act s 14 - Table 4(b)</b>
		5.10.2.4	Provide a cheque print control report. This report provides a status record of the cheques used during the printing process.	
		5.10.2.5	Sort cheque printing based on organisational needs (eg. pay location, emp name etc).	
		5.10.2.6	For cheque reconciliation, provide history of cheques/deposits issued to employees.	
	5.10.3		<b>EFT Payments are able to be electronically transferred either directly to a bank clearing house in the standard clearing house format, or to a third party provider of electronics funds transfer.</b>	
		5.10.3.1	Provide detailed direct deposit activity report by employee, by bank.	
		5.10.3.2	Provide detailed recovery activity report by bank, by employee.	
		5.10.3.3	Support facility to amend/delete payments to employees prior to the creation of EFT file for processing by banks.	
5.11			<b>Superannuation</b>	
	5.11.1		Employer contributions are able to be made in addition to an employee's gross pay or can be deducted from gross as part of a salary packaging arrangement (pre tax deduction).	
	5.11.2		Support multiple superannuation schemes simultaneously each pay period.	
	5.11.3		Meet the requirements of the First State Superannuation legislation and all other relevant superannuation legislation, such as the Superannuation Guarantee Act.	
	5.11.4		<b>Support the following types of Super calculations</b>	
		5.11.4.1	Determine contribution as percentage of nominated salary components.	
		5.11.4.2	Determine contribution as a percentage of superable salary.	
		5.11.4.3	Determine contribution as a specified amount.	
		5.11.4.4	Accept one off payments.	
		5.11.4.5	Manually override figures.	
	5.11.5		<b>Record and maintain employee contributions detail for specific NSW government funds eg SASS &amp; SSS.</b>	
		5.11.5.1	Superannuation fund code.	
		5.11.5.2	Name of superannuation fund.	
		5.11.5.3	Address of fund.	
		5.11.5.4	Fund account number.	
		5.11.5.5	Employees superannuation member number.	
		5.11.5.6	Date of employee entry into fund.	
		5.11.5.7	The effective date of the change in rate or percentage applicable to contributions.	
		5.11.5.8	Reason for the change.	

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Reference			Requirements	Comments
		5.11.5.9	Employee's effective-dated Superable Salary Rate - Nominal Salary (some schemes).	<b>GIPA Act s 14 - Table 4(b)</b>
		5.11.5.10	System calculated Superable Salary based on components of pay, eg salary and superable allowances (some schemes).	
		5.11.5.11	Contribution % rate.	
		5.11.5.12	Fortnightly rate of contributions.	
		5.11.5.13	One off payments.	
		5.11.5.14	Current adjustment.	
	5.11.6		Record and maintain Superannuation Guarantee deductions - Need to record fund details and maintain contributions (% or superable salary).	
	5.11.7		Suspend superannuation contributions for a specified period, with automatic reinstatement at the end of the period.  Because SASS & SSS contributions are based on a nominated superable salary and not on % of actual superable salary, then the system must have some way of ceasing contributions if the employee is on LWOP or suspended because of misconduct etc.	
	5.11.8		Deduct arrears, refund overpaid contributions and temporarily adjust or cease contributions.	
	5.11.9		Maintain year to date information for each employee against each fund.	
	5.11.10		Record unlimited history of superannuation contribution details for each employee.	
	5.11.11		Provide user error message if there are insufficient funds available for superannuation contribution during payroll processing.  This could happen if employee on LWOP for all or part of the period. Super Board will still bill the Agency for the expected amount unless told otherwise.	
	5.11.12		Provide a bulk update process for changes in contribution rates and percentages.	
	5.11.13		Provide a flexible interface facility to allow updates to and from Agencies.	
	5.11.14		Report on a regular basis to the State Superannuation Scheme (SSS), providing details of variations to employees who are members of the SSS schemes.	
	5.11.15		Produce mandatory superannuation fund year end reports listing contributions of all employees year to date and total contributions since commencement where necessary. This should be done electronically or by tape	
	5.11.16		Provide mandatory superannuation information to employees.	

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Requirement		Response	Comment
	5.11.17		Allow payment of superannuation deductions by electronic funds transfer (as specified by Fund). Provide comprehensive information either electronically or by tape to relevant complying superannuation schemes.
	5.11.18		Provide employee TFNs electronically to all super funds. This should only happen if the employee gives permission to do so on their TFN declaration.
5.12			<b>Payment Summaries</b>
	5.12.1		<b>Payment Summaries are produced which comply with Federal Taxation requirements.</b>
	5.12.1.1		Print Payment summaries to ATO standards.
	5.12.1.2		Incorporated OCR/OMR software to allow for more automated and accurate enveloping of Payment Summary notices.
	5.12.1.3		Need capacity to email Payment summaries to ATO standards.
	5.12.1.4		Produce ETP certificates.
	5.12.1.5		Produce only one Payment summary for employees holding multiple positions.
	5.12.1.6		Produce Payment summaries during the year as required. Details need to be recorded.
	5.12.1.7		Reconcile amount shown on Payment Summaries issued manually during the year with the current YTD totals for each employee. A report of this reconciliation is required. It will include details of any discrepancy and details of employee records.
	5.12.1.8		Produce Payment Summary reconciliation for ATO based on the ATO's prevailing requirements.
	5.12.1.9		Facility to cancel and reissue a Payment Summary. This should only occur if details have not been sent to the ATO and/or payee. Once they have been sent, then the system should prevent the user from cancelling or reissuing.
	5.12.1.10		Print a certified copy of Payment Summary details when required.
	5.12.1.11		A Payment Summary is to be produced showing pay totals for payments made prior to the date of death. A facility should be available to specify a name and address for Payment Summary purposes if required. For example the Payment Summary could be made out to the deceased c/- of the estate.
	5.13.3		Transfer taxation deducted to the ATO in accordance with their specifications for electronic funds transfer.
	5.13.2		Produce an electronic file with Payment Summary details showing in accordance with ATO specifications.
	5.13.3		Produce Lump sum E payment letters to tax office.
5.13			<b>Processing Terminations</b>

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		5.13.1	<b>Record termination details:</b>
		5.13.1.1	Termination date - in advance or in arrears.
		5.13.1.2	Reason (user-definable) for termination eg retirement, resignation, retrenchment, voluntary redundancy, medical retirement, transfer, death.
		5.13.1.3	Termination Notification Date
		5.13.1.4	Exit type or reason code which can determine tax rules in final payment
		5.13.2	Record exit interview details such as: <ul style="list-style-type: none"> <li>* Whether they should be re-hired.</li> <li>* Display Period of employment.</li> <li>* Who acted to terminate the employment.</li> <li>* Employee's eligibility for re-employment. eg "Not to be re-employed, Not to be re-employed until [specify date] due to acceptance of Voluntary redundancy, employee separated whilst on rehabilitation program."</li> <li>* Free form comments.</li> </ul>
		5.13.3	Maintain details of separated employees. (for separation payment, retrospective pay increases, payment summary and any relevant correspondence). Be able to make payments to terminated employees past the termination date. Eg: overtime.
		5.13.4	Be able to re-instate terminated employee within financial year and have all previously recorded balances attached to reappointed file.
		5.13.5	After and employee terminated, automatically remove their current occupancy details from position/s held. Occupancy history should be maintained.
		5.13.6	For employees in multiple jobs, allow the separation of an employee from one employment contract without separating them from any other engagements they may have, except in the case of death which would result in separation from all employment.
		5.13.7	<b>The employee's leave and other entitlements are able to be calculated and paid as either lump sum termination payments or as leave terms taken prior to the termination date.</b>
		5.13.7.1	On date of separation all leave accruals, entitlements (eg allowances, leave loading), flex/banked time to credit, sick leave (if medically retired) must be taken into account when the separation pay is processed.
		5.13.7.2	Calculate the cash equivalent of relevant leave, eg recreation leave, banked time, for inclusion in an employee's separation payment, taking into account any public holidays which would have occurred during the leave period had the employee taken the leave immediately after the date of separation.
		5.13.7.3	Recognise and handle appropriately any booked leave due after termination date.

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			5.13.7.4	Split leave types to pay out leave according to taxation rules. Need special date driven Exit Payout Rules with Earnings Codes to be used when paying out leave for the different periods before & after 15.8.78, before & after 1.1.90, before & after 17.8.93.
		5.13.8		<b>Calculate final payment entitlement for separating employees.</b>
			5.12.8.1	Lump sum termination payments (such as redundancy payments) are to be calculated in accordance with Federal Income Tax requirements.
			5.12.8.2	Both lump sum and other payments such as subsequent salary arrears can be made after the separation date.
			5.12.8.3	Provide an option to access separation payment calendar and to perform what-if calculations.
		5.13.9		<b>Outstanding debts, equipment loans, security cards etc are able to be identified on entry of the separation.</b>
			5.13.9.1	Provide exit checklist of stores/properties to be returned.
			5.13.9.2	Option to deduct any outstanding salary related debts from an employee's separation payment.
		5.13.10		Appropriate advisory notices of an employee's separation are able to be generated and sent to internal and external recipients (e.g. managers, security dept, Superannuation Organisations, child support agencies etc).
		5.13.11		<b>Reports &amp; Correspondence</b>
			5.13.11.1	Separation correspondence and other documents are able to be produced and sent to the employee or relevant parties. (e.g. Statement of Income, Separation Advice, Termination Benefits)
			5.13.11.2	Produce PAYG Summaries and Reasonable Benefits Limit Statements as per ATO guidelines before End Of Year processing. Where an employee has been reinstated a record of previous start and termination dates are to be recorded, maintained and printed on one group certificate only.
			5.13.11.3	Produce a report of people terminated in a given date range, showing details such as sex, cost centre, employee classification, reason for leaving, period of employment, ethnic origin, EEO Group and competencies.
			5.13.11.4	Calculate turnover statistics based on various organizational and demographic dimensions including department, cost centre, division, branch employee, age group, sex and employment classification.
			5.13.11.5	Generate credited services letters upon request.
			5.13.11.6	Report on date of separation from the agency for employees who ceased employment during any given period.
			5.13.11.7	Report on lump sum payments for voluntary redundancy paid to the employee during any given period (over and above the employee's base wage/salary).
	5.14			<b>Processing Workers Compensation</b>
		5.14.1		System can record and maintain normal weekly earning (NWE) details.

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	5.14.2		Workers Compensation payments are integrated with the HRMS leave management system.		<b>GIPA Act s 14 - Table 4(b)</b>
	5.14.3		Workers Compensation payments are integrated with the HRMS OHS system.		
	5.14.4		Maintain multiple reimbursement payments and details against multiple Work cover claims.		
	5.14.5		The system shall calculate the actual time off pertaining to any workers' compensation claim. If the total actual time exceeds a specified period, the user can be notified prior to saving the absence record.		
	5.14.6		If Sick Leave was originally used to pay an employee on Worker's Compensation, then when the claim is approved, the sick leave accrual is reimbursed.		
	5.14.7		Payroll processes can apportion an employee's salary payments to the appropriate ledgers for periods that are covered by Work Cover.		
	5.14.8		The system shall calculate the Loss of Earnings amount using the Normal Weekly Earnings minus the gross weekly earnings for hours worked during the period of partial incapacity.		
	5.14.9		The system shall maintain payments to employees and reimbursements to the insurer against Work cover claims.		
5.15			<b>Costing Transactions and Payroll Financial</b>		
	5.15.1		The system shall enable the user to assign costing allocation(s) as per the following hierarchy. When the system creates costing files, Individual Transactions would override Payment Type, which would in turn override Activity etc.		
		5.15.1.1	Organisation unit		
		5.15.1.2	Position		
		5.15.1.3	Employee		
		5.15.1.4	Activity eg projects, programs		
		5.15.1.5	Payment Type eg annual leave		
		5.15.1.6	Individual Transactions eg salary, benefits, allowances, overtime, leave, external secondments, external organisations, other internal units, etc.		
	5.15.2		Account switching - recognise a group of employees and allocate them to an alternate GL account. For example all temporary employees could be funded out of a particular account.		
	5.15.3		For an employee working in different departments, cost each position separately.		
	5.15.4		Costing for Higher Duties should default from the Higher Duties Position, however the user must be able to override this.		



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	5.15.5		Disburse an employee's salary to multiple cost centre accounts, either by a % or to nominated amounts. If apportioned by percentage, the system should validate that the total costing allocation percentage is equal to 100%.	<b>GIPA Act s 14 - Table 4(b)</b>	
	5.15.6		Maintain a date effective history of costing data.		
	5.15.7		Enable the user to maintain future dated costing allocations, ensuring that no costings are changed until the effective date of the change.		
	5.15.8		Validate GL and Costing codes against tables held within the Finance system. If standalone, cost codes should be user definable.		
	5.15.9		Post (interface) costing to General Ledger system.		
	5.15.10		Reconcile all Payroll Processing with General Ledger records.		
	5.15.11		Generate appropriate journal entries for retrospective cost centre changes.		
5.16			<b>Process Adjustments</b>		
	5.16.1		If an employee is paid outside the system (commonly for New Hires and/or terminations), then the user must be able to record manual pay details including salary, allowances, deductions and taxation. The system should check calculations such as Net Pay and Taxation and warn the user if a problem is encountered.  Payroll data integrity & YTD information for Payment Summary purposes must be maintained.		
	5.16.2		Process one-off payments, temporary payments and recover overpayments.		
	5.16.3		Manually make YTD adjustments. This would be under strict security controls and an audit report on changes made should be available online.		

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6			<b>Leave Processing</b>
	6.1		<b>General</b>
		6.1.1	Authorized leave entry must integrate with all areas of HR & Payroll system to avoid any need for double entry.
		6.1.2	Leave and Time and Attendance must be fully integrated, so input of data does not need to be duplicated.
	6.2		<b>Eligibility and Entitlement Calculations</b>
		6.2.1	Setup multiple user-defined leave types according to appropriate awards or agreements. Examples include: <ul style="list-style-type: none"> <li>* Recreation Leave</li> <li>* Sick Leave</li> <li>* Long Service Leave/Extended Leave (LSL)</li> <li>* Family and Community Service (FACS) leave</li> <li>* Special Leave</li> <li>* Study Leave</li> <li>* Parental Leave</li> <li>* Military Leave</li> <li>* Leave Without Pay (LWOP)</li> </ul>
		6.2.2	Maintain and automatically accrue various non-standard time balances including but not limited to: Flexitime, Time Off In Lieu (TOIL), Banked Time, Accrued Time Worked.
		6.2.3	For employees working multiple jobs under different terms of employment, the system applies the leave rules and conditions which are applicable to the respective employment category for each engagement.
		6.2.4	<b>Eligibility and Entitlement Calculation rules used for checking leave applications can be setup and maintained for accrued and non-accrued leave types.</b>
		6.2.4.1	Establish probationary periods for different types of leave (e.g. sick, FACS).
		6.2.4.2	Define leave types which will count as service.
		6.2.4.3	Automatically accrue leave of all types across varying periods: <ul style="list-style-type: none"> <li>* Hours worked eg LSL for casuals</li> <li>* Per shift/Day/Week/Fortnight/Month/Year</li> <li>* Granting an accrual amount Annually on user specified dates eg some sick leave.</li> </ul>
		6.2.4.4	Support a leave type is based on an annual grant of leave that commences, for example, from 1 January. The system must automatically grant a pro-rata amount of leave for employment in the first year to 31 December.

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Function			Feature	Subject	Comment
		6.2.4.5	Allow Recreation Leave accruals and debits are to be calculated in hours and/or days depending on employee type.	<b>GIPA Act s 14 - Table 4(b)</b>	
		6.2.4.6	Apply different levels of maximum leave entitlements to different award classifications. Upon user verification, allow the employee's maximum entitlement to be exceeded.  Some employees do not use all of their annual leave entitlements accrued each year, so over time they have an ongoing entitlement greater than the allowable max. Agency will take measures to encourage staff to decrease their balance but in some cases due to certain circumstances, some employees can't take leave to reduce the balance.		
		6.2.4.7	Allow for the setting of rules outlining the effect that the taking of various types of LWOP has on the accruals of other leave types and right of return.  Eg. Unpaid maternity leave suspends the accrual of recreation leave, however unpaid maternity leave under six months does not affect long service /extended leave accruals, for the first 12 months sick leave without pay does not affect the accrual of recreation, long service/extended and further sick leave whilst over twelve months it does etc. System to be able to allow manual recording of right of return or no right of return. If no right of return system to flag that position is vacant.		
		6.2.4.8	Setup Recreation Leave entitlement for certain employee (eg shift workers who can accrue up to 6 weeks AL) as: * Accrue 6 week of leave (instead of 4), or * Higher salary rate (as compensation for the additional 2 weeks) & accrue just 4 weeks.		
		6.2.4.9	In addition to recreation leave, where various employee types regularly work on Sundays and Public Holidays as part of their rostered hours, some industrial instruments provide for additional days recreation leave accrual (known as additional leave) up to a maximum of one week. This is based on the number of hours worked on Sundays and Public Holidays during the employment year, compared with a predetermined conversion table which dictates entitlement. Employees may opt for payment in lieu of receiving leave credits on anniversary date.		
		6.2.4.10	Some shift workers can elect to either accrue additional Recreation leave for shifts worked on rostered Sundays & Public holidays or be paid the monetary value of these additional days, e.g. 4 - 10 shifts worked = 1 extra day, etc. up to max. of 5 extra days.		

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		6.2.4.11	Flag leave types that can be Paid In Advance eg Recreation Leave and LSL		<b>GIPA Act s 14 - Table 4(b)</b>
		6.2.4.12	Prorate leave entitlements based on the number of months service, if an employee separates, becomes a casual employee, or commences partway through the year.  For example, on Jan 1 each you get 15 days sick leave, but if you started on 1 July you should be granted only 7.5 days. The Termination functionality should be able to calculate entitlements up to the last day of duty.		
		6.2.4.13	Determine accruals on a pro-rata basis for temporary staff according to the length of contract. For example, if the payee has a contract for 10 months, then they will get 10/12ths of the entitlement.		
		6.2.4.14	Override automatic accrual of Recreation Leave in the case of temporary employees with contracts of < 3mths who may receive payment in lieu of leave accrual. (where 4/48ths of earnings may be paid in lieu of leave accruing)		
		6.2.4.15	Pro-rate leave accruals based on employee's number of hours worked in pay period.		
		6.2.4.16	Pro-rate leave accruals based on employee's FTE.		
	6.3		<b>Leave Application</b>		
		6.3.1	<b>All approved leave, including flex/banked time, or unauthorised absences can be recorded, maintained and tracked.</b>  Contiguous leave types and periods can be entered and processed. Each leave type and period must be separately identified, costed and processed.  Allow a user to enter multiple leave combinations for one day. For example an employee may need to enter 1/2 day sick leave and 1/2 day annual leave.  Leave applications can be recorded retrospectively or in advance. The limits should be user-defined.  Changes can be made to future dated leave requests that have not been processed without affecting payroll.		
		6.3.2	<b>Details relating to the leave application can be recorded and maintained.</b>		
		6.3.2.1	Begin and End dates of leave period.		
		6.3.2.2	Begin and End times (if < 1 day leave).		
		6.3.2.3	System should identify return to duty dates based on predefined leave takings rules, and adjust leave entries accordingly.		

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	6.3.2.4	Enter a leave transaction on a specific day or days of the week for a specified number of hours. For example * Study leave may be taken every Thursday afternoon. * Some agencies have employees who take Recreation Leave on the save day each week because they need to reduce their leave balance.	<b>GIPA Act s 14 - Table 4(b)</b>	
	6.3.2.5	User-defined Leave Types.		
	6.3.2.6	Rate of pay i.e. full, half, no pay or double pay.		
	6.3.2.7	Leave reason - code needs to be at least 2 alphanumeric characters. This field should be option for some leave types and mandatory for other eg Sick Leave.		
	6.3.2.8	Approval Person & date (if ESS)		
	6.3.2.9	Flag to indicate whether supporting documentation required to approve the leave application was supplied. Eg Medical certificate for sick leave.		
	6.3.2.10	Free text area for comments (per employee) related to leave.		
	6.3.2.11	Status of Leave application (system maintained). Eg Planned but not authorised, authorised, paid etc. (if ESS)		
	6.3.2.12	Overriding Pay Rate. For example: * LSL for some awards (DET ancillary) can be paid at the rate at which it originally accrued. * Higher Duties for more than 12 months - payee is entitled to be paid leave at the Higher Duties rate.		
	6.3.2.13	If Leave in Advance is elected for Recreation Leave or LSL, then the pay date should default to the pay before the leave commences. This can be overridden to be, say, 2 pays before leave commences.		
	6.3.3	<b>Eligibility and entitlement checks are able to be performed at the time the leave application is entered.</b>		
	6.3.3.1	Checks should be based on business defined rules - needs to be flexible for each agency. Some agencies, apply accrual up to 1st day of leave takings, some up to the end date of leave takings etc.		
	6.3.3.2	Checks should be date-effective and any pending leave applications should be taken into account.		
	6.3.3.3	Do not allow leave application to be saved if leave balance is not in credit. This could be overridden by a person with the appropriate security.		
	6.3.4	Cash out some types of leave. For example * SES & some Awards for annual leave. * Workers Compensation - under Section 49 of Workers Compensation Act they can cash out the Recreation & Extended Leave that accrues whilst they are on Workers Compensation.		
6.4		<b>Leave Payment</b>		

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Number		Requirements	Comments
	6.4.1	Pay Certain types of leave on half pay (eg sick, LSL) and adjust accruals accordingly.	<b>GIPA Act s 14 - Table 4(b)</b>
	6.4.2	<b>Extended Leave</b> - An employee with an entitlement to extended leave may elect to take leave at double pay. The employee's leave balance will be debited for the actual period of the absence from work and an equivalent number of days as are necessary to pay the allowance.  Other leave entitlements, eg, recreation leave, sick leave and extended leave will accrue at the single time rate where an employee takes extended leave at double time.	
	6.4.3	Pay Leave in Advance for Recreation or LSL. Refer to Payroll - Payroll processing requirements.	
	6.4.4	If Leave Paid in advance is cancelled, the system should recalculate and re-credit leave and recover payments.	
	6.4.5	Automatically cease and resume certain allowances that are not applicable during leave periods. For example First Aid may be paid for annual leave, but not LSL.	
	6.4.6	Recognise and treat appropriately public holidays in the period taken as per award rules. For example:  * If a Public Holiday falls on a period of LSL, the LSL is not debited. However, for some Awards (esp. shift workers accruing 6 wks Rec Lve) if Public Holiday falls on a period of Recreation Leave, the Rec Lve is debited.  * May be included as payment if LWOP < 10 working days, or not if > 10 days taken.	
	6.4.7	Automate the calculation and payment of the casual staff loading in lieu of leave. This can be defined in time code rate of pay/multiplier.	
	6.4.8	Cost leave against appropriate cost codes.	
	6.4.9	Retrospective changes to leave applications or leave reversals should be processed correctly by payroll. The original leave should be cancelled and the new leave paid. The costing is also automatically adjusted.	
	6.5	<b>Leave History and Entitlement Balances</b>	
	6.5.1	Establish and maintain leave calendars. Graphically display proposed leave.	
	6.5.2	Provide facility to perform leave projections and view leave balances based on entering past or future dates. The system shall debit leave balances real-time for the appropriate period when an absence is booked.	
	6.5.3	<b>Access leave entitlements and leave history on-line.</b>	
		6.5.3.1 Type of leave.	
		6.5.3.2 Start and end date of the period of leave.	

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Business		Feature	Response	Comment
		6.5.3.3	Start and end times (if applicable eg part leave days).	<b>GIPA Act s 14 - Table 4(b)</b>
		6.5.3.4	Date application submitted.	
		6.5.3.5	Recommendation and approval status.	
		6.5.3.6	Authorised leave approver (if applicable).	
		6.5.3.7	Periods of leave taken in years, months, weeks, days, hours or minutes (including establishment of probationary periods).	
		6.5.3.8	Reasons for leave (some mandatory, some optional).	
		6.5.3.9	Medical certificate can be indicated for sick leave.	
		6.5.3.10	Flag - Appropriate documentation sighted eg Medical certificate produced.	
		6.5.3.11	Paid and unpaid leave taken.	
		6.5.3.12	History of Leave payments paid in advance eg what periods were paid.	
	6.5.4		On commencement of employment, opening leave entitlement balances for various accrued leave entitlements can be recorded and tracked for the purposes of being included in their respective leave entitlement calculations.	
	6.5.5		Allow authorized users to manually maintain variations to leave entitlements.	
		6.5.5.1	The system shall enable the user to perform one-off adjustments to leave (and/or loading) balances at a user specified date, automatically impacting on a real-time basis.	
		6.5.5.2	Manually suspend leave accruals under appropriate guidelines eg: external secondments.	
		6.5.5.3	Be able to alter leave entitlement for employees on leave without pay for specified types.	
	6.5.6		<b>Process leave not utilised by a certain date according to award rules.</b>	
		6.5.6.1	Lapse leave not utilised by a certain date (eg sick leave). This is not common.	
		6.5.6.2	Allow deferral of the leave lapse date.	
		6.5.6.3	Record an employee's deferred leave as a separate balance.	
		6.5.6.4	Alert manager and/or employee when some types of leave (eg Recreation Leave) balances becomes excessive.	
	6.5.7		Recalculate Recreation Leave entitlement for employees who change employment category, accrual entitlements or FTE status. For example, if an employee changes from full time to part time.  This could be from effective date and could be retrospective.	
	6.6		<b>Accrue and Pay Leave Loading</b>	
		6.6.1	Maintain leave loading eligibility and apply to appropriate employee categories.	
		6.6.2	Maintain and automatically accrue Recreational Leave and Leave Loading as separate balances according to Terms of Employment.	

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		6.6.3	<b>Calculate Annual Leave Loading payment according to agency rules. Examples include:</b>
		6.6.3.1	Leave loading is paid at an employee's current rate and on certain allowances.
		6.6.3.2	For general staff who accrue up to four weeks per year, Leave loading is paid at a percentage of up to four weeks recreation leave that is accrued in a leave year (1st Dec - 30th Nov). Need to be able to define a ceiling rate.
		6.6.3.3	Loading on additional leave accrued (eg working regularly on a Sunday and/or Public Holiday), the annual leave loading shall be calculated on the actual leave accrued or on 5 weeks, whichever is the lower.
		6.6.3.4	If stationed in a remote area which attracts a higher rate of annual leave (eg 5 weeks per year), the annual leave loading shall be paid on a maximum of 4 weeks leave.  EG Emp who accrues 5 wks Rec Lve started on 1.4.05. Leave accrued to 30.11.05 is 116.87hrs. (If the employee accrued only 4wks/yr, the accrued Lve is 93.50hrs). The employee's Hourly rate is \$20/hr. Lve loading payable based on the 116.87 hrs is \$327.24 (\$20*116.87*14%). Lve loading based on 93.50hrs is \$327.25 (\$20*93.50*17.5%). NOTE: Lve Loading is always monetary value of 17.5% of 4 wks pay (or prorata if not present for whole year) or monetary value of 17.5% of 5 wks pay ( or prorata) if a shift worker. The flexibility to vary the percentage is useful in automating the correct calculation of the monetary value of the Lve Loading when it is based on actual rec Lve accrued from 1st Dec of one yr to 30th Nov of next year.
		6.6.3.5	Shift Workers (eg Cooks/nurses) - Eligible to receive the more favourable of: 1. The shift premiums and penalty rates, or any other allowance paid on a regular basis. Or 2. 17 1/2% annual leave loading of 5 weeks salary.
		6.6.3.6	Accommodate leave loading year that differs to financial or calendar year.
		6.6.3.7	Ability for leave loading or penalties on pro-rata leave not to be paid until anniversary date arrives.
		6.6.3.8	Calculate and pay Annual Leave Loading based on nominated salary components.
		6.6.3.9	Need to be able to prorate Leave loading for part timers.
		6.6.3.10	Manually adjust leave and leave loading amounts when necessary. This should be an audited action.
		6.6.4	<b>Pay Annual Leave loading subject to agency rules. Examples include:</b>

**GIPA Act s 14 - Table 4(b)**



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NUMBER			FEATURE	RESPONSE	COMMENT
		6.6.4.1	Annual leave loading shall be paid on the first occasion in a leave year, other than the first leave year of employment, when a staff member takes at least two (2) consecutive weeks recreation leave. Where a staff member does not have at least 2 weeks recreation leave available, the staff member may use a combination of recreation leave and any of the following: public holidays, flex leave, extended leave, leave without pay, time off in lieu, rostered day off. The staff member shall be paid the annual leave loading for such period, provided the absence is at least 2 weeks.	<b>GIPA Act s 14 - Table 4(b)</b>	
		6.6.4.2	If at least two weeks' leave, as set out in paragraph (1) of this subclause, is not taken in a leave year, then the payment of the annual leave loading entitlement for the previous leave year shall be made to the staff member as at 30 November of the current year.		
		6.6.4.3	While annual leave loading shall not be paid in the first leave year of employment, it shall be paid on the first occasion in the second leave year of employment when at least two weeks leave, as specified in paragraph (1) of this subclause, is taken.		
		6.6.4.4	A staff member who has not been paid the annual leave loading for the previous leave year, shall be paid such annual leave loading on resignation, retirement or termination by the employer for any reason other than the staff member's serious and intentional misconduct.		
		6.6.4.5	Except in cases of voluntary redundancy, proportionate leave loading is not payable on cessation of employment.		
6.7			<b>Reports</b>		
	6.7.1		<b>Provide a standard set of reports, reporting on information including, but not limited to the following. If no standard report is available, then it must be possible to easily create/customise reports.</b>		
		6.7.1.1	Report on leave taken/leave balance, by type, over any given period by employee or at various organisational levels.		
		6.7.1.2	Analyse leave occurrences for trends.		
		6.7.1.3	Reporting on study leave including TESL and CSL		
		6.7.1.4	Sick Leave Reports - for example * Sick days taken by employee by cost centre/department/section. * Sick leave that does not have the required documentation. * Excessive unsupported sick leave occurrences * Number of hours of unpaid sick leave taken by an employee during any given period. * Sick leave taken before or after periods of overtime worked.		
	6.7.2		<b>Leave Liability Reports - should be flexible and user-definable</b>		

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FUNCTIONAL AREA			FUNCTION	DESCRIPTION	COMMENTS
		6.7.2.1	Produce leave liability projections taking into account leave entered and leave to be accrued at user defined future date. This could be based on business units, location, org structure, agency etc	<b>GIPA Act s 14 - Table 4(b)</b>	
		6.7.2.2	Accrued leave liability balances will be calculated in accordance with the rules maintained for the eligibility and entitlement calculation process.		
		6.7.2.3	Capability to report accrued leave liability balances that show the entitlement balance in both days and dollar value as at a specified reporting date. Should have to option to report at summary or detail (employee) level.		
		6.7.2.4	Accrued leave liability balances as at a specified date for financial reporting purposes can be calculated in accordance with the rules maintained in the eligibility and entitlement calculation process. Information to be provided includes the entitlement balance in days and the dollar value as well as a reconciliation between opening and closing balances for the period being reported.		
		6.7.2.5	Report leave liability across a number of variables including age, cost centre, leave type, EEO group and occupational group.		

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				<b>GIPA Act's 14 - Table 4(b)</b>	
7				<b>Workforce Development</b>	
	7.1			<b>Setting up Training Infrastructure</b>	
		7.1.1		<b>Maintain Instructor Information</b>	
			7.1.1.1	Record Instructor (employee & non-employee) personal details.	
			7.1.1.2	Instructor's qualifications, level of competency or history in providing educational program	
			7.1.1.3	Other details such as government training or private sector, employee or contractor	
		7.1.2		<b>Maintain External Training Organisation/Provider information</b>	
			7.1.2.1	Details of external consultant/training organisation (eg Section, location, description, training category, address)	
			7.1.2.2	Nature/scope of consultancy/education, including activities provided.	
			7.1.2.3	List of consultants in organisation, linked to instructor table.	
		7.1.3		<b>Maintain Equipment/Room lists and availability</b>	
			7.1.3.1	Training resources should be catalogued and should able to be booked in advance.	
			7.1.3.2	Record accessibility / suitability of facility (eg. Ramps, ergonomic furniture, lighting)	
		7.1.4		<b>Maintain details of participants/students</b>	
			7.1.4.1	Record details of both Internal / external students.	
			7.1.4.2	Integrate with Personnel system (Person tables) so information is not duplicated	
			7.1.4.3	Record the special needs of course applicants eg. NESB (Non-English Speaking background), ATSI (Aboriginal and Torres Strait Islanders), childcare, disability.	
	7.2			<b>Establishing training programs, courses, and sessions</b>	
		7.2.1		<b>Establish various types of training programs</b>	
			7.2.1.1	Seminars/meetings that last hour(s)	
			7.2.1.2	Discrete courses run over a set period of time eg Day	
			7.2.1.3	Courses that contain a number of modules, each module may run at differing times.	
			7.2.1.4	Categorise courses via user-definable learning strategy options including: On the job learning. Mentoring. Secondment. Coaching Job Rotation Reading and Discussion of relevant publications and journal articles. Other.	

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Category			Feature	Requirements	Comments
	7.2.2		<b>Record and maintain information on internal/external courses including:</b>		<b>GIPA Act s 14 - Table 4(b)</b>
		7.2.2.1	Internal/external		
		7.2.2.2	Course/Module title		
		7.2.2.3	Course status.		
		7.2.2.4	Course Type eg Traineeship/ Apprenticeship		
		7.2.2.5	Description		
		7.2.2.6	Prerequisites		
		7.2.2.7	Co-requisite		
		7.2.2.8	Goals and Objectives.		
		7.2.2.9	Developer.		
		7.2.2.10	Dates/Time To and From		
		7.2.2.11	Duration.		
		7.2.2.12	Provider/Institution (eg. University, TAFE).		
		7.2.2.13	Location.		
		7.2.2.14	Occurrence.		
		7.2.2.15	Course relationship to job.		
		7.2.2.16	Duration.		
		7.2.2.17	Course resource requirements, i.e.: room size, equipment needs		
		7.2.2.18	Maintain free form comment for each learning strategy experience.		
	7.2.3		Set competency standards/capabilities attained through completion of the course.		
	7.2.4		<b>Create Course sessions</b>		
		7.2.4.1	Hourly Basis		
		7.2.4.2	Daily Basis		
		7.2.4.3	Irregular eg 2 hours Mon, 4 hours Friday for 10 weeks		
		7.2.4.4	Maximum and Minimum attendance at each course		
		7.2.4.5	Co-ordinator.		
		7.2.4.6	Venue.		
		7.2.4.7	Automatically allocate available resources during course confirmation.		
	7.2.5		Maintain timetable/schedule, including future dated courses.		
	7.2.6		<b>Create Induction Programs</b>		
		7.2.6.1	Generate a list of new appointees requiring induction / orientation training		
		7.2.6.2	Provided on going support (mentoring, coaching or buddy system)		
		7.2.6.3	Produce an induction checklist both on-line and hardcopy incorporating in built verification.		
	7.3		<b>Course Administration</b>		
	7.3.1		<b>Enrol employees (internal) and non-employees (external) onto courses</b>		
		7.3.1.1	Lodged an application to attend a course on-line.		

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Number	Requirement	Response	Comment
	7.3.1.2		Take nomination for course attendance electronically (likely via intranet entry).
	7.3.1.3		Take course bookings without scheduled course.
	7.3.1.4		Record supervisor's approval for employee to attend course.
	7.3.1.5		Allow course coordinator to confirm course nominations.
	7.3.1.6		Confirm course attendance.
	7.3.1.7		Recommended by.
	7.3.1.8		Unsuccessful nominees are placed on waiting list when nominations exceed maximum participants. The training coordinator is prompted of waiting list when future activity scheduling takes place.
	7.3.2		<b>Record online training / educational program history for individual employee</b>
	7.3.2.1		Record of subjects/units completed.
	7.3.2.2		Status (complete, incomplete).
	7.3.2.3		Grade.
	7.3.2.4		(Estimated) Completion Date.
	7.3.2.5		Learning strategies completed.
	7.3.2.6		Record conference / authorised study leave, including location
	7.3.3		After employee terminates, cancel any future enrolments in courses
7.4			<b>Integration with Work Schedules and Leave systems</b>
	7.4.1		Automatically record course attendance against leave and work schedule information – providing verification of attendance
	7.4.2		Transfer course enrolment data to rosters.
	7.4.3		Provide error message where attendance at course conflicts with other attendance element (i.e.. Booked leave or RDO).
	7.4.4		<b>Nominate, track and monitor approved study leave.</b>
	7.4.4.1		Staff on overseas exchange programs.
	7.4.4.2		Amount of approved study leave.
	7.4.4.3		Amount of approved study travel time.
	7.4.4.4		Reasons for non-approval of study leave.
	7.4.4.5		Automatically reduced entitlement as leave is taken
7.5			<b>Track training expenses</b>
	7.5.1		Link course costs to cost centres using standard system cost codes.
	7.5.2		Record and maintain all costs associated with training activities eg venue, attendee wages, material, equipment hire, presenter costs, travel costs & accommodation .
	7.5.3		<b>Track participant (internal and external) related training costs</b>
	7.5.3.1		Full or part-time studies assistance.
	7.5.3.2		Course relationship to job.

**GIPA Act s 14 - Table 4(b)**

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		7.5.3.3	Information regarding fees to be paid, already paid and eligibility for fees reimbursement.
		7.5.3.4	Record funding entitlements
		7.5.3.5	Reimbursement payment data.
		7.5.3.6	Costs of apprentice study.
		7.5.3.7	Costs of trainee study.
		7.5.3.8	Training expenses including type (eg travel)
7.6			<b>Reporting Requirements</b>
	7.6.1		Produce list of participants and nominations for courses or events.
	7.6.2		Report/Prompt course coordinator of course nominations when number reaches minimum requirement for course scheduling.
	7.6.3		<b>Record and report on Course Evaluations</b>
		7.6.3.1	Suitability of the program and other criteria.
		7.6.3.2	Attendance by EEO groups.
		7.6.3.3	Were the objectives met ?
		7.6.3.4	Suggested improvements to the course.
		7.6.3.5	Other comments.
	7.6.4		Production and distribution of certificates at completion of course or program, based on attendance records.
	7.6.5		Distribute course information (handbook) electronically via web technology
7.7			<b>Competency Management</b>
	7.7.1		<b>Create Competency &amp; Skills Catalogue/Inventory.</b>
		7.7.1.1	The system shall enable the identification of competencies which are nationally accredited standards.
		7.7.1.2	Maintain competencies as comprising of a set of elements (demonstrable abilities) with associated performance criteria, variables and evidence guides. Competencies are to be maintained with multiple levels within each competency.
		7.7.1.3	Ability to record and maintain an evidence guide, listing the underpinning knowledge and skills an employee requires to perform the tasks of the competency effectively.
		7.7.1.4	User is able to set validity periods and expiry dates for competencies.
		7.7.1.5	Distinguish between qualifications and competencies.
		7.7.1.6	Maintain assessor details in relation to the assessment of competencies eg accreditation, competencies able to assess.
	7.7.2		<b>Able to assign competencies, skills and qualifications to a position.</b>

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			Commitment
		7.7.2.1	The system shall enable positions to automatically inherit competencies assigned to related position types.
	7.7.3		<b>An employee's qualifications, accreditations, skills and other development information is able to be recorded, maintained and tracked.</b>
		7.7.3.1	Record details of an individuals <b>formal qualifications</b> . For example: <ul style="list-style-type: none"> <li>* Academic institute;</li> <li>* Qualification achieved (e.g. Bachelor of Education);</li> <li>* Level of qualification (e.g. Bachelor, Masters, Doctorate etc),</li> <li>* Date Commenced/ Completed;</li> <li>* Proof of qualification;</li> <li>* Recognised status;</li> <li>* Subjects completed;</li> <li>* Accreditation gained;</li> <li>* Recognised overseas qualification and comments.</li> </ul>
		7.7.3.2	Record details of individuals <b>competencies</b> including special aptitudes. For example: Competency/special aptitudes accredited, Date accredited/ entered, Duration of accreditation currency, Accreditation status, Subjects accredited, Review dates with reasons and comments.
		7.7.3.3	Monitor and notify employees re currency of competencies & certifications which have a expiry date Eg. First Aid, licenses.
		7.7.3.4	Record details of an individuals <b>skills</b> . For example: Skill acquired Date acquired Level of skill acquired Skill Currency Review date with reason and comments.
		7.7.3.5	Record details of individual's extraneous appointments /committees.
		7.7.3.7	Ability to search and select employees based on competencies, utilising key word or Boolean style text searching.
		7.7.3.8	Ability to allow self-update of competencies using workflow technology for appropriate authorisation eg. designated person must authorize / confirm the addition of a competency by an individual.

**GIPA Act s 14 - Table 4(b)**

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		7.7.4		<b>Able to assign competencies, skills and qualifications to a Training Course.</b>	<b>GIPA Act s 14 - Table 4(b)</b>
			7.7.4.1	Provide on-line completion of competency and capability assessment.	
			7.7.4.2	Automatically update a person's competencies, skills or qualifications upon completion and confirmation of course/learning strategy requirements.	
		7.7.5		<b>An employee's qualifications, accreditations, skills and other development information is able to be compared with other system modules such as Position Establishment, Training Administration or Recruitment for the purposes of skills gap analysis and finding suitable candidates for employment vacancies.</b>	
			7.7.5.1	Allow the comparison of individual's competencies and capabilities against position requirements, providing information for gap analysis.	
			7.7.5.2	Where a gap (discrepancy between an employee's competencies and those required by position) is identified, automatically provide learning requirement notification.	
			7.7.5.3	If an employee acquires the new skill/competency identified by the gap analysis, the system automatically removes the skill/competency from the	
			7.7.5.4	Based on their qualifications/competencies/skills, allow the tracking of suitable candidates for future potential vacancies and have this information reflected in career path planning.	
			7.7.5.5	The system is able to aggregate employee development needs (i.e. skills/competencies required) to an organisational unit or higher organisational level in order to facilitate the development of workforce development plans.	
			7.7.5.6	The system is able to aggregate employee development needs (i.e. skills/competencies required) to an organisational unit or higher organisational level in order to facilitate the development of workforce development plans.	
		7.7.6		Record and maintain team competency profiles based on nationally accredited standards.	
		7.7.7		Record and maintain branch/division/organisation competency profiles based on nationally accredited standards.	
	7.8			<b>Career, Development &amp; Succession Planning</b>	
		7.8.1		<b>A history of training and development programs for an employee can be kept and maintained to ensure that training needs are current and to allow for the development of additional training requirements.</b>	



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Number			Feature	Requisite	Comment
		7.8.1.1	Record both internal and external professional development activities undertaken by an individual. Information included: - training provider (e.g. internal, external, in house etc) - course/program/session name. - activity description. - subject area. - delivery medium (e.g. computer based). - date commenced. - date completed. - skill, competency, qualification gained. - record of any follow up courses/programs/sessions to be undertaken. - costs associated with the development activity.		<b>GIPA Act s 14 - Table 4(b)</b>
		7.8.1.2	The system provides the ability to maintain a history of courses/programs/sessions and other development activities undertaken by an employee.		
		7.8.2	<b>An employees sponsorship, retraining, cadetship, exchange or various other program details are able to be recorded, maintained and tracked to allow for a proactive approach for future qualification requirements.</b>		
		7.8.2.1	Record details of scholarship, retraining, cadetship, exchange programs, mentoring program etc an individual has undertaken. Information to include: - type of program (e.g. scholarship). - condition of program (e.g. bonded, period of bond etc). - country (if exchange program). - duration (if exchange program). - academic Institute (if applicable). - qualification awarded (if applicable). - date of commencement. - date of completion. - subject content (if applicable). - skills/expertise gained. - costs associated with the program.		
		7.8.3	<b>An employees career path and developmental plans are able to be recorded, maintained and tracked to allow for a proactive approach to their career planning.</b>		

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				<b>GIPA Act s 14 - Table 4(b)</b>	
			7.8.3.1	Track data relative to an employee's career goal including: * Time frame for progression. * Current job/work. * Desired job/work type. * Required learning strategies. * Individual career path preferences.	
			7.8.3.2	Allow the recording of details of experience/training which employees are interested in gaining.	
			7.8.3.3	The system allows future employee development needs to be recorded for an employee. Employee development needs will be recorded as a list of skills/competencies required.	
			7.8.3.4	Maintain a record of an employee's interest in gaining experience in other positions and/or organisational units/levels.	
			7.8.3.5	Ability to track suitable candidates for future potential vacancies and have this information reflected in career path planning.	
		7.8.4		<b>The system shall enable the user to maintain succession plans</b>	
			7.8.4.1	Track suitable candidates for future potential vacancies and have this information reflected in career path planning.	
			7.8.4.2	User is able to add a position as a potential in an employee's summary. For example list positions that employee's may want to occupy sometime in the future.	
			7.8.4.3	Designate a person to a position for a specified period, e.g. Secondment or career development position.	
			7.8.4.4	Create a succession plan for key positions within a selected organisation unit.	
			7.8.4.5	Maintain employee potentials (ratings) in succession plans.	
			7.8.4.6	Link learning to workforce planning.	
			7.8.4.7	Record and track progress of learning, study, apprenticeships and traineeships.	
			7.8.4.8	Report on training needs across individual, group of individuals, department and/or organisation.	
			7.8.4.10	Provide competency requirements and learning strategy options to aid succession planning functionality.	

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				<b>GIPA Act s 14 - Table 4(b)</b>
<b>8</b>			<b>OHS &amp; Injury Management</b>	
	8.1		<b>Accommodate requirements of all relevant State &amp; Federal legislation.</b>	
		8.1.1	NSW-Occupational Health and Safety Act 2000	
		8.1.2	NSW Occupational Health & Safety Regulation 2001	
		8.1.3	NSW Workers Compensation Act 1987	
		8.1.4	Workplace Injury Management & Workers Compensation Act 1998	
		8.1.5	Federal Occupational Health & Safety (Commonwealth Act 1991 guidelines	
		8.1.6	Maintain incident details as per Work Cover requirements.	
	8.2		<b>Workplace Committees &amp; Consultation</b>	
		8.2.1	Maintain details of the workplace health and safety consultative arrangement e.g. OHS Committee, Representative or other agreed arrangement for an organisational unit. Include such information as: <ul style="list-style-type: none"> <li>- workplace site.</li> <li>- consultation process undertaken in the establishment of the consultative arrangement.</li> <li>- consultative arrangement agreed upon.</li> <li>- date of agreement.</li> <li>- date of review, and reason for review.</li> </ul>	
		8.2.2	<b>Record and maintain descriptive information and other data pertaining to the OHS consultative bodies to enable the measurement of compliance to legislative requirements.</b>	
		8.2.2.1	Record OH&S consultative arrangement member information including: <ul style="list-style-type: none"> <li>- workplace site.</li> <li>- Date of appointment.</li> <li>- name and identification of member(s).</li> <li>- member category.</li> <li>- training received by member.</li> <li>- date of expiry of training accreditation.</li> </ul>	

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Function			Requirement	Requirement	Requirement	
		8.2.2.2	Record information on designated work groups represented in the consultative arrangement, as required under the Occupational Health and Safety Regulation 2000. This information would include: <ul style="list-style-type: none"> <li>- location of workgroup.</li> <li>- workgroup represented e.g. teachers, clerks.</li> <li>- organisation unit.</li> <li>- Health and Safety representative's name and identification.</li> <li>- date of appointment.</li> <li>- date of expiry/resignation/re-election.</li> <li>- training undertaken.</li> </ul>	GIPA Act s 14 - Table 4(b)		
		8.2.2.3	Facility to trigger alert if member has resigned/transferred etc, to allow for new member to be elected or appointed.			
		8.2.2.4	Record OH&S designation against employee e.g.: first aid officer appointment and training, fire warden appointment and training, Administration of prescribed medication appointment and training etc.			
	8.2.3	Record Workplace reviews undertaken by consultative group, eg maintenance requirements or consultation required with service providers. Include such information as: <ul style="list-style-type: none"> <li>- issue reviewed/ considered.</li> <li>- By whom (eg staff, unions, community).</li> <li>- Where/location.</li> <li>- Investigating officer.</li> <li>- type of issue (eg broken concrete etc).</li> <li>- date of review.</li> <li>- Workgroup involved in review.</li> <li>- outcome of review.</li> <li>- referred to.</li> <li>- expected date of completion.</li> <li>- dates and reasons for further action required &amp; system prompts generated when dates reached.</li> </ul>				

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Reference		Feature	Requirement	Comment
	8.2.4		<p>Minutes of OHS consultative bodies meetings can be recorded and maintained to enable staff access for viewing purposes. Record OH&amp;S consultative arrangement meeting information including:</p> <ul style="list-style-type: none"> <li>- date of meetings.</li> <li>- workgroups represented at meeting.</li> <li>- issues raised at meeting.</li> <li>- correspondence or issues raised by staff, unions and/or community.</li> <li>- persons or workgroup responsible for investigating the issue raised.</li> <li>- targeted completion date.</li> <li>- record of outcomes.</li> <li>- reports presented at meetings.</li> <li>- who identified issue was referred e.g. general assistant, contractor and expected date of completion.</li> <li>- risk assessments undertaken by consultative arrangement.</li> </ul>	GIPA Act s 14 - Table 4(b)
	8.3		<b>Training</b>	
	8.3.1		System will link with and utilise the Learning and Development functionality to manage the administration of training and induction activities.	
	8.3.2		<b>Details of training courses undertaken by employees are able to be recorded and maintained. Types of training courses undertaken include OHS induction courses, OHS committee member courses, localised training requirements etc.</b>	
		8.3.2.1	<p>Record and maintain comprehensive information on training courses undertaken by employees, including:</p> <ul style="list-style-type: none"> <li>- name and identification.</li> <li>- location.</li> <li>- status i.e. permanent, casual, temporary etc</li> <li>- date of course</li> <li>- level completed</li> <li>- source of course e.g. external, internal or in house.</li> <li>- accreditation information.</li> <li>- review dates if required.</li> </ul>	
		8.3.2.2	Record and maintain a register of training courses including information such as course availability, course provider, course pre-requisites, cost, duration, etc.	
		8.3.2.3	Define competency standard/capabilities attained through the completion of a specified course.	
		8.3.2.4	Employee's OHS Training Evaluation forms can be recorded against course.	
	8.3.3		Required training courses can be recorded against each business unit. Reports can be produced on actual training records.	

