EEPAR SYSTEM CUSTOMIZATION REQUIREMENTS

INTRODUCTION:

◆ This system has 4 sub modules which are human resource management, inventory management, project management and accounting management.

◆ Human resource management module composes of staff and payroll management.

◆ Inventory management module composes of items and stock management.

◆ Project management module composes of project monitoring and evaluation.

◆ Accounting management module composes of expenses, incomes, procurement, assets, banking, budget and associated reports.

ACCOUNTING MANAGEMENT;

A. EXPENSES MODULE

1. It should allow creation of category and sub category

2. Add expenses form should capture and save time and date automatically. In case the expenses is of the past the user will check back date option for system to provide date option.

3. Each Expenses