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		8.3.4		Expiry dates of accreditation attained can be recorded and maintained, including updates to competency requirements to allow for the prompting of follow up training (eg First Aid Certification).	GIPA Act s 14 - Table 4(b)
		8.3.5		Certification advice can be produced and sent to employees who have completed OHS training courses.	
		8.3.6		A history of training details for an employee can be kept and maintained to ensure that training needs are current, and to allow for the development of additional training requirements.	
		8.3.7		Employees have the ability to access OHS training requirements, training manuals and literature. Examples of this type of material would include, OHS guidelines, policies, procedures and departmental bulletins.	
		8.3.8		The recording of a comprehensive register of both internal and external accredited trainers. Include such details as: <ul style="list-style-type: none"> <li>- courses accredited to deliver</li> <li>- duration of courses</li> <li>- cost involved</li> <li>- name of accredited trainer</li> <li>- approval numbers</li> </ul>	
		8.3.9		Produce costing assessments of all OHS Training.	
	8.4			<b>Risk Management</b>	
		8.4.1		<b>Maintain a date-effective register of hazardous chemicals and other substances held.</b>	
			8.4.1.1	Hazardous substance handling instructions, including: <ul style="list-style-type: none"> <li>- How stored.</li> <li>- Protective equipment required.</li> <li>- Purchasing arrangements.</li> <li>- Identification markings.</li> <li>- Type and class of substance.</li> <li>- Hazardous substance handling instructions.</li> <li>- Action to be taken if exposures occur.</li> <li>- First aid requirements.</li> <li>- Fire and emergency procedures.</li> <li>- Contra-indications for storage.</li> <li>- Avenues for disposal.</li> <li>- Actual disposal records: how, when and where.</li> <li>- Job requiring exposure.</li> <li>- Acceptable length of exposure (maximum).</li> </ul>	
			8.4.1.2	Record of material safety data sheet (MSDS)	
			8.4.1.3	Print labels from Material Safety Data Sheets (MSDS)	

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Reference			Requirement	Response	Comment
		8.4.1.4	Hazardous material license details (including date of expiry and materials covered).	<b>GIPA Act s 14 - Table 4(b)</b>	
		8.4.1.5	Flag expired Material Safety Data Sheets (MSDS)		
	8.4.2		Record and maintain Safe Work Method Statement proforma. Flag review of safe work method statements .		
	8.4.3		<b>Information relating to hazard identification, risk assessment, workplace inspections undertaken, elimination or control in the workplace is able to be recorded and maintained.</b> Details of information recorded include hazard types, dates identified, assessment process used (e.g.. Matrix), control measures taken and rectification processes undertaken.		
		8.4.3.1	<b>Link to incident reporting</b> to determine hazards identified from injury report data and surveys of workplace. Information to be included: <ul style="list-style-type: none"> <li>- hazard identified.</li> <li>- person responsible.</li> <li>- recommended solution.</li> <li>- date completed.</li> </ul>		
		8.4.3.2	Record details of <b>manual tasks</b> that have been assessed because of their risk factor. These records include the following information: <ul style="list-style-type: none"> <li>- workplace details.</li> <li>- task description.</li> <li>- task assessed (yes or no).</li> <li>- task assessment date.</li> <li>- names of task assessors.</li> <li>- frequency of task.</li> <li>- number of staff performing task.</li> <li>- actions taken to minimise risk.</li> <li>- date actions completed.</li> </ul>		
		8.4.3.3	Record and maintain details of <b>workplace hazards</b> . Workplace hazards may be identified from accident/incident/illness information, by surveying workplaces or by Work Cover inspections. This would include information such as: <ul style="list-style-type: none"> <li>- workplace details.</li> <li>- date of record.</li> <li>- date of hazard identification.</li> <li>- type of hazard e.g. electrical, broken railing, vehicles etc.</li> <li>- the process taken to asses the risk level.</li> <li>- the control measures taken to eliminate or control the risk e.g. discontinue the activity etc</li> <li>- the review undertaken to ensure the control measures remain appropriate.</li> </ul>		

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Requirement			Objective	Response	Comment
		8.4.3.4	<p>Record and maintain details of employee <b>hearing tests</b>, including:</p> <ul style="list-style-type: none"> <li>- employee details.</li> <li>- employment category</li> <li>- hearing test date.</li> <li>- type of test.</li> <li>- left &amp; right ear results.</li> <li>- acute/chronic ear condition.</li> <li>- referral to medical practitioner.</li> <li>- history of noise exposure.</li> <li>- history of agency noise exposure.</li> <li>- source of exposure.</li> <li>- hearing protection used.</li> <li>- noise control action in workplace.</li> </ul>		<b>GIPA Act s 14 - Table 4(b)</b>
		8.4.3.5	<p>Record and maintained details of <b>eye tests</b> as required, including:</p> <ul style="list-style-type: none"> <li>- employee details</li> <li>- employment category</li> <li>- eye test date.</li> <li>- type of test.</li> <li>- period of screen-based equipment exposure.</li> <li>- test provider.</li> <li>- left eye acuity for screen distances.</li> <li>- right eye acuity for screen distances.</li> <li>- type of correction provided (if any).</li> <li>- acute/chronic eye condition.</li> <li>- action taken to improve visual environment.</li> </ul>		
		8.4.3.6	<p>Record details of various <b>immunisation programs</b> (e.g. Hepatitis B) for employees, including:</p> <ul style="list-style-type: none"> <li>- Employee details</li> <li>- Date of record</li> <li>- Nature of immunisation</li> <li>- injections completed (yes or no)</li> <li>- blood test provided (yes or no)</li> <li>- Nature of qualify criteria for injections (e.g. nurse, first aide officer)</li> <li>- Post-incident inoculation provided (yes or no)</li> <li>- Nature of exposure to infection (e.g. biting incident)</li> <li>- Nature of preventative action (e.g. Professional development, safe practices).</li> </ul>		



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			Comment	
		8.4.3.7	<p>Record details of <b>hazardous substances</b> as per the requirements of the OH&amp;S Regulation 2000, Chapter 6, Part 6.1. Details to contain the following data:</p> <ul style="list-style-type: none"> <li>- workplace details/ where located.</li> <li>- date of record.</li> <li>- product name.</li> <li>- supplier name.</li> <li>- material safety data sheet (yes or no).</li> <li>- material safety data sheet review date.</li> <li>- hazardous substance (yes or no).</li> <li>- How stored.</li> <li>- Quantity</li> </ul>	GIPA Act s 14 - Table 4(b)
		8.4.3.8	<p>Record details of employee <b>chemical exposure</b>, including:</p> <ul style="list-style-type: none"> <li>- workplace details.</li> <li>- employee details.</li> <li>- date of record.</li> <li>- test scores (e.g.. blood lead levels)</li> <li>- nature of chemical exposure (e.g.. graffiti cleaner)</li> <li>- dates and periods of exposure</li> <li>- protective apparel worn during exposure</li> <li>- work practices adopted during exposure (e.g. complied with regulations)</li> <li>- action taken to prevent further exposure.</li> </ul>	
		8.4.3.9	Record asbestos fibre surveys for work locations as required in the OHS Regulation 2001, Chapter 8, Part 8.7.	
		8.4.3.10	Record noise survey results as required under the OHS Regulation 2001, Chapter 4.3, Division 4.	
		8.4.3.11	Record details of air conditioning system testing & schedules	
	8.4.4		<b>Provide user-defined checklist forms to record checklist information for OH&amp;S activities including:</b>	
		8.4.4.1	<ul style="list-style-type: none"> <li>- Workplace Inspection checklist.</li> <li>- Plant Inspection checklist.</li> <li>- Fire Safety checklist.</li> <li>- First Aid Inspection/Audit checklist.</li> <li>- Job Safety Analysis checklist.</li> <li>- Machine Guarding Checklist and Risk Assessment forms.</li> </ul>	
	8.4.5		<b>Provide user-defined Risk Assessment forms to record assessment information for OH&amp;S activities.</b>	

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Requirements			Priority	Response	Comments
		8.4.5.1	<p>Examples include:</p> <ul style="list-style-type: none"> <li>- Plants &amp; Equipment.</li> <li>- Manual Handling Tasks.</li> <li>- Ergonomics Hazards.</li> <li>- New Facilities and Projects.</li> <li>- Electrical Hazards.</li> <li>- Dangerous Goods.</li> <li>- Working at Heights.</li> <li>- Slips, Trips and Falls Hazards.</li> <li>- Asbestos.</li> <li>- Lighting.</li> <li>- Heat &amp; Cold Hazards.</li> <li>- Workplace Noise.</li> <li>- Vibration Hazards.</li> <li>- Risk Assessment of Atmospheric Contaminants.</li> <li>- Confined Space.</li> <li>- Construction Hazards.</li> <li>- Hazardous processes, eg. Spray painting, abrasive blasting, welding, electrical work, working with lead.</li> <li>- Excavation Work.</li> <li>- Demolition Work.</li> <li>- Diving Work.</li> <li>- Hazards associated with installation, erection and commissioning and decommission of facilities and plant.</li> <li>- Records of Risk Assessments supplied by Manufacturer or Supplier.</li> </ul>		<b>GIPA Act s 14 - Table 4(b)</b>
			<p>The system shall calculate and store the risk score for each of the 3 time periods (before controls in place, after immediate actions, after all actions). Score is a product of user defined criteria, eg. Likelihood and consequence.</p>		
		8.4.5.2	Flag review of risk assessments and evaluation of controls		
	8.4.6		<b>Record &amp; Maintain details of all equipment purchased and monitor the issue of equipment.</b>		
		8.4.6.1	<p>Information that needs to be recorded includes:</p> <ul style="list-style-type: none"> <li>- Description of material/equipment.</li> <li>- Date of purchase.</li> <li>- Cost and codes associated with purchase.</li> <li>- Location of material/equipment.</li> <li>- Date issued on loan.</li> <li>- Name, location and telephone number of borrower.</li> <li>- Expected date of return.</li> </ul>		

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		8.4.6.2	Maintain a safety equipment register.	<b>GIPA Act s 14 - Table 4(b)</b>	
		8.4.6.3	Record and monitor the requirement for and issue of safety equipment and protective clothing against position.		
		8.4.6.4	Record & Monitor Plant Maintenance Schedule, with respect to OHS considerations.		
		8.4.6.5	Link to incident reporting to determine whether safety equipment or protective clothing was provided and in use or is required.		
		8.4.6.6	Reporting New Chemicals to Regulators.		
		8.4.6.7	Registration of Plant & Equipment with Regulators.		
		8.4.6.8	Registration of Plant Designs with Regulators.		
	8.4.7		Record and maintain employee General Health Surveillance records & Regulatory Health Surveillance records.		
		8.4.7.1	Create pre-employment medical records for those employees requiring medical approval prior to employment.		
		8.4.7.2	Create post-employment medical records.		
	8.4.8		<b>Issues requiring further consultation and advice can be tracked, recorded and monitored to ensure that the matter has been dealt with in accordance with the OHS Act 2000.</b> Types of issues include electrical faults, hazardous materials and any other potential causes of harm to people and property.		
		8.4.8.1	Facility to trigger automatic warning of Workplace assessments which identified hazards that have not been investigated and assessed by the target date.		
		8.4.8.2	Facility to trigger automatic warning of issues that were referred to other sources for investigation and elimination which have not be completed by the expected date of completion.		
	8.4.9		<b>Create user-defined Risk Assessment reports including:</b>		
		8.4.9.1	Total number of Hazards identified in a day/week/month/ year per business Unit.		
		8.4.9.2	Total number of risk assessment done per day/week/year.		
		8.4.9.3	Cost of the implemented controls per business unit.		
		8.4.9.4	Identify hazards by identifying trends in the occurrence of accidents, illness or incidents.		
	8.5		<b>Audit and Compliance</b>		
		8.5.1	<b>Details of visitations undertaken by Work Cover inspectors can be recorded and maintained.</b> Details include listing the outcomes of the visits, i.e. compliance or the different types of notices issued, and the recording of comments made concerning the inspection.		

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			Feature	Requirement	Commitment
		8.5.1.1	<p>Details of Work Cover workplace inspections to be recorded and maintained, including:</p> <ul style="list-style-type: none"> <li>- date of visit.</li> <li>- name of Work Cover inspector.</li> <li>- person accompanying inspector on visitation.</li> <li>- issues raised by the Work Cover Inspector.</li> <li>- hazard identified by inspector.</li> </ul>	<b>GIPA Act s 14 - Table 4(b)</b>	
		8.5.1.2	<p>Details of Work Cover inspectors review date to be recorded and maintained. Facility to trigger expected date of review to ensure recommendations have been complied with and hazard controlled.</p>		
		8.5.2	<p><b>Descriptive information pertaining to notices issued by Work Cover are able to be recorded and maintained.</b> Details that require recording include any corrective measures that are required to be undertaken, details of activities that are to cease until further notice and the setting out of fines incurred.</p>		
		8.5.2.1	<p>Record notices i.e. Improvement Notice, Prohibition Notice or Infringement Notice as per OH&amp;S Act 2000. Information to be included:</p> <ul style="list-style-type: none"> <li>- workplace details.</li> <li>- site relevant notice.</li> <li>- name of employer representative.</li> <li>- name of OHS representative.</li> <li>- designated workgroup.</li> <li>- section of OHS Act cited.</li> <li>- regulation cited.</li> <li>- reason for breach.</li> <li>- action to be taken.</li> <li>- date of issue of notice.</li> <li>- date by which compliance must be achieved.</li> <li>- date of receipt of notice</li> <li>- action taken.</li> <li>- date of resolution of notice.</li> </ul>		
		8.5.3	<p><b>Details of issues that have been investigated, and the rectification processes undertaken to comply with issued Work Cover notices, are able to be recorded and maintained.</b></p>		
		8.5.3.1	<p>Details of investigation and steps taken to comply with notice is able to be reported and recorded and result is able to be returned to Work Cover by the due date.</p>		
		8.5.3.2	<p>Description of the types of Controls implemented eg elimination, isolation, engineering, administrative or PPE</p>		

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Requirements			Response	Comment
		8.5.3.3	Automatically produce a warning report of notices that have not either been appealed or acted upon within seven (7) days of issue	<b>GIPA Act s 14 - Table 4(b)</b>
		8.5.3.4	Ability to provide a link to incident reporting, recording any action taken such as training or work reorganisation.	
8.6			<b>Incident Management</b>	
	8.6.1		<b>Record and maintain details of Incident/Injury Notification.</b> Electronic Form (template) should be user-definable and contain information such as:	
		8.6.1.1	<b>Personal Details</b> <ul style="list-style-type: none"> <li>- name and identification of claimant.</li> <li>- Employee/Contractor or Visitor</li> <li>- date of birth</li> <li>- sex</li> <li>- contact details.</li> <li>- dependant details.</li> <li>- occupation.</li> <li>- supervisor at time of incident &amp; supervisors contact details.</li> <li>- status (i.e. FT, PT etc).</li> <li>- Responsibility centre – Division/Organisation Unit/Cost Centre.</li> <li>- work location.</li> </ul>	
		8.6.1.2	<b>Incident Details</b> <ul style="list-style-type: none"> <li>- date/time of injury.</li> <li>- date/time reported</li> <li>- if incident not reported immediately, why not.</li> <li>- incident reported to (Name, Position, Contact Number).</li> <li>- physical address where Incident occurred.</li> <li>- where incident occurred (eg. On Duty, During a break, During Work, To Work, From Work).</li> <li>- witness details.</li> <li>- flag to indicate if incident resulted in injury.</li> <li>- time off work details if applicable (how long, date ceased work).</li> <li>- return to work details. <ul style="list-style-type: none"> <li>- Back on Full Duties (date)</li> <li>- Reduced Duties (date)</li> </ul> </li> </ul>	
		8.6.1.3	<b>Injury Details</b> <ul style="list-style-type: none"> <li>- flag whether treatment is required.</li> <li>- agency of injury (fall, tool, sharp object, chemical etc).</li> <li>- nature of injury (Burn, Cut, Fracture).</li> <li>- body part of injury (e.g. hand, foot, back etc.).</li> <li>- if employee suffered similar injury before (yes or no). Record brief details.</li> </ul>	

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Requirement			Comment
		8.6.1.4	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>- flag to indicate whether employee wishes to claim Workers Compensation for injury.</li> <li>- OHS representative information &amp; date notified.</li> </ul>
		8.6.1.5	<p><b>Describe Incident</b></p> <ul style="list-style-type: none"> <li>- free text area for employee's description of incident.</li> </ul>
		8.6.1.6	<p><b>Hazard Control</b></p> <ul style="list-style-type: none"> <li>- Flag if Hazard identified.</li> <li>- select contributing factors from a user-defined pick list eg Not properly trained, Unsafe handling etc.</li> <li>- assessment of risk according to matrix eg. Urgent Priority - Act Now, High Priority - Act Quickly etc.</li> <li>- free text area to enter control measures and evaluation of these measures.</li> <li>- flag if maintenance/ follow up information is required.</li> </ul>
		8.6.2	The system will allocate a claim identifying number which can be linked later to the insurance registered claim number.
		8.6.3	<b>Incident/Injury Notification" is sent to WorkCover</b> and details of WorkCover response can be recorded.
		8.6.3.1	<p>Details can be recorded such as:</p> <ul style="list-style-type: none"> <li>- Date forwarded to Work Cover.</li> <li>- Work Cover claim number.</li> <li>- Work Cover decision (accept/reject/reconsider).</li> <li>- Record and report on time taken between recording issue date and Work Cover decision date.</li> </ul>
		8.6.4	<b>Details in relation to 'Notification of a Near Hit'</b> (available in template format) can be maintained and reported.
		8.6.4.1	<p>Such information would include:</p> <ul style="list-style-type: none"> <li>- person details (if applicable)</li> <li>- occupation (if applicable)</li> <li>- date of incident</li> <li>- time of incident</li> <li>- type of incident</li> <li>- description of incident</li> <li>- operation in which person was engaged at time of incident</li> <li>- suggested remedial action.</li> </ul>

**GIPA Act s 14 - Table 4(b)**

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			Comment
	8.6.5		Record and maintain details of <b>Injuries due to Travel (Journey)</b> . Electronic Form (template) should be user-definable. This form should link to the "Incident/Injury Notification" form - there should be no need to enter the same details twice. It should contain details such as:
		8.6.5.1	<b>Policy &amp; Claim Number</b>
		8.6.5.2	<b>Personal Details</b> <ul style="list-style-type: none"> <li>- name and identification of claimant.</li> <li>- date of birth.</li> <li>- contact details.</li> <li>- employer's name and address.</li> <li>- date and time of accident.</li> </ul>
		8.6.5.3	<b>Information about the Journey</b> <ul style="list-style-type: none"> <li>- mode of transport (eg foot, car, bus etc.).</li> <li>- exact location of accident.</li> <li>- flag to indicate whether travelling to and from work and whether using your usual route.</li> <li>- flag to indicate whether travelling to and from trade or technical school and whether using your usual route.</li> <li>- flag to indicate whether journey was broken for any reason and if so why?</li> <li>- flag to indicate whether you had consumed any alcohol or drugs and if so how much.</li> </ul>
		8.6.5.4	<b>What Happened</b> <ul style="list-style-type: none"> <li>- how the accident occurred.</li> <li>- names and contact details of witnesses.</li> <li>- who was responsible for accident and why?</li> </ul>
		8.6.5.5	<b>About your Vehicle (if traffic accident)</b> <ul style="list-style-type: none"> <li>- registration number.</li> <li>- State of registration.</li> <li>- driver's name &amp; telephone number &amp; address.</li> <li>- owner's name &amp; telephone number &amp; address.</li> </ul>
		8.6.5.6	<b>Other Vehicles involved (if traffic accident)</b> <ul style="list-style-type: none"> <li>- registration number.</li> <li>- State of registration.</li> <li>- driver's name &amp; telephone number &amp; address.</li> <li>- owner's name &amp; telephone number &amp; address.</li> </ul>

**GIPA Act s 14 - Table 4(b)**

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ID		Description		Requirements	Comments
		8.6.5.7	<p><b>About the accident (if traffic accident)</b></p> <ul style="list-style-type: none"> <li>- police station to which the accident was reported.</li> <li>- date reported.</li> <li>- Police officer's name.</li> <li>- flag to indicate whether Police attended scene.</li> <li>- free formatted area to detail police action taken or proposed.</li> <li>- flag to indicate whether you were the passenger, had the driver consumed any alcohol or drugs and if so how much.</li> <li>- flag to indicate if your were the driver/passenger, were you wearing a seat belt.</li> <li>- flag to indicate if your were the rider/passenger, were you wearing a helmet.</li> </ul>	<h1 style="font-size: 2em; margin: 0;">GIPA Act s 14 - Table 4(b)</h1>	
		8.6.5.8	<ul style="list-style-type: none"> <li>- able to attach a file(s) &amp; scanned documents such as diagram of accident scene.</li> </ul>		
		8.6.6	Link accident/injury reports which are related to a recurring injury or work-related illness (i.e. associated cases). The system calculates the accumulated time lost from work by an employee over all associated cases.		
		8.6.7	<p><b>An injury notification register needs to be recorded and maintained.</b></p> <p>Complies with Workplace Injury Management and Workers Compensation Act1998 and OHS (First Aid) Regulation 1998, requires that a register of injuries be maintained at all worksites. Details to be included are as follows:</p> <ul style="list-style-type: none"> <li>- name of injured person</li> <li>- identify if person involved is not employee</li> <li>- date of birth</li> <li>- details such as address etc.</li> <li>- date of injury</li> <li>- time of injury</li> <li>- type and cause of injury</li> <li>- part of the body injured</li> <li>- operation in which person was engaged at time of injury</li> <li>- industry in which person was engaged at the time of injury</li> <li>- name of person rendering first aide treatment if required.</li> <li>- treatment given</li> <li>- details of any referral for further treatment.</li> </ul>		
	8.7		<b>Injury Management</b>		



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ID			Feature	Response	Comment
	8.7.1		Record and maintain <b>Employer's Report of Injury</b> . Electronic Form (template) should be user-definable. This form should link to relevant tables - there should be no need to enter the same details twice. It should contain details such as:	<b>GIPA Act s 14 - Table 4(b)</b>	
	8.7.1.1		<ul style="list-style-type: none"> <li>- Policy &amp; Claim Number.</li> <li>- Cost Centre.</li> <li>- Risk Number.</li> </ul>		
	8.7.1.2		<b>Employer details</b> <ul style="list-style-type: none"> <li>- name or agency as per policy.</li> <li>- Cost centre code.</li> <li>- postal address.</li> <li>- contact name, email address, telephone &amp; fax numbers.</li> <li>- workplace name and location where worker is usually employed (I.e. depot, branch etc.).</li> <li>- location number.</li> <li>- workplace size (number of employees).</li> <li>- main business activity or profession of employer.</li> <li>- business activity or profession of workplace where worker is usually employed.</li> <li>- rehabilitation provider, rehabilitation co-ordinator &amp; phone number.</li> </ul>		
	8.7.1.3		<b>Worker's employment details</b> <ul style="list-style-type: none"> <li>- name of injured worker.</li> <li>- person details as per details of "Incident/Injury Notification".</li> <li>- Language spoken at home.</li> <li>- flag to indicate whether interpreter is required.</li> <li>- date employed.</li> <li>- main tasks performed by worker.</li> <li>- information on 2nd jobs (if applicable) eg Name contact details of 2nd employer, gross weekly pay, hours worked in job.</li> </ul>		
	8.7.1.4		<b>Injury Details</b> <ul style="list-style-type: none"> <li>- as per details of "Incident/Injury Notification".</li> <li>- hospital and/or treating doctor's name and phone numbers.</li> <li>- workers current fitness (pre-injury duties, suitable duties, Unfit for work).</li> <li>- free format area to record or information to help Insurer assess the claim.</li> </ul>		
	8.7.1.5		<b>Normal working hours (should default from Personal Details)</b> <ul style="list-style-type: none"> <li>- Days</li> <li>- Time from/To</li> </ul>		

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			8.7.1.6	<p><b>Time Lost</b></p> <ul style="list-style-type: none"> <li>- date and time worker ceased work.</li> <li>- flag to indicate whether worker has resumed work.</li> <li>- date and time worker resumed work.</li> <li>- exact Time lost (Days, Shifts, Hours).</li> <li>- Award hours worked per week (defaulted).</li> <li>- Days worked per week (defaulted).</li> <li>- Rostered days off, e.g. Mondays (defaulted).</li> </ul>
			8.7.1.7	<p><b>Award Information</b> (defaults from Personal Details where possible)</p> <ul style="list-style-type: none"> <li>- flag to indicate whether worker is employed under an Award, Registered Industrial Agreement or Enterprise Agreement.</li> <li>- name of Federal or State award or Registered Industrial Agreement.</li> <li>- Award classification name.</li> <li>- Award classification number grade or group.</li> <li>- base Award Rate per week (min. weekly wage rate).</li> <li>- actual rate per week.</li> <li>- flag to indicate whether worker is an apprentice, trainee or indentured apprentice. If so, the year the apprenticeship (1st, 2nd, 3rd or 4th).</li> <li>- if the worker is employed as a part-time or casual employee, what is the average number of hours worked per week.</li> </ul>
			8.7.1.8	<p><b>Injury Management/Rehabilitation</b> (defaults for relevant table)</p> <ul style="list-style-type: none"> <li>- flag to indicate whether worker has resumed work under the guidelines of a Rehabilitation or return to work plan.</li> </ul>
			8.7.1.9	flag if worker has signed the "Record Authority to release information" form.
		8.7.2		<b>A central repository of Rehabilitation Providers</b> and details such as their accreditations, restrictions and Work Cover approval number is able to be recorded and maintained.
			8.7.2.1	A unique Rehabilitation provider number is to be allocated by the system.
			8.7.2.2	Record & maintain details of Rehabilitation providers. Details recorded include, but are not limited to: <ul style="list-style-type: none"> <li>- provider name.</li> <li>- provider contact details.</li> <li>- service type accreditations held.</li> <li>- any restrictions placed</li> <li>- Work Cover provider approval number.</li> <li>- A rating field to record Rehabilitation provider's performance.</li> </ul> All details except unique provider number may be amended.
			8.7.2.3	Enquire on provider details by various criteria such as provider identifier, provider name, service type and provider rating.

**GIPA Act s 14 - Table 4(b)**

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ID			Feature	Response	Comment
		8.7.2.4	Record case management plans and case notes for injured workers.		
	8.7.3		<b>Rehabilitation Providers reports.</b> To enable consistency and the integrity of data across the system, templates of forms to be utilised by providers are able to be set up and maintained to allow providers to enter data electronically.		<b>GIPA Act s 14 - Table 4(b)</b>
		8.7.3.1	Record details of Rehabilitation provider's reports. Details recorded include, but are not limited to: goals set; recommendations; review dates; claim numbers and comments.		
		8.7.3.2	Record dates of HealthQuest appointments and the scheduling of any follow-up dates required.  <b>Note:</b> HealthQuest is a statutory health Corporation and reports to the NSW Minister for Health. It is a self-funded, not for profit organisation providing occupational health services to both government and private sector employees. If an agency is not satisfied with a claim or there is a non-work related health problem, then the agency may request an appointment for a worker. The worker is referred to an Australian Government Medical Officer (AGMO) within HealthQuest.		
		8.7.3.3	Record and maintain reasons for HealthQuest appointments (e.g.. fitness to continue, medical retirement etc) and the outcomes of tests completed.  Record an Australian Government Medical Officer (AGMO) or employer /agent initiated medical appointment follow up dates.		
		8.7.3.4	Record details of employee referrals to rehabilitation providers.		
		8.7.3.5	Allow for one or more rehabilitation provider referrals for each employee claim.		
		8.7.3.6	Record a history of an employees rehabilitation referrals, linked via claim number. Rehabilitation provider reports to be electronically entered into the system.		
	8.7.4		<b>Details of support provided to an injured worker is able to be recorded and maintained.</b>		
		8.7.4.1	Record dates and reasons for further action required for the support of injured workers. System prompts generated when dates reached.		
		8.7.4.2	Allow for the placement of injured workers in vacant positions, either on a part-time basis or with modified duties, or have new positions created for their return to work as temporary placements. Positions should allow the entering of dates for review purposes.		
		8.7.4.3	Rehabilitation coordinators are to be alerted at a designated timeframe prior to the cessation of positions created for temporary placements.		
		8.7.4.4	Record alternative duties undertaken by injured employees.		

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Requirement			Priority	Element	Comment
		8.7.4.5		System prompts to be generated when significant dates reached for further required for the support of injured workers.	<b>GIPA Act s 14 - Table 4(b)</b>
		8.7.4.6		Record an inventory of equipment supplied to injured workers for the purposes of rehabilitation.	
		8.7.4.7		Record dates of previous work placements and outcomes.	
		8.7.4.8		Record the usage of concurrent relief supplied to injured worker.	
		8.7.4.9		Record retraining required and provided, including types and dates completed.	
		8.7.4.10		Record dates for review of current duties and work restrictions. Record the duties that an injured worker is able to perform and what restrictions apply.	
	8.7.5			<b>Comprehensive records of all injury management details for injured workers are able to be recorded and maintained. Details recorded include rehabilitation providers allocated, referral dates, case status, completion dates, workers compensation medical certificates, return to work plans and the recording of meetings and discussions held.</b>	
		8.7.5.1		Provide the user with a reminder or diary facility to assist with the follow-up of an injured workers return to work rehabilitation	
		8.7.5.2		Record the dates covered, reasons provided, and the treating Doctor supplied on medical certificates received from the injured worker.	
		8.7.5.3		Monitor the progress of an injured workers rehabilitation by recording and maintaining the change in their case status.	
		8.7.5.4		Record outcomes of return to work programs, including dates and results.	
		8.7.5.5		Record free text comments with the date when they were entered.	
		8.7.5.6		Record results and outcomes of meetings and discussions held with injured workers. Record rehabilitation providers allocated to injured workers.	
	8.7.6			Cater for the <b>storing of scanned documents</b> , such as medical certificates and reports from external bodes, against an injured workers injury management details.	
	8.7.7			<b>Produce Case Management reports such as</b>	
		8.7.7.1		Salary cost of over-establishment positions.	
		8.7.7.2		Work Cover claimants who have returned to work displaying employment details, employee details, including region and rehabilitation provider details.	
		8.7.7.3		Failed return-to-work programs detailing employee details, including region, details of return-to work program and rehabilitation provider details.	
		8.7.7.4		Outcome of return to work program.	
		8.7.7.5		Statistics on Return to Work plans.	

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Identifier			Feature	Response	Comment
		8.7.7.6	Total cost of Return to Work plans per business unit per month and per year	<b>GIPA Act s 14 - Table 4(b)</b>	
		8.7.7.7	Outcome of rehabilitation program.		
	8.7.8		<b>Produce letters, for example:</b> * Job offer letters for claimants, rehabilitation providers and others. * Over-establishment offer letters for claimants, rehabilitation providers. * Produce continuation of over-establishment letters for claimants, rehabilitation providers. * Confirmation of return-to-work letters for claimants, rehabilitation providers.		
	8.7.9		<b>Graphically display OH&amp;S related activities for a person a calendar form.</b> Calendars should be populated from the general system displaying Date of Injury, Unfit for work days, doctor's appointments, LWOP, physio/rehab days, suitable duties days, public holidays, non work related sick leave, vacations, RDS's etc.		
	8.7.10		Maintain diary style reminder of all OH&S related dates.		
	8.7.11		Provide a download to PC of Work Cover claims and/or an ad-hoc query facility. This is needed for Agencies who are Self Insurers.		
	8.7.12		<b>Record and maintain costs associated with incident/injury/rehabilitation plan.</b>		
		8.7.12.1	Electronic Forms (templates) for: - chemists (Claim number, date, item, amount) - doctors/medical (Claim number, date, doctor details, hospital details if applicable. - travelling expenses (Claim number, Date, From, To, Distance, Fare, Purpose)		
8.8			<b>Workers Compensation Claims Management</b>		
	8.8.1		Record and maintain <b>Workers Compensation claim information.</b> Electronic Form (template) should be user-definable. This form should link to relevant tables - there should be no need to enter the same details twice. It should contain details such as:		
		8.8.1.1	- employer name. - Claim number. - Policy number.		
		8.8.1.2	<b>Worker's particulars</b> defaulted from details of "Incident/Injury Notification" & "Employer's Report of Injury".		
		8.8.1.3	<b>Injury details</b> defaulted from details of "Incident/Injury Notification" & "Employer's Report of Injury".		
		8.8.1.4	<b>Work details</b> defaulted from details of "Incident/Injury Notification" & "Employer's Report of Injury".		

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Business Area		Requirement		Priority	Comments
		8.8.1.5	<b>Your employer's details</b> defaulted from details of "Incident/Injury Notification" & "Employer's Report of Injury".		<b>GIPA Act s 14 - Table 4(b)</b>
		8.8.2	Record and maintain <b>Property Damage claim</b> under Workers Compensation act. Electronic Form (template) should be user-definable. This form should link to relevant tables - there should be no need to enter the same details twice. It should contain details such as:		
		8.8.2.1	- employer name. - Claim number. - Policy number.		
		8.8.2.2	<b>Worker's particulars</b> defaulted from details of "Incident/Injury Notification" & "Employer's Report of Injury".		
		8.8.2.3	<b>What Happened</b> defaulted from details of "Incident/Injury Notification" & "Employer's Report of Injury".		
		8.8.2.4	<b>Damaged Article</b> - full description of damage article. - state the exact extent of damage. - date of purchase of article. Place of purchase of article. - price of article. - evidence as to the purchase of the article. - estimate of current value of the article.		
		8.8.3	Details of the <b>outcomes of claims reviews held with the insurer</b> are able to be recorded and maintained.		
		8.8.3.1	Record details of claims reviews held such as: - date reviews held. - return to work plans - agreed processes to be undertaken. - dates and reasons for further actions and additional comments.		
		8.8.3.2	Record correspondence details against a claim either by attaching scanned documents against the claims record or by entering in details. Details recorded include: - reason as to why correspondence sent - date correspondence sent - to whom correspondence sent and any follow up dates that the system is required to prompt for.		
		8.8.4	Details of matters brought before the <b>Courts or Workers Compensation Commission</b> are able to be recorded and maintained.		

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Number		Title	Response	Comment
	8.8.4.1	Record details of matters brought before Courts or Workers Compensation Commission. Details recorded including: - institution where case heard - date case heard, details of claims made - claims status - results of decisions handed down - additional comments.	<b>GIPA Act s 14 - Table 4(b)</b>	
	8.8.5	<b>Record and Maintain Employee Absences</b>		
	8.8.5.1	Automatically maintain the leave record of an employee who is absent on workers compensation utilizing medical certificate details from the employee's Work Cover claim record.		
	8.8.5.2	Record and maintain "sick leave pending workers compensation approval" which is debited against employee's sick leave entitlement.		
	8.8.5.3	Record a medical certificate for Workers Compensation claim covering the period that the employee is absent.		
	8.8.6	<b>Link to personnel records</b> to allow automatic updates/information on salary, H.A.D., overtime, increments, positional changes and work schedule information.		
	8.8.7	<b>Be able to report on the following:</b>		
	8.8.7.1	Gross income received by employee under Workers Compensation claim.		
	8.8.7.2	All Workers Compensation dimensions for Work Cover and internal management reporting.		
	8.8.7.3	Employee average weekly earnings in report form for the authorized insurer, ensuring appropriate interpretation of legislation is applied.		
	8.8.8	Maintain interfaces and data sharing with Workers Compensation insurance system.		

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Reference			Description
<b>9</b>			<b>Dynamic Rostering</b>
	<b>9.1</b>		<b>General Requirements</b>
		9.1.1	The system/module must seamlessly interface with Time and Attendance and Payroll systems. There should be no need to enter persons or their details (eg skills, competencies) more than once.
		9.1.2	Rosters/Schedules can be set up for all types of persons including employees, non employees and non paid staff.
		9.1.3	Maintain a date effective history of roster data.
		9.1.4	When accessing rosters or shifts, the date will default to the current date.
		9.1.5	Capacity to sort and display employees on the schedule/shift or roster as defined by user, e.g. alphabetically, according to skill or classification.
		9.1.6	More than one user can edit a roster group at one time. The system must ensure two users can not edit the same employee at the same time. (eg Two users can edit two different employees in the same cost centre at the same time).
		9.1.7	Sufficiently flexible in design to accommodate differing styles of staff management and utilisation such as centralised, decentralised rostering and team schedules.
	<b>9.2</b>		<b>Record roster details</b>
		<b>9.2.1</b>	<b>Cater for multiple types of rosters/shifts.</b>
		9.2.1.1	Fixed single shifts eg 7am to 4pm
		9.2.1.2	Shifts based on hours/days worked eg 5 hours per day, 4 days per week
		9.2.1.3	Split shifts
		9.2.1.4	Flex shifts
		9.2.1.5	Time in Lieu
		9.2.1.6	Rosters that span a number of weeks E.g. Work groups using rotating rosters with 20 staff could have a 20 week roster.
		9.2.1.7	User-defined schedule cycle lengths. Rosters are not necessarily based on a week, but could be based on 9 days.
		9.2.1.8	Start a schedule on any day of the week and determine the first shift of the day i.e. Night shift or day shift (as per award rules).
		<b>9.2.2</b>	<b>Record shift details for each roster</b>
		9.2.2.1	Start and finish dates.
		9.2.2.2	Start and finish times (if applicable).
		9.2.2.3	Start and finish ranges (if applicable).
		9.2.2.4	Core time (eg 10am to 2pm) for flex shifts.
		9.2.2.5	Shift durations (eg hours).

**GIPA Act s 14 - Table 4(b)**



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Number			Function	Reason	Comment
		9.2.2.6	Over midnight shifts - May need to record what day the shift is to be considered eg a Saturday --> Sunday could be considered as a Saturday shift according to award rules as it started then.	<b>GIPA Act s 14 - Table 4(b)</b>	
		9.2.2.7	Meal and other breaks (optional).		
		9.2.2.8	Maximum hours		
		9.2.2.9	Shift Penalties, Overtime, Higher Duties or any other allowance attached to a shift.		
		9.2.3	Create rosters/shifts for individuals that are not dependent on setting up a standard roster table. For example, schedule an employee for different hours of work on different days of the week - 10 hours on Monday, 6 hours on Tuesday then 8 hours Wednesday).		
		9.2.4	Allocate Higher Grade Duties automatically as defined by user nominated date range (e.g. Apply Higher Grade Duties to all shifts in a date range automatically.)		
		9.2.5	Schedule resources against projects/event/work order.		
		9.2.6	Define a Roster Requirement Profile that specifies how many persons of each experience level are needed for each defined shift type for that work group, on each day of the week.		
		9.2.7	Record whether a specific work group has leave relief built into existing Staffing Profile.		
		9.2.8	Record time spent building roster.		
		9.2.9	Record and display on the roster, specific duty tasks that are notational and do not generate a payment to the employee (i.e. Non-paid orientation, receiving safety training, etc).		
		9.2.10	Capacity to allocate and identify roster shifts and staff including productive, non-productive (training, leave, etc), direct and indirect (management etc).		
		9.2.11	<b>Cater for a variety of scheduling or rostering methodologies:</b>		
		9.2.11.1	Self Rostering.		
		9.2.11.2	Request based rosters.		
		9.2.11.3	Fixed pattern rosters.		
		9.2.11.4	Rotating pattern rosters - the system automatically assigns the employee to the next pattern row for each roster generation period.		
		9.2.11.5	Profile-based rosters.		
		9.2.11.6	Demand rostering, based on the number of persons you may need for a given day/event. Eg Police rostered for an event such as cricket match.		
		9.2.11.7	Combinations of above.		
		9.2.12	<b>Record Scheduling rules, for example</b>		
		9.2.12.1	Ensure employees are not rostered with over lapping start and finish times across Workgroups/cost centres (e.g. Staff are not to be rostered to work in two cost centres on the same day at the same time).		

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			9.2.12.2	Minimum break between shifts e.g. employees that do not have at least two days off in a row.
			9.2.12.3	Number of hours off duty required before/after being rostered for night duty.
			9.2.12.4	Minimum number of days off in roster period.
			9.2.12.5	Maximum rostered days worked per roster cycle.
			9.2.12.6	Maximum consecutive days worked per fortnight.
			9.2.12.7	Minimum and maximum hours worked per day, week, fortnight and roster period.
			9.2.12.8	Maximum number of hours a casual can work per week and fortnight.
			9.2.12.9	Apply limits to the number of roster requests (pro rata) by the employee per roster period ( e.g. 1 FTE is allowed 6 requests and .5 fte is allowed 3 requests per defined roster period).
			9.2.12.10	Ensure a ADO is taken for Full time employee in a roster period.
			9.2.12.11	Maximum number of ADO's allowed to be accrued.
			9.2.12.12	Flags when a shift is swapped with a planned ADO.
			9.2.12.13	Ensures an employee can not accrue more than a maximum number of hours time in lieu.
			9.2.12.14	Prevents employees on long term leave (e.g. Maternity and LWOP) being rostered working shifts.
			9.2.12.15	Prohibits the rostering of leave and overtime to casual or agency employees.
			9.2.12.16	Employee must have current registration prior to being rostered.
			9.2.12.17	Rule that sets a date a roster must be published/posted.
			9.2.12.18	Provide warnings when leave entered into roster is in excess of employee's entitlement.
	9.3			<b>Person Profiles</b>
		9.3.1		<b>Record availability and preferences. Examples include:</b>
			9.3.1.1	Permanent full-time and part-time employee's availability and preferences to work overtime.
			9.3.1.2	Part-time employee's availability and preferences to work extra shifts.
			9.3.1.3	Record specific employee availability and unavailability for specified date ranges and time ranges, or specific shifts (e.g. Unavailable for days for the next 3 days, or unavailable 7-9pm tomorrow, or available this Saturday any time).
			9.3.1.4	Record availability patterns with start and end dates (e.g. Unavailable for late shifts on Tuesdays from 1st of may to 30th June) or start but no end date (e.g. From 5th of July, a certain employee is only available Monday, Tuesday, Wednesday, and Thursday 0900-2300).
			9.3.1.5	Leave preferences/requests.

**GIPA Act s 14 - Table 4(b)**

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Version		Function		Response	Comment
	9.3.2		Access a person's Skills, Competencies, Qualifications and Expertise to build Profile-based rosters.	<b>GIPA Act s 14 - Table 4(b)</b>	
	9.3.3		<b>Record and Maintain Work Restrictions that will affect Profile-based rosters.</b>		
	9.3.3.1		If the qualification reassessment date have been passed without renewal, then the system should automatically recognise that the Person is no longer qualified to be rostered based on that qualification.		
	9.3.3.2		Capacity to warn of pending registration expirations, contract expiry dates and other relevant date reminders.		
	9.3.3.3		Flag when an employee has work restrictions that effects rostering (i.e. Workers Compensation, medical certificate).		
9.4			<b>Roster Generation</b>		
	9.4.1		Generate Rosters for different roster types: * Rotating shifts (including nights and weekends). * Recurring shift patterns.		
	9.4.2		<b>Automatically generate a roster for a work group profile based parameters such as:</b>		
	9.4.2.1		* Budget Targets.		
	9.4.2.2		* Employee requests.		
	9.4.2.3		* Planned Leave - ADO annual leave, training etc.		
	9.4.2.4		* Service demand.		
	9.4.2.5		* Reasonable workload.		
	9.4.2.6		* Gender.		
	9.4.2.7		* Skill mix of core staff - match competencies/capabilities required with planned activities.		
	9.4.2.8		* Award rules.		
	9.4.2.9		* Staff Preferences & shift requests.		
	9.4.2.10		* Availability of casuals.		
	9.4.3		Assign to each roster line a profile based on Occupational Grouping, Experience Level, Skills and Competencies, Credentials, etc, and be able to match employees to that profile when searching for an employees to work those shifts.		
	9.4.4		The system allows the Workgroup to change its method of scheduling from one roster period to another.		
	9.4.5		Schedule across multiple cost centres and/or departments / facilities.		
	9.4.6		Cater for rostering persons with multiple positions in different cost centres and/or awards.		
	9.4.7		Roster positions that are job shared with more than one person (e.g. 2 part-time employees may share one full-time position on the roster).		

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		9.4.8	Assign an employee to multiple pattern-based rosters, in same or different cost centres, and have system check for conflicting shifts in the patterns.
		9.4.9	Scheduling rules to be applied and checked with each entry, flagging inappropriate entries eg an employee scheduled for same shift in different Workgroups.
		9.4.10	Allow the allocation and identification of extra shifts.
		9.4.11	The system can regenerate a roster based on a different template from a specified start date after the commencement of the actual roster.
		9.4.12	Store pattern-based rosters independent from employees and assign employees to them with effective dates, so that the positions can remain intact while various employees move in and out of them through normal staff hires and terminations.
		9.4.13	Record the date a roster is submitted to the Manager for posting and date roster posted.
	9.5		<b>Roster Maintenance</b>
		9.5.1	<b>Generated Roster can display roster and shift details.</b>
		9.5.1.1	Number of persons (head count).
		9.5.1.2	Person's name and details such as classification, employment status, date, contracted hours.
		9.5.1.3	Identify positions in the schedule eg. "in-charge" and "team leading" positions.
		9.5.1.4	View the Workgroup manager and their contact details in the roster view (e.g. Phone numbers, email addresses, pager numbers, etc).
		9.5.1.5	Rostered hours during identified shift segments over a 24 hour period at all stages of the rostering process (e.g. Four employees rostered on mornings, three on afternoon and 2 on nights).
		9.5.1.6	Start and End Dates/Times.
		9.5.1.7	Highlight shift attributes e.g. A shift with an in-charge allowance or an on-call allowance or both.
		9.5.1.8	Highlight shifts with Higher Grade Duties assigned.
		9.5.1.9	Highlight shifts with overtime (including 'rostered' and 'unrostered' overtime), for scheduled or unscheduled shifts.
		9.5.1.10	View, as shifts are entered or edited, cumulative hours, penalty rates, overtime and allowances for the roster period.
		9.5.1.11	Displays public holidays for the roster period.
		9.5.1.12	If person's shift is considered supernumerary in relation to Workgroup default.

**GIPA Act s 14 - Table 4(b)**

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Standard			Feature	Reasons	Comments
		9.5.1.13	Display on the roster when a daily shift for a Workgroup is under or over staffed. For example if a Workgroup has a surplus or deficit of senior managers rostered to work in the cost centre on a day, the day header is highlighted in some other colour or character.		<b>GIPA Act s 14 - Table 4(b)</b>
		<b>9.5.2</b>	<b>View &amp; maintain a Person's roster and/or shift details</b>		
		9.5.2.1	Display at least 7 days prior and 28 days after the shift..		
		9.5.2.2	Display employee information, such as phone numbers and experience levels.		
		9.5.2.3	Start and end dates.		
		9.5.2.4	Start and end times.		
		9.5.2.5	Cumulative hours, penalty rates, overtime and allowances for the roster period.		
		9.5.2.6	Record when person's shift requests are denied.		
		9.5.3	Graphically display shifts/rosters for a Workgroup a calendar form. Calendars should be populated from the general system displaying public holidays, vacations, rosters, training days etc.		
		9.5.4	Graphically display shifts/rosters for a person a calendar form. Calendars should be populated from the general system displaying public holidays, vacations, rosters, training days etc.		
		<b>9.5.5</b>	<b>Allow on-line rostering adjustments</b>		
		9.5.5.1	Redeploy staff for whole or part of a shift.		
		9.5.5.2	Record on the roster, shift cancellations and reasons.		
		9.5.5.3	Record the reason for and who requested reallocation of an employee against the individual shift (e.g. Staff moved to another cost centre because of high activity).		
		9.5.5.4	The system retains originally rostered shift details when changes or adjustments are made to the actual roster (audit trail).		
		9.5.5.5	Swap shifts between employees on the same or different rosters.		
		9.5.5.6	Swap shifts between an employee and an empty shift.		
		9.5.5.7	System to provide a warning if a shift swap will change the paid hours of either employee.		
		9.5.5.8	The system to provide a warning, at the time of the roster entry, where employees are being rostered to a Workgroup that they are not approved to work in.		
		9.5.5.9	Easily move permanent relievers from a shift on their roster to a shift on another Workgroup's roster.		
		<b>9.5.6</b>	<b>Process empty shifts</b>		
		9.5.6.1	The system can view real time shift vacancies, shifts booked and shifts filled.		
		9.5.6.2	Search for empty shifts that need to be filled by Workgroup.		

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Number	Requirement	Reason	Comments
	9.5.6.3	Record, on the roster, the time the Staffing Service was notified of a unplanned shift event against that particular shift.	<b>GIPA Act s 14 - Table 4(b)</b>
	9.5.6.4	Record if a empty shift is to be filled or not filled and to be able to record reasons (eg no relief staff available).	
	9.5.6.5	Track if a relief Person initiated a shift cancellation.	
	9.5.6.6	Track if a relief Person shift cancellation is initiated by the employer.	
	9.5.6.7	Record in the roster the number of phone calls made to find a replacement for an unplanned shift event. This could be entered when entering the replacement person's shift details.	
	9.5.6.8	Search for a list of available persons to fill one or more selected "empty" shifts, based on qualifications to work on the Workgroup and ensuring no rules are breached.	
	9.5.6.9	Search for a list of qualified persons who are already rostered to work in the Workgroup, based on "Experience Level".	
	9.5.6.10	Search for special skills for a relief employee to fill a shift (e.g. Search for a nurse who must have an Advanced Paediatric Ventilation skills).	
	9.5.6.11	When searching to fill a vacant shift, the system should take into account before listing available employees, the following details: * Shifts rostered in other Workgroups. * Work preferences & availability. * Conditions that will not breach any roster.	
	9.5.6.12	The system can find available relief staff in a predetermined order based on Employment Type (e.g. Permanent Relievers first then Part-timers then Casuals, etc).	
	9.5.6.13	Move an employee who is rostered to work another shift, into the required shift, and then look for appropriate relief for the newly emptied shift.	
	9.5.6.14	Record when an employee has refused a request to fill a vacant shift (e.g. The employee is asked to fill a vacant shift and the employee advises they are not willing to work that day).	
	9.5.6.15	An "undo" facility to be available for any modifications/changes that has been made to a roster.	
	9.5.6.16	When relief staff shifts are cancelled, a message should appear to remind the user to redeploy the reliever.	
	9.5.7	<b>Create on-call rosters with the option of being part of, or separate to the operational roster.</b>	
	9.5.7.1	The On-call roster to displays and allow you to allocate who is first on-call and second on-call.	
	9.5.7.2	When accessing the on-call roster, the user is able to view the on-call person's contact details eg the Workgroup's on-call pager number, contact mobile number and the name of the employee who is on-call).	

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Number		Feature	Response	Comment
	9.5.8	<b>Process terminated employees.</b>	<b>GIPA Act s 14 - Table 4(b)</b>	
	9.5.8.1	If an employee has terminated in the HRIS system, the termination date and status is automatically recorded in the scheduling system.		
	9.5.8.2	Terminating Employees to have rosters blocked and excluded from export interfaces after date of termination.		
	9.5.9	System is able to manage a change of contract details in the middle of a roster cycle and apply the correct award rules accordingly (e.g. From full-time to part-time in the middle of the fortnight).		
	9.5.10	System can apply changes to employees salary level codes in the middle of a roster cycle as interfaced from HRIS (e.g. Employee increments).		
	9.5.11	The system to accommodate the scheduling of entities such as ambulance/police cars, theatre suites where the employee is attached to the entity.		
9.6		<b>Budget Allocation and Costing Analysis</b>		
	9.6.1	Enter budgeted productive and non-productive (training, leave, etc) FTE's for a work group's cost centre.		
	9.6.2	Enter budgeted FTE's for a roster's profile. Compare roster requirements profile to the budgeted FTE's when editing the roster requirements profile.		
	9.6.3	Capacity to provide accurate staff scheduling and management information relevant to projected and actual hours with dollar costs in productive and non-productive (study leave, sick etc.) terms.		
	9.6.4	Attribute hours and cost (by individual and time) to: * Hired cost centre * Worked cost centre or * Other allocated cost centre (e.g. Workers compensation where worked and paid may differ)		
	9.6.5	Provide for Activity-based costing - cost are assigned to products and/or services.		
	9.6.6	Deploy staff between cost centres and cost to appropriate centre.		
	9.6.7	Assign hours and costs at a roster line level and have all entries in that line costed to that cost centre.		
	9.6.8	Provide "cost modelling" and "what if" scenarios to assist in planning staffing for new services and/or differing Roster Requirement Profiles.		
	9.6.9	Automatically proportion leave against multiple positions in different cost centres (e.g. A employee has 2 positions in 2 different cost centres).		
9.7		<b>Absence management</b>		
	9.7.1	When creating or editing rosters, display selected employees' current leave balances.		

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Requirement			Feature	Response	Comment
	9.7.2		Unscheduled an employee from one or more shifts and record the reason for the absence.		<b>GIPA Act s 14 - Table 4(b)</b>
	9.7.3		Support automatic collection of hours worked or not worked (e.g. Time clocks or smart card technology).		
	9.7.4		<b>Ability enter leave information. The interfaces between rostering, self service and leave &amp; payroll modules should be seamless.</b>		
		9.7.4.1	The system allows the user and/or clerk to record multiple working and/or leave types on any given day. E.g. Working + Paid Sick Leave + Unpaid Sick Leave).		
		9.7.4.2	Ability for employee to view real time leave balances when requesting leave. If leave is entered in the future, this is based on projected accruals.		
		9.7.4.3	The system allows selection and display of all leave types with descriptions (i.e. A drop down pick list).		
		9.7.4.4	Update employee's leave information once work schedule information has been verified and authorised.		
		9.7.4.5	Provide on-line display to indicate leave approved/authorised status.		
		9.7.4.6	Payees can request leave paid in advance and this can be processed via Payroll.		
		9.7.4.7	When leave is entered, a relief person may be assigned to the shift. Need to record the reason a relief employee was used (e.g. Sick coverage).		
		9.7.4.8	Assign shift penalties to Recreation Leave entries that will be included in the export to payroll as part of the leave penalty process.		
	9.7.5		<b>Modifying or cancelling leave information.</b>		
		9.7.5.1	Amend leave roster details prior to it being actual.		
		9.7.5.2	The user can modify a leave code for a shift or series of shifts without undoing the associated transactions. For example if Sick leave is changed to Workers Compensation, the relief employee's shifts is not changed.		
		9.7.5.3	When leave previously entered into the leave roster is cancelled, the system needs to identify which employee was allocated the relief shift.		
		9.7.5.4	Can cancel relief staff and record the reason for relief staff cancellation e.g. Low activity, leave cancelled.		
	9.7.6		<b>Manage leave rosters for a Workgroup (cost centres, departments, work groups etc.)</b>		
		9.7.6.1	The Leave Roster entries automatically generates entries in the planned or actual roster.		
		9.7.6.2	The Leave Roster is to be displayed in user define blocks (e.g. daily, weekly, fortnightly, etc).		



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Number			Feature	Response	Comment
		9.7.6.3	Report on the details of leave entered into the Leave Roster for a nominated period.	<b>GIPA Act s 14 - Table 4(b)</b>	
		9.7.6.4	The Leave Roster identifies leave entries that are in excess of an employee's leave entitlements.		
		9.7.6.5	Handle an award where Long Service Leave to be recorded in roster as Monday to Friday 8 hours per day for costing purposes. Long Service Leave in the Payroll System is recorded as 7 days (e.g. Monday to Sunday). For the payment of Long Service Leave, the system must be able to export to the payroll system only the long service leave dates from and to, based on a calendar week not a working week.		
	9.7.7		<b>Provide a Leave Roster tool that provides users with a Leave Plan to allow them to manage payees' requests for leave on a daily basis and into the future for up to two years (e.g. Recreation Leave , Long Service Leave, Maternity Leave, Study, Sabbatical etc).</b>		
		9.7.7.1	The Leave Plan period should be based on a user defined period to allow different planning periods for different Workgroups (e.g. 6 months for one cost centre and 12 months for another).		
		9.7.7.2	Place cut off balances in the roster for authorised Study/TESL leave. A warning message to display once balance has been exhausted.		
		9.7.7.3	System will warn when a leave request will create a shortage of Workgroup-based staff.		
		9.7.7.4	The Leave Plan tool allows users to communicate the Workgroup's projected relief staff requirements based on: * FTE's for each week of the pre determined Leave Plan period. * Experience level required for that Workgroup for that shift.		
		9.7.7.5	The Leave Roster to be able to count FTE's that are on leave for a period defined by the user that with the option to summarise by day, week, fortnight, month, etc.		
		9.7.7.6	The Leave Roster can compare and report on variances between the FTE's of leave rostered to the total FTE's on planned leave in the Leave Plan.		
	9.8		<b>Roster reporting</b>		
		9.8.1	Module/system should have a report writer as per General Requirements - General Reporting & and Ad Hoc Reporting sections. It should be easy to use. Users should not require specialist report writing skills to generate meaningful and appropriate information from the data.		
		9.8.2	<b>Report and provide analysis on employee rostering options &amp; trends including, but not limited to:</b>		
		9.8.2.1	Shifts requested by employee that are denied or approved.		

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SUPPORT			FUNCTION	RESPONSIBILITIES	COMMENTS
		9.8.2.2	Employees who do not have any skills, competencies or credentials recorded.		<b>GIPA Act s 14 - Table 4(b)</b>
		9.8.2.3	Employees reassessment dates (e.g. Skills, experience levels, credentials, etc). For example: * Performance Review due dates approaching. * Staff whose current professional registration is about to expire.		
		9.8.2.4	Employees who have shifts rostered after their termination date.		
		9.8.2.5	Employees who have not worked in a defined period For example * Casuals not worked for than 3 months. * Employees who do not have any shifts rostered in a selected pay period.		
		9.8.2.6	On-Call roster report to highlight the rostering of employees being on-call for more than one area at the same time. This is to help ensure that payment of an on-call allowance is restricted to one payment per unit of time.		
		9.8.2.7	Analyse the distribution of shifts worked by an employees. Graphically display a comparison to other employees in the same Workgroup to help ensure fair and equitable rostering. For example: * Days, afternoons and nights. * Number of public holidays an employee worked.		
		9.8.2.8	Time in Lieu accrued and taken (whether processed via Rostering or ESS module). Report on time in lieu accrued that must be taken before a certain date.		
		9.8.2.9	Details of hours worked such as: * Total hours. * Productive and non productive hours. * Allowances. * Extra shifts. * Non full time employees in receipt of overtime. * As a percentage of all productive hours. * Rostered overtime. * Un-rostered overtime as a percentage of all productive hours. * Overtime as a percentage of all productive hours.		

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Number		Requirements	Response	Comment
	9.8.3	<p>Analysis of employee's relationship to a Workgroup. For example:</p> <ul style="list-style-type: none"> <li>* Date an employee was orientated to a Workgroup.</li> <li>* Date the first shift was worked in that Workgroup.</li> <li>* Staff that have the right skills to work on a Workgroup who have not been orientated to that Workgroup.</li> <li>* Employees that have been orientated to a Workgroup and never worked in that Workgroup.</li> <li>* Employees who have had the "Approved to Work on Workgroup" flag changed to "No" as a result of a passed reassessment date.</li> <li>* Employees' job level, experience level on other Workgroups and any preferences.</li> <li>* Employees that have worked in a Workgroup they are not approved to work in.</li> <li>* Relief and casual staff that have not been orientated to a Workgroup prior to commencing productive hours in that Workgroup.</li> </ul>	GIPA Act s 14 - Table 4(b)	
	9.8.4	<b>Report on and Print Roster details, including but not limited to:</b>		
	9.8.4.1	<p>Roster for a Workgroup with the days displayed across one page and the employee on each line. For example:</p> <ul style="list-style-type: none"> <li>* Roster for a 28 day period with all 28 days displayed across one page.</li> <li>* Roster for a 7 and 14 day period with all days displayed across one page.</li> </ul>		
	9.8.4.2	List & report (to screen/printer and file) staff allocation on a daily, weekly, fortnightly or defined basis.		
	9.8.4.3	Staff on duty: at current time, designated time/period, prospective and retrospective.		
	9.8.4.4	Agency staff rosters to be printed or viewed on screen on an agency or individual basis.		
	9.8.4.5	Breaches of all award rules and additional rules occurred in a planned or actual roster.		
	9.8.4.6	Workgroup's Experience Level requirements per position and identify (search and locate) employees that match these Experience Level requirements and how many shifts they want to work.		

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			9.8.4.7	<p>Amendments to Rosters including:</p> <ul style="list-style-type: none"> <li>* Changes to a previous period's roster after a date as nominated at the time of reporting (e.g. Changes made to last months roster today).</li> <li>* Changes made after a roster is posted (additions, cancellations, swapping, etc). Display originally planned shift and actuals on the same report.</li> <li>* Average number of changes made after a roster is posted per FTE of paid time.</li> <li>* Time roster manager is notified of an unplanned shift event compared to the rostered start time of the unplanned shift event.</li> </ul>
			9.8.4.8	Time an employee's cost centre was changed for a rostered shift and the time when the shift is to commence (e.g. To track the timing of employee's rostered shift changes to another cost centre).
		9.8.5		<b>Provide management reports to allow user to manage requests for leave an unplanned absences. Examples include, but not limited to:</b>
			9.8.5.1	View on screen or print the Leave Plan and Leave Roster.
			9.8.5.2	<p>Exception reports, for example:</p> <ul style="list-style-type: none"> <li>* Workgroups that have not submitted a Leave Plan for a designated leave plan period.</li> <li>* Total number of leave plans submitted as a percentage of total number of Workgroups.</li> <li>* Sick leave taken that either precedes or follows rostered days off.</li> <li>* Employees who are on sick leave, on days they requested to work.</li> <li>* Leave removed after the Leave Roster period is complete (i.e. Employee cancels leave at late notice).</li> </ul>
		9.8.6		<b>Provide management reports to allow a user to manage shift vacancies to roster relief staff. Examples include, but not limited to:</b>
			9.8.6.1	Empty shifts in the current roster or future rosters, including reason for shift not filled.
			9.8.6.2	Part-time employees who have registered their availability to work extra shifts as a relief employee.
			9.8.6.3	List of employees approved to work in the Workgroup. (e.g. Relief staff and permanent staff from other Workgroups).
			9.8.6.4	Shifts removed from the roster for relief staff with date and time removed and when the shift was to commence (i.e. Manager decides relief is not required for the Workgroup after previously requesting relief staff).
			9.8.6.5	Manager initiated shift changes to meet service demand (i.e. Moving an employee from an afternoon to a morning shift to meet service demand or exchanging shifts between two employees to better allocate skills).

GIPA Act s 14 - Table 4(b)

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Number			Feature	Response	Comment
		9.8.6.6	Track statistics, for example <ul style="list-style-type: none"> <li>* Time between when an unplanned shift is required and the time the shift is filled (eg time taken to find a reliever for a unplanned shift).</li> <li>* Number of phone calls made to find a replacement for an individual unplanned shift event.</li> <li>* Average number of phone calls made to fill a shift with a relief employee (e.g. Average of 6 calls per shift filled).</li> <li>* Hours and costs of providing relief staff for periods of sick leave.</li> <li>* Percentage of relief staff getting shifts that match their skills, availability and desired number of shifts.</li> <li>* Extra costs for providing relief staff with a higher experience level than the vacant shift required.</li> </ul>	GIPA Act s 14 - Table 4(b)	
	9.8.7	FTE reports, including: <ul style="list-style-type: none"> <li>* Calculate FTE based on contracted or worked hours divided by award standard FTE per week ( i.e. 35, 38 or 40 HPW).</li> <li>* Total FTE's of permanent and temporary contract employees to be on staff.</li> <li>* FTE's going on Recreation Leave.</li> <li>* FTE's on other planned leave.</li> <li>* Total FTE's on planned leave..</li> <li>* FTE's of Workgroup-based staff available.</li> <li>* Productive FTE's needed on the roster (total rostered hours/38).</li> <li>* FTE's of relief staff needed (Productive FTE's needed less FTE's available).</li> <li>* FTE's to be borrowed from other Workgroups.</li> <li>* FTE's of relief staff needed from Staffing Service.</li> <li>* Reports on costings, FTE's, hours, etc must have the option to include or exclude non-productive costs (e.g. Supernumery shifts like orientation, staff on restricted duties, etc).</li> </ul>			
	9.8.8	<b>Provide costing reports for management analysis. Examples include, but not limited to:</b>			
	9.8.8.1	Agency staff hours and cost details with a breakdown to cost centre to be provided daily, weekly or any other defined time period.			
	9.8.8.2	Report graphically on trend cost data with variances.			
	9.8.8.3	Compare rosters for hours and costs: (e.g. Posted/final compared to what was actually worked).			
	9.8.8.4	Budget variances in the current period (date defined), month to date, year to date with \$, % values for each category.			
	9.8.8.5	Number of hours/dollars worked by permanent relievers compared with hours/dollars worked of all relievers as a percentage.			

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Item ID			Requirement	Priority	Comments
		9.8.8.6	Actual staffing levels, actual activity, targeted staffing levels based on actual activity, and budget variances by cost centres in FTE/Headcount/ Hours/\$ for definable date times.		<b>GIPA Act s 14 - Table 4(b)</b>
		9.8.8.7	Comparison of Actual Staffing to Required Staffing based on "Experience Levels".		
		9.8.8.8	Identify shifts being costed to a cost centre that the manager has responsibility for (e.g. A Manager can identify shifts that are being costed to their cost centre by other Workgroup based staff).		
		9.8.8.9	Productive hours for Casual or any category of staff as a percentage of all productive hours.		
		9.8.8.10	Percentage of productive hours actually worked in a Workgroup compared to the productive hours needed by the Workgroup (e.g. 97% of all productive shifts were filled).		
		9.8.8.11	Compares the cost of productive to non-productive as a percentage.		
		9.8.8.12	Staffing level actuals, targets and variances by individual and multiple cost centres in FTE/Hours/\$ including definable date format.		
	9.8.9		<b>Provide trend analysis information relevant to existing staff mixes and recommendation of rostering options.</b>		
		9.8.9.1	Staffing levels and workload demands are used in comparing actual staffing levels to service targets and are used for staff utilisation management. Reporting deficits or excess staff as per defined service unit.		
		9.8.9.2	Report on hours by type, by detail or summary, for one or multiple employees, within a rostered group, within selected groups, within facility, within related entities (i.e. Clinical grouping).		
		9.8.9.3	Gender breakdown by Workgroup on daily staffing worksheets.		

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ID/Version		Function		Response	Comment
10					<b>GIPA Act s 14 - Table 4(b)</b>
	10.1		<b>Time and Attendance (T&amp;A)</b>		
			<b>General Requirements</b>		
		10.1.1	The system/module must seamlessly interface with Rostering, Leave and Payroll systems. There should be no need to enter persons or their details (eg salaries, roster/shift details) more than once.		
		10.1.2	The system/module must seamlessly interface with other ERP product where applicable such as Projects, Expense, General Ledger and Accounts Payable.		
		10.1.3	Sufficiently flexible in design to accommodate differing styles of staff management and utilisation such as centralised & decentralised Time & Attendance processing.		
	10.2		<b>Scheduling</b>		
		10.2.1	Rosters/Shifts can be extracted seamlessly from a rostering module/product.		
		10.2.2	Time and Attendance can be run independently from a separate Rostering system. Some agencies will use Time and Attendance without the need to purchase an advance rostering system. Therefore this module/product should contain its own rostering/scheduling functionality.		
		10.2.3	Create schedules for all staff under their related awards.		
		10.2.4	Setting up a schedule for a person should be optional eg casual staff might not be on a schedule.		
		10.2.5	<b>Cater for multiple types of rosters/shifts.</b>		
		10.2.5.1	Fixed single shifts eg 7am to 4pm		
		10.2.5.2	Shifts based on hours/days worked eg 5 hours per day, 4 days per week		
		10.2.5.3	Split shifts		
		10.2.5.4	Flex shifts		
		10.2.5.5	Time in Lieu		
		10.2.5.6	Rosters that span a number of weeks E.g. Work groups using rotating rosters with 20 staff could have a 20 week roster.		
		10.2.5.7	User-defined schedule cycle lengths. Rosters are not necessarily based on a week, but could be based on 9 days.		
		10.2.5.8	Start a schedule on any day of the week and determine the first shift of the day i.e. Night shift or day shift (as per award rules).		
		10.2.6	<b>Record shift details for each roster</b>		
		10.2.6.1	Start and finish dates.		
		10.2.6.2	Start and finish times (if applicable).		
		10.2.6.3	Start and finish ranges (if applicable).		
		10.2.6.4	Core time (eg 10am to 2pm) for flex shifts.		
		10.2.6.5	Shift durations (eg hours).		

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Number			Feature	Requirement	Comments
		10.2.6.6	Over midnight shifts - May need to record what day the shift is to be considered eg a Saturday → Sunday could be considered as a Saturday shift according to award rules as it started then.	<p align="center"><b>GIPA Act s 14 - Table 4(b)</b></p>	
		10.2.6.7	Meal and other breaks (optional).		
		10.2.6.8	Maximum hours		
		10.2.6.9	Shift Penalties, Overtime, Higher Duties or any other allowance attached to a shift.		
	10.2.7		Create rosters/shifts for individuals that are not dependent on setting up a standard roster table. For example, schedule an employee for different hours of work on different days of the week - 10 hours on Monday, 6 hours on Tuesday then 8 hours Wednesday).		
	10.2.8		Maintain work schedule for job share positions and employees, where 2 employee may share one position.		
	10.2.9		Record and account for public holidays and special days within work schedule function.		
	10.2.10		The system identifies the status of the schedule as being planned or actual, with associated costing information		
	10.2.11		When building a pattern (fixed or rotating) roster for a nominated period, the system should have the generate the roster entries for that period from the stored roster template.		
	10.2.13		When future rosters are accessed, employees on rotations to those rosters should appear on the date they are due to rotate into that Workgroup (e.g. Employee should appear in the Workgroups they are schedule to rotate into).		
	10.2.14		The system uses previous schedule information to ensure there are no breaches of award from one schedule period to another. If so, the user is alerted. For example, if an employee works a night shift on the last Sunday of a roster period, they cannot be rostered for a morning shift on the following Monday.		
	10.3		<b>Setting up T&amp;A person details</b>		
	10.3.1		Time and Attendance can be set up and run for all types of persons including employees, non-employees and non paid staff.		
	10.3.2		T&A persons can either be: * Exception Staff - eg salaried staff who only report on exceptions to time worked eg overtime, absences. * Timesheet staff who must report their time in order to be paid.		
	10.3.3		Can assign person to multiple future shifts/rosters, including dates from and to.		
	10.3.4		Record & maintain Badge details for punch persons who use a time collection device (Bundy or Swipe card system).		



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Number		Description	Response	Comment
	10.3.5	Assign person to a Workgroups. T&A details (eg costing, holiday schedules, award rules) can be defaulted via Workgroup, but overridden at person level.	<b>GIPA Act s 14 - Table 4(b)</b>	
	10.3.6	Record and maintain an individual's costing details.		
10.4		<b>Time Reporting</b>		
	10.4.1	Track both attendance and absence details.		
	10.4.2	System Administrator can lock all or specific users out of Timesheets for further edits at a designated time (e.g. Just prior to the need to generate the payroll export file).		
	10.4.3	More than one user can edit a Timesheet. The system must ensure two users can not edit the same employee at the same time. (eg Two users can edit two different employees in the same cost centre at the same time).		
	10.4.4	Rule breaches can be identified at the time of entry with a warning message describing what rule has been breached.		
	10.4.5	<b>Information that can be recorded for a person via Timesheet entry includes:</b>		
	10.4.5.1	Date.		
	10.4.5.2	Duration only (8 hours).		
	10.4.5.3	Start, stop and break times.		
	10.4.5.4	Transfer details eg employee may transfer to a different cost centre		
	10.4.5.5	Time Reporting Code (normal, shift work, etc).		
	10.4.5.6	\$ Amount eg for expenses or flat rates such as First Aid.		
	10.4.5.7	Quantity - eg number of widgets produced.		
	10.4.5.8	Task or Costing information eg Business Unit/Activity, Task, location, Account Code, Department etc.		
	10.4.5.9	Overrides eg Rate, workgroup, etc.		
	10.4.5.10	Billable indicator - record employee's time for charge-out purposes.		
	10.4.5.11	Exception time only for salaried staff eg overtime.		
	10.4.5.12	Option to include on the timesheet, details of the original posted roster entries.		
	10.4.5.13	Reason for editing an entry on the timesheet (i.e. Adding overtime due to late notification by employee).		
	10.4.6	<b>Time worked can be reported directly in the system via user-defined electronic templates.</b>		
	10.4.6.1	Electronic Timesheet via Employee self service.		
	10.4.6.2	Electronic Timesheet via Manager self service.		
	10.4.6.3	Time card or time sheet information is manually entered online centrally.		
	10.4.6.4	Via batch entry, which is then validated by the system.		
	10.4.7	<b>Time worked and absences can be automatically collected &amp; reported via external or third party products.</b>		

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Requirement ID	Description
10.4.7.1	Time collection devices.
10.4.7.2	Smart card technology.
10.4.7.3	Phones.
10.4.7.4	Cash registers.
10.4.8	Time worked and or Allowances/Bonuses can be generated for an employee or group of employees directly from Schedules (via Mass Generation). Any amendment can then be made manually.
10.4.9	<b>Managers can approve Timesheets for employees in their Workgroup. User-define rules determine whether Workgroups and/or transactions need approval.</b>
10.4.9.1	When accessing timesheets for sign-off , the timesheet display will default to the current pay period.
10.4.9.2	Manager can sign off individual shifts.
10.4.9.3	System can be configured so managers only have view/read access to timesheets for employees being costed to their Workgroup from another Workgroup. (e.g. Manager can not sign off employee based in another Workgroup).
10.4.9.4	Alternatively system can be configured to allow managers to approve all time changed to their cost centre, regardless of which Workgroup they belong to.
10.4.9.5	System can automatically alert users/managers to authorise time and attendance information.
10.4.10	Verify and validate time entry for data integrity, including multiple entries, date validation, location validation, period validation.
10.4.11	An "undo" facility to be available for any modifications/changes that has been made to an employees timesheet.
10.4.12	Facility for users to make changes on the timesheet prior to sign off that can flow through to the Actual Roster after a review by Staffing Service Personnel.
10.4.13	<b>Produce Timesheet reports/alerts such as:</b>
10.4.13.1	Alert manager if employee's worked hours are not equivalent contracted hours.
10.4.13.2	Timesheets for staff not included in the export of data to payroll.
10.4.13.3	Attendance reports eg tardy starters, earlier finishers, long lunches/breaks.
10.4.13.4	Status of Timesheet ( i.e. Signed-off or not approved)
10.4.13.5	Detail of edits made to the timesheet with the reason for the edit and what user made the edit
10.4.13.6	Timesheets that have not been approved and which manager is responsible for that timesheet

**GIPA Act s 14 - Table 4(b)**

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Number			Requirement	Response	Comment
		10.4.13.7	Report on sick leave taken that either precedes or follows rostered days off.	<b>GIPA Act s 14 - Table 4(b)</b>	
		10.4.13.8	Produce Exception reports by applying conditions to fields/calculations that have been totalled. For example: <ul style="list-style-type: none"> <li>* Total hours worked for the employees is greater than 80.</li> <li>* All employees where the rostered hours are &lt;&gt;than their contracted hours at any stage of the rostering process.</li> <li>* Overtime is in excess of a user defined number of hours (i.e. Any employee with more than a total of 16 hours overtime in the roster for the fortnight).</li> <li>* Overtime in incidents of less than 4 hours and those 4 hours or greater.</li> </ul>		
10.5			<b>Processing Award Rules</b>		
	10.5.1		Contains a Time Administration process that validates time that has been reported and converts reported time into payable to according to user-defined rules.		
	10.5.2		Pay a single employee from multiple awards within the same day.		
	10.5.3		Can apply various award rules to different employees types in same work group (e.g. Full-time staff can be paid overtime and casual staff can not).		
	10.5.4		Create, manage and change rules without relying on the vendor. (user should not require specialist skills to maintain rules).		
	10.5.5		Can set up a rule that overrides award rules if agreed to by the employee and manager (i.e. Employee and Manager have an agreement to allow a 7 hour break between shifts even though the award rule allows for a 10 hour break between shifts).		
	10.5.6		<b>Flexible rules engine that allows you to build and maintain your business rules. Examples of the types of rules that need to be built include:</b>		
		10.5.6.1	Time that needs to be approved by managers based on: <ul style="list-style-type: none"> <li>* Type of workgroup eg a workgroup that enters their own Timesheet.</li> <li>* Type of Time Reporting Code eg overtime.</li> </ul>		
		10.5.6.2	Payments that needs to be approved by managers based on: <ul style="list-style-type: none"> <li>* Type of workgroup eg a workgroup that enters their own Timesheet.</li> <li>* Type of Allowance eg first aid, bonuses.</li> </ul>		

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Reference	Requirement	Business	Comments
	10.5.6.3	Rounding rules for: * Punches are rounded up or down before rules are applied. * Punches are rounded up or down after rules are applied. * Rounding rule intervals & markup values eg overtime may be rounded in 15 minute intervals. If a person works 5 minutes into a 15 minute interval, then they are paid for whole 15 minutes.	<b>GIPA Act s 14 - Table 4(b)</b>
	10.5.6.4	For punch recorders, whether or not breaks are included in time worked. For example, meal breaks might not be, but afternoon breaks are.	
	10.5.6.5	Different rules for different salary classes in same award group (eg. Managers above a certain level do not get paid any penalties).	
	10.5.6.6	Payment rules for ordinary time and shift penalties based on both start time of shift and also penalties paid on hours worked between before start, and after end times. For example Penalty payment paid for: * Shifts starting before 6am, shifts starting after 1pm, shifts starting after 4pm * Hours worked before 8am , and on hours worked after 6pm	
	10.5.6.7	What penalty payment is made to an employee who works on a public holiday (e.g. Different employees get different penalty payments).	
	10.5.6.8	Penalty rates when working over midnight shifts eg Saturday night (10pm) into Sunday (8am). Award rules can pay penalty rates based on: * Hours worked each day eg 2 hours Saturday penalty, 8 hours Sunday penalty. * When the shift started eg 10 hours Saturday penalty. * When the shift ended eg 10 hours Sunday penalty. * Majority of shift eg 10 hours Sunday penalty.	
	10.5.6.9	Ability for system to automatically generate "per shift" allowances to specific types of employees and include in the payroll export (e.g. A part-time clerk works 5 days and the system to generate a entry in the export file to pay 5 units of Uniform and Laundry Allowance).	
	10.5.6.10	Pay persons not on a roster/shift eg casuals.	
	10.5.6.11	Assign a 10% Casual Loading to casual employees for shifts worked Monday to Friday.	
	10.5.6.12	Calculate overtime hours and payments based on various awards, day of week public holidays, single and multiple call backs, rostered and un-rostered.	
	10.5.6.13	Pay overtime based on total hours worked per period e.g. pay overtime for hours worked in excess of 45 hours per week.	
	10.5.6.14	Pay allowances automatically when certain types of shifts are worked, working in a particular Workgroup, etc.	

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Standard			Feature	Response	Comment
		10.5.6.15	Can set up different rules for 7 day shift workers and non-shift workers in same award group (eg non-shift worker not entitled public holiday payment on Easter Saturday).	<b>GIPA Act s 14 - Table 4(b)</b>	
		10.5.6.16	Automatically calculate and generate Public Holiday roster entries for employees on a rostered day off for specific awards (e.g. 100% payment for a Part-time employee based on average hours over previous 13 weeks and full-time employee at 8 hours).		
		10.5.6.17	Ensure Meal Allowances are not paid on unplanned overtime of less than 2 hours in duration.		
		10.5.6.18	Non-rostered Callback allowance e.g. a minimum of 4 hours is paid if an employee works on a non rostered day.		
		10.5.6.19	Limit the units payable as allowances on a per shift, per week or per fortnight basis (i.e. Can only pay one in charge allowance per shift).		
		10.5.6.20	Pay higher grade duties on leave when the employee has worked continually in a higher grade position for a period of greater than 12 months.		
		10.5.6.21	When an employee has more than a defined number of working days off sick in a row, the manager must verify that a medical certificate has been supplied by the employee prior to timesheet sign off.		
		10.5.6.22	Flag leave requests and approvals that are submitted via ESS after the current Leave Plan Period has commenced. (i.e. Leave Plan period ends 31 May and employee submits request 14 June).		
		10.5.6.23	Flag leave requests and approvals that are submitted via ESS less than one week prior to commencement of leave. (i.e. Leave requested for 14 June on 10 June).		
	10.5.7		After the Time Administration process, exceptions can be created. These rule breaches are reportable & may or may not need to be resolved in order to create payable time.		
	<b>10.6</b>		<b>Payable Time</b>		
	10.6.1		Managers can view and/or adjust (if user has security access) payable time that has been created by Time Administration process.		
	10.6.2		If required by the system rules, Managers can manually approve payable time. If the payable time "Needs Approval", then the time cannot be sent to payroll unless it is approved.		
	10.6.3		Approvals may be executed individually or by group.		
	10.6.4		Absent requests can be viewed and approved.		
	10.6.5		Prior to the transfer of data to HRIS/Payroll, the system to display a message when the payable time for employees are verified by the user as final or "signed off".		

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ALLOCATION		Feature	Comments
	10.7		<b>Cost Accounting and Project Management</b>
		10.7.1	System can calculate estimated costings (based on schedules) prior to the actual event. This may be used by a Project management system.
		10.7.2	T&A persons can report time to particular task entities (e.g. Project, Activities, Department, Cost Centre, Product, Location, Account Code). This may be dynamic e.g. an employee may work for 2 hours on Task A, 3 hours on Task B and 3 hours on Task C.
		10.7.3	If task or activity based costing is used, then tasks can be grouped into logical categories and a category can be assigned to a time reporter. A reporter is only able to select a task that has been assigned to them.
		10.7.4	If T&A persons are reporting time on each task, then special rules need to be created on how to pay allowances such as overtime. For example if in addition to the example above, the employee works 4 hours on Task D, then is overtime costed to Task D or distributed to all 4 tasks.
		10.7.5	T&A persons can report time to single or multiple fixed costing profiles eg Employee A - 100% to department A or Employee B -25% to department A and 50% to department B. They do not have to report the task with the time. This can be overridden at transaction level.
		10.7.6	Proportionately cost the payment of on-call allowances when an employee is on-call for more than one Workgroup at the same time. (e.g. A person is on-call for two Workgroups at the same time, payment of on-call allowance should be costed half to one Workgroup and half to the other).
		10.7.7	Cost on-call allowance to one nominated Workgroup when a employee is on-call for more than one Workgroup (e.g. A person is on-call for two Workgroups (cost centre A and B) and the on-call allowance to be costed to cost centre A).
	10.8		<b>Interface to Absence Management</b>
		10.8.1	Leave can be entered as per Leave processing section.
		10.8.2	When leave entries have been flagged to be paid in advance, the system should have the ability to print timesheet data for the advance period with the pay period prior to the commencement of leave.
		10.8.3	When employee has requested leave to be paid in advance and timesheet details have been printed for that period in advance, the payroll data will not be included in the payroll export files for those corresponding pay periods.
	10.9		<b>Interface to Payroll</b>
		10.9.1	Can exclude selected timesheet entries from being exported in the payroll file (if required). * Staff on Maternity Leave. * Agency staff that will be paid directly by the employment agency

**GIPA Act s 14 - Table 4(b)**

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Number		Title	Response	Comment
	10.9.2	The T&A output details employee schedule for the pay period for all types of pay earnings. Downloads data to payroll system for payment, including all types of base hours, penalty hours, overtime, on-call, call backs, higher grade duties, public holidays, allowances by fixed and variable rates, late and call off meals and for all leaves including Recreation Leave by shifts expected to have worked as per various Award rules.	GIPA Act s 14 - Table 4(b)	
	10.9.3	The system must cater for different pay period ending dates for different award groups.		
	10.9.4	Export retrospective adjustments made to a paid roster including plus & minus values to HR/Payroll system for payment/adjustment on either a daily, a weekly or a fortnightly basis for any previously paid rosters. The export File should only include those adjustments actually made during the nominated date and time range (e.g. Adjustments can only be exported once). Vendor to provide details on how this will be done.		
	10.9.5	Apply award or additional rules for a specific period of time retrospectively (e.g. Automatically generate roster adjustments and a payroll export file for employee payments when an award rule or additional rule is changed that affects employee entitlements to payment).		
	10.9.6	Be able to configure the system to allow allow the manager to sign off or approve after the export of data has occurred. This may be an agency's policy when a manager has not signed off prior to export to Payroll.		
	10.9.7	Able to configure the system so that if a manager has not signed off or approved payable time, then payees are paid normal pay. When manager signs off, this is reversed and the transactions are sent to payroll.		
	10.9.8	After the payroll is run, payroll costs associated with time that originated in Time and Attendance can be extracted from the payroll system and distributed across payable time entries. This can then be published to other applications such as Project.		

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Requirements				Response	Comments
11				<b>Electronic Self Service (ESS) &amp; Workflow</b>	
	11.1			<b>General Requirements</b>	
		11.1.1		Allow for the ability to modify the look and feel of the ESS module to conform with Departmental requirements eg. Departmental logos, field name terminology, consistency of appearance with other departmental systems etc.	
		11.1.2		Provide context sensitive help functionality to assist in the use of screens and contact details in case of further queries.	
		11.1.3		Link help function to departmental policies or procedure documents held either on intranet or government Internet.	
		11.1.4		Produce statistics on levels of usage by particular workgroups to assist with monitoring of ESS implementation, buy-in and identification of problem areas.	
		11.1.5		Provide seamless real-time integration with HR system.	
		11.1.6		Capacity to interface ESS with standard word processing, email and spreadsheet packages to produce letters, memos and reports locally.	
		11.1.7		Wherever fields require dates to be entered, Calendars are available to validate input and allow the user to select a date.	
		11.1.8		Fields or reports that display a span of dates should display date and day of week.	
		11.1.9		Searching on fields should be by code or description.	
		11.1.10		For entitlement calculations, ESS should use the business logic held in the associated HRIS.	
		11.1.11		Reporting within ESS should be based on the departments' organisational Workgroup hierarchy.	
		11.1.12		A user should be able to sort on any column within a list. For example if a list of employees is displayed, the user should be able to sort by First Name or Surname.	
		11.1.13		Ability to support implementation of Interactive Voice Response (IVR) technology.	
	11.2			<b>Workflow</b>	
		11.2.1		Provide a graphical workflow design facility for the building and real-time modification of workflows. Electronic Workflow templates are able to be created, stored and processed.	
		11.2.2		<b>ESS system should be able to interface to external systems via API, XML, Services etc. This should be seamless to the end-user.</b>	
			11.2.2.1	The workflow system is capable of being interfaced to Web applications	
			11.2.2.2	Capacity to create and send email messages.	
			11.2.2.3	System can extract data to populate Word Processing forms. Directories of standard pro forma letter created in MS Word are able to be accessed and used by end-users.	

**GIPA Act s 14 - Table 4(b)**



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Number		Description	Requirement	Comment
	11.2.3		Standard functionality that is required within automated workflows includes: - unconditional branching. - conditional branching. - rendezvous. - full Boolean decision logic. - predefined delays (waits), both in hours and minutes and until a predefined time of day.	<b>GIPA Act s 14 - Table 4(b)</b>
	11.2.4		Cases can be initiated both manually by users and automatically in response to transactions received from other application systems.	
	11.2.5		<b>Workflow can be triggered via various events</b>	
		11.2.5.1	Transaction or data level eg. a certain date can trigger a workflow event, or the input of a certain amount may trigger an event.	
		11.2.5.2	Data level eg. The input of more than 10 days of recreation leave will trigger payment and confirmation of leave loading.	
		11.2.5.3	Date level eg: 1 November may trigger a notice to go out to certain employees that performance appraisals are due.	
	11.2.6		Electronic documents, scanned images, emails, faxes and other types of electronic data files are able to be appended to a case and transmitted to user queues where they are processed.	
	11.2.7		Priorities can be automatically assigned to cases based on the type of case. The priorities can dynamically change with time in accordance with user defined rules.	
	11.2.8		A System Administrator is able to monitor all cases and queues, and reassign cases to another queue both singly and in bulk.	
	11.2.9		Progress can be monitored on any case and automatically notify a supervisor if a case is not actioned within a specified time of having arrived in a queue.	
	11.2.10		Users can move transactions from their queue to another user's queue.	
	11.2.11		Ability to facilitate on-line authorisation/approval of a case.	
	11.2.12		Statistical reports should be available outlining workflow	
	11.2.13		Provide workflow testing facility for new workflow transactions.	
11.3			<b>Approvals &amp; Delegations</b>	
	11.3.1		<b>Approvals</b>	
		11.3.1.1	Need the flexibility to nominate alternate approving officer /approval point in appropriate circumstances. Eg employees are able to manually select a different approval point if normal manager is away on leave.	
		11.3.1.2	Workflow approvals can be based on position held. If a person transfers out of a position and a new person transfers in, approvals are automatically changed	

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			11.3.1.3	Workflow approvals can user defined via parameters eg department. A request for training may need to be approved by training administrator.	<b>GIPA Act s 14 - Table 4(b)</b>		
			11.3.1.4	Ability for approving officer/approval point to appear as default entry for employee based on organizational structure recorded in HR system. For example a pay increase may need to be approved, by a manager and the next level above.			
			11.3.1.5	System needs to automatically escalate employee request if not actioned by default /selected approving officer within given time period.			
		11.3.2		<b>Delegations</b>			
		11.3.7	11.3.2.1	Managers need to be able to assign all or part of their delegations to another officer for specified time period to cater for times they may be on leave or training. For example, a manager may assign leave approvals to another person in the department. However they may not want to do this for say salary increases. They may assign this function to another manager at the same level or higher than themselves.			
			11.3.2.2	Manager's delegation pages must be user friendly and easy to use.			
			11.3.2.3	Record and be able to report on delegations held by individual employees or allocated to designated positions.			
			11.3.2.4	Record any manual override of default delegations.			
	11.4			<b>ESS &amp; Workflow Security</b>			
		11.4.1		Access to specific types of cases and the ability to perform specific functions is controlled by a users security profile. It must not compromise security with HRIS. User access must be controlled via a username and password			
		11.4.2		ESS must run over HTTP/S protocol only, all Internet access will be HTTPS.			
		11.4.3		ESS Environment must protect the users confidentiality and adhere to privacy legislation			
		11.4.4		The ESS module must integrate with the Agency's Enterprise Portal Environment.			
		11.4.5		Provide reports on all aspects of system performance such as failures and security violations.			
		11.4.6		Enable data encryption during transaction processing across Inter/Intranet			
		11.4.7		User security can be maintain via core HRIS application. This could be by position, user or organisation Workgroup.			
		11.4.8		User security can be maintained via 3rd party single user identifier and single source for authentication. The authentication environment is required to be LDAP compliant.			
		11.4.9		ESS audit trail capability should be integrated with core HRIS audit functionality and generated via the HRIS.			
	11.5			<b>Access</b>			

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Number		Feature	Response	Comment
	11.5.1	The Employee Self Service environment must be fully available over both the Intranet and Internet.	<b>GIPA Act s 14 - Table 4(b)</b>	
	11.5.2	Terminated employees should have no access to ESS after they have left the Agency.		
	11.5.3	Access to the Employee Self Service environment must be via recent versions of common Web browser software and not require any specific client software.		
	11.5.4	Produce statistics on usage of specific transactions, number of users, screens, type and version of web browsers used.		
	11.5.5	Automatically log-out user after period of inactivity, the length of which is determined by the system administrator.		
	11.5.6	Allow for different views of ESS to be available to employees based on their work function i.e. applicant, approval officer, manager, system administration etc.		
	11.5.7	Ability for system administrator access to design forms, view entries made, run audit/security reports, enter/maintain configuration tables, add links to information etc		
	11.5.8	Access to ESS should be able to be disabled for maintenance purposes, with users presented with an informative message when system not available.		
	11.5.9	Users can continue to enter ESS transactions during a Payrun and the system can maintain data integrity. For example, the system may temporary "lock out" users for a particular employee when processing, however they are not "locked out" of the whole system. This is important for agencies that are high users of Employee/Manager Self Service.		
	11.5.10	All configuration tables in ESS must be mapped to corresponding table entries in the HRIS.		
	11.5.11	User ESS accounts are to be disabled after a set number of login failures and automatically enabled after a specified time frame.		
	11.5.12	The system administrator should have the ability to deny access to ESS by nominated employees or groups of employees.		
11.6		<b>Electronic Forms</b>		
	11.6.1	Accommodate the entry of electronic forms from multiple sites.		
	11.6.2	Accommodate "submit", "cancel" and "save" buttons/options on all forms.		
	11.6.3	Capacity for system administrators to easily design/customise electronic forms to meet departmental requirements eg. Ability to create additional fields, set fields that are mandatory for input, create fields with links to web sites/ departmental policies, link fields with configurable tables, allow the setting up of free text fields, allow the setting up of check boxes etc.		
	11.6.4	Allow applicants to track the flow of any forms that they have submitted.		
11.7		<b>Leave</b>		

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				Requirements	Comments
		11.7.1		In the case of leave application forms, allow users to enter multiple leave combinations on the same form.	<b>GIPA Act s 14 - Table 4(b)</b>
		11.7.2		Apply for multiple leave combinations on one application form for the one day. For example 1/2 day Recreation Leave and 1/2 day Sick Leave.	
		11.7.3		<b>Details relating to the leave application can be recorded and maintained.</b>	
		11.7.3.1		Begin and End dates of leave period.	
		11.7.3.2		Begin and End times (if < 1 day leave).	
		11.7.3.3		Length of leave in days, hours and minutes.	
		11.7.3.4		Enter a leave transaction on a specific day or days of the week for a specified number of hours. For example * Study leave may be taken every Thursday afternoon. * Some agencies have employees who take Recreation Leave on the save day each week because they need to reduce their leave balance.	
		11.7.3.5		Leave reason - code needs to be at least 2 alphanumeric characters. This field should be option for some leave types and mandatory for other eg Sick Leave.	
		11.7.3.6		Approval Person(s) & date	
		11.7.3.7		Flag to indicate whether supporting documentation required to approve the leave application was supplied. Eg Medical certificate for sick leave.	
		11.7.3.8		Free text area for comments (per employee) related to leave.	
		11.7.3.9		Status of Leave application (system maintained). Eg Planned but not authorised, authorised, paid etc. (if ESS)	
		11.7.3.10		If Leave in Advance is elected for Recreation Leave or LSL, then the pay date should default to the pay before the leave commences. This can be overridden to be, say, 2 pays before leave commences.	
		11.7.3.11		Payment of leave loading.	
		11.7.3.12		Indication of whether flex leave will be taken in combination with Recreation Leave.	
		11.7.4		On leave application forms, the employee's leave balances, as at the date that the leave is requested for, and also as at the date submitted, should be displayed. These balances should take into account all other leave requests and approvals and should be able to be viewed by both the applicant and the approving officer.	
		11.7.5		Provide the ability to enter leave applications for both leave previously taken and leave to be taken at future dates.	
		11.7.6		On-line leave forms can be directed (via appropriate workflow methodology) to designated authorising officer(s) prior to entry into database. The notification of approval is sent to employee also. For example, direct manager, and then to payroll for sick and recreation leave and to a HR personnel for maternity leave.	

**HRMS Business Requirements  
DRAFT**

Number		Detail	Response	Comment
	11.7.7	Allow employees to track status of applications for leave and payments online.	<b>GIPA Act s 14 - Table 4(b)</b>	
	11.7.8	Graphically display proposed leave in a calendar form. Calendars should be populated from the general system displaying public holidays, vacations, rosters, training days. etc		
	11.7.9	Review summary of all types of leave taken and period taken online		
	11.7.10	Electronically submit incident reports. Payees can initiate worker's compensation claims and this is routed to the appropriate OH&S officer via Workflow.		
11.8		<b>Personal details</b>		
	11.8.1	Ability for users to view, and in some parts edit their personal details with online validation including:		
	11.8.1.1	Phone numbers		
	11.8.1.2	Address		
	11.8.1.3	Emergency contacts		
	11.8.1.4	Next of kin		
	11.8.1.5	EEO Details		
	11.8.2	Select certain miscellaneous deductions from drop-down menus. The deductions they can select should be controlled by the System Administrator. They should not be able to select deductions such as Child Support, Garnishees, Judgement Debts SGC percentages, repayment of salary overpayments etc.		
	11.8.3	<b>Enter &amp; maintain personal Banking details.</b>		
	11.8.3.1	Enter Banking details by selecting bank branch from list of valid Branches - the BSB number will then be defaulted.		
	11.8.3.2	Able to enter multiple bank accounts as well as dollar amounts or %.		
	11.8.3.3	When BSB details are entered, the address of the Bank is displayed for verification purposes.		
	11.8.12	Users are able to view current & historical salary and allowance rates online.		
	11.8.11	Users are able to view their employment/award entitlements, such as leave, overtime, shift penalties. This could be a hyperlink to another intranet/internet site eg Premiers Dept Personnel handbook.		

**HRMS Business Requirements  
DRAFT**

Function			Requirement	Comment
	11.8.13		<p>Allow employees the capacity to view current departmental information. This could be via hyperlinks to another intranet/internet site. Information that could be displayed includes:</p> <ul style="list-style-type: none"> <li>- Departmental policies</li> <li>- Departmental training calendars</li> <li>- Positions being advertised for recruitment purposes</li> <li>- Departmental newsletters</li> <li>- Procedure manuals</li> <li>- Organisation charts</li> <li>- Executive announcements</li> <li>- Links to staff departmental directory</li> <li>- Departmental delegations</li> </ul>	<b>GIPA Act s 14 - Table 4(b)</b>
	11.9		<b>Payroll</b>	
	11.9.1		Provide an option to issue Pay Advices to staff by email/Intranet.	
	11.9.2		View their own payslip information online for the current and a definable number of prior pay cycles.	
	11.9.3		View their own payment history. The length of history may be defined by the System Administrator.	
	11.9.4		Display PAYG/ETP Payment Summaries .	
	11.9.5		Allow users to enter Higher Duties Allowance (HDA) requests via online forms according to business rules outlined in Payroll - Salary & Allowances section . Any request would require manager approval prior to processing.	
	11.9.6		<b>Submit overtime claim forms online</b>	
		11.9.6.1	Review Overtime hours worked	
		11.9.6.2	Nominate overtime time to be taken as time in lieu or as time to be paid.	
	11.9.7		Prior to departure, the users can enter exit interview information via employee self service forms. When submitted, this is then routed to their manager/Personnel (via workflow) for review and update.	
	11.10		<b>Training Courses</b>	
	11.10.1		Individuals are able to complete a competency and capability self-assessment online.	
	11.10.5		Users are able to enter details of external learning events attended through employee self service. Manage/Training co-ordinator must be able to record when they have verified this data.	
	11.10.2		Users are able to review available formal training courses and nominate their interest in a course.	

**HRMS Business Requirements  
DRAFT**

Number		Requirement	Response	Comment
	11.10.3	Approvals, via Workflow processes are able to be defined. For example, if a user submits a request, the manager may be the first line approver and it then goes to the training coordinator to approve / reject nominations. The user is informed each time the request is approved/rejected.	<b>GIPA Act s 14 - Table 4(b)</b>	
	11.10.4	Users are able to view the details and status of their current course bookings.		
		Graphically display training days in a calendar form. Calendars should be populated from the general system displaying public holidays, vacations, leave, rosters, etc		
	11.11	<b>Roster and Time and Attendance</b>		
	11.11.1	Deploy roster information to personnel via Self Service functionality or other web enabled software.		
	11.11.2	Graphically display rosters in a calendar form. Calendars should be populated from the general system displaying public holidays, vacations, leave, training days. Etc		
	11.11.3	<b>Roster and Time and Attendance information can be maintained via Employee Self Service.</b>		
	11.11.3.1	Maintain employee shift & work day preferences via Employee Self Service.		
	11.11.3.2	Allow users to request and/or maintain shift changes/swaps.		
	11.11.3.3	Web-based self-service application that enables employees to report & view their Timesheet data.		
	11.11.4	<b>Roster and Time and Attendance information can be maintained via Manager Self Service.</b>		
	11.11.4.1	Manager Calendar view can assist managers in allocating workforce resources. The user should be able to select: * what information is displayed e.g. Schedules, reported hours, payable hours, holidays, absences, exceptions, planned overtime, training etc. * How (daily, weekly, monthly) information is displayed. * Who (groups) they want to view.		
	11.11.4.2	Managers can easily work with lists of employee they are to process by using say "Next in List" and "Previous in List" buttons.		
	11.11.4.3	Managers can view high-level summary information of details such as scheduled hours, actual or reported hours, total hours, payable time, overtime, exceptions and absence time. They can then drill-down for further investigation.		
	11.11.4.4	Web-based self-service application that enables managers to report & view employees' Timesheet data.		
	11.11.4.5	Notifications can alert managers to any requests, time that is awaiting approval and exceptions that need to be maintained and cleared.		

**HRMS Business Requirements  
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Req ID	Req Title	Req Description	Comments
	11.11.4.6	Manager can review, edit and approve transactions online in a secure environment.	
11.12		<b>Performance management</b>	
	11.12.1	<b>Employee appraisal forms should be available online via employee/manager self service.</b>	
	11.12.1.1	Users are able to complete self-assessment form online. After it is submitted, managers are alerted. Employees are then not able to make changes unless sent back by manager.	
	11.12.1.2	Managers are able to complete the manager's assessment online. After it is submitted, users can review comments and possible add a comment.	
	11.12.2	Users can register their career / position preferences.	
11.13		<b>Recruitment</b>	
	11.13.1	The system shall interface with online recruitment sites eg Jobs NSW. Potential applicants should be able to browse through vacancies and select Job Openings.	
	11.13.2	The system shall enable the user to search and extract application information by user-defined criteria.	
	11.13.3	Applicants (both internal and external) are able to lodge their job applications on-line including details such as biographical details, resume, skills, competencies, job preferences etc. If an applicant applies for more than one role, this information is kept. They do not have to re-enter a non-job related information such as personal details etc.	
	11.13.4	Applicants can attach a resume to each application.	
	11.13.5	Each external applicant is automatically assign a unique identifier.	
	11.13.6	The system shall automatically identify if an applicant already exists on the system (i.e. current or previous applicant or employee) in order to ensure that an applicant cannot be entered twice.	
	11.13.7	The system can define conditional logic to automatically accept/reject applications based on specific selected criteria (pre-selection, self-assessment).	
	11.13.8	Applicants are able to track the status of their application on-line.	
	11.13.9	The system shall automatically flag applicants where registration evidence/mandatory qualifications have not been provided.	
11.14		<b>Manager access</b>	
	11.14.1	Capacity to review user information online based on security and Privacy Act restrictions.	
	11.14.2	Ability to review summaries of information (eg leave take, excess leave, salaries) in table format for conversion to graphical format either by application or third party software.	

**GIPA Act s 14 - Table 4(b)**



**HRMS Business Requirements  
DRAFT**

Number		Feature	Response	Comment
	11.14.3	Provide the ability to review summaries of future booked leave to assist in resource planning.	GIPA Act s 14 - Table 4(b)	
	11.14.4	Capacity to review history of individual allowance patterns for specific employees, for specific Workgroups and by specified periods online.		
	11.14.5	Produce history of individual overtime patterns for specific employees and for business unit, for specified time periods.		
	11.14.6	Provide a comparison between approved budget and year to date expenditure for current and previous years relating to overtime.		
	11.14.7	View cost centre information for individuals and work groups based on security privileges online.		
	11.14.8	Based on underlying security privileges, view employee name, address, contact and emergency contact information. Eg. Manager can access all information on employee via one system/desktop and not have to move from system to system		
	11.14.9	Accommodate the ability to approve, decline and provide replies to applicants for all screens requiring managerial approval. All buttons should have explanatory sections to provide employees with information as to why their request was approved, rejected or more information was required.		
	11.14.10	Managers require access to records, for approval and review, of staff in their own workgroup, all subordinate workgroups and any other groups to which they have been given access to.		
	11.14.11	Manager can approve or decline transactions via their email system. They do not need to enter into the HRMS system to do this.		

# Business Requirements

Product line:

GIPA Act 5 14 Table 3(a)

Team Leader:

The objective of this review is to determine whether the preferred Vendors' software package meets the requirements of the whole of government specification.

These requirements are intended to be representative of all agencies. However individual agencies may have different complexities and needs, and may seek to implement application systems in accordance with their own business and technical requirements and constraints. Accordingly, application packages will be assessed for their capacity to be adapted to meet each potential agency's requirements.

Major Functions	Build	Other Comments
<b>A SYSTEM WIDE CAPABILITIES</b>		
1 General User	Core	Response required from Vendor
2 Web and Front-End Portal	Core	Response required from Vendor
3 Goods & Services Tax	Core	Response required from Vendor
4 Report Writer	Core	Response required from Vendor
<b>B TECHNICAL</b>		
5 Technical	Core	Response required from Vendor
<b>C SUPPORT</b>		
6 Support	Core	Response required from Vendor
<b>D FUNCTIONALITIES</b>		
7 General Ledger	Core	Response required from Vendor
8 Cash Book	Core	Response required from Vendor
9 Fixed Assets	Core	Response required from Vendor
10 Purchasing	Core	Response required from Vendor
11 Asccounts Payable	Core	Response required from Vendor
12 Accounts Receivable	Core	Response required from Vendor
13 Budgets and Planning/Forecasting	Core	Response required from Vendor
14 Point of Sale	Core	Response required from Vendor
15 Sales Order	Core	Response required from Vendor
16 Project Costing	Core	Response required from Vendor
17 Inventory	Core	Response required from Vendor
18 Activity Based Costing	Core	Response required from Vendor
19 Asset Management and Maintenance	Specialised	Response required from Vendor
<b>E Special requirements/Appendices</b>		
A Gemp Report	Core	Response required from Vendor
B TOES Report	Core	Response required from Vendor
C Smartbuy specifications	Core	Response required from Vendor

**Format of Questions**

Responses to the requirements are to be entered directly into the "Financial Management System" spreadsheet.

The questions are identified by:-

- the category
- an identity number
- section and subsection numbers (within the overall requirements)
- the question/requirement.

**Response**

1. In the "Response" column, select the correct value for each of the lower level requirements (white cells) from the list of valid values. The description of these valid values is listed below.

**Note:** The blue cells require Vendor response regarding the software's maximum Volume capabilities

**Note:** The yellow high level cells are protected.

2. An optional comment may be entered in the "Comments" column

**Format of Responses**

Valid response codes are as follows:-

Response	Name	Description	Compliance
SF	Standard Functionality	The requirement is met as described using standard functionality within the system. The functionality does not require any configuration or rule building.	C
CF	Configurable Functionality	The requirement is met as described using standard functionality that is configured during implementation. The functionality is designed to accommodate organization-specific business rules or processes.	C
RW	Report Writer	The requirement can be met through the use of the report-writing tool provided with the solution (or the third party tool proposed). A report-writing tool is defined as a tool that can be operated by a non-technical user. The skill level should be that equal to intermediate skill in the use of a spreadsheet or word processing application.	C
LM	Low Modification	The requirement can be met through minimal development (<5 effort-days) and the development work is unlikely to create any special needs for consideration by system administration or during upgrades.	PC
HM	High Modification	The requirement can be met through specified development (5-20 effort-days) or the development work is likely to require some special consideration by system administration or during upgrades.	DNC
FE	Future Enhancement	This feature is not currently provided, but is to be provided in the next release of the software. Indicate the official release date of the enhancement in the 'comments' column. The official release date should be within the next year. If it will not be available within that time frame, the response should be "NA".	DNC
NA	Not Available	This feature is not provided or could be provided but would require greater than 20 effort-days to perform all necessary design, programming and testing.	DNC
DNP	Data Not Provided	This information could not be provided due to its proprietary nature or for any other pertinent reason stated in the 'comments' column.	DNC
<blank>		Response left blank. The response was left blank and will be treated as Not Available.	DNC

"blue cell"	"blue cell"	Response required with regards to the software maximum capabilities	Volume details to be provided
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<b>Compliance Codes</b>	
Derived from response given	
<b>Symbol</b>	<b>Compliance</b>
C	<p>Fully complies with the specification. The requirement may be met as described using:</p> <ul style="list-style-type: none"> <li>• Standard Functionality - does not require any configuration or rule building.</li> <li>• Configurable Functionality - designed to accommodate organization-specific business rules or processes.</li> <li>• Report Writer tool provided with the solution. A report-writing tool is defined as a tool that can be operated by a non-technical user. The skill level should be that equal to intermediate skill in the use of a spreadsheet or word processing application.</li> </ul>
PC	<p>The requirement can only be met subject to certain conditions. Where this is the case and the Respondent is prepared to make good on the condition, characteristic or performance standard, the Respondent must explain the required change, modification or custom development.</p> <p>If the requirement is a modification, it must be met through minimal development (&lt;5 effort-days). The development work should not create any special needs for consideration by system administration or during upgrades.</p>
DNC	<p>The characteristic or performance standard of the clause cannot be met by the Respondent. Full details of non-compliance must be stated. The specification does not comply if:</p> <ul style="list-style-type: none"> <li>• Modification requires a development effort of &gt; 5 days. The modification would some special consideration by system administration or during upgrades.</li> <li>• Blank Response</li> </ul>

FINANCIAL MANAGEMENT SYSTEM					Response	Comment
					<b>GIPA Act's 14 - Table 4(b)</b>	
<b>CLASSIFICATIONS USED</b>						
			1	<b>CORE (Must haves)</b>		
			2	<b>EXTENDED CORE</b>		
			3	<b>SPECIALISED CORE</b>		
<b>A</b>	<b>SYSTEM WIDE CAPABILITIES</b>					
	<b>1 GENERAL USER</b>					
	<b>1.1</b>					
		<b>System Setup:</b>				
		1.1.1	Does the system provide the ability to create screens for:			
			1.1.1.1	Menus?		
			1.1.1.2	Inquiry only?		
			1.1.1.3	Input only?		
			1.1.1.4	Inquiry and input?		
		1.1.2	Is a screen generator provided for designing layouts?			
		1.1.3	Can authorised users update system tables?			
		1.1.4	Can selected modules be installed stand alone (i.e. do not have to install all modules fo			
		1.1.5	Does the system provide the ability to modify the standard package screens to:			
			1.1.5.1	Rearrange fields?		
			1.1.5.2	Add new fields?		
			1.1.5.3	Eliminate fields?		
			1.1.5.4	Eliminate underlying processes when a field is eliminated?		
			1.1.5.5	Make certain fields mandatory or optional		
		1.1.6	Can the user or administrator:			
			1.1.6.1	Add edits to any user-defined screen?		
			1.1.6.2	Link appropriate screens for efficient processing by user-ld?		
			1.1.6.3	Move a screen between different environments (from a test environment to a production		
			1.1.6.4	Add screens to menus?		
		1.1.7	Does the system automatically update the data dictionary (if the system has one):			
			1.1.7.1	When data elements are added on screens?		
			1.1.7.2	When data elements are deleted from screens?		
			1.1.7.3	Other;		
		<b>1.2</b>	<b>User Interface:</b>			
		1.2.1	Regarding user functionality:			
			1.2.1.1	Is the system, menu driven?		
			1.2.1.2	Are pull-down or pop-up menus available?		
			1.2.1.3	Is windowing supported?		
			1.2.1.4	On-Line Help:		
			1.2.1.4.1	- Is on-line help available for clients and staff?		
			1.2.1.4.2	- Ability to allow authorised users to modify the text of the on-line help facility.		
			1.2.1.4.3	- Ability to provide online learning for users with the addition of a training application.		
			1.2.1.5	Is the system, command driven?		
			1.2.1.6	Is it possible to have more than one screen ('split screen'/tile screen') displayed at		
			1.2.1.7	Is a Common User Interface for all modules within the system available ?		
			1.2.1.8	Easy to navigate through the functional screens.		
			1.2.1.9	User Interface screens are able to be customised.		
			1.2.1.10	Confirmation that data entry or update is required.		
			1.2.1.11	Error messages and conditions are required to be informative to the user and contain specific error codes for logging issues.		
			1.2.1.12	Users should have the capacity to personalise screen colours.		
			1.2.1.13	There should be a consistent use of function keys throughout all modules of the system i.e. standard Windows configurable.		

# FINANCIAL MANAGEMENT SYSTEM

Response

Comment

GIPA Act s 14 - Table 4(b)

1.2.2		Does the package provide:
	1.2.2.1	On-line, context-sensitive "Help" facilities to the field level?
	1.2.2.2	Consistent use of menus, terminology and labels throughout all modules of the
	1.2.2.3	On-screen tables to provide information to users?
	1.2.2.4	The opportunity for the user to confirm or deny action to be taken before updating?
	1.2.2.5	A logical user transaction "Undo" facility with audit trail?
	1.2.2.6	The opportunity for the user to defer a process to run at some other time eg. off-peak period?
	1.2.2.7	The ability to initiate processes and reports at a specific date / time?
	1.2.2.8	The ability to set a "timeout" limit on the time taken to process an inquiry/report which will automatically abort when the time limit is reached?
	1.2.2.9	The ability for a user to halt a process, make an unrelated or related inquiry, and then return to the process?
	1.2.2.10	A "sounds like" or phonetic search where an entity is alphabetic and allows a wildcard search?
	1.2.2.11	Menus that are tailored and generated automatically for users based on their access
	1.2.2.12	A menu by-pass facility ("Hot Keys")?
	1.2.2.13	Data search that is not case sensitive?
	1.2.2.14	Table lookups that are context-sensitive?
	1.2.2.15	The ability to update tables without vendor involvement?
	1.2.2.16	Wild cards in data searches?
	1.2.2.17	The ability to set mandatory fields?
	1.2.2.18	The ability to track individual pieces of work through the organisation?
	1.2.2.19	The ability to selectively archive and restore data?
	1.2.2.20	The ability to add further data attributes without software vendor involvement?
	1.2.2.21	The ability to directly navigate to specific transactions instead of going through the
1.2.3		For menus, does the package provide:
	1.2.3.1	A hierarchy of main menu, sub-menus and overlay menus ?
	1.2.3.2	Allow customisation (by organisation) of menus for individual users ?
	1.2.3.3	Ability to maintain customised menus when software upgrades are performed ?
	1.2.3.4	User authorisation for menus and screens ?
	1.2.3.5	Ability to return to main menu by use of one key stroke ?
	1.2.3.6	Look up menus for field values which have:
	1.2.3.6.1	Clear understandable headings
	1.2.3.6.2	The facility for users to create their own view of this data both in regard to column order and data sort order which is carried through upgrades
1.2.4		For transactions, does the package provide:
	1.2.4.1	Fast batching to specific screens and transactions ?
	1.2.4.2	Retention of the identity of a transaction being processed when moving between a group of related screens ?
	1.2.4.3	The ability to hold a transaction while attending a second inquiry ?
	1.2.4.4	Close-down of open data sets if user is not returning to original transaction ?
1.3		Data Entry:
	1.3.1	Does the system facilitate general data entry including:
	1.3.1.1	Ability to support remote data entry:
	1.3.1.1.1	On-line?
	1.3.1.1.2	EDI Transactions / e Commerce Transaction/ OCR or scanned input facilities?
	1.3.1.1.3	Batch?
	1.3.1.2	Ability to customise input data formats without modification of software?
	1.3.2	Data defaults are provided on data entry screens?
	1.3.3	Provide for on-line, batch entry and EDI transactions supported by validation and edit routines ?

**FINANCIAL MANAGEMENT SYSTEM**

Response

Comment

**GIPA Act s 14 - Table 4(b)**

1.3.4		Provide a prompted input mode and export mode with error rollback and audit trail?
1.3.5		Support of simultaneous data entry/access by multiple users in a variety of modes ?
1.3.6		Does the system provide data entry validation for:
	1.3.6.1	Out of range values in data fields?
	1.3.6.2	Invalid characters in data fields?
	1.3.6.3	Missing or incomplete data?
	1.3.6.4	Exceeding upper and lower data volume limits?
	1.3.6.5	Unauthorised or inconsistent control data?
1.3.7		Offer input from pick lists defined by user agency?
1.3.8		Support conditional validation rules between fields where the content of one or more fields determines the validity of the content of others?
1.3.9		Does the system contain the following maintenance functions:
	1.3.9.1	Ability to provide mass maintenance:
		1.3.9.1.1 On-line?
		1.3.9.1.2 In batch?
	1.3.9.2	Ability to change account types?
	1.3.9.3	Ability to change account descriptions:
		1.3.9.3.1 Singly?
		1.3.9.3.2 In mass?
		1.3.9.3.3 On-line?
		1.3.9.3.4 In batch?
	1.3.9.4	Ability to close existing accounts to journal entry:
		1.3.9.4.1 Singly?
		1.3.9.4.2 In mass?
		1.3.9.4.3 On-line?
		1.3.9.4.4 In batch?
	1.3.9.5	Ability to add/change/delete accounts:
		1.3.9.5.1 Singly?
		1.3.9.5.2 In mass?
		1.3.9.5.3 On-line?
		1.3.9.5.4 Suppressed in account currently active?
1.3.10		Data defaults are provided on data entry screens?
1.3.11		Provide for on-line and batch entry supported by validation and edit routines?
1.3.12		Support of simultaneous data entry/access by multiple users in a variety of modes (i.e.. online, batch and spreadsheet upload facility)?
1.3.13		Ability to allow certain types of transactions to be posted according to the status of the cost centre/cost object or job?
<b>1.4</b>		<b>System Security:</b>
	1.4.1	Is the application compliant with ISO/IEC27001:2005 (Information technology - Security techniques - Information security management systems - Requirements)
	1.4.2	Can a hierarchical security system be established with the ability to establish access
		1.4.2.1 For individual users?
		1.4.2.2 For categories of users?
		1.4.2.3 All access must be controlled by a login screen.
	1.4.3	In relation to passwords, does the system provide:
		1.4.3.1 The ability to update user passwords by:
		1.4.3.1.1 End user, on-line-real-time?
		1.4.3.1.2 Security coordinator?
		1.4.3.1.3 Allow single sign-on facility / LDAP
		1.4.3.2 The ability to require periodic password changes:
		1.4.3.2.1 Vendor specified time period?
		1.4.3.2.2 User defined time period?
		1.4.3.2.3 facility to ensure that previously used password is not able to be reused/allowed?
	1.4.3.3	The ability to logoff users after a specified inactive period?

FINANCIAL MANAGEMENT SYSTEM				Response	Comment
		1.4.3.4	The ability for trusted acceptance of an authenticated identity from an external trusted source?	GIPA Act s 14 - Table 4(b)	
		1.4.3.5	The ability to implement parameter mechanisms or system rules to user passwords?		
		1.4.3.6	Ability to log off users after a predetermined number of unsuccessful attempts to log		
		1.4.3.7	User passwords must not be viewable on the screen.		
	1.4.4		Can the system limit system access by:		
		1.4.4.1	User?		
		1.4.4.2	Terminal/IP address?		
		1.4.4.3	Day of the week?		
		1.4.4.4	Certain hours of the day?		
		1.4.4.5	Range of dates?		
		1.4.4.6	Direct data access to data bases is prohibited to users.		
		1.4.4.7	Access defined by way of role to specified parts of the system, based on the work/role performed (i.e. user profile - which may be subject to location, position, seniority, etc )		
		1.4.4.8	Centrally controlled access to various modules as determined by system administrator.		
	1.4.5		Can security-related functions within the package:		
		1.4.5.1	Verify access to on-line transactions?		
		1.4.5.2	Restrict access to on-line transactions?		
		1.4.5.3	Generate a security exception report:		
		1.4.5.3.1	Lists users who have accessed the system?		
		1.4.5.3.2	Identifies attempts at unauthorised access?		
		1.4.5.4	Generate report with users and their security access?		
		1.4.5.5	Trace all transactions to a user?		
	1.4.6		Provide appropriate security precautions to guard confidentiality?		
	1.4.7		Record personal information in an encrypted form?		
	1.4.8		Maintain security across the report writer?		
	1.4.9		Does the system allow the following operations on the access profile:		
		1.4.9.1	Attach/relate user to profile real time?		
		1.4.9.2	Copy profile to user real time?		
	1.4.10		Can the system verify or restrict access to on-line transactions:		
		1.4.10.1	Without embedded security logic in application program?		
		1.4.10.2	Without passwords in application program?		
	1.4.11		Does the system have the ability to secure production passwords?		
	1.4.12		Does the system have the ability to trace all transactions to a user?		
	1.4.13		Is there the ability to secure production passwords from test environments for encrypted passwords?		
	1.4.14		Does the system allow the encryption of confidential and sensitive data such as bank transmission files (EFT transactions) or data to be submitted to regulatory authorities i.e. to and from a secure domain?		
	1.4.15		Audit tracking of changes to Security Access :		
		1.4.15.1	The date, time and user-id should be stored on each record of the database, and indicate when the record was last updated and by whom.		
		1.4.15.2	Maintain a history and audit trail of changes to user profile access rights.		
		1.4.15.3	Ability to audit "read access", should be capable of being enabled on highly secure data, confidential data and extremely sensitive data.		
		1.4.15.4	Ability to list inactive users for appropriate actioning and follow-up (for deletion, etc)		
	1.5		<b>Audit Considerations:</b>		
		1.5.1	Does the system provide the ability to track the flow of transactions from:		
		1.5.1.1	Source document to printed final reports?		
		1.5.1.2	Final summaries back to original source document?		
		1.5.1.3	Any record to relative source document?		
		1.5.1.4	The detailed work/functions undertaken eg. creation, updates, changes, deletions and/or modifications.		



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	1.5.2	Can the system provide an audit trail of transaction elements:
	1.5.2.1	Change amount?
	1.5.2.2	Before and after images of modified data?
	1.5.2.3	Date?
	1.5.2.4	Time?
	1.5.2.5	User ID?
	1.5.2.6	Authorisation ID (if required)?
	1.5.2.7	Terminal address (if applicable)?
	1.5.2.8	Program name?
	1.5.2.9	- File accessed
	1.5.2.10	- Field accessed
	1.5.2.11	- Table accessed
	1.5.3	Does the system use a reversing transaction instead of deleting or modifying a
	1.5.4	Does the system provide:
	1.5.4.1	The ability for users define audit report layouts?
	1.5.4.2	A means for statistical random sampling of data?
	1.5.4.3	A check to ensure history purges actually loaded to file?
	1.5.4.4	Optional retention of application audit trails for a specified time?
	1.5.4.5	Controls to prevent bypassing of edit checks and validate routines?
	1.5.4.6	Capability to maintain details of original transaction following transaction reversal.
	1.5.5	Does the system conform to accepted government policies, terms, statutes including Acts of Parliament, Treasury Regulations & Determinations?
	1.5.6	Does the system conform to various Australian Accounting Standards issued by the Australian Society of CPAs, the Institute of Chartered Accountants and GAAP?
	<b>1.6</b>	<b>Error Handling:</b>
	1.6.1	Does the system allow user to define actions for input errors:
	1.6.1.1	Reject input automatically?
	1.6.1.2	Display an exception message?
	1.6.1.3	Correct without re-input of entire transaction?
	1.6.1.4	Provide operator a choice of error treatments:
	1.6.1.4.1	Provide override exception?
	1.6.1.4.2	Reject for further review?
	1.6.1.4.3	Access user "Help" screen(s)?
	1.6.1.5	Suspend rejected transaction for reprocessing?
	1.6.2	Does the system:
	1.6.2.1	Detail fatal errors in a highly visible fashion?
	1.6.2.2	Provide meaningful comments?
	1.6.2.3	Produce reports with all batch processing:
	1.6.2.3.1	Rejection report?
	1.6.2.3.2	Exception report?
	1.6.2.4	Change error messages to conform to standards?
	1.6.2.5	Allow a user to modify a previously entered transaction field without having to commit the incorrect data and then submit another transaction to correct the data?
	1.6.3	Does the system provide the ability to select the method of edit rejection:
	1.6.3.1	Whole batches?
	1.6.3.2	Line-by-line?
	1.6.4	Able to reject transactions:
	1.6.4.1	With understandable error messages?
	1.6.4.2	With pointers to original transactions?
	1.6.4.3	With pointers to source documentation?
	1.6.4.4	And continue processing?
	1.6.5	Are validation checks to ensure data integrity included in the system:
	1.6.5.1	Data reasonableness checks?
	1.6.5.2	Data range checks?

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	1.6.6		Application Errors:		GIPA Act s 14 - Table 4(b)
		1.6.6.1	Application errors must notify the user of the exception processing. This information must relay the condition of the data causing the error, i.e. data not added, validation failed, system not available etc.		
		1.6.6.2	Application logs must contain all error conditions as a default exception, exceptions must be stamped with user/source of error, time and error codes.		
		1.6.6.3	Environment options must provide error logging trace levels, minimum requirement of errors, warnings, information at specific levels. Configuration management must be provided without business interruption.		
		1.6.6.4	Error notification must be able to initiate messages to various output types including email, smtp and sms.		
		1.6.6.5	Capacity to define error message content.		
	1.7		Interfaces:		
		1.7.1	Is data for key entities only entered once and immediately available to all modules?		
		1.7.2	Can the system utilise system exits to:		
		1.7.2.1	Create unique applications?		
		1.7.2.2	Interface unique applications?		
		1.7.3	Does the system archive data based on:		
		1.7.3.1	User defined dates?		
		1.7.3.2	Data type?		
		1.7.3.3	Data source?		
		1.7.3.4	User?		
		1.7.3.5	Accounting Period?		
		1.7.3.6	Order Numbers?		
		1.7.3.7	Other selection criteria?		
		1.7.4	Support the following methods of interfacing:		
		1.7.4.1	Batch update?		
		1.7.4.2	Transaction journal?		
		1.7.4.3	Real time update?		
		1.7.4.4	EDI transactions?		
		1.7.5	Produce audit report for incoming files?		
		1.7.6	Allow data exchange in the following PC software format:		
		1.7.6.1	Database:		
		1.7.6.1.1	Microsoft Access?		
		1.7.6.1.2	dBase?		
		1.7.6.1.3	Paradox?		
		1.7.6.2	Spreadsheets:		
		1.7.6.2.1	Lotus?		
		1.7.6.2.2	Microsoft Excel?		
		1.7.6.2.3	Quattro Pro?		
		1.7.6.3	Word processors:		
		1.7.6.3.1	WordPerfect?		
		1.7.6.3.2	Lotus Ami Pro/WordPro?		
		1.7.6.3.3	Microsoft Word?		
		1.7.6.4	Graphics package standards		
		1.7.7	Does the system have a fully defined and comprehensive API?		
		1.7.8	Has the system been interfaced to Web supported standard messaging systems?		
		1.7.9	Is the full functionality of the system available to remote devices using the Internet Protocol suite as a network protocol?		
		1.7.10	Does the system allow access to a remote application/module using the Internet Protocol suite for:		
		1.7.10.1	Inquiries?		
		1.7.10.2	Information exchange including transfer of messages, data fields and entire databases?		

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		1.7.10.3	Transactions including updates?
		1.7.10.4	Remote login?
	1.7.11		Does the package allow any of its components that can be physically detached to work remotely using the internet protocol suite over a wide area network or Web?
	1.7.12		Provide interface abilities via an API set?
	1.7.13		Provide seamless integration with XML, COM, CORBA and other current technologies?
	1.7.14		Provide capabilities for:
		1.7.14.1	Socket based communication?
		1.7.14.2	Synchronous and Asynchronous message based communication?
		1.7.14.3	Load balancing?
		1.7.14.4	Guaranteed message delivery?
		1.7.14.5	Transaction process monitoring?
		1.7.14.6	OLE?
		1.7.14.7	DDE?
		1.7.14.8	ODBC?
		1.7.14.9	SQL?
		1.7.14.10	Java?
		1.7.14.11	Oracle Stream
	1.7.15		Provide interface to automatically fax/email:
		1.7.15.1	Purchase Orders?
		1.7.15.2	Sales Invoices?
		1.7.15.3	Customer Statements
		1.7.15.4	Remittance advice?
		1.7.15.5	Any other report?
	1.8		<b>Inquiry:</b>
		1.8.1	Does the system provide:
		1.8.1.1	The ability to create user-defined queries:
		1.8.1.1.1	Store for later reference?
		1.8.1.1.2	Maintain a catalogue of queries?
		1.8.1.2	Allow many user levels to create queries:
		1.8.1.2.1	Maximum number of queries on file?
		1.8.1.2.2	Maintain security access for queries?
		1.8.1.2.3	The ability to sort a query using any element?
		1.8.1.2.4	The ability to use calculations when defining a query?
		1.8.2	Does the system provide the ability to use wildcards in data inquiry?
		1.8.3	Provide processing restrictions to cancel inquiry:
		1.8.3.1	Limitations on run-time?
		1.8.3.2	Limitations on time of day when queries can be run?
		1.8.3.3	User specific restrictions?
		1.8.3.4	Global restrictions?
		1.8.3.5	Restrictions on specific queries?
		1.8.4	Does the system support drill down queries to source data in originating module?
	1.9		<b>Date And Time Considerations:</b>
		1.9.1	Does the system allow:
		1.9.1.1	User to define date sensitive elements?
		1.9.1.2	Multiple effective dates?
		1.9.1.3	To and "From" dates?
		1.9.1.4	Changes processed out of chronological sequence?
		1.9.2	Can the user:
		1.9.2.1	Indicate pending changes on current file:
		1.9.2.1.1	Include change type?
		1.9.2.1.2	Include effective date?

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	1.9.2.2	View pending transactions on-line?
	1.9.2.3	Delete pending transactions on-line?
	1.9.2.4	Change pending transactions on-line?
	1.9.2.5	Allow effective dates for future 12 months?
	1.9.2.6	Specify the order functions are processed;
	1.9.3	Does the system include a calendar with:
	1.9.3.1	User definable public holidays?
	1.9.3.2	User definable end of year?
	1.9.3.3	User definable end of Taxation period?
	1.9.3.4	User definable end of Accounting period?
	1.9.3.5	User definable end of Budget/ Planning period?
1.10		<b>Work Flow:</b>
	1.10.1	Is the system interfaced to a message oriented workflow engine that applies business
	1.10.2	Is the workflow management coalition's API to workflow engines supported?
	1.10.3	Can the system specify the following processes :
	1.10.3.1	Participants in the process?
	1.10.3.2	Activities required of the participants?
	1.10.3.3	Conditions under which those activities should be performed?
	1.10.3.4	Sequence of activities?
	1.10.3.5	Priority of activities?
	1.10.3.6	Ability to assign priorities automatically to work process or task based on the type of work process or task and can dynamically change the priority with time in accordance with user defined rules.
	1.10.3.7	Which applications should be called?
	1.10.3.8	What data is required?
	1.10.3.9	Priorities can be automatically assigned to a work process or task based on the type of work process/task and can dynamically change the priority with time in accordance with user defined rules.
	1.10.4	Process rules can be defined with the help of options from drop down menu's?
	1.10.5	Define roles of each activity participant?
	1.10.6	Simulate a change to a process before implementation?
	1.10.7	Automatically initiate work requests as defined by the process model?
	1.10.8	Automatically initiate processing functions as defined by the process model?
	1.10.9	Provide process measurement information by tracking workflows and work request
	1.10.10	Initiate some system action for an activity which has exceeded its maximum duration?
	1.10.11	Access and track any type of data i.e.. text, graphics, images and spreadsheets?
	1.10.12	Apply an electronic signature for document approval?
	1.10.13	Define electronic document route?
	1.10.14	Track status of any electronic document?
	1.10.15	Standard electronic work process/task templates are able to be created, stored, retrieved and processed..
	1.10.16	Electronic documents, scanned images, emails, faxes and other types of electronic data files are able to be appended to a work process/task and transmitted to user queues where they must be able to be displayed and processed.
	1.10.17	Provide a graphical representation of a process for:
	1.10.17.1	Inquiry only?
	1.10.17.2	Changing the process model?
	1.10.18	Has been interfaced to the following mail systems:
	1.10.18.1	ccMail?
	1.10.18.2	Microsoft Outlook/ Exchange?
	1.10.18.3	GroupWise?
	1.10.18.4	Lotus Notes?
	1.10.18.5	Others?

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		1.10.19	Be integrated to MAPI compliant mail systems?	GIPA Act s 14 - Table 4(b)	
		1.10.20	Be integrated to SMTP compliant mail systems?		
		1.10.21	Workflow implemented with minimal changes?		
		1.10.22	Allow for both structured and adhoc workflow?		
		1.10.23	Provide system tool to monitor and adjust messages in queues?		
		1.10.24	Provide tools to allow process efficiency to be monitored and reviewed to allow ongoing streamlining?		
		1.10.25	Application Program Interface (API) transactions can be created and issued to a wide range of other applications.		
		1.10.26	API transactions can be received and processed from a wide range of other		
		1.10.27	The workflow system is capable of being interfaced to Web applications.		
		1.10.28	Ability to facilitate on-line authorisation/approval of a work process or task documents		
		1.10.29	A System administrator is able to monitor all work processes or tasks and queues, to reassign such to another queue both singly and in bulk.		
		1.10.30	Audit trails are maintained for every work process or task		
		1.10.31	Capability for Workflow to be triggered at a transaction or data level eg. a certain date can trigger a workflow event, or the input of a certain amount may trigger an event.		
		1.10.32	Workflow and ESS ( Electronic Self Service) functionality should be seamlessly integrat		
		1.10.33	The system administration of the workflow system can be provided centrally.		
		1.10.34	Statistical reports should be available outlining workflow transactions.		
	<b>1.11</b>		<b>Flexibility:</b>		
		1.11.1	System should be flexible to allows new organisational units to be quickly and easily added/configured within the application?		
		1.11.2	Chart of accounts allows re-organisation to occur quickly?		
		1.11.3	Organisational unit is not 'built-into' the account code?		
		1.11.4	Transaction process is not organisational dependent?		
		1.11.5	Default company information in transactions can be changed quickly?		
		1.11.6	Default values?		
		1.11.7	Allow screen numbers/pages or allow favourites (screens/pages) to be selected or 'bookmarked/tagged'		
	<b>2</b>		<b>WEB AND FRONT-END PORTAL</b>		
		<b>2.1</b>	<b>Sales (Web)</b>		
		2.1.1	Ability to provide Quotations		
		2.1.1.1	Allow entry of a quotation		
		2.1.1.2	Allow alteration of quotation		
		2.1.1.3	Allow deletion of quotation		
		2.1.1.4	Allow a quotation to be turned into a sales order		
		2.1.2	Ability to provide Sales Orders - allow the entering of sales order including:		
		2.1.2.1	Quantity		
		2.1.2.2	Item		
		2.1.2.3	Delivery details		
		2.1.2.4	Credit card number		
		<b>2.2</b>	<b>Purchasing (Web)</b>		
		2.2.1	Requisitions		
		2.2.1.1	Create internal transfer or Purchase Requisition (PR) from a template		
		2.2.1.2	Allow internal transfer or PR from external device as result of stock count (eg hand held barcode reader or other device)		
		2.2.1.3	PR can be created over the Web		
		2.2.1.4	PR over the Web uses the same inventory catalogue as core requisitions		
		2.2.1.5	Web PR can be generated from Multiple catalogues		

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	2.2.1.6	Approve by dollar value, user position and item category?
	2.2.1.7	Convert a PR into a Purchase Order taking the PR details into the PO
	2.2.2	Purchase orders
	2.2.2.1	Automatic PO to be create from re-order information
	2.2.2.2	Allow PO to be raised without a requisition
	2.2.2.3	Transmit PO via email/Internet Protocol
	2.2.2.4	Receive acknowledgement that PO is received by supplier via web
	2.2.3	Receipt
	2.2.3.1	Confirm delivery of internal transfers based on external device
	2.2.3.2	EAN (European Article Number) used for receiving one or more items from vendors
	2.2.3.3	Evaluated receipt settlement receiving over web
	2.2.3.4	Automated invoice hold resolution via email to requisition originators?
	2.2.4	Vendors
	2.2.4.1	Inquiry on vendor stock levels
	2.2.4.2	Automatic vendor price updating on source documents
	2.2.4.3	Vendor can enquire on PO status
	2.2.5	Inventory - Create inventory item including EAN (European Article Number)
<b>2.3</b>		<b>Portal (or ESS - Electronic Self Service)</b>
	2.3.1	Does the application provide a web-based portal for allowing a seamless integration, linking and allow access to various applications such as Finance, HR and RIMS (Records Information Management System) applications
	2.3.2	Does the portal allow transactions to be processed covering items as follows:
	2.3.2.1	- Purchase Requisitions
	2.3.2.2	- Petty Cash re-imburements
	2.3.2.3	- Reporting,
	2.3.2.4	- Other
	2.3.3	Does the portal allow the processing of HR related transactions as follows;
	2.3.3.1	- leave applications
	2.3.3.2	- sick leave
	2.3.3.3	- travel-related expenses, etc.
	2.3.3.4	- Other
	2.3.4	Does the portal provide access to Executive Information Systems (or Business Intelligence tools to Key Performance Indicators, Charts, and key financial reports, statistics, standard forms, etc
	2.3.5	Does the portal provide user access via a username and password
	2.3.6	Does the portal allow access over both the Agencies' Intranet and Internet.
	2.3.7	Does the portal operate under appropriate security protocols to ensure integrity and validation of access by approved users
<b>3</b>		<b>GOODS &amp; SERVICES TAX</b>
	<b>3.1</b>	<b>Goods and Services Tax (GST)</b>
	3.1.1	Does the package support value added tax/ GST?
	3.1.2	Does the package support the GST legislated in Australia?
	3.1.3	Does the package support user defined GST tax codes and applicable rates that can be centrally maintained?
	3.1.4	Does the systems allow ABNs to be validated through an algorithm and to identify invalid ones?
	3.1.5	Does the package support multiple tax collection agencies?
	3.1.6	Does the package support tax rates associated with customers?

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	3.1.7			Does the package support tax rates associated with organisational entities eg departments, cost centres/cost objects
	3.1.8			Does the package support tax rates associated with products?
	3.1.9			Confirm that additional modules are not required to support tax rates associated with products?
	3.1.10			Does the package support two or more tax rates?
	3.1.11			Are the tax rates:
		3.1.11.1		Nominated by an organisation when the set up is configured?
		3.1.11.2		Set within the package and cannot be changed?
	3.1.12			Can tax rates be allocated an effective start and end date?
	3.1.13			Can the package generate payments to tax authorities:
		3.1.13.1		Automatically?
		3.1.13.2		At predetermined times during a month?
		3.1.13.3		When requested by the user?
	3.1.14			Can the package generate GST warning messages on purchase invoices based on tolerance :
		3.1.14.1		amounts?
		3.1.14.2		percentages?
		3.1.14.3		no tolerances at all?
	3.1.15			Can the package generate error messages for GST on journals where this exceeds tolerance:
		3.1.15.1		amounts?
		3.1.15.2		percentages?
	3.1.16			Can the package generate warning messages for GST on journals where this exceeds tolerance:
		3.1.16.1		amounts?
		3.1.16.2		percentages?
	3.1.17			Can the package prevent the entry and payment of purchase invoices based on tolerance (i.e. hard errors):
		3.1.17.1		amounts?
		3.1.17.2		percentages?
	3.1.18			Can the package prevent the entry of journals based on tolerance (i.e. hard errors):
		3.1.18.1		amounts?
		3.1.18.2		percentages?
	3.1.19			Can the GST be set up to post to specific general ledger accounts?
	3.1.20			Can different rates of GST be set up to post to different general ledger accounts for different purchase type (eg capital vs other) ?
	3.1.21			Can the GST on a purchase invoice paid be allocated and posted to more than one general ledger account?
	3.1.22			Can the GST on a sales invoice be allocated to more than one general ledger account?
	3.1.23			Does the packages automatically apply tax rates to individual items on a purchase
	3.1.24			Does the supplier masterfile have a file to store a supplier's ABN?
	3.1.25			Does the package have the facility to record the organisation's ABN on purchase
	3.1.26			Does the package have the facility to record the organisation's ABN on quotes?
	3.1.27			Does the package have the facility to record the organisation's ABN on sales invoices?
	3.1.28			Does the package have the facility to record the organisation's ABN on customer statements?
	3.1.29			Does the package automatically recognise a GST liability when goods are receipted?
	3.1.30			When entering a purchase invoice, can the organisation choose whether to enter the net amount before GST and have the packages calculate the GST amount or insert the gross amount including GST , and have the package calculate the amount of GST applicable?
	3.1.31			If debit or credit notes are raised within the package, will it automatically calculate the GST based on the original purchase or sales invoice?

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	3.1.32		Where discounts are taken on purchase invoices, will the package automatically calculate the reduction in the GST receivable?
	<b>3.2</b>		<b>Withholding Tax</b>
	3.2.1		Does the package have a function to automatically withhold a nominated proportion of an invoice payment to a supplier?
	3.2.2		Can the package automatically deal with a mix of invoices whereby some invoices are subject to withholding tax and others are not?
	3.2.3		Is the percentage of withholding tax (or tax code) to be applied to invoices stored in the supplier masterfile?
	3.2.4		Can the user determine whether an invoice will be subject to withholding tax from the status of the invoice prior to payment?
	3.2.5		Can the user determine whether an invoice will be subject to withholding tax on-screen?
	3.2.6		Are standard reports produced listing all invoices to be paid which will be subject to withholding tax?
	3.2.7		Does the report indicate the amount of the withholding tax to be withheld?
	3.2.8		Does the report indicate the percentage of the invoice to be withheld?
	3.2.9		Can the user override the application of withholding tax to a supplier?
	3.2.10		When a payment is posted, is the withholding tax liability automatically posted to a nominated general ledger account?
	3.2.11		When a withholding tax liability is posted to a general ledger account are details of the supplier and invoice recorded in the ledger account so that a cross reference is maintained?
	<b>3.3</b>		<b>Fringe Benefits Tax</b>
	3.3.1		Does the package have functionality to record fringe benefits paid to employees?
	3.3.2		Does the package have a report to record all payments made during a financial year (or a specified financial period) to a nominated employee?
	3.3.3		Does the package have the ability to reflect/compute the FBT component of employee expenses (eg travel, etc)
	3.3.4		Ability to generate FBT reports by Agency, business, cost centre, etc
	<b>3.4</b>		<b>Reports/Warning Messages</b>
	3.4.1		Report by vendors with the same ABN number
	3.4.2		Warning message for identical ABN entry where ABN currently exists for an existing
	3.4.3		Ability to provide the following BAS (Business Activity Statement) related functions:
		<b>3.4.3.1</b>	Ability of the system to generate a BAS (Business Activity Statement)
		<b>3.4.3.2</b>	Ability to generate it as frequently as required (eg monthly or quarterly)
		<b>3.4.3.3</b>	Ability to reconcile annual BAS with General Ledger Accounts covering GST, PAYG, Withholding Tax, etc.
	<b>4 REPORT WRITER</b>		
	<b>4.1</b>		<b>General</b>
		4.1.1	Regarding Report Scheduling:
		4.1.1.1	Is the user able to schedule ad hoc reports with regular reports?
		4.1.1.2	Can the user schedule reports and automatic system functions:
		4.1.1.2.1	Through user-controlled tables?
		4.1.1.2.2	Through job stream processing?
		4.1.1.3	Can the system provide for table controlled report scheduling:
		4.1.1.3.1	By report number?
		4.1.1.3.2	By division/sub-division?
		4.1.1.3.3	Scheduled print week?
		4.1.1.3.4	Frequency?



FINANCIAL MANAGEMENT SYSTEM				Response	Comment
		4.1.1.3.5	Destination?	GIPA Act s 14 - Table 4(b)	
		4.1.1.3.6	Special forms designation?		
		4.1.1.3.7	Number of copies or passes?		
		4.1.1.3.8	User input control date?		
		4.1.1.3.9	Select criteria (by group, division, or sub-division)?		
		4.1.1.3.10	Reporting against current or future data?		
	4.1.1.4		Does the system have the ability to:		
		4.1.1.4.1	Ability to add new reports to schedule on-line?		
		4.1.1.4.2	Ability to delete reports from schedule on-line?		
		4.1.1.4.3	Ability to change report schedule on-line?		
		4.1.1.4.4	Ability to duplicate schedules from year-to-year?		
	4.1.1.5		Can the reports be run in the background so the machine is still available?		
	4.1.1.6		Can reports be prioritised?		
	4.1.1.7		Reports are to be available on point in time information. eg. Listing of unpresented cheques as at a specified date.		
	4.1.2		In relation to Report Development, is it possible to:		
		4.1.2.1	Allow ad hoc reporting against all history fields?		
		4.1.2.2	Create custom reports with user-friendly terminology?		
		4.1.2.3	Create custom reports with the use of a 'wizard-like' tool?		
		4.1.2.4	Reference dictionary for names of data elements?		
		4.1.2.5	Save modified reports?		
		4.1.2.6	Allow on-line development of reports?		
		4.1.2.7	Use, add and modify standard letters?		
		4.1.2.8	Access all data in the system:		
		4.1.2.8.1	Across all applications?		
		4.1.2.8.2	Subject to package security access?		
	4.1.2.9		Access for report creation:		
		4.1.2.9.1	More than one file?		
		4.1.2.9.2	More than one database?		
	4.1.2.10		Provide selection criteria for reports (e.g., select all items with sales greater than or equal to \$1M):		
		4.1.2.10.1	Greater than or equal to selection capability?		
		4.1.2.10.2	Range selection?		
		4.1.2.10.3	Less than or equal to selection capability?		
		4.1.2.10.4	Equal to selection capability?		
		4.1.2.10.5	Negative selection capability (e.g., select items not equal to)?		
		4.1.2.10.6	Or allow use of wildcards or some other user defined criteria		
	4.1.2.11		Allow users to view report writer generated reports on-line?		
	4.1.2.12		Support inclusion of report writer reports on standard menu screens?		
	4.1.2.13		Provide menu driven report creation:		
		4.1.2.13.1	Allow users to electronically browse and select needed files without having to type technical file names?		
		4.1.2.13.2	Once files are selected provide electronic browse and select function for needed fields without having to type technical fields names?		
		4.1.2.13.3	Provide electronic browse and select function for required calculations?		
	4.1.2.14		Provide graphic capabilities:		
		4.1.2.14.1	Generate bar charts?		
		4.1.2.14.2	Generate line graphs?		
		4.1.2.14.3	Generate pie charts?		
	4.1.2.15		Ability to store and maintain report parameters:		
		4.1.2.15.1	In batch?		
		4.1.2.15.2	On-line?		
	4.1.2.16		Identify report recipients on the report?		
	4.1.2.17		Sort reports into distribution sequence?		

# FINANCIAL MANAGEMENT SYSTEM

Response

Comment

GIPA Act s 14 - Table 4(b)

	4.1.2.18	Incorporate distribution addresses in reports?
	4.1.2.19	Provide interfaces to word processors:
	4.1.2.19.1	Download?
	4.1.2.19.2	Merge?
	4.1.2.20	Provide interfaces to spreadsheets:
	4.1.2.20.1	Lotus?
	4.1.2.20.2	Microsoft Excel?
	4.1.2.20.3	Quattro Pro?
	4.1.2.21	Automatically delete reports after a specified period of time?
	4.1.2.22	Append the following:
	4.1.2.22.1	Date/Time to each page?
	4.1.2.22.2	User/Location to each page?
	4.1.2.22.3	"End of Page" at bottom of page?
	4.1.2.22.4	"End of Report" at end of report?
	4.1.2.22.5	Page numbers?
	4.1.2.22.6	Page titles?
	4.1.2.23	Report production must be undertaken from within the Finance application or by an integrated approved "best of breed" package.
	4.1.2.24	Capacity for trained system administrators to modify standard reports and save the modified report as a new standard report.
	4.1.2.25	The reporting environment must provide the ability to create adhoc reports, incorporating any user-selected combination of related fields.
	4.1.2.26	The adhoc report writer should be capable of being operated by trained user staff and should not require systems or programming staff assistance.
	4.1.2.27	Selective users should be able to develop and maintain a comprehensive and easily accessible help menu for adhoc reporting.
	4.1.2.28	Enquire and extract information from multiple files within the Financial/HR application for inclusion in a user defined report.
	4.1.3	Regarding Report Layout, is it possible to:
	4.1.3.1	Create report headings and borders?
	4.1.3.2	Specify user-controlled page breaks?
	4.1.3.3	Specify the number of print lines per page?
	4.1.3.4	Allow for multiple-line record formatting (i.e., records longer than 132 characters)?
	4.1.3.5	Print headings conditionally?
	4.1.3.6	Print lines based on logical operations on:
	4.1.3.6.1	Detail fields?
	4.1.3.6.2	Summary fields?
	4.1.3.6.3	Calculated fields?
	4.1.3.6.4	Variances?
	4.1.3.6.5	Portrait?
	4.1.3.6.6	Landscape?
	4.1.3.7	Produce graphical output:
	4.1.3.7.1	Within the application?
	4.1.3.7.2	By exporting data to another application?
	4.1.3.8	Set up prototype set of reports for like entities?
	4.1.3.9	Catalogue report definitions?
	4.1.3.10	Ability to reference files external to the package?
	4.1.3.11	Control line spacing?
	4.1.3.12	Set up generic selection criteria (based on report type) to filter on standard reports eg. for Finance type reports, generic selection criteria could include, date range, business unit, account code, program, project, supplier code, customer code, etc; with filter extracted data based upon user specified criteria.
	4.1.4	Regarding Output, is it possible to:

FINANCIAL MANAGEMENT SYSTEM				Response	Comment
		4.1.4.1	View report results on-line?	GIPA Act s 14 - Table 4(b)	
		4.1.4.2	Scan reports on-line?		
		4.1.4.3	Print at user's option?		
		4.1.4.4	Purge at user's option?		
		4.1.4.5	Transmit reports to remote locations?		
		4.1.4.6	Control ad hoc reports by:		
		4.1.4.6.1	CPU maximum time?		
		4.1.4.6.2	Record volume?		
		4.1.4.6.3	User access control criteria?		
		4.1.4.7	Provide ad hoc access while the data base is open?		
		4.1.4.8	Perform "what if" simulation with system data?		
		4.1.4.9	View selected item as per user defined (eg first 10 or 20 records or last 10 or 20		
		4.1.4.10	Allow sorting of items selected/viewed in alphabetical or numerical sequence		
		4.1.4.11	Reports should be able to be scheduled to generate automatically at frequencies based on user requirements (eg weekly, fortnightly, monthly, etc).		
		4.1.4.12	The facility should be available to provide user defined printer selection and the number of copies required.		
		4.1.4.13	Users should have the ability to configure report output and direct to various destinations such as screen, printer, fax, web site, mobile phone, file or desktop		
		4.1.4.14	Views of standard reports across the organisation will vary according to security profile eg. A single location based report will produce a result dependent on the location of the user and their security level.		
		4.1.4.15	Report output should be flexible so that both online and printed versions can be processed at the same time. Output format should support text, pdf, xml, html, csv etc.		
		4.1.4.16	The system should have the ability to view current reporting status with the additional functionality to notify users at completion with status results.		
		4.1.4.17	Capacity to preview generated standard reports on-line prior to production.		
		4.1.4.18	Users should have the ability to prioritise/limit reporting, with the ability to modify attributes such as:		
		4.1.4.18.1	- Max Processor time		
		4.1.4.18.2	- Record limits		
		4.1.4.18.3	- Priority order.		
		4.1.4.19	The reporting environment must allow the user to pre-define and save reports.		
		4.1.4.20	Alias names should be able to be defined for database tables and data elements to assist in user-friendly reporting.		
		4.1.4.21	groups (and or using the Web) - subject to appropriate authority by the systems administrator		
		4.1.4.22	Save the report results for later recall.		
		4.1.4.23	Users should have the ability to re-run the saved reports with various input parameters based on specific metadata.		
		4.1.4.24	The system should provide the ability to cancel print requests, report requests and enquiries.		
		4.1.4.25	Reports should be capable of being previewed on screen, and modified where required, prior to printing.		
		4.1.4.26	Ability to report across financial years and comparison to prior period(s)		
	<b>4.2</b>		<b>Performance Considerations</b>		
		4.2.1	Reports can be compiled for increased processing efficiency?		
		4.2.2	Report writer is based on SQL data manipulation language?		
		4.2.3	Reports are processed in batch mode (i.e., general users are not given the authority to process on-line)?		
		4.2.4	Reports can be processed on-line with restricted authority approval?		
		4.2.5	Provide processing restrictions set by data processing which will automatically cancel the report:		
		4.2.5.1	Limitation on amount of processor time allowed?		

# FINANCIAL MANAGEMENT SYSTEM

Response

Comment

## GIPA Act s 14 - Table 4(b)

	4.2.5.2	Limitation on amount of file records to be processed?
	4.2.5.3	Limitation on the time of the day when reports can be run?
	4.2.5.4	User specific restrictions?
	4.2.5.5	Global (i.e. all users) restrictions?
	4.2.6	Reports or groups of reports are able to be set up to run in batch mode for a future date or time or on a recurring basis.
	4.2.7	The generating of reports should have little or no impact on the performance of the operational system.
4.3		<b>Calculations</b>
	4.3.1	Allow the following calculations:
	4.3.1.1	Addition?
	4.3.1.2	Subtraction?
	4.3.1.3	Multiplication?
	4.3.1.4	Division?
	4.3.1.5	Situating by user-specified breaks (i.e. data record changes)?
	4.3.1.6	Sub-totalling?
	4.3.1.7	Grand totalling?
	4.3.2	Allow calculations on fields which are the product of a calculation (e.g., division of a column total):
	4.3.2.1	Addition?
	4.3.2.2	Subtraction?
	4.3.2.3	Multiplication?
	4.3.2.4	Division?
	4.3.2.5	Situating by user-specified breaks (i.e., data record changes)?
	4.3.2.6	Sub-totalling?
	4.3.2.7	Grand totalling?
	4.3.3	Allow multiple calculations per field?
	4.3.4	Perform column calculations?
	4.3.5	Perform row calculations?
	4.3.6	Use different operators for defining a calculation:
	4.3.6.1	Boolean (i.e., and, or)?
	4.3.6.2	Compute?
	4.3.6.3	Concatenation?
	4.3.6.4	Relational?
	4.3.6.5	Percentage calculations
	4.3.6.6	Count (item count)
	4.3.7	Perform inter-column calculations?
	4.3.8	Perform inter-row calculations?
	4.3.9	Allow for tolerances:
	4.3.9.1	Allow a specified tolerance?
	4.3.9.2	And highlight variances exceeding these tolerances?
	4.3.10	Store calculations for use in many reports?
	4.3.11	Store calculated values and use in other reports?
	4.3.12	Select on:
	4.3.12.1	Multiple data items?
	4.3.12.2	Any part of data elements?
	4.3.12.3	Any combination of data elements?
	4.3.13	Sort on:
	4.3.13.1	Multiple data items?
	4.3.13.2	Any part of data elements?
	4.3.13.3	Any combination of data elements?
	4.3.14	Provide year-to-date calculations?
	4.3.15	Round all figures selectively by report in:
	4.3.15.1	Tens?

# FINANCIAL MANAGEMENT SYSTEM

	4.3.15.2	Hundreds?
	4.3.15.3	Thousands?
	4.3.15.4	Millions?
4.3.16		Ability to:
	4.3.16.1	Suppress headings?
	4.3.16.2	Define control page breaks?
	4.3.16.3	Specify the number of lines on a page?
	4.3.16.4	Suppress decimal points and cents?
	4.3.16.5	Print all commas?
	4.3.16.6	Print "0" for zero amounts?
	4.3.16.7	Print blank for zero amounts?
	4.3.16.8	Suppress zero amount lines?
4.3.17		Carry totals from one report to another?
4.3.18		Access multiple files per report?
4.3.19		Report on current financial status of accounts within a range of accounts?
4.3.20		Report on account transactions occurring within a specified time frame?
4.4		<b>Formatting</b>
4.4.1		Provide automated report formatting/layout:
	4.4.1.1	System will suggest a format?
	4.4.1.2	User can arrange the fields to appear in any sequence desired (excluding space)
	4.4.1.3	User can format a report for 80 column paper?
	4.4.1.4	User can format a report for 132 column paper?
	4.4.1.5	User can format a report for 240 column paper?
	4.4.1.6	Users can change report column names (i.e. column heading names not actual data)?
4.4.2		Support font definition of selected fields?
4.4.3		Support adding user-defined text in columns or rows?
4.4.4		Provide a same-as-except copy capability for existing reports?
4.4.5		Permit maintenance to existing reports previously developed (and based on security levels attached):
	4.4.5.1	Add new fields?
	4.4.5.2	Add new files?
	4.4.5.3	Delete fields?
	4.4.5.4	Delete files?
	4.4.5.5	Change calculations?
	4.4.5.6	Change report layout?
4.4.6		Ability to:
	4.4.6.1	Rename display fields?
	4.4.6.2	Adjustment of field width?
	4.4.6.3	Suppress fields?
	4.4.6.4	Position fields at random on form?
4.4.7		Provision for totals and sub-totals at any level of sorting?
4.4.8		Provision for headings and text at any level of sorting?
4.5		<b>Integration</b>
4.5.1		Provide access to DBMS such as:
	4.5.1.1	Relational?
	4.5.1.2	Non-relational?
	4.5.1.3	Hierarchical?
	4.5.1.4	Networked?
4.5.2		Allow interfaces to other vendor applications (e.g., major application software General Ledger, Order Management, Payroll)?
4.5.3		Allow standard file interface capability for custom written applications (e.g., Order Management, Payroll)?
4.5.4		Allow data exchange in the following PC software format:

Response  
 Comment  
**GIPA Act's 14 - Table 4(b)**



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	5.2.8.2	- Export facilities should provide users the functionality to upload sets of data.
	5.2.8.3	- Data Export/Import facilities must conform to audit requirements.
	5.2.8.4	- Import and Export formats should provide multiple format capabilities (eg. csv, tab, excel, XML and ODBC) .
5.2.9		Down loading and up loading to/from other systems such as:
	5.2.9.1	Subordinate processing?
	5.2.9.2	Data capture systems?
	5.2.9.3	Decision support systems?
5.2.10		Use of a transfer file to hold the records of transactions during an interface transfer?
5.2.11		Audit capability of the interface transfer(s)?
5.2.12		System management capability to restart/stop/resend/verify transfer?
<b>5.3</b>		<b>Operating Capability</b>
	5.3.1	Allow transactions to be posted to multiple databases (especially for Archiving and Disaster Recovery Purposes?
	5.3.2	Simultaneously support remote and local sites?
	5.3.3	Allowing multiple data processing models to be supported and operated simultaneously i.e. production, testing and training?
	5.3.4	Providing simultaneous data entry, access and retrieval?
	5.3.5	The database is to support:
	5.3.5.1	- referential integrity
	5.3.5.2	- full scalability
	5.3.5.3	- full multi-user database maintenance
	5.3.5.4	- on-line backup processing
	5.3.5.5	- the introduction or restructuring of data fields without compromising data structures
	5.3.5.6	- database performance monitoring
	5.3.5.7	- variable length data records.
	5.3.6	Data compression is to be accommodated.
<b>5.4</b>		<b>System Management</b>
	5.4.1	Existence of safeguards to avoid and prevent damage to data from events such as operator errors, simultaneous changes or system failures?
	5.4.2	Can data be stored in small sub-sets to facilitate easy restoring?
	5.4.3	Facility to reorganise, restructure and optimise the FMS database?
	5.4.4	Backup, Recovery and Archiving:
	5.4.4.1	Backup and Recovery:
	5.4.4.1.1	Identification of data files changed, which can be saved for recovery purposes?
	5.4.4.1.2	Ability to run uninterrupted online backups.
	5.4.4.1.3	Ability to create incremental or full image backups.
	5.4.4.1.4	Ability to backup (and ability to retrieve) to (from) multiple media types such as TAPE , DISK and remote sites.
	5.4.4.2	Archiving and Retrieval:
	5.4.4.2.1	Archive transactions based on job/project status?
	5.4.4.2.2	Automatic and ad hoc archiving and purging of actual transactions, based on pre-determined and specified parameters.
	5.4.4.2.3	Archived data to be accessed and retrieved efficiently by users, with minimal technical assistance.
	5.4.4.3	Notification of users when jobs are aborted?
	5.4.4.4	Allowance for authorised users to determine the point of failure and initiate recovery procedures?
	5.4.4.5	Provision of a restart and recovery facility allowing quick reload?
	5.4.4.6	Rollback facility using stored images to rollback to the last completed transaction?
	5.4.4.7	Reapplying unsuccessful or partly successful transactions?
	5.4.4.8	Existence of purging report facility?

**FINANCIAL MANAGEMENT SYSTEM**

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GIPA Act s 14 - Table 4(b)

5.5		Platform
	5.5.1	Indicate which Unix platforms are supported?
	5.5.2	Windows 2003 (or later) currently supported?
	5.5.3	Compatibility allowing the system to work with other applications?
	5.5.4	Are there any known conflicts to prevent the point above (eg conflict with DLLS)?
	5.5.5	One common version of source code covering all hardware platforms?
	5.5.6	If the source code is not released simultaneously for all hardware platforms please indicate the release order by hardware platform
	5.5.7	Indicate the time (in months) between the issue of the application for the different release categories
	5.5.8	Ability to use the following database technologies;
	5.5.8.1	Oracle
	5.5.8.2	Sybase
	5.5.8.3	Ingres
	5.5.8.4	SQL Server
	5.5.8.5	DB2
	5.5.8.6	Other
	5.5.9	Application identifies the specific relational database and uses triggers etc for that specific database.
5.6		Web
	5.6.1	Software able to work over Web without modification?
	5.6.2	Support for:
	5.6.2.1	HTML?
	5.6.2.2	Java?
	5.6.2.3	JavaScript?
	5.6.2.4	XML?
	5.6.2.5	Client/server scripting?
	5.6.3	Describe ability to provide secure access?
	5.6.4	Support for Portals?
	5.6.5	User is able to 'personalise' portal of software?
5.7		Application Service Provider (ASP) capabilities
	5.7.1	Ability to utilise the software using an ASP?
	5.7.2	List ASP alliances?
5.8		Data upload:
	5.8.1	Scripting tools exist for uploading data?
	5.8.2	Scripting tools are subject to security barriers?
	5.8.3	Data uploads are subject to full data validation tests which are applied by the application database?
5.9		Data Validation
	5.9.1	Data input should be controlled by pick lists pre-populated with valid default data and specific formats must be validated at entry.
	5.9.2	Default data and pick lists should be related to the user profile ensuring integrity within the profile scope.
	5.9.3	All data entered should be validated against business rules, data relationships, and the application files where appropriate eg. If a duplicated leave entry is entered, the system should warn of duplication etc.
5.10		Interfaces
	5.10.1	List existing interfaces?
	5.10.2	Describe how interfaces work i.e. solicit, broadcast, batch?
	5.10.3	Describe what interfacing standards are used for the interfaces (UN, EDIFACT)?

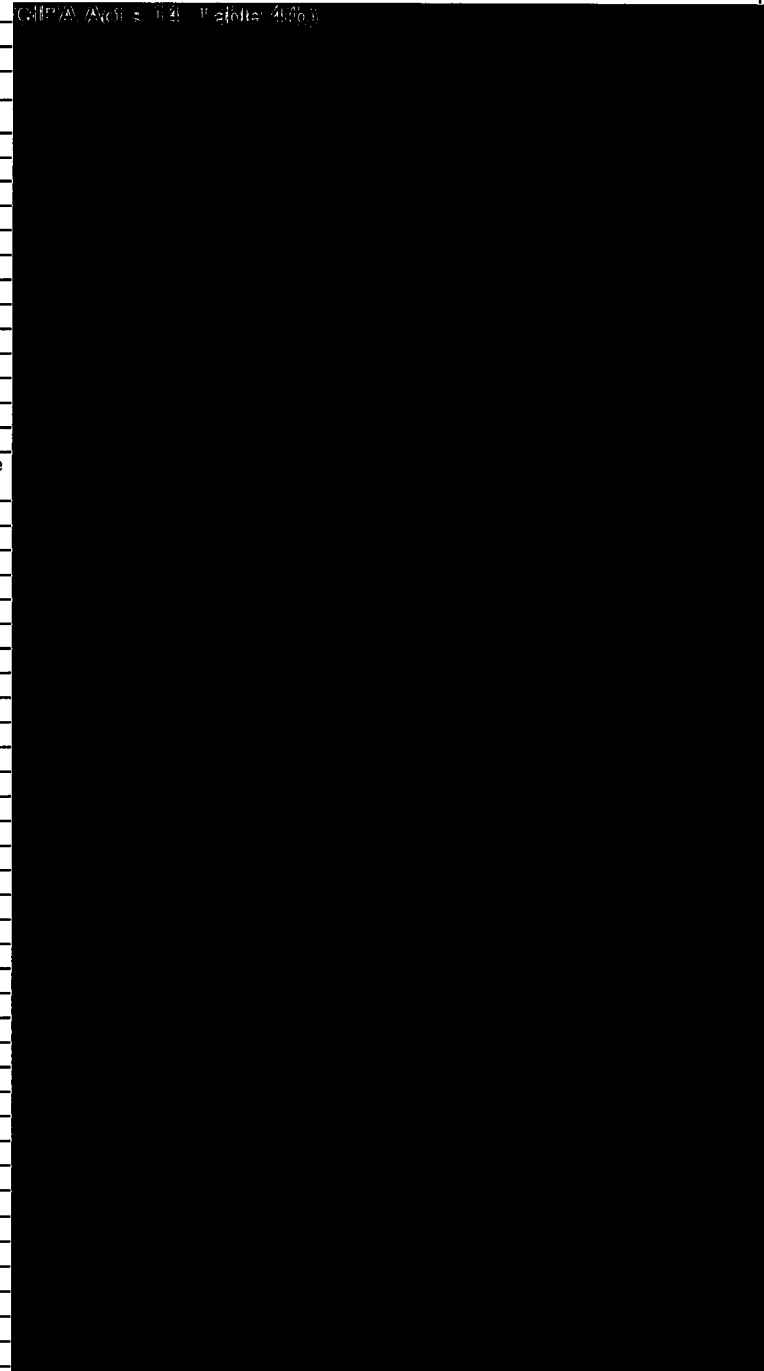


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Comment

		5.10.4		Describe what messaging systems are supported?
<b>C</b>	<b>SUPPORT</b>			
<b>6</b>	<b>SUPPORT</b>			
		<b>6.1</b>		<b>Documentation</b>
		6.1.1		Is the following documentation provided:
		6.1.1.1		Operator manuals (for relevant version control/release)?
		6.1.1.2		Technical manuals (for relevant version control/release)?
		6.1.1.3		Programmer manuals for tools in FMS?
		6.1.1.4		User manuals?
		6.1.1.5		Screen generator manuals?
		6.1.1.6		Report writer manuals?
		6.1.1.7		Database administrator manuals?
		6.1.1.8		Security administrator manuals?
		6.1.1.9		Error messages manual?
		6.1.1.10		Output documents and reports manual?
		6.1.1.11		Change request documents are required for customer feedback and functional change requirements.
		6.1.2		Does package include documentation for:
		6.1.2.1		Installing software:
		6.1.2.1.1		Disk requirements?
		6.1.2.1.2		Memory requirements?
		6.1.2.1.3		Network and telecommunications requirements?
		6.1.2.1.4		Computer resource requirements?
		6.1.2.1.5		Operational System Requirements
		6.1.2.1.6		Database requirements
		6.1.2.2		Configuring software:
		6.1.2.2.1		Required component names?
		6.1.2.2.2		Required library names?
		6.1.2.2.3		Required file/database names?
		6.1.2.2.4		File sizing?
		6.1.2.2.5		File allocation and initialisation?
		6.1.2.2.6		File distribution and placement?
		6.1.2.3		Package administration procedures:
		6.1.2.3.1		DBMS/file system maintenance?
		6.1.2.3.2		End-user security/function access?
		6.1.2.3.3		Parameter/master file maintenance?
		6.1.2.3.4		Updating the software?
		6.1.2.3.5		Disaster recovery functions?
		6.1.2.4		Operations procedures:
		6.1.2.4.1		End-user procedures for each function?
		6.1.2.4.2		Daytime operations?
		6.1.2.4.3		Day-end operations?
		6.1.2.4.4		Demand jobs?
		6.1.2.4.5		Backup/recovery/restart?
		6.1.2.4.6		Handling errors and exceptions?
		6.1.2.4.7		Requesting vendor support?
		6.1.2.4.8		Disaster recovery procedures?
		6.1.2.5		Data and output control:
		6.1.2.5.1		Input forms and their use?
		6.1.2.5.2		Data entry procedures?
		6.1.2.5.3		Balancing and reconciliation procedures?
		6.1.2.5.4		Report distribution?



**FINANCIAL MANAGEMENT SYSTEM**

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		6.1.2.6	Is documentation available via:
		6.1.2.6.1	Printed manuals?
		6.1.2.6.2	On-line (i.e. PDF or HTML based format)?
		6.1.2.6.3	CBT (Computer Based Training) - not integrated with product?
		6.1.2.6.4	Video tape/DVD, etc?
		6.1.2.6.5	CD-ROM?
		6.1.2.6.6	Application vendor provided knowledge base environment accessible by specified customer users. This should provide FAQ's, email and forums.
		6.1.2.7	Are updates supplied:
		6.1.2.7.1	in loose leaf format?
		6.1.2.7.2	on computer readable media?
		6.1.2.8	Can reference material be reproduced for internal use?
		6.1.2.9	Are procedures manuals tailored to the specific implementation?
		6.1.2.10	Are procedures manuals updated to reflect system amendments?
<b>6.2</b>			<b>Training Requirements</b>
	6.2.1		Existence of a training plan including course outline for the following groups:
		6.2.1.1	Senior Management?
		6.2.1.2	Project team Staff?
		6.2.1.3	System Administrators?
		6.2.1.4	Users in Administrative Agencies?
		6.2.1.5	End-users?
		6.2.1.6	Internal development for Knowledge transfer
		6.2.1.7	on Client Premises
	6.2.2		Conduction of training courses through:
		6.2.2.1	On-line tutorials?
		6.2.2.2	Self-study?
		6.2.2.3	Lectures?
		6.2.2.4	Workshops?
		6.2.2.5	Visual aids?
	6.2.3		Availability of training material for the courses conducted to the following groups:
		6.2.3.1	Senior Management?
		6.2.3.2	Project team Staff?
		6.2.3.3	System Administrators?
		6.2.3.4	Users in Administrative Agencies?
		6.2.3.5	End-users?
<b>6.3</b>			<b>User Support Services</b>
	6.3.1		Notification to users of software problems logged through hot-line every:
		6.3.1.1	Days
		6.3.1.2	Week?
		6.3.1.3	Two weeks?
		6.3.1.4	Monthly?
		6.3.1.5	Quarter?
		6.3.1.6	Six Months?
	6.3.2		Guaranteed hot-line support response times for users:
		6.3.2.1	Fifteen minutes for emergency priority issues?
		6.3.2.2	One hour for high priority issues?
		6.3.2.3	2-3 hours for medium priority issues?
		6.3.2.4	One days for low priority issues?
		6.3.2.5	Access to online help from software vendor
		6.3.2.6	Access to software vendor call centre for problem tracking
	6.3.3		Hot-line support availability:
		6.3.3.1	24 hours?
		6.3.3.2	Business hours?

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**GIPA Act s 14 - Table 4(b)**

	6.3.4		Support service availability:
		6.3.4.1	Install in country locations?
		6.3.4.2	Remote diagnostic support?
		6.3.4.3	Consultancy services?
	<b>6.4</b>		<b>Technical Support Services</b>
	6.4.1		Installation of Financial Management Software modules?
	6.4.2		Interfacing the FMS software with existing administrative and accounting software?
	6.4.3		Conversion of current and historical data?
	6.4.4		Development of software interfaces to management support systems?
	6.4.5		Product development tools available for to users?
	6.4.6		Product developed in a non-proprietary language and database?
	<b>6.5</b>		<b>Maintenance and Software Upgrades</b>
	6.5.1		Frequency of new software releases and upgrades:
		6.5.1.1	Quarterly?
		6.5.1.2	Bi-annually
		6.5.1.3	Annually?
	6.5.2		Time frame for the support of software versions:
		6.5.2.1	More than 12 month from release?
		6.5.2.2	More than two years from release?
		6.5.2.3	More than five years from release?
		6.5.2.4	Time frame of support after last upgrade version
	6.5.3		All software changes must be managed within the context of a rigid System Development Life Cycle. This must define schedules for updates, process for patch testing, backward compatibility and certification processes.
	6.5.4		The application software must be certified against platforms specified for the SOE (Standard Operating Environment) for the relevant NSW Government Agency.
<b>D</b>	<b>FUNCTIONALITY</b>		
	<b>7 GENERAL LEDGER</b>		
	<b>7.1</b>		<b>System Volumes</b>
		7.1.1	General:
		7.1.1.1	Account code cater for 20 digits including organisation code?
		7.1.1.2	Amount fields cater for \$999,999,999,999.99?
		7.1.1.3	Cater for 53 accounting periods per year and up to at least 13 calendar months?
		7.1.1.4	Cater for 5 years history?
		7.1.1.5	Cater for 200 budget versions?
		7.1.1.6	Cater for 999 lines per journal?
		7.1.1.7	Cater for 999999 accounts?
		7.1.1.8	Cater for 9999 cost centres/cost objects?
		7.1.2	Other - What is the System's maximum capability to accommodate the following dimensions and groupings:
		7.1.2.1	Location?
		7.1.2.2	Responsibility centre?
		7.1.2.3	Cost centre/Cost Object/Profit Centre?
		7.1.2.4	Accounts?
		7.1.2.5	Project/Program
		7.1.2.6	Directorate
		7.1.2.7	Item
		7.1.2.8	SOF (Source of Funds)

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GIPA Act s 14 - Table 4(b)

	7.1.2.9	Other multiple dimensions (eg covering Funds, Regions, etc)
7.2		<b>System Set-up</b>
	7.2.1	Regarding coding structure:
	7.2.1.1	Able to handle alpha and numeric characters?
	7.2.1.2	Able to modify coding structure after implementation:
	7.2.1.2.1	Without program changes?
	7.2.1.2.2	With program changes?
	7.2.1.3	Able to process multiple reporting entities, (in discrete ledgers as separate entities):
	7.2.1.3.1	With differing accounting calendars?
	7.2.1.3.2	With differing charts of accounts?
	7.2.1.3.3	With differing account structures?
	7.2.1.4	Able to process multiple cost centres/cost objects:
	7.2.1.4.1	With differing accounting calendars?
	7.2.1.4.2	With differing charts of accounts?
	7.2.1.4.3	With differing account structures?
	7.2.2	Regarding amount fields:
	7.2.2.1	Store account balances by accounting period for multiple years of:
	7.2.2.1.1	Actuals?
	7.2.2.1.2	Budgets/or revised versions of Budgets?
	7.2.2.2	Calculate account balances by month for multiple years of:
	7.2.2.2.1	Statistics?
	7.2.2.2.2	Averages?
	7.2.2.3	Display:
	7.2.2.3.1	Amounts as (CR, DR)?
	7.2.2.3.2	Amounts as (-, +)?
	7.2.3	Regarding conversion:
	7.2.3.1	Convert input code if it differs from the expected code?
	7.2.3.2	Generate expanded code from a minimum number of digits?
	7.2.4	Regarding the chart of accounts:
	7.2.4.1	Ability to specify chart of accounts key fields:
	7.2.4.1.1	Field Structure?
	7.2.4.1.2	Size?
	7.2.4.2	Ability to accommodate:
	7.2.4.2.1	Responsibility entities?
	7.2.4.2.2	Responsibility centres?
	7.2.4.2.3	Project numbers?
	7.2.4.2.4	Both responsibility centres and project numbers?
	7.2.4.3	Support colloquial names for account codes?
	7.2.4.4	Support check digits?
	7.2.5	Account to include:
	7.2.5.1	Account number?
	7.2.5.2	Account description?
	7.2.5.3	Account type?
	7.2.5.4	Active flag?
	7.2.5.5	Debit/credit flag?
	7.2.5.6	Consolidation./Roll-up flag?
	7.2.6	Account activity to include:
	7.2.6.1	Opening balance?
	7.2.6.2	Closing balance?
	7.2.6.3	Activity?
	7.2.6.4	Year to date balance?
	7.2.6.5	Provision for optional project codes?
	7.2.6.6	Accommodate flexible hierarchical account structure?

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**GIPA Act s 14 - Table 4(b)**

		7.2.6.7	Assignment and restriction of accounts to particular cost centres/cost centres?
		7.2.6.8	Copy template of accounts to cost centres/cost objects?
		7.2.6.9	Separate account hierarchy to department hierarchy to maintain flexibility?
		7.2.6.10	Specify maximum period data can be accessed on-line.
	7.2.7		Accounting periods/calendars to include:
		7.2.7.1	Flexible accounting periods (various start/end dates)?
		7.2.7.2	Minimum 53 periods per year available?
		7.2.7.3	Multiple calendars available?
		7.2.7.4	Multiple open periods allowed?
		7.2.7.5	Ability to work in more than one accounting period at any given time?
		7.2.7.6	Ability to check for unposted batches/transactions before period close allowed?
		7.2.7.7	Ability to check prior period is closed before closing the next period?
		7.2.7.8	Unable to post to closed periods?
		7.2.7.9	Ability to re-open last period in the year?
		7.2.7.10	Post to prior accounting periods which have not been closed.
		7.2.7.11	Able to post to new year before old year is closed.
		7.2.7.12	Asset, liability and equity account balances automatically carried forward to the new accounting year.
		7.2.7.13	Asset and liability adjustments automatically carried forward to the new financial year.
		7.2.7.14	Nominated users that are able to post to 'closed' periods
	7.2.8		Ability to schedule subsidiary module updates to automatically occur at a specified time.
	7.2.9		Ability to create/configure a new GL accounts and the population of all relevant table/s provided they satisfy existing validation rules.
	7.2.10		Prevent the deletion of accounts where an account movement has been recorded within a specified period of time.
	7.2.11		Facilitate the global update of account descriptions based upon user specified selection criteria.
	7.2.12		Restrict the usage of accounts to:
		7.2.12.1	- specific transaction types.
		7.2.12.2	- specific types of data including transactions on Actual data, statistics and budget values.
		7.2.12.3	- specific accounting functions such as purchasing, cashbook, accounts payable, fixed assets, accounts receivable, etc.
	7.2.13		Assign reporting attributes and categories to individual account codes.
	7.2.14		Allow for the specification of special purpose accounts including control accounts and bank accounts.
	7.2.15		The maintenance data for each account identifies the user responsible as well as the date and time of the last user maintenance.
	<b>7.3</b>		<b>Processing</b>
	7.3.1		Regarding accounting period processing:
		7.3.1.1	Able to accommodate multiple periods simultaneously?
		7.3.1.2	Ability to maintain:
		7.3.1.2.1	Fiscal year information?
		7.3.1.2.2	Calendar year information?
		7.3.1.2.3	Fiscal and Calendar year information?
		7.3.1.3	Maintain differing financial year-end dates for multiple organisations?
	7.3.2		Regarding year-end processing:
		7.3.2.1	Ability to provide year-end processing?
		7.3.2.2	Provide clearing of income and expense accounts?
		7.3.2.3	Can automatically roll actual and budget forward?
		7.3.2.4	Process year-end adjustments as a separate period?
		7.3.2.5	Able to post to new year before old year is closed?
		7.3.2.6	Able to show commitment carried forward to new year?

FINANCIAL MANAGEMENT SYSTEM				Response	Comment
	7.3.3		Regarding accounting method:	GIPA Act s 14 - Table 4(b)	
		7.3.3.1	Can the following be accommodated:		
		7.3.3.1.1	The accrual method of accounting?		
		7.3.3.1.2	The cash method of accounting?		
		7.3.3.1.3	Activity based accounting?		
		7.3.3.2	For reporting purposes, the ability to change accounting methods automatically?		
	7.3.4		Regarding journal transaction processing:		
		7.3.4.1	Provide front-end translation capabilities to support feeder system interfaces?		
		7.3.4.2	Provide for automatic consolidation based on elimination entries?		
		7.3.4.3	Ability to post:		
		7.3.4.3.1	In batch?		
		7.3.4.3.2	On-line?		
		7.3.4.4	Perform calculations on incoming transactions to:		
		7.3.4.4.1	Create additional transactions?		
		7.3.4.4.2	Change accounts within the transaction?		
		7.3.4.4.3	Expand the distribution?		
		7.3.4.5	Ability to automatically generate:		
		7.3.4.5.1	Standard journals?		
		7.3.4.5.2	Accruals?		
		7.3.4.5.3	Accrual reversals?		
		7.3.4.5.4	Recurring or repeating journals?		
		7.3.4.6	Ability to import journals from a spreadsheet via automatic validation.		
		7.3.4.7	Journal transactions allow for the recognition, adjustment and classification of GST for reporting on the BAS.		
	7.3.5		Regarding posting:		
		7.3.5.1	Ability to:		
		7.3.5.1.1	Store future transactions?		
		7.3.5.1.2	Post current transactions?		
		7.3.5.2	Ability to accommodate variable posting frequency?		
		7.3.5.3	Ability to produce audit and control reports?		
		7.3.5.4	Post on-line and automated journal entries:		
		7.3.5.4.1	Separately?		
		7.3.5.4.2	Together?		
		7.3.5.5	Produce detail listing of transactions by account?		
		7.3.5.6	Ability to post to prior accounting periods which have not been closed?		
		7.3.5.7	Facility to post journals between general ledger accounts directly?		
		7.3.5.8	Facility to restricts the types of transactions posted to certain accounts?		
		7.3.5.9	Auto post to handle mass posting from different sources.		
		7.3.5.10	Process year-end adjustment journals optionally to a unique accounting (eg Period 13)		
	7.3.6		Ability to perform interfund transfers and reconciliations?		
	7.3.7		Automatic update of general ledger account for bank charges?		
	7.3.8		Transaction header to include:		
		7.3.8.1	Journal type?		
		7.3.8.2	Date entered and transaction date?		
		7.3.8.3	Year/period?		
		7.3.8.4	Transaction number?		
		7.3.8.5	Comment/Text?		
		7.3.8.6	User identification number?		
	7.3.9		Transaction details to include:		
		7.3.9.1	Transaction number?		
		7.3.9.2	Account number?		
		7.3.9.3	Amount?		
		7.3.9.4	Debit/credit flag?		
		7.3.9.5	Comment/Text?		
		7.3.9.6	User identification number?		

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		7.3.9.7	Journal Source
		7.3.9.8	Program/project code?
	7.3.10		Recurring/standing journal facility:
		7.3.10.1	Skeleton with no amount?
		7.3.10.2	Standard derived with no amounts?
		7.3.10.3	Derived based on formula?
		7.3.11	Auto reversal journal facility (including online entry , validations and updating)?
		7.3.12	Reversal year/period defaulting to next period?
		7.3.13	Ability to save a transaction which is temporarily unbalanced/incomplete?
		7.3.14	Allow for allocation of journal to multiple ledger accounts, including multiple lines to the same account?
		7.3.15	Allow for running totals maintained during journals entry:
		7.3.15.1	Direct?
		7.3.15.2	Recurring?
		7.3.15.3	Standing?
		7.3.16	During journal entry allow account to default to usual balance as set up in the account master?
		7.3.17	Automatic balancing of interlocation transactions?
		7.3.18	Ability to define postings run via:
		7.3.18.1	Batch number?
		7.3.18.2	Transaction number?
		7.3.18.3	User identification?
		7.3.19	Ability to enter and effect consolidation adjustments at various levels?
	<b>7.4</b>		<b>Cost Allocations</b>
		7.4.1	Regarding cost allocation base:
		7.4.1.1	At least 99 allocation percentages maintained?
		7.4.1.2	Ability to allocate by:
		7.4.1.2.1	Percent?
		7.4.1.2.2	Amount?
		7.4.1.2.3	Formula?
		7.4.1.3	Allow on-line changes to allocation bases:
		7.4.1.3.1	Can change at any time?
		7.4.1.3.2	Can change for a given period?
		7.4.1.4	Ability to use percentages based on:
		7.4.1.4.1	Statistical amounts?
		7.4.1.4.2	Financial amounts?
		7.4.1.5	Allow less than 100% distribution of the cost pool?
		7.4.1.6	Allow restrictions on allocating account balances?
		7.4.2	Regarding cost allocation method definition:
		7.4.2.1	Allow expiration date on allocation factors?
		7.4.2.2	Entry of external data into an allocation task?
		7.4.2.3	Maintain multiple sets of allocation rules?
		7.4.2.4	Apply allocation rules selectively by month?
		7.4.2.5	Able to distribute overhead costs:
		7.4.2.5.1	To specific departments?
		7.4.2.5.2	To specific projects?
		7.4.2.5.3	To specific programs?
		7.4.2.6	Able to define the sequence in an allocation task?
		7.4.2.7	Automatic use of data from existing reports?
		7.4.3	Regarding cost allocation processing:
		7.4.3.1	Able to reopen project after it has been closed to allow additional allocations, subject to audit and security conditions?
		7.4.3.2	Able to provide audit trail of all allocations?
		7.4.3.3	Able to perform allocation when transaction posts?

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	7.4.3.4	Able to allow allocated figures:
	7.4.3.4.1	To be reported?
	7.4.3.4.2	To be reconciled?
	7.4.3.5	Provide detail audit trail report of allocation task?
	7.4.3.6	Ability of system to:
	7.4.3.6.1	Journalise the results of an allocation?
	7.4.3.6.2	Memo-post results to a report/line number?
	7.4.3.6.3	Produce accrual journal?
	7.4.3.6.4	Perform layered allocations?
	7.4.3.6.5	Perform year-to-date allocations?
	7.4.3.6.6	Provide online entry, validation of allocation journals
	7.4.3.7	Ability of system to:
	7.4.3.7.1	Print a hardcopy journal?
	7.4.3.7.2	Generate the entries on media for automatic entry?
	7.4.3.8	Ability to apply on-cost factors to selected accounts?
<b>7.5</b>		<b>Foreign Currency Processing</b>
	7.5.1	Able to maintain the ledger in any foreign currency?
	7.5.2	Can maintain different currencies concurrently?
	7.5.3	Perform currency conversion at the:
	7.5.3.1	Detail transaction level?
	7.5.3.2	Monthly summary level?
	7.5.4	Ability to convert currencies at:
	7.5.4.1	Current exchange rate?
	7.5.4.2	Average exchange rate?
	7.5.4.3	Historic exchange rate?
	7.5.5	Able to produce consolidated reporting:
	7.5.5.1	For a foreign ledger and a domestic ledger?
	7.5.5.2	At any given rate?
	7.5.5.3	At any given date?
<b>7.6</b>		<b>Project Accounting</b>
	7.6.1	Associate detailed costs with projects?
	7.6.2	Maintain project-to-date costs?
	7.6.3	Transfer and classify project costs to GL accounts?
	7.6.4	Distribute overhead to specific projects?
	7.6.5	Ability to produce project reports:
	7.6.5.1	On an inception-to-date basis?
	7.6.5.2	On a fiscal year-to-date basis?
	7.6.5.3	At a sub-project level?
<b>7.7</b>		<b>Reporting</b>
	7.7.1	Provide the following standard reports:
	7.7.1.1	Trial Balance showing all debits and credits for each account with:
	7.7.1.1.1	Account Total?
	7.7.1.1.2	Overall total?
	7.7.1.2	Profit and Loss (i.e. Income Statement)?
	7.7.1.3	Balance Sheet
	7.7.1.4	General Ledger detail report?
	7.7.1.4.1	Direct journal?
	7.7.1.4.2	Standing journal?
	7.7.1.4.3	Recurring journal?
	7.7.1.5	Statement of Funds Flow (i.e. Sources and applications of funds)?
	7.7.1.6	Consolidated Financial Statements?
	7.7.1.7	Validation and Control Reports



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	7.7.1.8	Budget versus actual by:
	7.7.1.8.2	Cost centre/cost object?
	7.7.1.8.3	Location?
	7.7.1.8.4	Accounts?
	7.7.1.8.5	Month-to-date report?
	7.7.1.8.6	Year-to-date report?
	7.7.1.8.7	Cross Period reports eg Project for 18/30 months; or Capex Reports
	7.7.1.9	Chart of Accounts listing by:
	7.7.1.9.1	Cost centre/cost object?
	7.7.1.9.2	Location?
	7.7.1.9.3	Responsibility centre?
	7.7.1.9.4	Account combination?
	7.7.1.9.5	Any/all account segments?
	7.7.1.10	Cash Flow statement?
	7.7.1.11	Batch and journal reports in the form of a transaction report for processing errors?
	7.7.1.12	Report for unposted transactions?
	7.7.1.13	Report showing:
	7.7.1.13.1	Commitments on non-invoiced goods/services received?
	7.7.1.13.2	Commitments on unpaid purchase orders?
	7.7.1.13.3	Commitments on approved/unapproved purchase requisitions?
	7.7.1.13.4	Accruals (unpaid goods/services received)?
	7.7.1.13.5	Expenditure (paid)?
	7.7.1.14	Report showing Chart of Accounts changes?
	7.7.1.15	Library of standard NSW Government Reports to specific Agencies:
	7.7.1.15.1	GEMP Report (Government Energy Management Policy) refer to Appendix A at the end of this document ( <a href="http://www.deus.nsw.au/energy">www.deus.nsw.au/energy</a> search for GEMP reporting)
	7.7.1.15.2	TOES Report (Treasury On-LineEntry System) refer to Appendix B at the end of this document ( <a href="http://www.treasury.nsw.gov.au/fis/fis.htm">www.treasury.nsw.gov.au/fis/fis.htm</a> )
	7.7.1.16	Business Activity Statement - type report (BAS) for utilising to complete the submission of the BAS form to the ATO (Australian Tax Office on a regular basis (eg Monthly, Quarterly and Annually for reconciliation purposes) for GST, Withholding tax, PAYG,
	7.7.2	Regarding custom reports:
	7.7.2.1	Produce responsibility reports:
	7.7.2.1.1	By cost centre/cost object?
	7.7.2.1.2	By profit centre?
	7.7.2.1.3	By location?
	7.7.2.1.4	By account?
	7.7.2.1.5	By program?
	7.7.2.1.6	By project?
	7.7.2.1.7	By date?
	7.7.2.2	Produce consolidated reports?
	7.7.2.3	Produce statistical reports for both non financial and financial data?
	7.7.2.4	Ability to produce comparative analyses for:
	7.7.2.4.1	Income/expense with budgets and actuals?
	7.7.2.4.2	Current and previous month expenses?
	7.7.2.4.3	Current and six month average expenses?
	7.7.2.4.4	Current and last year expenses?
	7.7.2.4.5	Current and original budget?
	7.7.2.4.6	Current and next month forecast?
	7.7.2.4.7	Multiple currencies?
	7.7.2.4.8	Percentage trends?
	7.7.2.4.9	Quarterly actual and budget data?
	7.7.2.4.10	Current and previous month averages?
	7.7.2.4.11	User defined period ranges?
	7.7.2.4.12	YTD this year against YTD last year?

FINANCIAL MANAGEMENT SYSTEM				Response	Comment
		7.7.2.5	Able to create exception reports based on variance from specified tolerance?	GIPA Act s 14 - Table 4(b)	
		7.7.2.6	Able to provide Income and Expenditure details to/from NSW Budget Sector and Non Budget Sector agencies?		
		7.7.3	Ability of GST to be included in grossed up transaction values for the reporting of operating cash flows on the Statement of Cash Flows in accordance with NSW Treasury Reporting guidelines.		
		7.7.4	Operational issues:		
		7.7.4.1	and tracked in a centrally maintained register. This includes Annual Financial Statements, NSW Treasury Reports, Commonwealth Government agency reports, Business Activity Statement (BAS), FBT Return and Payroll Tax Return for each reporting entity.		
		7.7.4.2	A range of attributes, descriptors and associated data can be maintained for each external report including, identification and contact details for the external agency, reporting frequency, report description, timetables, checklists, schedules, instructions related accounting policy and procedures and current status.		
		7.7.4.3	Business rules can be recorded and maintained to facilitate the extract and online maintenance of financial data for detailed accounting schedules (including Notes to the Annual Financial Statements) to support the preparation of statutory and regulatory		
	7.8		<b>Inquiry</b>		
		7.8.1	Specify maximum period data can be accessed on-line?		
		7.8.2	Ability to inspect and analyse transaction data?		
		7.8.3	For transactions not yet posted to master file, the ability to be included in account		
		7.8.4	Ability to view future period postings on-line?		
		7.8.5	Ability to view budgets?		
		7.8.6	Ability to view allocations?		
		7.8.7	Allow user to:		
		7.8.7.1	Develop inquiry specifications?		
		7.8.7.2	Code inquiry?		
		7.8.8	Able to store inquiry for repeated execution?		
		7.8.9	Ability to limit inquiry answer set?		
		7.8.10	Ability to limit file/database access?		
		7.8.11	Ability to select sort sequence?		
		7.8.12	Inquiry/search criteria by :		
		7.8.12.1	- reporting entity		
		7.8.12.2	- reporting category		
		7.8.12.3	- business unit		
		7.8.12.4	-account number (or alias)		
		7.8.12.4.1	-By dates in current year?		
		7.8.12.4.2	-By dates in previous year? -		
		7.8.12.4.3	-By periods in current year?		
		7.8.12.4.4	-By periods in previous year?		
		7.8.12.4.5	-By periods overlapping various financial periods?		
		7.8.12.5	- line item		
		7.8.12.6	- program/project		
		7.8.12.7	- accounting period (month, financial year, calendar year or life-to-date)		
		7.8.12.8	- transaction date.		
		7.8.12.9	-cost centre/cost object		
		7.8.12.9.1	-By dates in current year?		
		7.8.12.9.2	-By dates in previous year?		
		7.8.12.9.3	-By periods in current year?		
		7.8.12.9.4	-By periods in previous year?		
		7.8.12.9.5	-By periods overlapping various financial periods?		
		7.8.13	Facility to compare last year's/ current year's actual and budgeted figures?		
		7.8.14	Location details?		

FINANCIAL MANAGEMENT SYSTEM				Response	Comment
	7.8.15		Responsibility and cost centre/cost object details?	GIPA Act s 14 - Table 4(b)	
	7.8.16		Responsibility and cost centre/cost object hierarchy information?		
	7.8.17		Account details?		
	7.8.18		Details of account balances :		
		7.9.18.1	-Actual?		
		7.9.18.2	-Budget?		
		7.9.18.3	-Month-to-date?		
		7.9.18.4	-Year-to-date?		
		7.9.18.5	-Net transactions for periods?		
	7.8.19		Details of periods balances by account?		
	7.8.20		General journal transaction and batch details :		
		7.9.20.1	-Direct?		
		7.9.20.2	-Recurring?		
		7.9.20.3	-Standing?		
	7.8.21		-General ledger transaction history by:		
		7.9.21.1	-Account?		
		7.9.21.2	-Period?		
	7.8.22		Ability to inquiry on consolidated information at any level?		
	7.8.23		Drill down facility:		
		7.9.23.1	Provide a drill down facility into detailed payroll transactions for labour costing transactions posted to the ledgers from H/R payroll applications - where the same vendor application is used for GL and HR applications.		
		7.9.23.2	Provide a drill down facility into detailed payroll transactions for labour costing transactions posted to the ledgers from H/R payroll applications - where the same vendor application is NOT used for the GL and HR applications.		
	7.9		<b>Accounting Policies</b>		
	7.9.1		Ability to store the Agencies Accounting Policies and Procedures to cover:		
		7.9.1.1	All accounting policy and procedure documents can be registered and cross referenced in a centrally maintained repository.		
		7.9.1.2	Record and maintain a range of descriptive data against each registered policy/procedure including title, description, status (draft, proposed, approved, etc), officer responsible, business unit responsible, effective date and cross referenced to Australian and international accounting standards, government legislation and the NSW Treasurer's Directions.		
		7.9.1.3	A history of changes to all accounting policy and procedures is able to be		
		7.9.1.4	Record and maintain detailed narrative relating to the use or purpose of each account element within the Chart of Accounts (COA).		
		7.9.1.5	COA narratives can be associated with registered accounting policy and procedure documents, Australian and international accounting standards, government legislation and the NSW Treasurer's Directions.		
		7.9.1.6	Issues associated with the development, consultation, implementation and interpretation of accounting policy and procedure can be recorded, tracked and maintained in a central register.		
		7.9.1.7	Maintain comprehensive descriptive information for each registered issue including issue description, status, consultation/meeting notes (including dates, location, attendees, etc), costing information, action lists, details of outcome and action taken to implement the outcome.		
		7.9.1.8	Maintain a file record reference for any registered hard-copy information held in relation to any issue.		
		7.9.1.9	Associate issues with one or more accounting policy and/or procedure.		
		7.9.1.10	Provide imbedded links to relevant policy/procedure and COA narrative from within the financial application software. Allow for local (regional) customisation of procedures.		
	7.10		<b>Consolidations</b>		



**FINANCIAL MANAGEMENT SYSTEM**

Response

Comment

**GIPA Act s 14 - Table 4(b)**

			8.3.4.3	Automatically match many (>1000) accounting entries with one statement line when electronic payments have been made.
			8.3.4.4	Automatically match the accounting entry for salary payments with the bank statement lines representing the transfers to other banks and credit
			8.3.4.5	Automatically match a deposit slip accounting entry with the matching bank statement line.
			8.3.4.6	Automatically match an accounting deposit entry with multiple bank statement lines i.e. bank deposit, EFTPOS, Amex, Diners Club, etc.
			8.3.4.7	Automatically match two accounting entries with one bank deposit where a customer refund (operating credit) has been issued.
			8.3.4.8	Transactions dated outside the accounting period being reconciled will be identified and not automatically matched.
		8.3.5		Matching - Manual (for cheque, EFT and BPay):
			8.3.5.1	Allow manual matches of items that were not automatically matched.
			8.3.5.2	The manual matching function includes the ability to search for a matching item based on any or all of reference, amount, date etc.
			8.3.5.3	Items previously matched in error (automatically or manually) can be unmatched.
		8.3.6		Maintenance of Detailed Records (for cheque, EFT and BPay) for:
			8.3.6.1	Detailed records maintained of all bank statement lines (for reconciliation purposes).
			8.3.6.2	Detailed records maintained of all accounting transactions relating to bank accounts.
			8.3.6.3	Many-to-many (bank statement lines and accounting entries) matches can be recorded.
			8.3.6.4	Detailed records maintained of all transactions and bank statement lines previously matched.
		8.3.7		Other (for cheque, EFT and BPay):
			8.3.7.1	Ability to age outstanding cheques, deposits, etc.
			8.3.7.2	Facility to record stale cheques.
			8.3.7.3	Generate financial transactions for update to the ledgers from financial activity uploaded through the bank reconciliation process (e.g. bank charges) including that for EFT/BPay transactions
		<b>8.4</b>		<b>Reporting</b>
			8.4.1	Does the system provide for cash flow analysis?
			8.4.2	Is there the facility to breakdown receipts and payments on the same report:
			8.4.2.1	By date?
			8.4.2.2	By account code?
			8.4.2.3	Payment type?
			8.4.2.4	By other detail?
		8.4.3		Does the system produce the following reports :
			8.4.3.1	Cash flow Analysis?
			8.4.3.2	Cash Position reports for:
			8.4.3.2.1	single bank account?
			8.4.3.2.2	multiple bank accounts?
			8.4.3.3	Comparison of actual cash flow to forecast cash flow?
			8.4.3.4	Deposit / EFT/ BPay Listings?
			8.4.3.5	Cheque/ EFT/ BPay Listings :
			8.4.3.5.1	presented?
			8.4.3.5.2	unpresented?
			8.4.3.5.3	all?
			8.4.3.6	Bank Reconciliation?
			8.4.3.7	Periodic Payments Report?
			8.4.3.8	Bank Charges Report?
		8.4.4		With regards to Cash Flow functionality:
			8.4.4.1	- Ability to provide for the generation and maintenance of multiple models for the development of cash flow projections.



**FINANCIAL MANAGEMENT SYSTEM**

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**GIPA Act s 14 - Table 4(b)**

	9.2.2.7	User reference?
	9.2.2.8	Asset Status
	9.2.2.9	Residual Values?
	9.2.2.10	Cash Generating Unit (CGU is the smallest identifiable group of Assets that generate cash inflows that are largely independent of the cash flows from other assets or group of assets)?
	9.2.3	Able to enter change for depreciation method?
	9.2.4	Regarding master file changes, the ability to enter on-line/real time asset:
	9.2.4.1	Amendments?
	9.2.4.2	Revaluation?
	9.2.4.3	Transfers?
	9.2.4.4	Additions?
	9.2.4.5	Produce audit trail?
	9.2.5	Able to validate on-line:
	9.2.5.1	Asset number?
	9.2.5.2	Centre number?
	9.2.5.3	General ledger account number?
	9.2.5.4	Depreciation method?
	9.2.6	Financial attributes recorded against each asset and asset classification include:
	9.2.6.1	- G/L cost account
	9.2.6.2	- G/L depreciation expense account
	9.2.6.3	- G/L accumulated depreciation account
	9.2.6.4	- G/L profit/loss on revaluation
	9.2.6.5	- G/L profit/loss on impairment (i.e. recoverable amount) of CGU
	9.2.6.6	- G/L profit/loss on sale account
	9.2.6.7	- G/L revaluation reserve account
	9.2.6.8	- Depreciation rate (Tax Basis (rates))
	9.2.6.9	- Depreciation rate (Accounting Basis (rates))
	9.2.6.10	- Depreciation method (Tax Basis (rates))
	9.2.6.11	- Depreciation method (Accounting Basis (rates))
	9.2.7	Facility to record that an asset is leased including:
	9.2.7.1	Lessor?
	9.2.7.2	Lease Details?
	9.2.7.3	Leasing information can be recorded against each asset classification including:
	9.2.7.3.1	- Type of lease
	9.2.7.3.2	- G/L capitalised lease cost account
	9.2.7.3.3	- G/L lease liability account
	9.2.7.3.4	- G/L lease amortisation expense account
	9.2.7.3.5	- G/L lease interest expense account
	9.2.7.3.6	- G/L accumulated lease amortisation account
	9.2.7.3.7	- G/L maintenance expense.
	9.2.8	Accounting rules are able to be set against asset classifications and groupings.
	9.2.9	Depreciation rules are able to be set against asset classifications and groupings.
	9.2.10	Valid combination rules are able to be set against asset classification codes and G/L accounts can be recorded and maintained.
	9.2.11	Updates to classification attributes are automatically applied to assets belonging to the classification/asset class. For example, a change in depreciation method from straight line to reducing balance depreciation will automatically recalculate depreciation
	9.2.12	Changes to classification attributes such as depreciation rate and method are always associated with "date effective" i.e. to be effective from that specific date for the future.
	9.2.13	Assets can be flagged for exclusion from automatic updates triggered by classification (default) attribute and value modifications/updates.
	9.2.14	For each transactional change, the following are able to be identified and tracked:
	9.2.14.1	- Identify the user responsible for each change.
	9.2.14.2	- Identify the time and date for each classification (transactional) change.

# FINANCIAL MANAGEMENT SYSTEM

Response

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## GIPA Act s 14 - Table 4(b)

	9.2.14.3	- Other , eg items changed
	9.2.14.4	- Track before and after images of all classification (transactional) changes.
	9.2.14.5	- Identification of Spares/Cost of Spares, where these are capitalised (where these are significant and are capitalised)
	9.2.14.6	- Cost of Inspections of major assets
	9.2.14.7	- Cost of Spares (where these are significant and are capitalised)
	9.2.14.8	- Cost of restoration or add-ons (including dismantling, removal and restoring cost)
	9.2.14.9	- Cost of disposal of assets (in arriving at the Fair Value)
	9.2.14.10	- Basis of Cash Flows for each asset in determining CGU/cash flow associated with each asset
	9.2.15	Able to reflect / operate using either cost models for the purpose of showing the appropriate cost/valuation:
	9.2.15.1	- Cost model (being Carrying Amount = Actual Cost - Accum Deprec - Accum Impairment Loss) NOTE :The application to have the ability for each revalued class of property, plant and equipment, the carrying amount that would have been recognised had the asset been carried under the cost model - AASB116 paragraph 77e
	9.2.15.2	-Revaluation Model (being asset at Fair Value based on a Revalued Amount - Accum Deprec-Accum Impairment Loss)
	9.2.16	Able to retire a fixed asset:
	9.2.16.1	On-line/real time?
	9.2.16.2	In batch?
	9.2.16.3	For an asset record with multiple components:
	9.2.16.3.1	Can retire a specified number of the components?
	9.2.16.3.2	Can retire a specified dollar value?
	9.2.16.3.3	Can retire a specified percentage?
	9.2.17	Able to change asset location:
	9.2.17.1	On-line/real time?
	9.2.17.2	In batch?
	9.2.17.3	For an asset record with multiple components:
	9.2.17.3.1	Can change a specified number of the components?
	9.2.17.3.2	Can change a specified dollar value?
	9.2.17.3.3	Can change a specified percentage?
	9.2.18	Able to change asset salvage value:
	9.2.18.1	On-line/real time?
	9.2.18.2	In batch?
	9.2.19	Able to group fixed assets into categories?
	9.2.20	Facility to record assets that are on loan from/to another region?
	9.2.21	ITEM LEFT BLANK
	9.2.22	Classification of assets into logical groups (i.e. plants, buildings, office equipment)?
	9.2.23	Addition, archiving and modifications of asset classes to be controlled by System Administrator?
	9.2.24	Addition, archiving and modifications of location and sub location codes:
	9.2.24.1	Recording the physical location of the asset within the organisation?
	9.2.24.2	Controlled by security profile?
	9.2.25	Asset data include:
	9.2.25.1	Asset Identification Number?
	9.2.25.2	Bar Code Number?
	9.2.25.3	Asset Class (major category) and Sub Class (minor category)?
	9.2.25.4	Asset Class Description?
	9.2.25.5	Asset Make and Model?
	9.2.25.6	Construction type
	9.2.25.7	Building description, name, code, etc
	9.2.25.8	Asset Type?
	9.2.25.9	Serial Number?



**FINANCIAL MANAGEMENT SYSTEM**

Response

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**GIPA Act s 14 - Table 4(b)**

	9.2.25.10	Home Location?
	9.2.25.11	Custodian?
	9.2.25.12	Asset Location?
	9.2.25.13	Depreciation Method?
	9.2.25.14	Asset Life?
	9.2.25.15	Residual Life?
	9.2.25.16	Date Acquired?
	9.2.25.17	Asset Value at acquisition?
	9.2.25.18	General Ledger Account to record:
	9.2.25.18.1	Asset Account?
	9.2.25.18.2	Depreciation Expense Account?
	9.2.25.19	Current Book Value?
	9.2.25.20	Depreciation Expense for current year to date?
	9.2.25.21	Accumulated depreciation to date?
	9.2.25.22	Depreciation details for each period including postings to GL?
	9.2.25.23	History of all financial transactions:
	9.2.25.23.1	Revaluation?
	9.2.25.23.2	Adjustments?
	9.2.25.23.3	Transfers?
	9.2.25.24	Asset Status in the form asset or non-asset?
	9.2.25.25	Stocktake Increment?
	9.2.25.26	Proceeds of disposal?
	9.2.25.27	Book value written back on disposal?
	9.2.25.28	Depreciation written back on disposal?
	9.2.25.29	Profit and Loss on Disposal?
	9.2.25.30	Invoice number?
	9.2.25.31	Purchase Order Number?
	9.2.25.32	Project Number?
	9.2.25.33	Asset source (i.e. SPT, capital, recurrent, donation)
	9.2.25.34	Condition/Assessment of Asset
	9.2.25.35	Identify Assets that are subjected to leasing
9.2.26		Asset Value to cover the following:
	9.2.26.1	- Original Cost at Acquisition
	9.2.26.2	- Fair Value
	9.2.26.3	- Replacement Cost
	9.2.26.4	- Residual Value
	9.2.26.5	- Current Book Value?
	9.2.26.6	-Proceeds of disposal?
	9.2.26.7	-Book value written back on disposal?
	9.2.26.8	-Profit and Loss on Disposal?
	9.2.26.9	- Ability to capitalise cost of Spares into above Asset Cost?
	9.2.26.10	- Carrying Amount being the Cost less Accum Depreciation, less Impairment loss. (i.e. Application to have the ability for each class of property, plant and equipment, the carrying amount that would have been recognised had the asset been carried under the cost model - AASB 116 paragraph 77e)?
9.2.27		Revaluation (including impairment):
	9.2.27.1	- Basis of revaluation
	9.2.27.2	- Effective Date of the revaluation
	9.2.27.3	- Independent valuation, etc
	9.2.27.4	- Other - memo facility
	9.2.27.5	- Ability to offset revaluation gains against losses within the same asset class; and not across different classes
	9.2.27.6	- Ability for all assets in a class to be revalued, but not necessarily at the same rate
	9.2.27.7	- Ability to record and report consecutive revaluation gains or losses against individual assets

# FINANCIAL MANAGEMENT SYSTEM

Response

Comment

## GIPA Act s 14 - Table 4(b)

	9.2.28		Key Dates covering:
		9.2.28.1	-Date Acquired?
		9.2.28.2	- Date in Service
		9.2.28.3	-Date Disposed of?
		9.2.28.4	-Date Revalued?
		9.2.28.5	-Date Basis of Depreciation Method Changed?
		9.2.28.6	-Date of Revaluation for impairment, etc?
		9.2.28.7	-Date of Adjustments - Upwards or Downwards due to revaluation?
		9.2.28.8	-Date of Additional Acquisitions to base asset (improvement)?
		9.2.28.9	-Date of Transfer?
		9.2.28.10	-Last Stocktake Date?
		9.2.28.11	-Next Stocktake Date
		9.2.28.12	- Date of last assessment & inspection of condition of Asset
		9.2.28.13	- Date Asset was Split (i.e. segmented with Parent and Child relationship)
		9.2.28.14	- Date of Purchase Order
		9.2.28.15	- Date Acquired
	9.2.29		Insurance information can be recorded against each asset including:
		9.2.29.1	- Insurance classification
		9.2.29.2	- Policy number
		9.2.29.3	- Insurer name
		9.2.29.4	- Insurer contact details
		9.2.29.5	- Insured value
		9.2.29.6	- Annual premium
		9.2.29.7	- Insurance renewal date.
	9.2.30		Security Profile enables the System Administrator to control the access to any of the asset data?
	9.2.31		Control of modification of asset details with GL implications:
		9.2.31.1	Change of location?
		9.2.31.2	Change of asset type?
		9.2.31.3	Change to GL accounts?
	9.2.32		Related to accounting treatment:
		9.2.32.1	Purchased items and other costs to be capitalised are coded to a Work-In-Progress account in GL?
		9.2.32.2	Transfer of purchased items to the relevant capital account by journal entry when item is brought into service?
		9.2.32.3	Journal to offset to an asset acquisition account which balances initial GL expenditure?
	9.2.33		Warning and prevention of duplicated asset records.
	9.2.34		Asset Maintenance data:
		9.2.34.1	Maintenance information can be recorded against each asset including:
		9.2.34.1.1	- maintenance classification
		9.2.34.1.2	- climatic zone indicator (moisture, humidity, etc)
		9.2.34.1.3	- maintenance supplier code
		9.2.34.1.4	- maintenance supplier name
		9.2.34.1.5	- maintenance cycle
		9.2.34.1.6	- date of last maintenance.
		9.2.34.2	Maintain a history of asset problem maintenance over the life of the asset including:
		9.2.34.2.1	- problem report reference
		9.2.34.2.2	- problem description
		9.2.34.2.3	- reported by whom
		9.2.34.2.4	- reported date
		9.2.34.2.5	- rectified date
		9.2.34.2.6	- rectified by (supplier name and code)
		9.2.34.2.7	- correction (maintenance) description
		9.2.34.2.8	- maintenance cost.

FINANCIAL MANAGEMENT SYSTEM				Response	Comment
9.3			<b>Error Handling</b>	GIPA Act s 14 - Table 4(b)	
	9.3.1		Is method of edit rejection:		
		9.3.1.1	Whole batches?		
		9.3.1.2	Line-by-line with batch total adjustment?		
	9.3.2		<b>For line-by-line editing:</b>		
		9.3.2.1	Able to transfer each error to suspense account?		
		9.3.2.2	Produce listing of errors transferred to suspense?		
		9.3.2.3	Can hold error in file and eliminate dual entry?		
	9.3.3		<b>Able to reject transactions:</b>		
		9.3.3.1	With understandable error messages?		
		9.3.3.2	With pointers to original transaction?		
		9.3.3.3	And continue processing remaining batches?		
		9.3.3.4	Able to suspend out-of-balance batches?		
9.4			<b>Processing</b>		
	9.4.1		<b>Able to depreciate assets using:</b>		
		9.4.1.1	Straight-line?		
		9.4.1.2	Double declining?		
		9.4.1.3	Percent declining?		
		9.4.1.4	Sum of years' digits?		
		9.4.1.5	User-defined table?		
		9.4.1.6	Units of production?		
		9.4.1.7	No depreciation?		
	9.4.2		<b>Able to change depreciation methods on a selective basis:</b>		
		9.4.2.1	Type?		
		9.4.2.2	Location?		
		9.4.2.3	Period:		
		9.4.2.3.1	Multiple?		
		9.4.2.3.2	To selected date?		
	9.4.3		Able to transfer assets between locations?		
	9.4.4		<b>Able to track asset book value at:</b>		
		9.4.4.1	Summary level?		
		9.4.4.2	Detail level?		
	9.4.5		Able to handle leasehold improvements?		
	9.4.6		<b>For asset sales:</b>		
		9.4.6.1	Able to track?		
		9.4.6.2	Automatic generation of accounting entries?		
		9.4.6.3	Able to compute gain/loss?		
		9.4.6.4	Able to correct sale and generate journal entries?		
	9.4.7		<b>For asset retirements:</b>		
		9.4.7.1	Able to track?		
		9.4.7.2	Automatic generation of accounting entries?		
		9.4.7.3	Able to compute gain/loss?		
	9.4.8		<b>Regarding standard asset descriptions:</b>		
		9.4.8.1	Able to automatically enter?		
		9.4.8.2	Number of asset descriptions allowed?		
	9.4.9		Automatic switch to straight-line when beneficial?		
	9.4.10		Able to track asset physical locations?		
	9.4.11		<b>When existing assets added to system:</b>		
		9.4.11.1	Able to create historical depreciation records?		
		9.4.11.2	Able to recompute depreciation to date?		
		9.4.11.3	Can depreciate net asset value over remaining life?		
	9.4.12		Able to forecast depreciation?		
	9.4.13		Able to handle capitalised leases?		
	9.4.14		Able to maintain multiple sets of books per asset?		

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	9.4.15		Able to do depreciation reallocations?
	9.4.16		Able to perform mass retirements?
	9.4.17		Able to do mass retirements by:
		9.4.17.1	Account?
		9.4.17.2	Location?
		9.4.17.3	Company?
		9.4.17.4	Category?
		9.4.17.5	Asset Number range?
		9.4.17.6	Other;
	9.4.18		Able to note preventive maintenance requirements?
	9.4.19		Allow user edits within the system:
		9.4.19.1	Split of assets?
		9.4.19.2	Deletions?
		9.4.19.3	Disposals?
		9.4.19.4	Transfers?
		9.4.19.5	Additions kept separate and identifiable and can be summarised into a single asset for reporting:
		9.4.19.5.1	Maintain original depreciation rate?
		9.4.19.5.2	Alter depreciation rate?
	9.4.20		Facility to take-up assets at system start up:
		9.4.20.1	Electronically?
		9.4.20.2	Manual entry including accumulated depreciation?
	9.4.21		Revaluation based on:
		9.4.21.1	Individual assets?
		9.4.21.2	Classes of assets?
		9.4.21.3	System calculated based on nominated percentages?
	9.4.22		End-of-year calculation including the clearance of YTD figures?
	9.4.23		Support of stocktake of assets at user-selected locations with the ability to:
		9.4.23.1	Provide list of assets?
		9.4.23.2	Enter confirmation of assets and serial numbers?
		9.4.23.3	Read bar code tags on assets via portable computer?
		9.4.23.4	Use of data entry device?
	9.4.24		Record anniversary dates for service, insurance and registration?
	9.4.25		Memo facilities?
	9.4.26		Able to do mass transfers by:
		9.4.26.1	Account?
		9.4.26.2	Location?
		9.4.26.3	Category?
		9.4.26.4	Asset number range?
		9.4.26.5	Other?
	9.4.27		Ability to process depreciation as follows:
		9.4.27.1	-Depreciation Expense for current year to date?
		9.4.27.2	-Accumulated depreciation to date?
		9.4.27.3	-Depreciation details for each period including postings to GL?
		9.4.27.4	-Depreciation written back on disposal?
		9.4.27.5	-Depreciation written back or written off on transfer (and split between historical and revaluation bases)?
		9.4.27.6	-Depreciation written back/written off on revaluation/adjustment (and split between historical and revaluation bases)?
		9.4.27.7	-Impairment adjustment (and ability for each class of property, plant and equipment, the carrying amount that would have been recognised had the asset been carried under the cost model - AASB 116 paragraph 77e)?
	9.5		<b>Physical Inventory</b>
		9.5.1	Able to match physical count to book amounts?

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	9.5.2		Able to adjust book amounts with audit trail?
	9.5.3		Able to update general ledger for differences?
	9.5.4		Able to report asset quantities by location?
	9.5.5		Able to produce work sheet for physical count?
	9.5.6		Can generate location/quantity tags for each asset:
		9.5.6.1	By location?
		9.5.6.2	With printed tag number?
		9.5.6.3	With printed asset number?
		9.5.6.4	With printed asset description?
		9.5.6.5	With printed location number?
		9.5.6.6	With printed quantity?
<b>9.6</b>			<b>Interfaces</b>
	9.6.1		Automatically update general ledger for:
		9.6.1.1	Asset additions?
		9.6.1.2	Asset disposals?
		9.6.1.3	Periodic depreciation entries?
	9.6.2		Able to access foreign tables?
	9.6.3		Can call system modules from user written programs?
	9.6.4		Bar code reader interface for up loading of annual stock-take information?
	9.6.5		Regarding PC interface:
		9.6.5.1	Able to use standard package?
		9.6.5.2	Able to use vendor developed package?
		9.6.5.3	Able to down load selected data?
		9.6.5.4	Mainframe software provided?
		9.6.5.5	Microcomputer software provided?
		9.6.5.6	Able to secure down load function by user?
		9.6.5.7	Able to turn off up load function?
	9.6.6		Automatically update from the accounts payable system of actual costs of acquiring the asset?
	9.6.7		Automatically transfer from the purchase order system details of assets which have been received?
<b>9.7</b>			<b>Reporting</b>
	9.7.1		Fixed asset report:
		9.7.1.1	By Company, Trust, Agency, Department, Cost Centre, Cost Object?
		9.7.1.2	By category?
		9.7.1.3	By general ledger account?
		9.7.1.4	By type or range?
		9.7.1.5	By class range?
		9.7.1.6	Location?
		9.7.1.7	Date of first use?
		9.7.1.8	By owner
		9.7.1.9	At summary level?
		9.7.1.10	At detail level:
		9.7.1.10.1	Include disposed assets?
		9.7.1.10.2	Exclude disposed assets?
	9.7.2		Depreciation expense report:
		9.7.2.1	By department?
		9.7.2.2	By company, department, etc?
		9.7.2.3	At summary level?
		9.7.2.4	At detail level?
	9.7.3		Fixed assets additions report:
		9.7.3.1	By cost centre/cost object?
		9.7.3.2	By geographic location?

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	9.7.3.3	By company?
	9.7.3.4	By category?
	9.7.3.5	By date range?
	9.7.3.6	Describe other report features:
	9.7.4	Leased/rented assets report?
	9.7.5	Fully depreciated assets report?
	9.7.6	Retired assets report?
	9.7.7	Book versus tax depreciation report?
	9.7.8	Reports should include the following:
	9.7.8.1	Fixed asset valuation schedules:
	9.7.8.1.1	Historical cost?
	9.7.8.1.2	Accumulated depreciation?
	9.7.8.1.3	Residual value?
	9.7.8.1.4	Calculation basis?
	9.7.8.2	Movements schedule including current years depreciation:
	9.7.8.2.1	Acquisitions?
	9.7.8.2.2	Disposals?
	9.7.8.2.3	Transaction details?
	9.7.8.3	Depreciation schedule for period and YTD:
	9.7.8.3.1	Book by GL account and asset type?
	9.7.8.3.2	Tax by asset type?
	9.7.8.3.3	Other depreciation ledgers?
	9.7.8.4	Asset audit trails of:
	9.7.8.4.1	All transactions with date range?
	9.7.8.4.2	All changes with date range?
	9.7.8.5	GL summary posting report?
	9.7.8.6	Master list of assets by:
	9.7.8.6.1	Status?
	9.7.8.6.2	Class?
	9.7.8.6.3	Location?
	9.7.8.6.4	Age?
	9.7.8.6.5	Depreciation rate or basis?
	9.7.8.7	Forecast depreciation with date range:
	9.7.8.7.1	Period by period for year?
	9.7.8.7.2	Multiple years?
	9.7.8.7.3	Varying report sequences for budgeting?
	9.7.8.8	Asset stock take schedule?
	9.7.8.9	Action schedules by:
	9.7.8.9.1	Location?
	9.7.8.9.2	Date?
	9.7.8.9.3	Asset?
	9.7.9	Accessible to vendor report writers?
	9.7.10	Can report writers access all system files?
	9.7.11	Report on assets sold or written off with calculations for gain and losses?
	9.7.12	Report replacement value of assets by type?
	9.7.13	Report asset identification tags (i.e. bar code)?
	9.7.14	Other FA Reports:
	9.7.14.1	Leased/rented assets report?
	9.7.14.2	Fully depreciated assets report?
	9.7.14.3	Retired assets report?
	9.7.14.4	Book versus tax depreciation report?
	9.7.14.5	Impaired Asset Report ?
	9.7.14.6	Missing items?
	9.7.14.7	Asset Number?
	9.7.14.8	Cost Sheet?

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	9.7.14.9	Account Number?
	9.7.14.10	Valuation/Fair Value/Impaired Value, etc?
	9.7.14.11	Report on assets impaired during the year or a defined period?
9.7.15		FA Reports should include the following:
	9.7.15.1	Fixed asset valuation schedules:
	9.7.15.1.1	Historical cost?
	9.7.15.1.2	Current and Accumulated depreciation?
	9.7.15.1.3	Residual value?
	9.7.15.1.4	Revaluation/Fair Value amounts
	9.7.15.1.5	Revaluations adjustments
	9.7.15.1.6	Current and Accumulated Impairment amounts/values
	9.7.15.1.7	Current and Accumulated Impairment amounts written off
	9.7.15.1.8	Calculation basis?
	9.7.15.2	Movements schedule including current years depreciation:
	9.7.15.2.1	Acquisitions?
	9.7.15.2.2	Disposals?
	9.7.15.2.3	Transaction details?
	9.7.15.2.4	Revaluations?
	9.7.15.2.5	Depreciation schedule for period (depreciation capable of being calculated on a daily basis, etc) and YTD (Tax and Accounting Bases):
9.8		<b>Inquiry</b>
	9.8.1	Inquiry access by:
	9.8.1.1	Asset Type?
	9.8.1.2	Asset Location?
	9.8.1.3	Asset Identification Code, Number or Unique Number?
	9.8.1.4	Asset Supplier?
	9.8.1.5	Asset Status?
	9.8.1.6	Asset Make or Model?
	9.8.1.7	By barcode number
	9.8.1.8	By Cost code/cost object
	9.8.1.9	Wildcard selection?
	9.8.1.10	Asset Class?
	9.8.1.11	Other asset descriptive attribute eg by Amount/Value exceeding a defined limit, etc?
<b>10 PURCHASING</b>		
10.1		<b>System Volumes</b>
	10.1.1	Maximum number of:
	10.1.1.1	No of Orders
	10.1.1.2	Line per purchase order;
	10.1.1.3	Number of vendors
10.2		<b>Purchasing/Receiving</b>
	10.2.1	Provide the following general information for each item purchased from a vendor:
	10.2.1.1	Item standard cost?
	10.2.1.2	Current cost?
	10.2.1.3	Last purchase cost?
	10.2.1.4	Quoted cost?
	10.2.1.5	Average actual cost?
	10.2.1.6	Item lead time?
	10.2.1.7	Vendor part number?
	10.2.1.8	Product (our) code number
	10.2.1.9	Allowing for profit realisation where trade-in allowances exceed the cost of new capital goods?

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	10.2.2		Allow override to vendor payment terms?
	10.2.3		Define multiple elements of lead time:
		10.2.3.1	PO paperwork lead time?
		10.2.3.2	Dock-to-stock lead time?
		10.2.3.3	In-transit lead time?
		10.2.3.4	Inspection lead time?
		10.2.3.5	Vendor's manufacturing lead time?
	10.2.4		Vendor Association:
		10.2.4.1	Associate a vendor with a commodity code?
		10.2.4.2	Associate a vendor with a commodity group or item?
	10.2.5		Establish primary vendors for an item?
	10.2.6		Modify existing PO:
		10.2.6.1	Header information after a receipt of items?
		10.2.6.2	Line item information including order quantity after receipt of items?
	10.2.7		Identify certified products by vendor?
	10.2.8		Attach an expenditure code to a PO?
	10.2.9		Provide foreign currency conversions?
	10.2.10		Change terms prior to payment?
	10.2.11		Support mass percentage price changes for a vendor?
	<b>10.3</b>		<b>Supplier Details</b>
		10.3.1	Each supplier master record should provide for:
		10.3.1.1	Supplier code, name and address, phone and fax number?
		10.3.1.2	Supplier contact name?
		10.3.1.3	Supplier terms and conditions?
		10.3.1.4	Supplier classes for analysis purposes?
		10.3.1.5	Inactive do not use flag?
		10.3.1.6	Purchase order history?
		10.3.1.7	Supplier email address
		10.3.2	Supplier maintenance to be controlled:
		10.3.2.1	Centrally?
		10.3.2.2	By user identification?
	10.3.3		Grouping of supplier accounts for purchasing summarisation?
	10.3.4		Warning and prevention of duplicated supplier records?
	10.3.5		Assignment of supplier codes:
		10.3.5.1	Automatically?
		10.3.5.2	User controlled?
		10.3.5.3	User override?
	10.3.6		Ability to set-up preferred suppliers?
	<b>10.4</b>		<b>Requisition Creation</b>
		10.4.1	Support multiple requisitioning/purchasing environments:
		10.4.1.1	Allow purchase orders to be raised without requisition?
		10.4.1.2	Automatically convert a purchase requisition (PR) into a purchase order (PO)?
		10.4.1.3	Require requisitions to be approved before they are converted to POs?
		10.4.1.4	Allow internal transfer or PR from external device as result of stock count (eg hand held barcode reader or other device)
		10.4.1.5	Ability to raise manual requisitions by user
		10.4.1.6	Ability to raise manual requisitions based on current stock levels (Re-order levels)
		10.4.1.7	Manually amend and convert PR into PO
		10.4.2	Generate PRs for the following items:
		10.4.2.1	Inventory items
		10.4.2.2	Non-inventory (i.e., no inventory master record)?
		10.4.2.3	Services?



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	10.4.3		Associate buyer with PR without assigning a buyer to a part number on a permanent basis?
	10.4.4		Generate requisitions on-line?
	10.4.5		PR numbers are assigned:
		10.4.5.1	Automatically by the system?
		10.4.5.2	Manually by users?
	10.4.6		Maintenance of standard terms and conditions in requisition?
	10.4.7		PR can be approved for zero amount?
	10.4.8		PR can be generated over the Web?
	10.4.9		Approve PR over the Web?
	10.4.10		PR over the Web uses the same inventory catalogue as core requisitions?
	10.4.11		Web PR can be generated from multiple catalogues?
	10.4.12		Approve by dollar value, user position and item category?
	10.4.13		Inquiry on vendor stock levels?
	10.4.14		Automatic vendor price updating on source documents?
	10.4.15		Approval paths are available and visible to all parties?
	10.4.16		Requests are linked to orders to see shipment information, receipt and final payment?
	10.4.17		Changes to key information (status, delivery date) are automatically emailed to appropriate people?
	10.4.18		Where requirements are unclear, a Request for Quote can be created?
	10.4.19		Create internal transfer or PR from a template
10.5			<b>Discounts</b>
	10.5.1		Record standard quantity discounts:
		10.5.1.1	Discount by percentage off list price?
		10.5.1.2	Discount by specific price for each quantity break?
		10.5.1.3	Provide discounts at a item-level?
		10.5.1.4	After allowing for Trade-In item value?
	10.5.2		Provide full order discounting based on total cost of PO?
	10.5.3		Multiple vendors and discounts for the same item in automated price calculation at PO entry?
	10.5.4		Provide automated analysis of quantity discounts versus carrying costs?
	10.5.5		Blanket order volume discounts based on:
		10.5.5.1	Dollars?
		10.5.5.2	Units?
10.6			<b>Quotation</b>
	10.6.1		Provide formal tracking for vendor contracts:
		10.6.1.1	Track committed quantity?
		10.6.1.2	Track quantity purchased to-date?
		10.6.1.3	Provide history report of purchases against contracts over a user-defined time period?
		10.6.1.4	Track and maintain data for contracts over a year period and beyond (eg Life of a contract > 1yr, etc).
		10.6.1.5	Ability to maintain contract data covering a range of descriptive information for each contract including a contract reference number, contract title, description, contract status, terms and conditions, products/services included (e.g. commodity codes), acceptance date, contract period and date for completion.
		10.6.1.6	Details of contract variations can be recorded and maintained for each contract.
	10.6.2		Tie RFQ number to PR/PO number?
	10.6.3		Track quote to the PR line-item level providing dollar details to that level?
	10.6.4		Support revising quotes and tracking by revision number?
	10.6.5		Provide automated conversion of RFQs to POs/Purchase Requisitions?
	10.6.6		Provide on-line listing of approved vendors at PO creation time for an item?
10.7			<b>Purchase Order Creation</b>

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	10.7.1		Support the following order types:
		10.7.1.1	Blanket purchase orders?
		10.7.1.2	Consignment purchase orders (receipt of PO will not affect GL)?
		10.7.1.3	Manual raised purchase orders?
		10.7.1.4	Automatic purchase orders to be generated based on re-ordering information?
	10.7.2		Generate POs for the following items:
		10.7.2.1	Inventory item ?
		10.7.2.2	Non-inventory (i.e., no inventory master record)?
		10.7.2.3	Drop shipments (e.g., outside contractors)?
		10.7.2.4	Services (e.g., window cleaning)?
		10.7.2.5	Multiple item types on a single PO (e.g., non-inventoried and inventoried)?
		10.7.2.6	An order with multiple release dates?
		10.7.2.7	An order with multiple ship-to addresses?
		10.7.2.8	Multiple suppliers for a product or service with a preferred supplier indicator?
		10.7.2.9	Multiple GL accounts per line item or document?
		10.7.2.10	PO created using the EAN (European Article Number) as the main stock number
	10.7.3		Change any line item data on an open PO:
		10.7.3.1	Prior to any receipts?
		10.7.3.2	After printing?
		10.7.3.3	Cancel (fully/partially) any line item data on an open PO:
		10.7.3.3.1	On line?
		10.7.3.3.2	Prior to printing?
		10.7.3.3.3	Only for unreceipted items?
	10.7.4		Allow releases against a blanket order?
	10.7.5		Allow conditions of contract (e.g. end date) for blanket PO's?
	10.7.6		PO closing:
		10.7.6.1	Close a PO when receipt quantity is less than order quantity?
		10.7.6.2	Complete a PO line when receipt quantity is less than ordered quantity?
		10.7.6.3	Automatically close PO where all goods have been received?
	10.7.7		Generate purchase orders on-line?
	10.7.8		Provide multiple delivery sites:
		10.7.8.1	Per PO?
		10.7.8.2	Per PO line item?
	10.7.9		Provide multiple due dates:
		10.7.9.1	Per PO (i.e. blanket POs)?
		10.7.9.2	Per PO line item?
	10.7.10		Provide vendor PO templates (i.e., master order) which include user selected items from a vendor to be copied at PO creation time?
	10.7.11		Automatically update vendor PO templates based on changes to vendor master (i.e., price changes)?
	10.7.12		System assigns purchase order numbers:
		10.7.12.1	Automatically/sequentially?
		10.7.12.2	Automatically/sequentially and allows user override?
	10.7.13		Print vendor's item numbers on the PO?
	10.7.14		Create a PO without a valid vendor in the vendor master file (i.e., one-time-only vendors)?
	10.7.15		Track receipt of vendor acknowledgements?
	10.7.16		Create a PO entering dollar amount with a blanket order /comments?
	10.7.17		Alter PO to cancel balance of order?
	10.7.18		Validation of the following data when entering or updating a PO:
		10.7.18.1	Originator or on-line user identification?
		10.7.18.2	Item code?
		10.7.18.3	Proposed receiving store?
		10.7.18.4	Proposed receiving location?
		10.7.18.5	Delivery due date?

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	10.7.18.6	Quantity?
	10.7.18.7	Pricing including tax and discounts?
	10.7.18.8	Supplier?
	10.7.18.9	GL allocations and periods?
	10.7.18.10	Authorisation?
	10.7.18.11	Project Number?
	10.7.18.12	Trade-Ins?
	10.7.18.13	Stock inventory code/number?
10.7.19		Accommodate for authorisation limits by:
	10.7.19.1	Dollar value?
	10.7.19.2	Receiving store?
	10.7.19.3	Item type?
	10.7.19.4	GL allocation code?
	10.7.19.5	Other?
	10.7.19.6	Line/individual item?
10.7.20		Support a consolidated purchase order with:
	10.7.20.1	Same item purchased for multiple plants on one purchase order?
	10.7.20.2	Different items purchased for multiple plants on one purchase order?
	10.7.20.3	Multiple plant ship-to (delivery locations)?
10.7.21		Provide original and revised amount fields:
	10.7.21.1	Per PO?
	10.7.21.2	Per PO line item?
10.7.22		Automatically transmission of PO using:
	10.7.22.1	Fax
	10.7.22.2	Email
	10.7.22.3	EDI/ e Commerce
10.7.23		Automatic acknowledgement that PO received by supplier?
10.7.24		Vendor can inquire on PO status?
<b>10.8</b>		<b>Purchase Order Receipt</b>
	10.8.1	Provide on-line real-time PO receipt?
	10.8.2	Allow various receipt scenarios:
	10.8.2.1	Partial receipt of a line item?
	10.8.2.2	Closing of a line item at receipt?
	10.8.2.3	Partial receipt and closing of an order (i.e., cancelling any or all remaining items)?
	10.8.2.4	Entering changes to prior updated receipts (e.g., changing quantity received)?
	10.8.2.5	Receipt to inspection?
	10.8.2.6	Receipt directly to stock?
	10.8.2.7	Miscellaneous receipts without a PO?
	10.8.2.8	Evaluated settlement receipting
10.8.3		Provide user-defined receipt controls:
	10.8.3.1	Provide a warning message when quantity received is over a user specified
	10.8.3.2	Prevent actual receipt over a specific percentage/Quantity?
	10.8.3.3	Prevent early receipt before user specified number of days?
	10.8.3.4	Prevent late receipt after a number of specified days?
10.8.4		Provide user-defined receipt dispositions locations with variable processing settings:
	10.8.4.1	Available for inventory/production?
	10.8.4.2	Require quality assurance approval?
10.8.5		Track the following for each PO receipt:
	10.8.5.1	Vendor?
	10.8.5.2	Quantity received?
	10.8.5.3	Quantity rejected?
	10.8.5.4	Quantity returned?
	10.8.5.5	Date Rejected
	10.8.5.6	Date received?

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		10.8.5.7	Date returned?	
		10.8.6	Support (i.e. Compatability and ability to be converted appropriately) using vendor's unit of measure (UOM):	
		10.8.6.1	At item-level?	
		10.8.6.2	Support different UOM for the same item across multiple vendors?	
		10.8.7	UOM and conversion factors are user-defined (e.g., crate, carton)?	
		10.8.8	Receive based on the purchase UOM with automatic conversion to the inventoried	
		10.8.9	Provide rejection codes for analysis reporting?	
		10.8.10	Maintain PO number identity through inspection until rejected or received into stock?	
		10.8.11	Allow orders to be closed automatically:	
		10.8.11.1	After all goods have been received?	
		10.8.11.2	After user-defined percentage of each line item has been received?	
		10.8.11.3	Provide a listing of POs to be closed before closing?	
		10.8.12	Correct receipts prior to payment?	
		10.8.13	Provides audit trail for:	
		10.8.13.1	Price changes?	
		10.8.13.2	Quantity changes?	
		10.8.13.3	Due date?	
		10.8.14	Provide ability to add notations to PO receipt where difference in items received to items ordered?	
		10.8.15	Not allow receipt alteration after invoicing?	
		10.8.16	Confirm delivery of internal transfers based on external device (eg barcode or other system)?	
		10.8.17	Receive PO using:	
		10.8.17.1	EAN? (European Article Number)	
		10.8.17.2	EAN scanned from barcode from PO?	
		10.8.18	Auto receipt of invoice via EDI/ e Commerce linked to evaluated receipts	
		10.8.19	Automated invoice hold resolution via email to requisition originators?	
		10.8.20	Provide for all Purchase Receipts to be accounted for in the GL by being able to accrue for a liability :	
		10.8.20.1	On a Single account basis?	
		10.8.20.2	On a Multiple account (i.e.. In detail) basis?	
	<b>10.9</b>		<b>Interfaces</b>	
		10.9.1	Accounts Payable:	
		10.9.1.1	Support automated matching of purchase order, receiver and invoice information?	
		10.9.1.2	Email, fax, internet EDI / e Commerce details are integrated for electronic delivery of	
		10.9.1.3	Supplier performance monitoring receipt, quality, on time?	
		10.9.2	Cost Management - Update and Validate cost information within tolerances upon	
		10.9.3	Order Management - Release purchases for accepted bids?	
		10.9.4	General Ledger:	
		10.9.4.1	Purchasing general ledger accounts are validated against chart of accounts?	
		10.9.4.2	Orders can only be entered where sufficient funds are available in the selected GL	
		10.9.4.3	Committed and actual expenditure for the nominated expense account can not exceed the budget if the order is processed?	
		10.9.4.4	Security controlled override facility which allows the budget to be exceeded?	
		10.9.4.5	Only valid PO which have been charged to expense accounts with sufficient funding available are to be printed?	
		10.9.4.6	PO commitments be configured to interfaced to GL?	
		10.9.4.7	Able to report on PO commitments ?	
		10.9.5	Fixed Assets - Fixed assets record created from capital purchase PO data?	
		10.9.6	Provide an EDI / e Commerce application interfaced to purchasing/receiving	
		10.9.7	Project Costing - Validate against project number and project account code?:	
		10.9.8	Web:	
		10.9.8.1	Supplier able to update their supply prices over the Web?	

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		10.9.8.2	Only allow authorised suppliers to access own supplier data with audit trail?	GDDP/A Appendix 141 (Table 4/6)	
		10.9.8.3	View status of all requisitions over the web and view value of requisitions?		
		10.9.8.4	View approval routes and status of requisition/purchase order over Web?		
		10.9.8.5	Allow multiple message document types but particularly Tradegate?		
		10.9.8.6	Orders available over Web via authorised access to allow suppliers to update delivery details?		
		10.9.8.7	Messaging is XML compliant/MDB (Message Data Beans) and SmartBuy compliant?		
	10.9.9		Web Catalogue:		
		10.9.9.1	Catalogue can be browsed for approved goods and services?		
		10.9.9.2	Bundles of products (BOM) and commonly used items can be easily found?		
		10.9.9.3	Catalogue contains information such as EAN(European Article Number), lead times and prices?		
		10.9.9.4	Catalogue is part of the inventory module?		
	10.9.10		SmartBuy Compliant - Ability for Purchasing Application to interface with SmartBuy (NSW Government's preferred procurement application) - Refer to Appendix C - SmartBuy Specifications at the end of this document)) :		
		10.9.10.1	- Facilitate the automatic capture of supplier details from electronic catalogues and e-procurement systems, i.e.SmartBuy ( the NSW Govt preferred procurement application		
		10.9.10.2	- Facilitate the electronic lodgement of invoices and credit memos by suppliers via e-market place (e.g. SmartBuy ) applications.		
		10.9.10.3	- Other (not specified in detail here in this functional requirements, but covered in Appendix C - SmartBuy Specifications at the end of this document) to ensure compliance with SmartBuy		
	10.10		<b>Reporting</b>		
		10.10.1	Maintain multiple years of history by month on-line?		
		10.10.2	Existing purchasing reports:		
		10.10.2.1	Open PRs?		
		10.10.2.2	Open POs?		
		10.10.2.3	POs that are past due?		
		10.10.2.4	POs received, items and quantities?		
		10.10.2.5	Back ordered POs?		
		10.10.2.6	Contract schedule buy quantity versus actual quantity ordered to date?		
		10.10.2.7	Projected dollars for all POs by week?		
		10.10.2.8	User-defined date ranges for reports?		
		10.10.2.9	Rejections/returns by reason code?		
		10.10.2.10	PO on pre-printed stationary?		
		10.10.2.11	Preprinted Purchase Orders with multiple copies		
		10.10.2.12	PO on plain paper via printer overlay?		
		10.10.2.13	PO detail?		
		10.10.2.14	History for individual PO?		
		10.10.3	Existing exception reports:		
		10.10.3.1	POs delivered early by item by vendor?		
		10.10.3.2	POs delivered late by item by vendor?		
		10.10.3.3	Closed POs with short quantities by item by vendor?		
		10.10.3.4	Closed POs with excess quantities by item by vendor?		
		10.10.4	Track purchase history by item:		
		10.10.4.1	All purchases YTD, units and dollars?		
		10.10.4.2	All purchases YTD, units and dollars by month?		
		10.10.4.3	All purchases last year, units and dollars?		
		10.10.4.4	All purchases last year, units and dollars by month?		
		10.10.5	Track purchase history within vendor by item:		
		10.10.5.1	All purchases YTD, units and dollars?		
		10.10.5.2	All purchases last year, units and dollars?		

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		10.10.5.3	For a user-defined period of time?
	10.10.6		Orders issued report by:
		10.10.6.1	Supplier code range?
		10.10.6.2	Order number range?
		10.10.6.3	Store or range of stores?
		10.10.6.4	Item group range?
		10.10.6.5	Item code range?
		10.10.6.6	Date range?
		10.10.6.7	Material group (for non-inventory type)
	10.10.7		Purchase order reports to include the following:
		10.10.7.1	User specified supplier lists sorted by analysis code?
		10.10.7.2	Purchase order list by:
		10.10.7.2.1	Full list?
		10.10.7.2.2	Due date for valuation?
		10.10.7.2.3	Detailed and in summary?
		10.10.7.2.4	Authoriser?
		10.10.7.3	Commitment value list by:
		10.10.7.3.1	Account and date?
		10.10.7.3.2	Date?
		10.10.7.3.3	Project number?
		10.10.7.4	Overdue and impending overdue order lists?
	10.10.8		Produce the following reports:
		10.10.8.1	YTD purchases in dollars?
		10.10.8.2	YTD purchases in units?
		10.10.8.3	MTD purchases in dollars?
		10.10.8.4	MTD purchases in units?
		10.10.8.5	YTD units rejected?
	10.10.9		Existing report of all open quotes by buyer by item?
	10.10.10		Existing report of RFQ status with the following data listed:
		10.10.10.1	Quoted price?
		10.10.10.2	Effective dates?
		10.10.10.3	Open text information?
		10.10.10.4	Quote number?
		10.10.10.5	Other quotes for the same item?
		10.10.10.6	Vendor?
		10.10.10.7	Vendor's quote to manufacturers contract?
	10.10.11		Provide a report of expected receipts by day for a user-defined date range?
	10.10.12		Receiving report sequenced by:
		10.10.12.1	Product number?
		10.10.12.2	Order number?
		10.10.12.3	Quantity?
		10.10.12.4	Carrier?
		10.10.12.5	Received by?
	10.10.13		Track vendor performance:
		10.10.13.1	Calculate average days late from standard vendor lead time?
		10.10.13.2	Track number of early receipts?
		10.10.13.3	YTD price changes for item?
		10.10.13.4	Item specific returns by reason code?
		10.10.13.5	Total vendor returns by reason code?
		10.10.13.6	Year-end summary report of above ratings?
		10.10.13.7	Provide percentage distribution of number of days late (e.g., 10% over 5 days late)?
		10.10.13.8	Percentage of short ships?
		10.10.13.9	Amount of scrap by reason code?
	10.10.14		Calculate purchase price variance data:
		10.10.14.1	Standard cost versus quoted?

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		10.10.14.2	Quoted versus actual?
		10.10.14.3	Year-end summary report of above variances?
	10.10.15		Track buyer performance:
		10.10.15.1	Date originally planned versus order date?
		10.10.15.2	Number of stock outs?
		10.10.15.3	Purchased quantity versus scheduled quantity?
		10.10.15.4	Late shipments by buyer?
		10.10.15.5	Purchase price variance (quoted versus standard) by buyer?
	10.10.16		Produce the following reports:
		10.10.16.1	Purchase order cash commitments?
		10.10.16.2	Purchase requirements by part?
		10.10.16.3	Purchase order quantities by vendor by plant?
		10.10.16.4	Purchase order quantities by buyer?
		10.10.16.5	Plant specific?
		10.10.16.6	Summarised by plant?
	10.10.17		Print purchase orders:
		10.10.17.1	Individually?
		10.10.17.2	Single user specified PO?
		10.10.17.3	Range of PO numbers?
		10.10.17.4	Date range?
		10.10.17.5	All POs for a vendor?
		10.10.17.6	All POs?
		10.10.17.7	Reprint an existing PO?
		10.10.17.8	Amended POs only?
		10.10.17.9	New only?
		10.10.17.1	By business unit?
		10.10.17.1	Other?
		10.10.17.1	Unable to print PO unless approved?
	<b>10.11</b>		<b>Inquiry</b>
		10.11.1	Purchase orders must be accessible on-line via:
		10.11.1.1	Order number and item number?
		10.11.1.2	Supplier number
		10.11.1.3	Supplier name?
		10.11.1.4	Requisition number?
		10.11.1.5	Invoice number?
		10.11.1.6	Cheque number?
		10.11.1.7	Authoriser's ID number?
		10.11.1.8	Contract/ Project Number?
		10.11.2	Provide on-line inquiry on all PRs by:
		10.11.2.1	Part number?
		10.11.2.2	PR number?
		10.11.2.3	Vendor?
		10.11.2.4	Due date?
		10.11.2.5	Buyer?
		10.11.2.6	PO status?
		10.11.2.7	RFQ number?
		10.11.2.8	Request/ Request ID?
		10.11.2.9	General ledger account number?
		10.11.2.10	Project code?
		10.11.2.11	Contract No?
		10.11.3	History of purchase orders and deliveries to be viewed by supplier?
		10.11.4	Provide on-line inquiry on all receipts by:
		10.11.4.1	Receipt number?





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	11.2.4		Ability to modify an invoice before it is paid?
	11.2.5		Ability to enter for matching purposes:
		11.2.5.1	Purchase order number?
		11.2.5.2	Invoice number?
		11.2.5.3	Voucher number?
		11.2.5.4	Purchase requisition number?
		11.2.5.5	Support automated matching of purchase order and invoice information (two-way match)
	11.2.6		Ability to voucher each invoice separately?
	11.2.7		Ability to enter:
		11.2.7.1	Cash discount amount?
		11.2.7.2	Discount due date?
		11.2.7.3	Override payment terms code?
	11.2.8		Ability to correct distributions after entry?
		11.2.8.1	Regarding ledger distributions:
		11.2.8.1.1	Prior to distribution to ledger?
		11.2.8.1.2	After distribution to ledger?
		11.2.8.2	Regarding fixed asset distributions:
		11.2.8.2.1	Prior to distribution to fixed assets?
		11.2.8.2.2	After distribution to fixed assets?
		11.2.8.3	Regarding project accounting/work order distribution:
		11.2.8.3.1	Prior to distribution?
		11.2.8.3.2	After distribution?
		11.2.8.4	Are journal entry adjustments required to correct distributions?
	11.2.9		Ability to enter manual cheques for:
		11.2.9.1	Inclusion in a separate cheque register?
		11.2.9.2	Automated G/L distribution?
		11.2.9.3	Inclusion in automated cheque register?
	11.2.10		Ability to enter:
		11.2.10.1	Standard comments onto remittance advice?
		11.2.10.2	Special comments onto remittance advice?
	11.2.11		Ability to specify payment schedule for an invoice?
	11.2.12		Ability to have on-line real-time update of:
		11.2.12.1	Invoices?
		11.2.12.2	Credit memos?
		11.2.12.3	Manual cheques?
		11.2.12.4	Vendor master file updates?
		11.2.12.5	Cheque reconciliation information?
		11.2.12.6	Accounts payable structure and policy data?
		11.2.12.7	Accounts payable tables information?
	11.2.13		Ability to record invoice line item details including:
		11.2.13.1	Invoice number?
		11.2.13.2	Item number?
		11.2.13.3	Description?
		11.2.13.4	Quantity?
		11.2.13.5	Amount?
		11.2.13.6	Asset details?
		11.2.13.7	GL Coding?
	11.2.14		Ability to record invoice header details including:
		11.2.14.1	Creditor number?
		11.2.14.2	Purchase number?
		11.2.14.3	Invoice number/code?
		11.2.14.4	Date?
		11.2.14.5	Amount due?
		11.2.14.6	Payments terms?
		11.2.14.7	Discount/ discount terms and conditions?

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		11.2.14.8	Automatic/manual EFT?
		11.2.14.9	Due Date in accordance with State Govt Policy
	11.2.15		Ability to record supplier details including:
		11.2.15.1	Name?
		11.2.15.2	Billing name?
		11.2.15.3	Address?
		11.2.15.4	Telephone and fax number?
		11.2.15.5	Payment method?
		11.2.15.6	Payment terms?
		11.2.15.7	Supplier group/type?
		11.2.15.8	User definable flags for supplier priority, do not pay, do not use and suspend?
		11.2.15.9	Special instruction/comment field?
		11.2.15.10	Supplier number?
		11.2.15.11	Supplier ABN number?
		11.2.15.12	One time supplier which can be purged later?
		11.2.15.13	Name - in short form for search purposes
		11.2.15.14	Supplier's internet EDI details.
		11.2.15.15	Categorise suppliers by sub-ledger
		11.2.15.16	Linked from sub-ledger to Control A/c in General Ledger
	11.2.16		Ability to record cheque details including:
		11.2.16.1	Supplier number?
		11.2.16.2	Name of payee?
		11.2.16.3	Date drawn?
		11.2.16.4	Amount?
		11.2.16.5	Cheque number?
		11.2.16.6	Invoice number?
		11.2.16.7	Voucher number?
		11.2.16.8	Batch number:?
		11.2.16.9	Unique reference number?
	11.2.17		Facility to enter off-line under system batches:
		11.2.17.1	Approved invoices?
		11.2.17.2	Credit memos?
		11.2.17.3	Manual cheques?
		11.2.17.4	Creditor master information?
	11.2.18		Facility to create separate account distribution sets (for invoice entry) supporting multiple account allocations with amounts based on:
		11.2.18.1	Percentage?
		11.2.18.2	Amount?
		11.2.18.3	Other?
	11.2.19		Unused, incorrectly set up and obsolete supplier accounts can be deleted.
	11.2.20		Prevent the deletion of supplier accounts where transaction activity has been recorded within a specified period of time or where current activity exists.
	11.2.21		Specify start and end dates for the use of individual suppliers accounts (and dates of changes in statuses).
	11.2.22		Where subsidiary accounts exist, provide facility for::
		11.2.22.1	-Individual (child) accounts to be associated with a parent account.
		11.2.22.2	- Allow for the consolidation of transactions for reporting or payment/discount (terms & conditions) purposes.
	11.3		<b>Error Handling</b>
	11.3.1		Regarding Vendor Master Error Handling:
		11.3.1.1	Batch vendor transactions:
		11.3.1.1.1	Rejected with error message?
		11.3.1.1.2	Suspended with error message?

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	11.3.1.2	Batch vendor update run aborted?
	11.3.1.3	Does on-line read time entry of vendor update contain edits:
	11.3.1.3.1	Same edits as batch update?
	11.3.1.3.2	Selected key edits of batch update?
	11.3.1.3.3	User exit for custom edits available?
	11.3.1.4	Regarding on-line, real time vendor update:
	11.3.1.5	Validation of all vendor data prior to update?
	11.3.1.6	Clear error messages displayed?
	11.3.1.7	To proceed with update the operator need only to correct error?
	11.3.1.8	If transaction fails edits, operator can reject?
	11.3.1.9	Operator can override edits to force update?
11.3.2		Regarding invoice/credit memo error handling:
	11.3.2.1	Provide support for "batched invoice" controls:
	11.3.2.1.1	For on line entry?
	11.3.2.1.2	For batch entry?
	11.3.2.2	Able to suspend/reject entire batch and hold in suspense for correction?
	11.3.2.3	Able to reject/suspend only errors:
	11.3.2.3.1	With complete audit trail?
	11.3.2.3.2	With clear messages?
	11.3.2.3.3	With pointers to original transaction?
	11.3.2.3.4	With complete batch status data?
	11.3.2.3.5	Hold in suspense for correction?
	11.3.2.4	Able to review batch status:
	11.3.2.4.1	Via batch status reports?
	11.3.2.4.2	Via on line batch status screens?
	11.3.2.4.3	As standard screen during invoice entry?
	11.3.2.5	Can correct previously entered batches before approval only?
	11.3.2.6	Provide support for invoice/voucher controls for:
	11.3.2.6.1	On-line entry?
	11.3.2.6.2	Batch entry?
	11.3.2.7	Flag duplicate invoices at entry:
	11.3.2.7.1	Invoice number by vendor?
	11.3.2.7.2	Invoice number/date by vendor?
	11.3.2.7.3	Invoice number by vendor group?
	11.3.2.7.4	Invoice number/date by vendor group?
	11.3.2.8	Flag invalid purchase order numbers:
	11.3.2.8.1	Suspend/reject invoice until valid PO entered?
	11.3.2.8.2	Can correct PO on an invoice after entry before it has been approved?
	11.3.2.9	Flag out-of-balance conditions, such as:
	11.3.2.9.1	Invoice total to sum of line amounts?
	11.3.2.9.2	Invoice total to sum of distribution amounts?
	11.3.2.10	Flag invalid distribution information:
	11.3.2.10.1	General ledger?
	11.3.2.10.2	Project accounting/work order?
	11.3.2.10.3	Fixed assets?
	11.3.2.11	Flag invalid vendor identifier?
11.3.3		For payment processing error handling:
	11.3.3.1	If incorrect starting cheque number entered for cycle, is there an efficient recovery
	11.3.3.2	Ability to void/cancel payments?
	11.3.3.2.1	On-line entry, batch update?
	11.3.3.2.2	On-line real-time update?
	11.3.3.2.3	Automatic reversal of distributions?
	11.3.3.2.4	Change paid invoices to "to be paid" or "not paid" status as appropriate?
	11.3.3.2.5	Ability to Void a cheque payment
	11.3.3.2.6	Provide complete audit trail via payment cancellation audit trail report?

**FINANCIAL MANAGEMENT SYSTEM**

Response

Comment

GIPA Act s 14 - Table 4(b)

		11.3.3.2.7	Provide complete audit trail via on-line inquiry capabilities?
		11.3.3.3	Can correct cheque reconciliation information:
		11.3.3.3.1	On-line entry, batch update?
		11.3.3.3.2	On-line real-time update?
	<b>11.4</b>		<b>Processing</b>
		11.4.1	Ability to process standard invoices?
		11.4.2	Ability to process recurring invoices:
		11.4.2.1	With fixed amounts?
		11.4.2.2	With variable amounts?
		11.4.2.3	With flexible date ranges?
		11.4.3	Ability to generate cheques to pay invoices?
		11.4.4	Ability to partially pay an invoice?
		11.4.5	Select items to be paid for a particular cheque run?
		11.4.6	Ability to select invoices for payment:
		11.4.6.1	Based on due date?
		11.4.6.2	Based on discount date?
		11.4.7	Ability to take discounts on invoices?
		11.4.8	Ability to compute:
		11.4.8.1	Discount date?
		11.4.8.2	Discount amount?
		11.4.8.3	Date to pay?
		11.4.9	Ability to take:
		11.4.9.1	Discount prior to discount date?
		11.4.9.2	Discount regardless of discount date?
		11.4.9.3	Default discount terms can be manually overridden for any transaction, provided appropriate authority exists..
		11.4.10	Ability to override computed pay date?
		11.4.11	Ability to hold invoices due to be paid?
		11.4.12	Handle a vendor with different pay-to addresses?
		11.4.13	Ability to match invoices to:
		11.4.13.1	Purchase orders?
		11.4.13.2	Receipts?
		11.4.13.3	Inspection documents?
		11.4.14	Ability to post invoices to:
		11.4.14.1	Prior periods?
		11.4.14.2	Future periods?
		11.4.14.3	Have transactions appear on trial balance?
		11.4.14.4	Transactions appear on distribution reports?
		11.4.15	Ability to process:
		11.4.15.1	Debit memos?
		11.4.15.2	Credit memos?
		11.4.16	Ability to produce:
		11.4.16.1	Debit memos?
		11.4.16.2	Credit memos?
		11.4.17	Ability to age debit memos by:
		11.4.17.1	Associated invoice date?
		11.4.17.2	Transaction date?
		11.4.18	Ability to age credit memos by:
		11.4.18.1	Associated invoice date?
		11.4.18.2	Transaction date?
		11.4.19	Accumulate month-to-date purchases by vendor?
		11.4.20	Accumulate year-to-date purchases by vendor?
		11.4.21	Match cheque numbers with pre-printed numbers?

# FINANCIAL MANAGEMENT SYSTEM

Response

Comment

## GIPA Act s 14 - Table 4(b)

	11.4.22	General ledger distribution from cheque writing?
	11.4.23	Post to general ledger when entering manual cheques?
	11.4.24	On-line/real time changes to master file data?
	11.4.25	Ability to handle one-time vendor:
	11.4.25.1	Without setting up vendor file?
	11.4.25.2	Allowing vendor name to appear on cheque?
	11.4.26	Generate vendor list in alphabetic sequence?
	11.4.27	Manual cheques to flow through clearing account?
	11.4.28	Ability to set up defaults at corporation level:
	11.4.28.1	General ledger account distribution?
	11.4.28.2	Bank account?
	11.4.28.3	Payment terms?
	11.4.29	Ability to set up defaults at division level:
	11.4.29.1	General ledger account distribution?
	11.4.29.2	Bank account?
	11.4.29.3	Payment terms?
	11.4.30	Ability to set up defaults at group level:
	11.4.30.1	General ledger account distribution?
	11.4.30.2	Bank account?
	11.4.30.3	Payment terms?
	11.4.31	Ability to set up defaults at vendor level:
	11.4.31.1	General ledger account distribution?
	11.4.31.2	Bank account?
	11.4.31.3	Payment terms?
	11.4.32	Handle multiple organisations (corporations)?
	11.4.33	Handle inter company transfer capability?
	11.4.34	Ability to categorise vendors by:
	11.4.34.1	Client specified groups?
	11.4.34.2	Industry codes?
	11.4.34.3	Type of vendor?
	11.4.34.4	Value
	11.4.34.5	Ability to deconsolidate vendors
	11.4.35	Ability to post to the general ledger via:
	11.4.35.1	Cash basis?
	11.4.35.2	Accrual basis?
	11.4.36	Automatically distribute:
	11.4.36.1	Freight?
	11.4.36.2	Stamp Duty
	11.4.37	Ability to apply multiple invoices to one order?
	11.4.38	Cater for credit notes and manual adjustments?
	11.4.39	Facility to cancel cheque and automatically reverse entry?
	11.4.40	Ability to record manually generated cheques?
	11.4.41	Ability to process "one-off" payments to "once-only" creditors with minimal input?
	11.4.42	Ability to part pay invoices?
	11.4.43	Facility to withhold payments and retain monies in accordance with contract agreement
	11.4.44	Ability to make payments from multiple bank accounts?
	11.4.45	Facility to accept settlement discounts?
	11.4.46	Standard journal lines generated automatically?
	11.4.47	Withholding Tax processing facility available?
	11.4.48	Ability to have multiple banks in invoice/cheque processing?
	11.4.49	Allocations can be based on:
	11.4.49.1	Open item method?
	11.4.49.2	Balance brought forward method?
	11.4.50	Availability of memo accounts for non-posting transactions?
	11.4.51	Ability to restrict payment of invoices to:

# FINANCIAL MANAGEMENT SYSTEM

Response

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## GIPA Act s 14 - Table 4(b)

		11.4.51.1	The processing site entering the invoice or purchase details?
		11.4.51.2	The nominated responsibility or cost centre/cost object for that region?
	11.4.52		Ability to have multiple sites accessing one bank account for payments?
	11.4.53		Provide the facility to perform Electronic Data Interchange (EDI)/ e Commerce ?
	11.4.54		Facility to perform updates in the event of a return to supplier?
	11.4.55		Ability to group suppliers according to type?
	11.4.56		Ability to analyse goods and services 'types' in the invoice line item entry?
	11.4.57		Ability to validate:
		11.4.57.1	Supplier number?
		11.4.57.2	Cheque numbers?
		11.4.57.3	Voucher number?
		11.4.57.4	Invoice number?
		11.4.57.5	General ledger accounts?
		11.4.57.6	Purchase order number?
	11.4.58		Ability to process manual invoice if no purchase order is raised?
	11.4.59		Ability to match invoice to purchase order?
	11.4.60		Transfer purchase details to voucher screen including:
		11.4.60.1	Ability to update/flag purchase order as invoiced?
		11.4.60.2	Provide for partial matching?
		11.4.60.3	Provide for additional invoice lines?
	11.4.61		Where invoice relates to purchase order, ability to allocate additional expense such as freight to the total without this being considered a discrepancy?
	11.4.62		Where discrepancies occur between purchase order and invoice, can the system:
		11.4.62.1	Redistribute or reallocate to the general ledger?
		11.4.62.2	Make adjustments to amounts?
		11.4.62.3	Accommodate a defined tolerance?
	11.4.63		Ability to process multiple invoices against one purchase order?
	11.4.64		Ability to process one invoice against multiple purchase orders?
	11.4.65		Provision for off-line payment of an invoice?
	11.4.66		Recurring transaction facility with control to prevent accidental duplication?
	11.4.67		Payment terms on invoice is customisable and can default to the supplier master?
	11.4.68		Adjusting journals allowable and offset to balance owing?
	11.4.69		Ability to hold and release an invoice?
	11.4.70		Cancellation of vouchers by:
		11.4.70.1	Voiding if unposted?
		11.4.70.2	Adjusting if unposted?
	11.4.71		Process credit notes to offset current invoices, which remain open until further invoices are received?
	11.4.72		Process cheques at any time from multiple sites?
	11.4.73		Preventing and warning when attempting to duplicate payments to vendors?
	11.4.74		Verification of invoices in cheque run?
	11.4.75		Provision for maximum dollar value of cheque run and optimise payments based on terms?
	11.4.76		Process cheques based on payment terms or user definable groups to maximise discounts or delay payment?
	11.4.77		Ability to provide separate cheques for a creditor with multiple invoices?
	11.4.78		Ability to renumber and reprint cheques when processing jams?
	11.4.79		Consolidation vouchers for creditor total payment unless separate cheques are
	11.4.80		Allowing for voiding of cheques?
	11.4.81		Provision for replacement cheques where original are misplace or missing?
	11.4.82		Recoding payment against invoice where cheque is hand written?
	11.4.83		Printing of internal position of the person that will receive the cheque after processing?
	11.4.84		Existence of unique external cheque number?
	11.4.85		Physically print system generated cheque

# FINANCIAL MANAGEMENT SYSTEM

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## GIPA Act s 14 - Table 4(b)

	11.4.86		The creation of a new Fixed Asset transactions can be initiated from within the accounts payable process, with relevant validation processes in place.
	11.4.87		Provide a warning message when price variation is over a user specified percentage.
	11.4.88		Prevent processing of invoice with a pricing variation greater than a specific percentage or specified value.
	11.4.89		Record notations against each invoice to explain reason for variations.
	11.4.90		Ability to fax and email remittance advices and Purchase Orders (PO)
	<b>11.5</b>		<b>Cheque (and EFT) Reconciliation</b>
	11.5.1		Ability to process bank cheque /EFT transactions payment information?
	11.5.2		Ability to compare issued cheques to cleared cheques?
	11.5.3		Ability to compare EFT transactions and reconcile any outstanding/rejected EFT transactions from the bank?
	11.5.4		Ability to age outstanding cheques?
	11.5.5		Ability to prepare a report of outstanding cheques?
	11.5.6		Flag sequence breaks in cleared cheque report?
	11.5.7		Maintain history of cheques issued to vendors?
	11.5.8		Automatic update by applications which alter bank balances?
	11.5.9		Facility to record stale cheque?
	11.5.10		Facility to enter deposits not credited by bank?
	11.5.11		Reconciliation statement showing:
		11.5.11.1	Bank balance?
		11.5.11.2	General Ledger balance?
		11.5.11.3	Total number and value of unrepresented cheques?
		11.5.11.4	Deposits not credited?
		11.5.11.5	Bank charges?
		11.5.11.6	Discrepancy amount?
	11.5.12		List of all cheques / EFT transactions drawn during a set period:
		11.5.12.1	Monthly?
		11.5.12.2	Quarterly?
		11.5.12.3	Other user defined period
	11.5.13		List of cancelled cheques/Rejected EFT transactions?
	11.5.14		Report on aged unrepresented cheques/Outstanding or rejected EFT Transactions?
	11.5.15		Report on stale cheques?
	11.5.16		Provide list of cancelled cheques and (rejected EFT transaction) that have been paid by the bank?
	11.5.17		Inquiry by:
		11.5.17.1	Cheque number?
		11.5.17.2	Cheque date?
		11.5.17.3	EFT transaction number/pertinent details?
		11.5.17.4	EFT transaction date?
	11.5.18		Suppress printing of zero value cheques?
	<b>11.6</b>		<b>Employee Expense</b>
	11.6.1		Ability to process employee payables?
		11.6.1.1	Same functionality as trade vendors?
		11.6.1.2	Able to separate employee payable data from trade?
		11.6.1.3	Able to track employer issued credit cards:
		11.6.1.3.1	Track employee use?
		11.6.1.3.2	Maintain history of credit cards issued?
		11.6.1.3.3	Support employer billing for selected expenses?
		11.6.1.3.4	Able to record employee staff/serial number
		11.6.1.4	Regarding employee advances:
		11.6.1.4.1	Able to issue permanent advances?
		11.6.1.4.2	Able to issue temporary advances?

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**GIPA Act s 14 - Table 4(b)**

		11.6.1.4.3	Able to match temporary advances against expenses?
		11.6.1.4.4	Able to track expenses and advances by trip?
		11.6.1.4.5	Able to match expenses to specific advances?
		11.6.1.4.6	Able to record employee staff/serial number?
	11.6.1.5		Able to generate employee statements:
		11.6.1.5.1	Including expenses?
		11.6.1.5.2	Including advances?
		11.6.1.5.3	Able to record employee staff/serial number
	11.6.1.6		Able to generate petty cash claims?
	11.6.1.7		line.
	11.6.1.8		GST aspects:
		11.6.1.8.1	- GST status and amount can be separately identified and automatically calculated for each expense claim line.
		11.6.1.8.2	- Allow manual override of automatic GST calculations.
	11.6.1.9		Recognise taxable expenses for reporting on Employees Payment Summaries (former Group Certificates).
	11.6.1.10		Able to validate employee expenses as follows:
		11.6.1.10.1	Validate employee expense claims/advances against a schedule of approved rates for travel allowances (e.g. mileage rates, meal and accommodation allowances, etc).
		11.6.1.10.2	Validate against business unit codes and assigned G/L account codes.
		11.6.1.10.3	Validate against program/project codes and assigned G/L account codes.
11.7			<b>Payment Processing</b>
	11.7.1		Regarding bank/bank account information:
		11.7.1.1	Supports at least one bank account?
		11.7.1.2	Supports two to twenty bank accounts per legal entity?
		11.7.1.3	Supports bank account payment parameters:
		11.7.1.3.1	Minimum amount?
		11.7.1.3.2	Maximum amount?
		11.7.1.3.3	Maximum with override bank account for large cheques?
		11.7.1.3.4	Currency to be used?
	11.7.2		Regarding payment method types:
		11.7.2.1	Supports system generated cheques?
		11.7.2.2	Supports manual cheques?
		11.7.2.3	Supports direct deposits - employee?
		11.7.2.4	Supports direct deposits - vendor?
	11.7.3		Regarding system generated cheques and EFT payments:
		11.7.3.1	Cheque and EFT remittance advice format is:
		11.7.3.1.1	Multiple standards as delivered?
		11.7.3.1.2	Able to be customised (formatable) for user needs?
		11.7.3.1.3	Custom with Data Processing intervention?
		11.7.3.1.4	Defined by bank account?
		11.7.3.2	Remittance advice contains the following:
		11.7.3.2.1	Total gross and discount amounts?
		11.7.3.2.2	Item gross and discount amounts?
		11.7.3.2.3	Item number and date?
		11.7.3.2.4	Adjustments taken?
		11.7.3.2.5	Comments (eg contract retention monies, reason for payment, etc)?
		11.7.3.2.6	Invoice/ Dr /Cr number?
		11.7.3.2.7	Display for PAYG tax (cumulative) withheld?
		11.7.3.2.8	Display for Withholding Tax (cumulative) withheld?
		11.7.3.3	Remittance advice is attached to payments:
		11.7.3.3.1	Before payment?
		11.7.3.3.2	After payment?



**FINANCIAL MANAGEMENT SYSTEM**

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**GIPA Act s 14 - Table 4(b)**

		11.7.3.3.3	Side by side?
		11.7.3.3.4	Multiple options available?
		11.7.3.4	Remittance advice is able to be emailed, faxed, posted by mail, etc
		11.7.3.5	Regarding overflow remittance advice's:
		11.7.3.5.1	Void cheques for overflow advice's?
		11.7.3.5.2	Provide separate stock for overflow forms?
		11.7.3.5.3	Provide both options for user selection?
	11.7.4		Regarding batch cheque printing process:
		11.7.4.1	Payment cycle parameters can be established for:
		11.7.4.1.1	All invoices due by next pay date?
		11.7.4.1.2	Selected bank accounts?
		11.7.4.1.3	Selected payment methods?
		11.7.4.1.4	Selected vendors?
		11.7.4.1.5	Selected vendor categories?
		11.7.4.1.6	Selected vendor subcategories?
		11.7.4.1.7	Selected employee categories?
		11.7.4.1.8	Selected customer categories eg Refunds / including refunds of Deposits, etc.
		11.7.4.2	Validate beginning cheque number for each bank?
		11.7.4.3	Operator terminal prompts for cheque printing procedures?
		11.7.4.4	Ability to stop/start printing without:
		11.7.4.4.1	Updating files with payment information?
		11.7.4.4.2	Affecting pay cycle parameters?
		11.7.4.5	Automatic void of cheques used for printer alignment?
		11.7.4.6	After successful cheque print cycle A/P files are updated with payment information?
	11.7.5		On-line, real time cheque printing process supports:
		11.7.5.1	User selection of printer?
		11.7.5.2	User selection of vendor invoices to be paid?
		11.7.5.3	User override capability for bank account?
		11.7.5.4	Entry and validation of starting cheque number?
	11.7.6		Regarding direct deposit payments:
		11.7.6.1	Generate deposit advice document (hard copy or electronic copy) for each direct
		11.7.6.2	Direct deposit file created by payment cycle?
		11.7.6.3	Allow creation of EFT advice so that it's able to be emailed or faxed
	11.7.7		Regarding payment cycle reporting:
		11.7.7.1	Preliminary payment register available prior to payment?
		11.7.7.2	Complete payment register generated for pay cycle:
		11.7.7.2.1	Includes number of cheques used?
		11.7.7.2.2	Includes beginning and ending cheque numbers?
		11.7.7.2.3	Includes number of cheques voided?
		11.7.7.2.4	Includes number of cheques to be signed?
		11.7.7.2.5	Includes number of cheques reprinted?
		11.7.7.2.6	Includes total cash demand from payment cycle?
	11.8		<b>Interfaces</b>
		11.8.1	Interface to General Ledger (G/L)?
		11.8.1.1	General ledger distribution validation file is:
		11.8.1.1.1	Live general ledger file(s)?
		11.8.1.1.2	Copy of general ledger file(s)?
		11.8.1.1.3	A/P file for G/L distribution information?
		11.8.1.1.4	A/P table for G/L distribution information?
		11.8.1.2	Do A/P processes validate G/L distributions:
		11.8.1.2.1	Batch validation only?
		11.8.1.2.2	On-line entry validation?
		11.8.1.2.3	On-line real time validation?

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GIPA Act s 14 - Table 4(b)

	11.8.1.3	G/L distribution information captured in A/P:
	11.8.1.3.1	Stored at detail level?
	11.8.1.3.2	Stored at summary level only?
	11.8.1.3.3	Able to store at various summary levels?
	11.8.1.4	G/L distribution extract frequency:
	11.8.1.4.1	Daily?
	11.8.1.4.2	Weekly?
	11.8.1.4.3	Monthly?
	11.8.1.4.4	As scheduled?
	11.8.1.4.5	On-line, real time?
	11.8.1.5	Able to select G/L entries to extract, based on:
	11.8.1.5.1	G/L effective date?
	11.8.1.5.2	Accounting period end date?
	11.8.1.5.3	Type?
	11.8.1.5.4	Category?
	11.8.1.5.5	Other selection criteria?
	11.8.1.6	Able to summarise detail G/L distribution:
	11.8.1.6.1	To user defined levels?
	11.8.1.6.2	For cash?
	11.8.1.6.3	For accounts payable?
	11.8.1.6.4	For expense categories?
	11.8.1.6.5	For asset categories?
	11.8.1.7	Restrict the type of account in the GL that the invoice amounts can be charged to?
	11.8.1.8	Allocation of expense to multiple ledger accounts including multiple lines to the same account?
11.8.2		Interface to Purchasing:
	11.8.2.1	Match invoice total to PO total?
	11.8.2.2	Match invoice line items to:
	11.8.2.2.1	PO line items?
	11.8.2.2.2	PO line item receipts?
	11.8.2.2.3	PO line item receipts and their inspection status?
	11.8.2.3	Regarding establishing acceptable tolerances:
	11.8.2.3.1	Amount tolerance?
	11.8.2.3.2	Percentage tolerance?
	11.8.2.3.3	Item quantity tolerance?
	11.8.2.3.4	Item delivery date early tolerance?
	11.8.2.3.5	Item delivery date late tolerance?
	11.8.2.3.6	Item quantity tolerance?
	11.8.2.4	Ability to confirm the status of goods and services on entry of supplier invoice?
	11.8.2.5	Ability to update purchase order record with supplier invoice details to enable archiving and prevent duplicated charging?
11.8.3		Interface to Fixed Assets:
	11.8.3.1	Fixed Asset distribution validation file is:
	11.8.3.1.1	Live Fixed Asset file(s)?
	11.8.3.1.2	Copy of Fixed Asset file(s)?
	11.8.3.1.3	A/P file for fixed asset distribution data?
	11.8.3.1.4	A/P table for fixed asset distribution data?
	11.8.3.2	Do A/P processes validate Fixed Asset distribution:
	11.8.3.2.1	Batch validation only?
	11.8.3.2.2	On-line entry validation?
	11.8.3.2.3	On-line real time validation?
	11.8.3.3	Is F/A distribution data captured in A/P:
	11.8.3.3.1	Stored at detail level?
	11.8.3.3.2	Stored at summary level only?
	11.8.3.3.3	Able to store at various summary level?

FINANCIAL MANAGEMENT SYSTEM				Response	Comment
	11.8.3.4		Regarding Fixed Asset distribution frequency:	GIPA Act s 14 - Table 4(b)	
		11.8.3.4.1	Daily?		
		11.8.3.4.2	Weekly?		
		11.8.3.4.3	Monthly?		
		11.8.3.4.4	As scheduled?		
		11.8.3.4.5	On-line real time?		
	11.8.3.5		Regarding Fixed Asset distribution extract process able to select entries to extract based on:		
		11.8.3.5.1	General ledger effective date?		
		11.8.3.5.2	Accounting period end date?		
		11.8.3.5.3	Other selection criteria?		
	11.8.3.6		Regarding Fixed Asset (FA) distribution extract process able to summarise FA distribution from AP (Accounts Payable):		
		11.8.3.6.1	To user defined levels for asset category?		
		11.8.3.6.2	To user defined levels for asset type?		
		11.8.3.6.3	To user defined levels for asset ID?		
	11.8.4		Interface to Project Accounting/Work Order:		
		11.8.4.1	Project distribution validation file is:		
		11.8.4.1.1	Live Project Accounting file(s)?		
		11.8.4.1.2	Copy of Project Accounting file(s)?		
		11.8.4.1.3	A/P file for project distribution data?		
		11.8.4.1.4	A/P table for project distribution data?		
		11.8.4.2	Do A/P processes validate project distribution:		
		11.8.4.2.1	Batch validation only?		
		11.8.4.2.2	On-line entry validation?		
		11.8.4.2.3	On-line real time validation?		
		11.8.4.3	Regarding extract approach and project distribution data captured in A/P:		
		11.8.4.3.1	Stored at detail level?		
		11.8.4.3.2	Stored at summary level only?		
		11.8.4.3.3	Able to store at various summary levels?		
		11.8.4.4	Regarding project accounting distribution extract frequency:		
		11.8.4.4.1	Daily?		
		11.8.4.4.2	Weekly?		
		11.8.4.4.3	Monthly?		
		11.8.4.4.4	As scheduled?		
		11.8.4.4.5	On-line real time?		
		11.8.4.5	Able to select entries to extract based on:		
		11.8.4.5.1	General ledger effective date?		
		11.8.4.5.2	Accounting period end date?		
		11.8.4.5.3	Other selection criteria?		
		11.8.4.6	Able to summarise data to user defined levels for:		
		11.8.4.6.1	Project/Work order identifier?		
		11.8.4.6.2	Asset type?		
		11.8.4.6.3	Expense type?		
		11.8.4.6.4	Commitment?		
	11.8.5		Interface to Inventory Management - Able to update inventory control when purchase price variances are identified during invoice matching?		
	11.8.6		Other Modules - extract frequency - Various other real time updates to other modules, where applicable		
	11.8.7		Ability to interface with SmartBuy (NSW Government's preferred procurement application) - Refer to Appendix C - SmartBuy Specifications at the end of this		
	11.9		<b>Reporting</b>		
		11.9.1	Ability to view and inquire invoice information on-line by:		
		11.9.1.1	Invoice number?		

## FINANCIAL MANAGEMENT SYSTEM

Response

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GIPA Act s 14 - Table 4(b)

	11.9.1.2	Vendor number?
	11.9.1.3	Vendor name?
	11.9.1.4	Specifying date range?
	11.9.1.5	Invoice amount?
	11.9.1.6	Matching to purchase order?
11.9.2		Ability to look up vendor data:
	11.9.2.1	By entering only vendor name?
	11.9.2.2	Through a window?
	11.9.2.3	By entering vendor phone number?
	11.9.2.4	By vendor number?
	11.9.2.5	By vendor type?
	11.9.2.6	List other methods:
11.9.3		Ability to produce:
	11.9.3.1	Cheque/EFT register which includes manual cheques / EFT transactions?
	11.9.3.2	Cheque/EFT register with only manual cheques / EFT transactions?
11.9.4		Ability to produce Cheque/EFT register with general ledger distributions:
	11.9.4.1	In cheque number/EFT transaction number order?
	11.9.4.2	General ledger account within cost centre/cost object order?
11.9.5		Ability to produce cheque/EFT transaction register:
	11.9.5.1	By vendor name?
	11.9.5.2	By cheque number order/EFT transaction number order?
	11.9.5.3	By vendor number?
	11.9.5.4	By invoice number?
	11.9.5.5	By EFT Transaction date?
	11.9.5.6	By EFT Transaction detail covering Bank details, etc?
11.9.6		Ability to forecast cash requirements for:
	11.9.6.1	Current period?
	11.9.6.2	Future periods?
11.9.7		Forecast cash requirements with user-defined dates?
11.9.8		Ability to produce cash requirements report:
	11.9.8.1	By vendor name?
	11.9.8.2	By vendor number?
	11.9.8.3	By selected date?
	11.9.8.4	By series of selected cut off dates?
11.9.9		Ability to produce reports:
	11.9.9.1	By type of vendor?
	11.9.9.2	In order of disbursement amount?
	11.9.9.3	Showing discrepancies between invoice and purchase order?
11.9.10		Efficient reporting of standard reports such as:
	11.9.10.1	Invoice batch report?
	11.9.10.2	Month-end A/P trial balance?
	11.9.10.3	Ageing schedule by:
	11.9.10.3.1	Date?
	11.9.10.3.2	Year/period?
	11.9.10.4	Vendor listing by:
	11.9.10.4.1	Vendor number?
	11.9.10.4.2	Vendor name?
	11.9.10.4.3	New vendors (date parameter)?
	11.9.10.5	EFT Transaction listing by:
	11.9.10.5.1	Vendor listing name (by full name and/or short name)
	11.9.10.5.2	Transaction number, date, by bank, etc
	11.9.10.6	Vendor activity report?
	11.9.10.7	Accounts Payable interface report?
	11.9.10.8	Outstanding invoice report?
	11.9.10.9	Vendor analyses?

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Comment

**GIPA Act s 14 - Table 4(b)**

		11.9.10.10	Open purchase order report?
		11.9.10.11	Purchase order/data entry report
		11.9.10.12	Edit listing of all functions (which is capable of being user defined eg. PO, Journal, invoices, etc)
		11.9.10.13	Accounts payable distribution journal?
		11.9.10.14	Accounts payable cheques?
		11.9.10.15	Remittance advice and cheques on special stationary?
		11.9.10.16	Cheque listing (control list of cheques printed)?
		11.9.10.17	Debtors turnover?
		11.9.10.18	Paid on time statistics?
		11.9.10.19	Creditors:
		11.9.10.19.1	Type?
		11.9.10.19.2	Date?
		11.9.10.19.3	Year/period?
		11.9.10.19.4	Statements?
		11.9.10.20	Schedule of payments?
		11.9.10.21	Supplier Master:
		11.9.10.21.1	Detailed by line item?
		11.9.10.21.2	Summary?
		11.9.10.22	Pre-payment list?
		11.9.10.23	Late Payments?
		11.9.10.24	Creditors Ledger reconciliation?
		11.9.10.25	Vendor amendment audit report
	11.9.11		Print list of drawn cheques:
		11.9.11.1	Issued to creditors showing:
		11.9.11.1.1	Cheque number/EFT transaction number?
		11.9.11.1.2	Creditor name?
		11.9.11.1.3	Date drawn?
		11.9.11.1.4	Value?
		11.9.11.1.5	Centre?
		11.9.11.1.6	Program?
		11.9.11.1.7	Account number?
		11.9.11.1.8	Total value for account?
		11.9.11.1.9	EFT Transaction number/date?
	11.9.11.2		Cancelled and replaced cheques/EFT void transactions showing:
		11.9.11.2.1	Cheque number?
		11.9.11.2.2	Creditor name?
		11.9.11.2.3	Date drawn?
		11.9.11.2.4	Value?
		11.9.11.2.5	Centre?
		11.9.11.2.6	Program?
		11.9.11.2.7	Account number?
		11.9.11.2.8	Total value for account?
		11.9.11.2.9	EFT transaction number?
		11.9.11.2.10	EFT transaction date?
		11.9.11.2.11	Creditor name, bank details, etc
	11.9.12		Creditors master file list by alpha and numeric ranges?
	11.9.13		Year -to-date creditor transactions creditor report selected in either:
		11.9.13.1	Creditor name sequence for a user specified period?
		11.9.13.2	Creditor number sequence for a user specified period?
	11.10		<b>Inquiry</b>
		11.10.1	Ability to inquiry by:
		11.10.1.1	Expense account?



# FINANCIAL MANAGEMENT SYSTEM

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GIPA Act s 14 - Table 4(b)

	12.2.1.7	Stop -credit indicator?
	12.2.1.8	Inactive flag?
	12.2.1.9	Credit limit?
	12.2.1.10	Payment by statement?
	12.2.1.11	Ability to block update to customer record after the 3rd Dunning letter is issued/ number of days account is overdue by?
	12.2.1.12	Facility to set up Payment details including:
	12.2.1.12.1	- payment method (e.g. cheque, EFT)
	12.2.1.12.2	- payment terms and conditions
	12.2.1.12.3	- discount terms and conditions
	12.2.1.12.4	- bank account details (BSB & account number).
	12.2.1.13	ABN #
	12.2.1.14	Record a default GST status (e.g. taxable, GST-free, etc) for each customer.
	12.2.1.15	Bank Account details (for direct credit)
	12.2.1.16	Discount Code and Rate
	12.2.1.17	Credit reference field
	12.2.1.18	Credit reference history (historical and current up to date situation)
	12.2.1.19	Instalment Charges, instalment details, etc
	12.2.1.20	Customer email address
	12.2.1.21	Account status :
	12.2.1.21.1	- Record and maintain an account activity status (e.g. active, closed, suspended, etc).
	12.2.1.21.2	-Specify start and end dates for the use of individual customer accounts (and dates of changes in statuses).
	12.2.1.22	Warning and prevention of duplicated customer records.
	12.2.1.23	Free format field for special instructions and comments.
	12.2.1.24	General Ledger Control Account
	12.2.1.25	Sub - ledger details (to support the Control total in GL)
	12.2.1.26	Where subsidiary accounts exist, provide facility for::
	12.2.1.26.1	-Individual (child) accounts to be associated with a parent account.
	12.2.1.26.2	- Allow for the consolidation of transactions for reporting or receipting purposes.
	12.2.2	Customer accounts to be held in open item or balance brought forward format?
	12.2.3	During receivable transaction entry, accommodate:
	12.2.3.1	Invoice number?
	12.2.3.2	Sales order number and date?
	12.2.3.3	Invoice date?
	12.2.3.4	Sales representative code?
	12.2.3.5	Customer number?
	12.2.3.6	Ship-to name?
	12.2.3.7	Ship-to address?
	12.2.3.8	Type of sale?
	12.2.3.9	Cost?
	12.2.3.10	Freight amount?
	12.2.3.11	GST?
	12.2.3.12	Product line type/code?
	12.2.3.13	Sales quantity?
	12.2.3.14	Description?
	12.2.3.15	cost centre/cost object name/number?
	12.2.3.16	Contract Number (to be uniquely identified)
	12.2.3.17	Contract details
	12.2.3.18	Contract start and end date?
	12.2.3.19	ABN Number
	12.2.4	Received Payments:

# FINANCIAL MANAGEMENT SYSTEM

	12.2.4.1	Record a received payment with no matching invoice?
	12.2.4.2	Ability to make A/R adjustments through cash application process?
12.2.5		Enter credit memos/adjustments that update accounts receivable?
	12.2.5.1	- Customer defined tables
	12.2.5.2	- Update credit reference details
	12.2.5.3	- Adjustment reasons and comments
12.2.6		Ability to enter, edit, and update on-line:
	12.2.6.1	Receivable transactions?
	12.2.6.2	Payment transactions?
	12.2.7	System generated journal entries for receipts?
	12.2.8	Facility to enter extensive narratives to fully describe charges raised?
	12.2.9	Facility to put narrative notes on each debtor account:
	12.2.9.1	Arrangements?
	12.2.9.2	Correspondence details?
	12.2.10	Invoicing data to be entered and validated against customer records and GL accounts?
	12.2.11	Ability to attach analysis codes to services for sales analysis purposes?
	12.2.12	Ability to raise recurring Invoices/Charges:
	12.2.12.1	Set-up of repetitive charges to generate recurring invoices on a monthly or quarterly
	12.2.12.2	Set-up of repetitive charges to generate recurring invoices on an instalment basis of payment?
	12.2.12.3	Set-up instalment payment facility
	12.2.13	Ability to override predefined invoice lines
	12.2.14	Description of services to be minimum 40 characters long?
	12.2.15	Ability to enter dollar value without entering a quantity?
	12.2.16	Receipts to be entered from any location with identification of which office received payment?
	12.2.17	Adequate controls to reconcile and balance entry of data?
	12.2.18	New customer accounts can be raised at any location?
	12.2.19	Unused, incorrectly set up and obsolete customer accounts can be deleted.
	12.2.20	Prevent the deletion of customer accounts where transaction activity has been recorded within a specified period of time.
	12.2.21	Ability to process and maintain Debts (eg Employee and Other):
	12.2.21.1	Record and maintain debt negotiation terms for debts including:
	12.2.21.1.1	- number of instalments
	12.2.21.1.2	- instalment amount
	12.2.21.1.3	- instalment frequency
	12.2.21.1.4	- negotiation date.
	12.2.21.2	Automatic generation of debt instalment transactions based upon current debt negotiation terms.
	12.2.21.3	The value of the original debt will be automatically reduced as each new instalment is generated.
	12.2.21.4	Process predefined instalments
12.2.22		Functionality required for receipts:
	12.2.22.1	- Receipt to be uniquely identified for each receipt transaction.
	12.2.22.2	- Receipt numbers to be automatically generated by the system.
	12.2.22.3	Apply a system wide number sequence to official receipts.
	12.2.22.4	- Receipt transaction details will include as a minimum:
	12.2.22.4.1	- receipt number
	12.2.22.4.2	- payee/customer code and name
	12.2.22.4.3	- payee address (if no customer record)
	12.2.22.4.4	- payment method (cash, cheque, etc)
	12.2.22.4.5	- description
	12.2.22.4.6	- G/L dissection
	12.2.22.4.7	- receipt date
	12.2.22.4.8	- receipt amount.

Response

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GIPA Act s 14 - Table 4(b)



**FINANCIAL MANAGEMENT SYSTEM**

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**GIPA Act s 14 - Table 4(b)**

	12.2.22.5	Receiving office identified on receipt transaction.
	12.2.22.6	Receipt transaction record identifies official receipt number where issued.
	12.2.22.7	Facilitate multiple user maintained layouts for official receipt/Tax Invoice format.
	12.2.22.8	Printing Receipts functionalities:
	12.2.22.8.1	Facilitate optional printing of an official Department Receipt.
	12.2.22.8.2	Printed receipt can be formatted as an official Tax Invoice.
	12.2.22.8.3	Option to issue a printed receipt immediately on completion of the receipt entry.
	12.2.22.8.4	Option to hold receipts to print at the end of the day.
	12.2.22.8.5	Reprint receipts and clearly mark the reprints as duplicates.
	12.2.22.9	Record credit card payment details including:
	12.2.22.9.1	- card type (Visa, MasterCard, etc)
	12.2.22.9.2	- card reference number
	12.2.22.9.3	- card holders name
	12.2.22.9.4	- card expiry date
	12.2.22.9.5	- payment amount.
	12.2.22.10	Support cheque reader for direct entry of MICR details from cheques.
	12.2.22.11	Facilitate the generation of banking summaries to support the lodgement and bank reconciliation of monies received.
	12.2.22.12	Option to allocate a customer receipt against a specific aging period.
	12.2.22.13	Ability to reverse all customer invoice allocations and general ledger distributions for dishonoured cheque and other payments.
	12.2.22.14	Maintain a log for the following:
	12.2.22.14.1	- Maintain an audit log of all changes to approved and updated receipting transactions.
	12.2.22.14.2	- The maintenance log will identify the user responsible as well as the date and time of the change.
<b>12.3</b>		<b>Error Handling</b>
	12.3.1	Method of edit rejection:
	12.3.1.1	Whole batches?
	12.3.1.2	Line-by-line:
	12.3.1.3	With automatic adjustment to batch totals?
	12.3.1.4	To transfer individual errors to suspense:
	12.3.1.4.1	For listing?
	12.3.1.4.2	Correction?
	12.3.1.4.3	Authorised resubmit?
	12.3.2	Use a suspense account to correct transactions?
	12.3.3	Require dual entries to back errors out and correct?
	12.3.4	Correct errors without rejecting entire voucher?
	12.3.5	Edit function to reject transactions:
	12.3.5.1	With error messages that are clearly understood?
	12.3.5.2	With pointers to the original transaction?
	12.3.5.3	With source documentation?
	12.3.5.4	And continue processing remaining batches on-line?
	12.3.6	Suspend out-of-balance batches until corrected?
	12.3.7	Establish user-defined edit/validation criteria?
	12.3.8	Automatic upload of receipts from bank statement including automatic allocation to debtor accounts?
	12.3.9	Ability to report and on Security Deposits payments, outstanding, unclaimed, etc?
<b>12.4</b>		<b>Processing</b>
	12.4.1	Ability to maintain customer balances on an:
	12.4.1.1	Open item basis?
	12.4.1.2	Balance forward basis?

**FINANCIAL MANAGEMENT SYSTEM**

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Comment

**GIPA Act s 14 - Table 4(b)**

	12.4.1.3	Both?
12.4.2		Retain paid items on-line until purged by user?
12.4.3		Store partial payments:
	12.4.3.1	As a separate open item against invoice?
	12.4.3.2	Until invoice is fully cleared?
12.4.4		Store overpayments:
	12.4.4.1	As a separate open item against invoice?
	12.4.4.2	Until invoice is fully cleared?
12.4.5		Close in different periods for sales & accounting?
12.4.6		Compute early payment discount terms?
12.4.7		Flag accounts which take unearned discounts?
12.4.8		Compute sales commission information based on:
	12.4.8.1	Total sales?
	12.4.8.2	Gross profit percentage?
	12.4.8.3	Paid invoices?
12.4.9		Indicate whether customer should receive statement by way of mail, fax or email?
12.4.10		Regarding delinquency charges on overdue balances:
	12.4.10.1	Able to assess for selected accounts?
	12.4.10.2	Able to assess flat amount late fee?
	12.4.10.3	Able to assess percentage finance charge?
	12.4.10.4	Able to generate the charge?
12.4.11		Handle accounts with extended payment terms:
	12.4.11.1	During the ageing process?
	12.4.11.2	When accessing delinquency charge?
12.4.12		Automatically flag for archive customers with no activity and zero balance within in a specified period of time?
12.4.13		Create charge back transaction when customers short-pay?
12.4.14		Separate accounts in collection from regular accounts in good standing?
12.4.15		Ability to accommodate cash sales?
12.4.16		Ability to automatically apply payments to:
	12.4.16.1	Oldest receivable (FIFO basis)?
	12.4.16.2	Most recent receivable (LIFO basis)?
	12.4.16.3	Specific invoices?
	12.4.16.4	Specific receivable?
12.4.17		Ability to apply overpayments to next order?
12.4.18		Accept payments for accounts not yet in the system?
12.4.19		Track cash receipts for commission calculation covering:?
	12.4.19.1	Invoice date?
	12.4.19.2	Invoice number?
	12.4.19.3	Accounts receivable amount?
	12.4.19.4	Sales amount?
	12.4.19.5	Amount paid?
12.4.20		Ability to:
	12.4.20.1	Apply payments to specific invoices?
	12.4.20.2	Apply payments to specific receivable?
	12.4.20.3	Match receipts to open items based on:
	12.4.20.3.1	Receivable number?
	12.4.20.3.2	Line number On-line?
12.4.21		Ability to track receipts for:
	12.4.21.1	Deposit information?
	12.4.21.2	Bank reconciliation?
12.4.22		Update sales analysis with customer account credits?
12.4.23		Process miscellaneous receipts through cash receipts application?
12.4.24		Ability to forecast future cash receipts?
12.4.25		Ability to establish payment terms:

## FINANCIAL MANAGEMENT SYSTEM

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GIPA Act's 14 - Table 4(b)

		12.4.25.1	At the customer account level?
		12.4.25.2	At the invoice level?
		12.4.25.3	At the receivable transaction level?
	12.4.26		Ability to establish a credit manager:
		12.4.26.1	At the customer account level?
		12.4.26.2	At the invoice level?
	12.4.27		Modify A/R transactions prior to GL distribution?
	12.4.28		Ability to post receipts to a specific project?
	12.4.29		Ability to process multiple banks?
	12.4.30		Ability to document reasons for:
		12.4.30.1	Late payment?
		12.4.30.2	Partial payment?
		12.4.30.3	Customer deduction?
	12.4.31		Able to generate charge back invoice?
	12.4.32		Ability to document customer communication / memo entries on system
	12.4.33		Flag customer comments with a follow-up date?
	12.4.34		Assign a sales representatives by customer account?
	12.4.35		Ability to select to exclude disputed items from:
		12.4.35.1	Ageing?
		12.4.35.2	Finance charging?
		12.4.35.3	Penalty interest?
		12.4.35.4	Late payment fees?
		12.4.35.5	Printing on statements?
		12.4.35.6	Dunning?/Reminders
	12.4.36		Ability to included disputed items flagged as disputed for:
		12.4.36.1	Ageing?
		12.4.36.2	Finance charging?
		12.4.36.3	Penalty interest?
		12.4.36.4	Late payment fees?
		12.4.36.5	Printing on statements?
		12.4.36.6	Dunning?/Reminders (and show invoice details)
	12.4.37		Ability to conduct file maintenance on-line?
	12.4.38		Ability to maintain customer on the basis of:
		12.4.38.1	Initial (security) Deposit payment, then
		12.4.38.2	Subsequent instalment payments, accounting for interest charges, etc
	12.4.39		Ability to assess GST on purchases?
	12.4.40		Close A/R with closing of accounting period?
	12.4.41		Override finance charges/ Penalty interest/ Late payment fees for certain accounts?
	12.4.42		Ability to establish user-defined dunning methods?
	12.4.43		Ability to calculate time-to-pay statistics?
	12.4.44		Ability to match a single cash payment to multiple invoices?
	12.4.45		Ability to track cash receipts by debtor name?
	12.4.46		Facility for several debtor types?
	12.4.47		Facility for open item and/or balance forward accounting?
	12.4.48		Facility for setting up standing invoices for debtors with recurring charges (i.e. rent)?
	12.4.49		Allowing different payment terms for various customers?
	12.4.50		Automatic prompting to stop customer credit if payment is significant overdue?
	12.4.51		Provision for revenue to be allocated to multiple GL accounts per invoice?
	12.4.52		Document numbers to be automatically generated by the system?
	12.4.53		Raising invoices at any location regardless of account manager?
	12.4.54		Existence of controls to reconcile and balance entry of data online real time?
	12.4.55		Free format message to appear on invoice and statement?
	12.4.56		Commodity coding facility linked to standard account for credit journal?
	12.4.57		Invoice/credit note to update:
		12.4.57.1	Customer accounts?

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GIPA Act s 14 - Table 4(b)

		12.4.57.2		GL accounts?
	12.4.58			Invoices to be printed in pre-defined format with the issuing address and telephone number appearing in the header?
	12.4.59			Process and validate payments to customer and GL accounts allowing for:
		12.4.59.1		One payment for one invoice?
		12.4.59.2		One payment for several invoices?
		12.4.59.3		Part payment of invoices?
		12.4.59.4		Over payment of invoices?
		12.4.59.5		Discounts allowed against payments?
		12.4.59.6		Pre payment of a transaction?
		12.4.59.7		Add-on tax (GST) or pass-on tax?
		12.4.59.8		Interest on overdue accounts?
		12.4.59.9		Finance charges
		12.4.59.10		Penalty interest
		12.4.59.11		Late payment fees?
	12.4.60			Each payment capable of being allocated to multiple GL accounts?
	12.4.61			Non-debtors payments to be processed so that they:
		12.4.61.1		Update GL?
		12.4.61.2		Appear on the bank deposit slip?
	12.4.62			Provision for payment by:
		12.4.62.1		credit card?
		12.4.62.2		EFT?
		12.4.62.3		direct debit?
		12.4.62.4		BPay
		12.4.62.5		Cheque payment
		12.4.62.6		Cash payment
	12.4.63			Process adjustment with appropriate audit trails to:
		12.4.63.1		Customer accounts?
		12.4.63.2		GL accounts?
	12.4.64			Provision for the semi-automatic write-off of small amounts with:
		12.4.64.1		Appropriate audit trail?
		12.4.64.2		Update to all ledgers at receipt time?
		12.4.64.3		Transaction audit trail for Accounts Receivable (AR):
		12.4.64.3.1		Invoices?
		12.4.64.3.2		Adjustments?
		12.4.64.3.3		Applied receipts?
		12.4.64.3.4		Any changes to approved and updated transactions of the above (i.e. invoices, adjustments, receipts, etc)
	12.4.65			All customer accounts can be billed from multiple locations?
	12.4.66			Ability to validate the following codes:
		12.4.66.1		Validate customer codes and names against the central register of customer master data
		12.4.66.2		Validate general ledger account codes against the chart of accounts.
		12.4.66.3		Validate against business unit codes and assigned G/L account codes.
		12.4.66.4		Validate against program/project codes and assigned G/L account codes.
		12.4.66.5		Validate asset codes against the assets register.
	12.4.67			The creation of asset disposal transactions can be initiated from within the accounts receivable process.
	12.4.68			Support the processing of employee debt repayments resulting from salary deductions interfaced from external payroll applications.
	12.4.69			Support the automatic upload and processing of customer payments direct credited to the Department's bank account, including BPay.
	12.4.70			Maintain a record of the date of the last statement issued for each customer account.
	12.4.71			Maintain a history of the negotiation of debt repayment terms.
	12.4.72			Ability to cater for Bad and Doubtful Debts as follows :
		12.4.72.1		Facilitate the identification of customer debts considered doubtful.

**FINANCIAL MANAGEMENT SYSTEM**

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**GIPA Act s 14 - Table 4(b)**

	12.4.72.2	Facilitate the maintenance of a legal action status code to track a debt through multiple user defined stages of legal action.
	12.4.72.3	Facilitate the recording of details of court judgements and all legal action taken to recover a debt.
	12.4.72.4	Ability for Bad debts to be written-off.
	12.4.72.5	Maintain a record of the date a debt is written-off.
	12.4.72.6	Bad debts written-off can be subsequently re-instated together with the complete transaction history for the debt.
<b>12.5</b>		<b>Interfaces</b>
	12.5.1	Interface to General Ledger?
	12.5.1.1	Provide entries for:
	12.5.1.1.1	Cash receipts distribution?
	12.5.1.1.2	Sales invoice distribution?
	12.5.1.1.3	Sales debit/credit memo distribution?
	12.5.1.1.4	Credit memo distribution?
	12.5.1.1.5	Journal write-off distributions?
	12.5.1.2	Provide G/L distribution validation:
	12.5.1.2.1	Batch processing?
	12.5.1.2.2	On-line - control file?
	12.5.1.2.3	On-line - shadow file?
	12.5.1.2.4	On-line - live G/L key file?
	12.5.2	Interface to Costing application to allow updating of cost of sales data for extensions?
	12.5.3	Interface to Order Processing:
	12.5.3.1	Integrated customer master information?
	12.5.3.2	Ability to receive invoice information:
	12.5.3.2.1	Sales invoices?
	12.5.3.2.2	Sales adjustment memos?
	12.5.3.3	Can pass credit data to order processing?
	12.5.3.4	EDI capacity/ e Commerce ?
	12.5.4	Interface to Inventory application?
<b>12.6</b>		<b>Reporting</b>
	12.6.1	Report cash receipts by division?
	12.6.2	Ability to generate a detailed Finance Charge/ Penalty interest/ Late payment fees report by customer?:
	12.6.3	Ability to generate Accounts Receivable Detail Ageing Report:
	12.6.3.1	On demand?
	12.6.3.2	Printed in invoice date sequence?
	12.6.3.3	Printed in transaction date sequence?
	12.6.3.4	Printed by customer number sequence?
	12.6.3.5	With user-defined ageing columns?
	12.6.3.6	Highlight receivable with extended payment terms?
	12.6.3.7	By cost centre/cost object/project/work order, etc
	12.6.3.8	By Dunning functionality
	12.6.4	Ability to generate Accounts Receivable Summary Ageing Report:
	12.6.4.1	On demand?
	12.6.4.2	With column headings same as detail ageing?
	12.6.5	Ability to generate Accounts Receivable Delinquent Aged Analysis Report on Demand:
	12.6.6	Ability to generate Exception Report:
	12.6.6.1	On demand?
	12.6.6.2	By customer?
	12.6.6.3	For all invoices?
	12.6.6.4	With payments different from invoice amount?

FINANCIAL MANAGEMENT SYSTEM				Response	Comment
	12.6.7		Ability to generate Cash Receipts Journal for audit trail?	GIPA Act s 14 - Table 4(b)	
	12.6.8		Ability to generate Customer Master File Listing:		
		12.6.8.1	On demand?		
		12.6.8.2	Showing all customers in master file?		
	12.6.9		Ability to generate Credit Management report with a listing of customer accounts::		
		12.6.9.1	Over their credit limit?		
		12.6.9.2	On credit "hold"?		
		12.6.9.3	With unpaid, unearned discounts?		
		12.6.9.4	Over a specified number of days past due?		
	12.6.10		Ability to selectively print statements for customer accounts:		
		12.6.10.1	For accounts exceeding a specified balance?		
		12.6.10.2	By cost account grouping		
		12.6.10.3	By Dunning		
		12.6.10.4	By Aging		
	12.6.11		Ability to generate customer statements on demand for:		
		12.6.11.1	A specific customer?		
		12.6.11.2	All customers in a division?		
		12.6.11.3	All delinquent customers?		
	12.6.12		Ability to display by customer:		
		12.6.12.1	Open item status?		
		12.6.12.2	Balance forward status?		
		12.6.12.3	Ageing by customer?		
	12.6.13		Ability to inquire on customer by:		
		12.6.13.1	Name?		
		12.6.13.2	Customer number?		
		12.6.13.3	Post Code		
		12.6.13.4	Short Name		
		12.6.13.5	Customer Account Group		
		12.6.13.6	Account type		
	12.6.14		Develop reports on-line (no data processing)?		
	12.6.15		Report on information contained in multiple files?		
	12.6.16		Limit answer set by specifying extract criteria:		
		12.6.16.1	For reports?		
		12.6.16.2	For queries?		
	12.6.17		Sort report contents according to user needs?		
	12.6.18		Access data in multiple files during on-line query?		
	12.6.19		Sort query contents according to user needs?		
	12.6.20		User to define criteria for exception reporting?		
	12.6.21		Ability to generate customer statements showing:		
		12.6.21.1	Beginning balance?		
		12.6.21.2	Charges during the month?		
		12.6.21.3	Credits during the month?		
		12.6.21.4	Ending balance?		
		12.6.21.5	An ageing recap?		
	12.6.22		Ability to determine and select Statement formatting/layout		
		12.6.22.1	Facilitate multiple user maintained layouts for debtor statement format.		
		12.6.22.2	Associate a specific statement format with each customer account.		
		12.6.22.3	Debtors statements can be generated based upon user specified criteria including:		
		12.6.22.3.1	- statement format		
		12.6.22.3.2	- statement frequency		
		12.6.22.3.3	- distribution method (e.g. mail, fax, email)		
		12.6.22.3.4	- sub-ledger		
		12.6.22.3.5	- customer category		
		12.6.22.3.6	- debt type		
		12.6.22.3.7	- customer account number range.		

FINANCIAL MANAGEMENT SYSTEM				Response	Comment
	12.6.23		Suppress printing statements for any customer with:	GIPA Act s 14 - Table 4(b)	
		12.6.23.1	A zero or credit balance?		
		12.6.23.2	Outstanding balance below minimum?		
		12.6.23.3	By user defined parameters		
	12.6.24		Generate an invoice after posting from:		
		12.6.24.1	A sales order?		
		12.6.24.2	A purchase order?		
	12.6.25		Ability to define a message for printing on statements?		
	12.6.26		Handle hierarchy to combine customer accounts?		
	12.6.27		Print debtors master file list?		
	12.6.28		Invoices on pre-printed stationary?		
	12.6.29		Aged statements showing:		
		12.6.29.1	Balance owed 30 days?		
		12.6.29.2	Balance owed 60 days?		
		12.6.29.3	Balance owed 90 days?		
		12.6.29.4	User defined ageing buckets?		
	12.6.30		Facility to specify by date, which transactions are to be included on statements?		
	12.6.31		Customer listing sorted by account manager?		
	12.6.32		Transaction audit trail for account receivable:		
		12.6.32.1	Invoices?		
		12.6.32.2	Adjustments?		
		12.6.32.3	Applied receipts?		
		12.6.32.4	Any changes to approved and updated transactions of the above (i.e. invoices, adjustments, receipts, etc)		
	12.6.33		Detailed and summary transactions reports by:		
		12.6.33.1	General ledger account?		
		12.6.33.2	Debtor type?		
		12.6.33.3	Debt category?		
		12.6.33.4	Categorise customers/debtors by sub-ledger (categories))		
		12.6.33.5	Bank deposit slip?		
	12.6.34		Customised invoices with issuing office details in the header?		
	12.6.35		Customised statements with account manager ageing specific to customer terms and transaction since previous statement?		
	12.6.36		Aged trial balance?		
	12.6.37		Delinquency follow-up report with number of days overdue as a selection criteria and sufficient detail to track slow payers?		
	12.6.38		Sales analysis report by:		
		12.6.38.1	Product?		
		12.6.38.2	Customer class?		
		12.6.38.3	Customer		
		12.6.38.4	Cost Centre/Cost Object		
		12.6.38.5	Project		
		12.6.38.6	Region/Location		
		12.6.38.7	Account Code		
		12.6.38.8	Commodity code?		
	12.6.39		Inactive account list?		
	12.6.40		Last receipt report?		
	12.6.41		Stopped credit facilities report?		
	12.6.42		Hard copy facility?		
	12.6.43		History reports?		
	12.6.44		Invoice reprint facility?		
	12.6.45		Printing of statements contain account manager address and phone number?		
	12.6.46		Reporting allows for selection and sorting criteria to include issuing office and account manager?		
	12.6.47		Ability to print invoices and credit notes:		





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GIPA Act s 14 - Table 4(b)

	13.2.1.4	Calculate projected budget based on projected units of activity?
	13.2.1.5	Calculate budget by percentage increase/decrease from:
	13.2.1.5.1	Prior years' budget?
	13.2.1.5.2	Current year's actuals?
	13.2.1.6	Generate revised budgets by:
	13.2.1.6.1	Altering original budget figures by a given percent?
	13.2.1.6.2	Altering original budget figures by a given amount?
	13.2.1.7	Use non-financial data in determining budget amounts?
	13.2.1.8	Automatically distribute annual budget by accounting period:
	13.2.1.8.1	Based on prior years' data?
	13.2.1.8.2	Based on user specified percentages?
	13.2.1.9	Automatically distribute annual budget equally over:
	13.2.1.9.1	12 months?
	13.2.1.9.2	Other user-defined reporting periods?
	13.2.1.10	Ability of system to provide budget work sheets?
	13.2.1.11	Allow on-line updating of budget amounts?
	13.2.1.12	Prepare budgets on a PC and up load into system?
	13.2.1.13	Provide budgets for different dimensions and groupings:
	13.2.1.13.1	Location?
	13.2.1.13.2	Responsibility centre?
	13.2.1.13.3	Cost centre/Cost Object/Profit Centre?
	13.2.1.13.4	Accounts?
	13.2.1.13.5	Project/Program
	13.2.1.13.6	Directorate
	13.2.1.13.7	Item
	13.2.1.13.8	SOF (Source of Funds)
	13.2.1.13.9	Other multiple dimensions (eg covering Funds, Regions, etc)
	13.2.1.14	Ability to duplicate budgets to multiple responsibility/cost centres/cost objects?
	13.2.1.15	Budgeting on project or natural account?
	13.2.1.16	Ability to distinguish by groups of projects?
	13.2.1.17	Provision for budget advice on source fund limit?
	13.2.1.18	Reconciliation of advice to project budgets by source of funds?
	13.2.1.19	Provision for year end projections?
	13.2.1.20	Provision of "calendarisation" of budgets by:
	13.2.1.20.1	Manual dissection for total?
	13.2.1.20.2	Partial manual input with automatic spread of remainder?
	13.2.1.20.3	Automatic spread on even periods?
	13.2.1.20.4	Automatic spread on previous years expenditure?
	13.2.1.21	Ability to provide for specified number of years of budget projections (eg. three years, five years, or other)?
	13.2.1.22	Store narrative data with the budget and budget-related data line item?
	13.2.1.23	Ability to perform top down and bottom up budgeting?
13.2.2		Regarding budget reporting :
	13.2.2.1	Can system compare/track any budget amount with:
	13.2.2.1.1	Any actual amount?
	13.2.2.1.2	Any other budget amount?
	13.2.2.2	Able to use hierarchy reporting for budget reports?
	13.2.2.3	Ability to calculate budget variances?
	13.2.2.4	Ability to maintain and track budget over a:
	13.2.2.4.1	- calendar year
	13.2.2.4.2	- fiscal year
	13.2.2.4.3	- several years
13.2.3		Regarding forecasts:
	13.2.3.1	Is system able to accommodate forecasting?
	13.2.3.2	Can system perform "What if" simulation without affecting the master file data?

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## GIPA Act s 14 - Table 4(b)

	13.2.3.3	Can system perform regression analysis?
	13.2.3.4	Can system assist in cash management forecasting?
	13.2.3.5	Automatically load forecast results to plan fields?
	13.2.3.6	Down load information into forecasting model on PC?
	13.2.3.7	Ability to enable budget spread on :
	13.2.3.7.1	4-4-5 weeks accounting periods?
	13.2.3.7.2	Even spread?
	13.2.3.7.3	Constant spread?
	13.2.3.7.4	by fiscal or calendar period (s)
13.2.4		Allow for multiple versions of the budget :
	13.2.4.1	Allow for multiple forecasts and revisions of each budget in any one year while maintaining original budgets and revised forecasts?
	13.2.4.2	Ability to identify budget changes/revisions between two points in time (date and time) specified by the user
	13.2.4.3	Ability to restrict or lock down forecast inserts and updates by forecast type and by organisational unit at particular times in the month
	13.2.4.4	Ability to freeze budgets globally and by other dimension/grouping such as location/responsibility centre
	13.2.4.5	Provide support for version control/lock functionality to lock data and available operations for & over a specific time:
	13.2.4.5.1	- Disable ability to make budget adjustments on deadline set by Administrators
	13.2.4.5.2	- Disable data changes and functionality for archiving,
13.2.5		Ability to store and archive budget versions/data:
	13.2.5.1	Ability to capture, store and maintain treasury approved budget allocations for a specified number of years (eg. three years, five years, or other)
	13.2.5.2	Allow easy and efficient access to archived data by budget co-ordinator, with minimal technical assistance from programmers and Data Base Administrators (DBAs), for inquiry and financial, ad-hoc and standard reporting purposes
13.2.6		Ability to provide other Operational aspects:
	13.2.6.1	Business Rules
	13.2.6.1.1	Business rules are applied to budget record inserts and updates
	13.2.6.1.2	Ability to define, maintain and enforce business process, rules and validations against budget models
	13.2.6.1.3	Ability to customise error messages
	13.2.6.2	Provide support for alerts, exception definitions and tolerance level settings
	13.2.6.3	Ability to drill-down and analyse budget through varying levels of detail
	13.2.6.4	Provide support for capturing and maintaining global variables/factors which affects various areas of the budget. Currency of changes based on effective date set
	13.2.6.5	Run budget processes quickly and smoothly minimising disruption to GL users
	13.2.6.6	Provide worksheets to list staff details and calculate appropriate salary & wages accounts
	13.2.6.7	Provide support for flexible multi-dimensional data definition, categorisation and groupings eg. Directorate, program, item; COA (chart of accounts); SOF (source of funds)
	13.2.6.8	Provide support for building sophisticated /complex budget models
	13.2.6.9	Ability to carry out budget adjustments to future years as specified (end date is an available user option when adjusting budgets) for Cost Centres/cost objects, projects, etc
	13.2.6.10	Automatically generate year end projections based on actual expenditures
	13.2.6.11	Ability to post budget amounts to parent or child chart of account
	13.2.6.12	Support double-entry journal transactions
13.2.7		Ability to provide Budget Allocations and Transfers:
	13.2.7.1	Ability to allocate budget by projects - individually or by group
	13.2.7.3	Ability to update allocations within defined business rules (eg based on User organisational unit profile and hierarchy)

FINANCIAL MANAGEMENT SYSTEM				Response	Comment
	13.2.7.4		Allows budget transfers between	<b>GIPA Act s 14 - Table 4(b)</b>	
		13.2.7.4.1	- Locations		
		13.2.7.4.2	- Responsibility Centre		
		13.2.7.4.3	- Cost Centres/Cost Objects		
		13.2.7.4.4	- Projects		
	13.2.8		Budget Portal/Front-End		
		13.2.8.1	Provide a user-friendly front-end/portal with fast budget entry screen(s) , using minimal keystrokes, user-friendly guides and error messages		
		13.2.8.2	Provide a flexible, easy to use graphical budget process flow maintenance portal/front-end		
		13.2.8.3	Provide support process tracking through a flexible, easy-to-use process graphical portal/front-end		
		13.2.8.4	Provide a non-technical, easy-to-use administration portal/front-end		
		13.2.8.5	Provide a flexible, easy-to-use budget model maintenance graphical portal/front-end		
	13.2.9		Is system able to accommodate commitment accounting:		
		13.2.9.1	At the account level?		
		13.2.9.2	At the cost centre/cost object level?		
		13.2.9.3	At the responsibility centre level?		
	<b>13.3</b>		<b>Reporting</b>		
	13.3.1		Provide the following standard Budget versus Actual reports by:		
		13.3.1.1	Cost centre/cost object/profit centre?		
		13.3.1.2	Responsibility centre?		
		13.3.1.3	Location?		
		13.3.1.4	Accounts?		
		13.3.1.5	Project/Program		
		13.3.1.6	Directorate		
		13.3.1.7	Item		
		13.3.1.8	SOF (Source of Funds)		
		13.3.1.9	Other multiple dimensions (eg covering Funds, Regions, etc)		
	13.3.2		Provide the following standard Budget versus Actual reports by period comparison:		
		13.3.2.1	Month-to-date report?		
		13.3.2.2	Year-to-date report?		
		13.3.2.3	YTD this year against YTD last year?		
		13.3.2.4	Cross Period reports eg Project for 18/30 months; or Capex Reports		
		13.3.2.5	Income/expense with budgets and actuals?		
		13.3.2.6	Current and previous month expenses?		
		13.3.2.7	Current and six month average expenses?		
		13.3.2.8	Current and last year expenses?		
		13.3.2.9	Current and original budget?		
		13.3.2.10	Current and next month forecast?		
		13.3.2.11	Quarterly actual and budget data?		
		13.3.2.12	Current and previous month averages?		
		13.3.2.13	User defined period ranges?		
	13.3.3		Provide the following standard Budget versus Actual reports by defined dimensions:		
		13.3.3.1	Multiple currencies?		
		13.3.3.2	Percentage trends?		
		13.3.3.3	Able to create exception reports based on variance from specified tolerance?		
		13.3.3.4	Able to provide Income and Expenditure details to/from NSW Budget Sector and Non Budget Sector agencies?		
		13.3.3.5	Expense or Income type		
	<b>13.4</b>		<b>Inquiry</b>		
		13.4.1	Ability to view budgets?		
		13.4.2	Ability to view budget allocations?		



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FINANCIAL MANAGEMENT SYSTEM				Response	Comment
14.4			<b>Reporting</b>		
	14.4.1		Produce a docket/sales receipt?		
	14.4.2		Can the docket/sales receipt be customised?		
	14.4.3		Can the docket/sales receipt be reprinted?		
	14.4.4		Can the docket/sales receipt printing be disabled?		
	14.4.5		Produce end of day printouts showing all discounted sales?		
	14.4.6		Daily sales summary showing dollar values of all sales sorted by user defined criteria?		
	14.4.7		Full daily sales report showing every item sold, sorted by user defined criteria?		
	14.4.8		Cash book summary reporting showing types of transaction?		
	14.4.9		Full cash book report showing every transaction by type and payment type?		
15	<b>SALES ORDER</b>				
	15.1		<b>System Volumes</b>		
	15.1.1		Maximum number of:		
		15.1.1.1	Order types;		
		15.1.1.2	Back orders generated from the same original order;		
		15.1.1.3	Order entry lines on one screen;		
	15.2		<b>Quotation</b>		
	15.2.1		System assigns accepted quotes:		
		15.2.1.1	Job number?		
		15.2.1.2	Order number?		
	15.2.2		Same-as-except quote copy capability to minimise entry?		
	15.2.3		Allow automatic conversion of quote to an order?		
	15.2.4		Creation of a quote:		
		15.2.4.1	Does not commit inventory?		
		15.2.4.2	Optionally commits inventory?		
		15.2.4.3	Calculates selling price?		
	15.2.5		Generate quotations for new items:		
		15.2.5.1	Allows new specifications to be entered?		
		15.2.5.2	Calculates cost and price?		
		15.2.5.3	Calculates price?		
		15.2.5.4	Automatically create part numbers for configured product?		
		15.2.5.5	Automatically load item master with newly created item?		
	15.2.6		Maintain the quotation file by:		
		15.2.6.1	Customer?		
		15.2.6.2	Item number?		
		15.2.6.3	Customer by item number?		
		15.2.6.4	Customer item number?		
		15.2.6.5	Promised shipping date?		
	15.2.7		Handle quotes which are lost by:		
		15.2.7.1	Allowing user to inactivate but keep?		
		15.2.7.2	Allowing user to delete and purge?		
		15.2.7.3	Reactivate inactive quotes?		
	15.2.8		Provide on-line cross-references to other customer jobs?		
	15.2.9		Maintain contract separate from quotation file?		
	15.2.10		Maintain for each quotation:		
		15.2.10.1	Effective date?		
		15.2.10.2	Expiration date?		
		15.2.10.3	Freight terms?		
		15.2.10.4	Shipping information?		
		15.2.10.5	Item number?		
		15.2.10.6	Quantity price breaks:		

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		15.2.10.6.1	Using percent discount?
		15.2.10.6.2	Using stated price?
		15.2.10.6.3	Units?
		15.2.10.6.4	Dollars?
		15.2.10.6.5	Please specify number of price breaks support;
	15.2.10.7		Minimum order quantity?
	15.2.10.8		Sales made on this quote:
		15.2.10.8.1	Life-to-date?
		15.2.10.8.2	Dollar amount?
		15.2.10.8.3	Number of orders?
		15.2.10.8.4	Units?
		15.2.10.8.5	Dollars?
	15.2.10.9		Order priority?
	15.2.10.10		Configuration?
	15.2.10.11		Status code?
	15.2.10.12		General customer information?
15.2.11			Maintain the contract file by:
	15.2.11.1		Customer?
	15.2.11.2		Item number?
	15.2.11.3		Customer by item number?
	15.2.11.4		Customer item number?
	15.2.11.5		Customer purchase order number?
15.2.12			Maintain for each contract:
	15.2.12.1		Effective date?
	15.2.12.2		Expiration date?
	15.2.12.3		Pricing, including quantity breaks?
	15.2.12.4		Freight terms?
	15.2.12.5		Shipping information?
	15.2.12.6		Payment terms?
	15.2.12.7		Location?
	15.2.12.8		Contract number?
	15.2.12.9		Sales history?
	15.2.12.10		Connectivity to other orders (e.g., other order numbers)?
15.2.13			Maintain for each job:
	15.2.13.1		Quote status?
	15.2.13.2		Tickler on pending quote close out dates?
	15.2.13.3		Quantity of material on all jobs for customer?
	15.2.13.4		Job suspensions?
	15.2.13.5		Job close out?
	15.2.13.6		Payment terms?
	15.2.13.7		Location?
	15.2.13.8		Contract number?
	15.2.13.9		Sales history?
	15.2.13.10		Connectivity to other orders (e.g., other order numbers)?
15.2.14			Print quotations by customer:
	15.2.14.1		Single quote?
	15.2.14.2		Range of quotes?
	15.2.14.3		For all changed/new quotations?
15.2.15			Print quotations by item:
	15.2.15.1		Single item?
	15.2.15.2		All items?
	15.2.15.3		By changes since a specified date?
15.2.16			Allow quotations to be viewed via on-line inquiry?
15.2.17			Allow contracts to be viewed via:
	15.2.17.1		On-line inquiry?

FINANCIAL MANAGEMENT SYSTEM				Response	Comment
		15.2.17.2	Report?		
	15.2.18		Allow quote format to be altered per job specification?		
15.3			<b>Order Processing</b>		
	15.3.1		Entry of orders may occur:		
		15.3.1.1	On-line with batch file updates?		
		15.3.1.2	On-line with real-time file updates?		
		15.3.1.3	From remote site via hand-held terminal?		
		15.3.1.4	Via EDI transmission?		
	15.3.2		Sets status for each order as it is processed:		
		15.3.2.1	Entered and open?		
		15.3.2.2	Back ordered?		
		15.3.2.3	Released for picking?		
		15.3.2.4	Shipped/Released for invoicing?		
		15.3.2.5	Invoiced?		
		15.3.2.6	Closed?		
		15.3.2.7	Cancelled?		
		15.3.2.8	On credit hold?		
	15.3.3		Allow customer inquiry during order entry without losing order in-process?		
	15.3.4		Sample orders do not affect:		
		15.3.4.1	Sales history analysis (regular sales)?		
		15.3.4.2	Accounts receivable?		
15.4			<b>Order Entry</b>		
	15.4.1		Sales order numbers assigned:		
		15.4.1.1	Automatically?		
		15.4.1.2	Allow override?		
	15.4.2		System defaults general customer information at order entry time?		
	15.4.3		Allow override of defaulted data?		
	15.4.4		Allow new customer to be added through order entry process with appropriate credit checking?		
	15.4.5		Support multiple "ship-to" on the same order?		
	15.4.6		Verify PO number against open orders and check for duplicate PO order numbers?		
	15.4.7		System supports creating back orders automatically?		
	15.4.8		Allow one-time only customers (i.e., system will automatically not retain customer data)		
	15.4.9		Provide item number search based on:		
		15.4.9.1	Item description?		
		15.4.9.2	Cross-reference from customer's item number?		
	15.4.10		Display default item information once an item number is selected:		
		15.4.10.1	Description?		
		15.4.10.2	Customer part number?		
		15.4.10.3	Unit of measure?		
		15.4.10.4	List price based on customer?		
		15.4.10.5	Discount price based on customer?		
		15.4.10.6	Available inventory?		
		15.4.10.7	General ledger account numbers for no charge orders?		
		15.4.10.8	Primary shipping warehouse?		
		15.4.10.9	Secondary shipping warehouse?		
	15.4.11		Ability to calculate customer rebates?		
	15.4.12		Allow defining standard defaulting text (e.g., payment information) which prints based on user-selected documents?		
	15.4.13		Defaulting text can be defined at:		
		15.4.13.1	Customer-level?		
		15.4.13.2	Item-level?		

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		15.4.13.3	System-level?
	15.4.14		Display operator messages during line item entry:
		15.4.14.1	System generated (e.g., credit limit exceed)?
		15.4.14.2	User entered (e.g., special promotion)?
	15.4.15		System commits inventory to a customer order:
		15.4.15.1	Real-time when entered on-line?
		15.4.15.2	In batch when first processed?
		15.4.15.3	By specific warehouse?
		15.4.15.4	By specific lot number?
	15.4.16		Is there a separate inventory commitment step from order entry (i.e., if not done at time of entry)?
	15.4.17		When order quantity exceeds available inventory the system:
		15.4.17.1	Checks if customer accepts back orders?
		15.4.17.2	Checks if customer accepts partial ships?
		15.4.17.3	Displays possible substitute items?
		15.4.17.4	Automatically selects shipment from another warehouse with available quantity?
		15.4.17.5	Reserves available inventory and automatically back orders remainder?
		15.4.17.6	Automatically back orders the order quantity?
		15.4.17.7	Allows to over-reserve inventory?
		15.4.17.8	Allows to reserve available inventory?
		15.4.17.9	Allows to cancel line item?
		15.4.17.10	Allows to cancel order?
	15.4.18		Allow modification to an existing order (and generation of a picking slip):
		15.4.18.1	Before printing pick list?
		15.4.18.2	After printing pick list?
		15.4.18.3	System will perform standard edits to changed orders:
		15.4.18.3.1	Rechecks available inventory?
		15.4.18.3.2	Reprices?
		15.4.18.3.3	Rechecks customer credit?
	15.4.19		Allows entry of same item number on an order multiple times?
	15.4.20		Select freight carrier:
		15.4.20.1	Automatically from default for customer?
		15.4.20.2	Via manual entry?
	15.4.21		Allow entry of miscellaneous charges?
	15.4.22		Conversion from order into standing order?
	15.4.23		For project specific accounting:
		15.4.23.1	Allows project number and project account codes to be entered as lines on an order in lieu or inventory items?
		15.4.23.2	Validates project number and account codes against project costing module?
		15.4.23.3	Allows automatic billing of clients from project costing based on either project costs or a billing schedule?
		15.4.23.4	Allows entry or original due date for order and subsequently a revised due date?
		15.4.23.5	Allows entry of original order value and subsequently a revised order value?
		15.4.23.6	Produces and automatic invoice through automatic billing in a range or formats?
		15.4.23.7	Allows the production of a manual invoice?
	15.5		<b>Calculation</b>
		15.5.1	Support multiple pricing routines?
		15.5.2	Maintains a price code for each customer to determine correct price list?
		15.5.3	Maintains multiple independent selling prices per item?
		15.5.4	Maintains previous year's selling price (reference only)?
		15.5.5	Allows entry of promotional prices by:
		15.5.5.1	Item?
		15.5.5.2	Product type?



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		15.5.5.3	Specified date ranges?	GIPA Act s 14 - Table 4(b)	
	15.5.6		Uses promotional pricing for specified:		
		15.5.6.1	Customer?		
		15.5.6.2	Customer type?		
		15.5.6.3	Date of order?		
	15.5.7		Provide promotional pricing capabilities:		
		15.5.7.1	Prompt operator for available promotions?		
		15.5.7.2	Support various standard promotions:		
			15.5.7.2.1 Cents/dollars off?		
			15.5.7.2.2 Free goods?		
			15.5.7.2.3 Rebates?		
		15.5.7.3	Track sales of items sold via promotion separately from regular sales?		
	15.5.8		Allows chain discounting for specified customers?		
	15.5.9		Supports reason codes for cancelled customer order line items?		
	15.5.10		Support currency conversion at order entry time?		
	15.5.11		Support user-defined customer terms table in invoice amount calculation?		
	15.5.12		Allow override of price or discount percentage:		
		15.5.12.1	Full override capability?		
		15.5.12.2	Controlled via security?		
		15.5.12.3	Audit log maintained?		
	15.5.13		Processes price changes by effective date?		
	15.5.14		Allow scaling of scheduled freight charges/ posting and handling charges (where applicable)		
	<b>15.6</b>		<b>Credit Checking</b>		
		15.6.1	Checks customer credit on:		
			Regular sales order?		
		15.6.1.1	Regular sales order?		
		15.6.1.2	When back orders are released?		
		15.6.1.3	COD order (i.e. where cheque payment is basis of payment)?		
		15.6.1.4	Cash with order?		
		15.6.1.5	Flooring order?		
		15.6.1.6	All order types?		
	15.6.2		When credit is exceeded, order is:		
		15.6.2.1	Accepted, but on credit hold?		
		15.6.2.2	User controls what action will be taken?		
	15.6.3		Automatically places an order on credit hold when:		
		15.6.3.1	Receivable balance plus amount of open orders exceeds credit limit?		
		15.6.3.2	Past due balance exists?		
		15.6.3.3	Order exceeds order limit?		
		15.6.3.4	Customer is coded as an automatic credit hold?		
		15.6.3.5	New customer (at user's option)?		
	15.6.4		Includes credit-held orders in customer open order amount?		
	15.6.5		Allows release/override of credit hold:		
		15.6.5.1	By operator during order entry?		
		15.6.5.2	Only by authorised users?		
		15.6.5.3	Automatically due to receivable update if credit hold reason is appropriate?		
	15.6.6		Produces credit reports:		
		15.6.6.1	Customers on credit hold?		
		15.6.6.2	Orders on credit hold?		
		15.6.6.3	Including credit hold reason?		
	<b>15.7</b>		<b>Interfaces</b>		
		15.7.1	Accounts Receivable:		

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		15.7.1.1	Sales order shipments are automatically passed into Accounts Receivable for invoice generation?
		15.7.1.2	Customer credit status from Accounts Receivable is automatically checked at sales order entry?
		15.7.1.3	Banking system for credit card sales
	15.7.2		Inventory Management:
		15.7.2.1	Available inventory is automatically decreased on-line from sales order allocations?
		15.7.2.2	On-hand inventory is automatically decreased from order shipment?
		15.7.2.3	Item master used to validate part numbers?
	15.7.3		Sales Analysis data is automatically updated with both sales and credits processed through the Order Management applications?:
	15.7.4		General Ledger:
		15.7.4.1	Sales and cost of sales data will be automatically updated in General Ledger from Order Management application?
		15.7.4.2	General ledger accounts from Order Management application are validated against chart of accounts?
	15.7.5		Open sales order line items will be automatically passed on to Order Management for the creation of shipment records?
	15.7.6		Project Costing - Validate against project numbers and project account code?
	15.8		<b>Reporting / Online Enquiries</b>
		15.8.1	Print all orders with their status by:
		15.8.1.1	Item?
		15.8.1.2	Customer number?
		15.8.1.3	Customer name?
		15.8.1.4	Warehouse?
		15.8.1.5	Item class?
		15.8.1.6	Customer type?
	15.8.2		Allow selecting open order inquiry on ranges of:
		15.8.2.1	Dates?
		15.8.2.2	Item numbers?
		15.8.2.3	Product types?
		15.8.2.4	Customer types?
		15.8.2.5	Salespeople?
		15.8.2.6	Ship to destination?
		15.8.2.7	Order number?
		15.8.2.8	Order status?
		15.8.2.9	Customers?
		15.8.2.10	Products?
	15.8.3		Provide sales order acknowledgement?
	15.8.4		Allow reprint of:
		15.8.4.1	Sales order?
		15.8.4.2	Sales acknowledgement?
	15.8.5		Provide open order reports by:
		15.8.5.1	Customer (ship-to)?
		15.8.5.2	Customer (bill-to)?
		15.8.5.3	Order number?
		15.8.5.4	Salesperson?
		15.8.5.5	Promise date?
		15.8.5.6	Order and salesperson?
		15.8.5.7	Item and salesperson?
		15.8.5.8	Order and promise date?
		15.8.5.9	Item and promise date?
		15.8.5.10	Ship to destination?
	15.8.6		Existing order reports:

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 Comment  
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	15.8.6.1	Order backlog report?
	15.8.6.2	Inventory exception (back order) report?
	15.8.6.3	Booked orders?
	15.8.6.4	Direct ship orders?
	15.8.6.5	Gross margin report?
	15.8.6.6	Gross margin exception report?
	15.8.6.7	Open blanket orders by customer?
	15.8.6.8	Open order status?
	15.8.6.9	Blanket order status?
15.8.7		Existing back order report:
	15.8.7.1	Aged?
	15.8.7.2	By item?
	15.8.7.3	By customer (ship-to)?
	15.8.7.4	By product type?
	15.8.7.5	By vendor?
	15.8.7.6	By warehouse/location?
	15.8.7.7	Summarised by dollar amount?
15.8.8		Provide shipment reports:
	15.8.8.1	Daily shipment register?
	15.8.8.2	Past due shipments by customer?
	15.8.8.3	Past due shipments by item?
15.8.9		Maintain and allow report of customer orders:
	15.8.9.1	By lot number?
	15.8.9.2	By date?
	15.8.9.3	By item?
15.8.10		Provide customer master listing by:
	15.8.10.1	Region?
	15.8.10.2	Alpha sequence?
	15.8.10.3	Customer type?
	15.8.10.4	Zip code?
	15.8.10.5	Sales territory?
	15.8.10.6	Date created?
15.8.11		Generates a report of all quotes a specified number of days before expiration?
15.8.12		Provide the following reports:
	15.8.12.1	Standard quote letters?
	15.8.12.2	Print follow-up letters?
	15.8.12.3	Quote rejection by reason code?
	15.8.12.4	Print quotation analysis status reports?
	15.8.12.5	Monthly report of contracts due to expire in following month?
	15.8.12.6	Billing schedule report?
15.8.13		Existing pricing reports:
	15.8.13.1	Orders placed on pricing hold?
	15.8.13.2	Customer pricing report by:
	15.8.13.2.1	Customer?
	15.8.13.2.2	Customer type?
	15.8.13.2.3	Discount percentage?
	15.8.13.3	Inventory pricing report by:
	15.8.13.3.1	Item?
	15.8.13.3.2	Product type?
	15.8.13.3.3	Discount percentage?
15.8.13.4		Special pricing report by:
	15.8.13.4.1	Item number?
	15.8.13.4.2	Item class?
	15.8.13.4.3	Effective dates?
	15.8.13.5	Price change report by:

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		15.8.13.5.1	Vendor?
		15.8.13.5.2	Effective date?
		15.8.13.5.3	Item number?
		15.8.13.5.4	Item class?
	15.8.13.6		Sales price below cost report by:
		15.8.13.6.1	Item?
		15.8.13.6.2	Item class?
		15.8.13.6.3	Vendor?
	15.8.13.7		Promotional price reports by:
		15.8.13.7.1	Item?
		15.8.13.7.2	Customer?
		15.8.13.7.3	Promotion code?
	15.8.14		Sales Value report by various parameters (eg by item, by quantity, by customer.. Etc)
	15.8.15		Profit margin report by product?
<b>16</b>			<b>PROJECT COSTING</b>
	<b>16.1</b>		<b>Systems Volumes</b>
		16.1.1	General
		16.1.1.1	Project master file key maximum field length?
		16.1.1.2	Resource master file key maximum field length?
		16.1.1.3	Maximum number of years prior history;
		16.1.1.4	Maximum number of open budget versions;
		16.1.1.5	Maximum direct journals posted per annum (lines)
		16.1.1.6	Maximum reversing journals per annum (lines)
		16.1.1.7	Maximum timesheet entries posted per annum (lines)
	16.1.2		Regarding the project code:
		16.1.2.1	Maximum number of digits in code;
		16.1.2.2	Maximum number of different project codes;
		16.1.2.3	Maximum number of project account codes per project code;
		16.1.2.4	Maximum level of project hierarchy;
		16.1.2.5	Maximum number of user specific free fields;
	16.1.3		Regarding the resource code:
		16.1.3.1	Maximum number of digits in code;
		16.1.3.2	Maximum number of different resource codes;
		16.1.3.3	Maximum number of resource account codes per resource code;
		16.1.3.4	Maximum number of resource hierarchy;
		16.1.3.5	Maximum number of user specific free fields;
		16.1.3.6	Maximum number of user defined tables
		16.1.3.7	Maximum number of statuses available?
	<b>16.2</b>		<b>System Set-up</b>
		16.2.1	Regarding project coding structure:
		16.2.1.1	Able to cater for alpha and numeric coding structure
		16.2.1.2	Able to modify coding structure after implementation:
		16.2.1.2.1	Without program changes?
		16.2.1.2.2	With program changes?
	16.2.2		Regarding the amount fields, ability to calculate project and resource account (dissection) balances by month, year-to-date and life-to-date for multiple years of:
		16.2.2.1	Statistics?
		16.2.2.2	Averages?
	16.2.3		Regarding the project and project account (dissection) codes, ability to specify key fields:
		16.2.3.1	Field structure?
		16.2.3.2	Size?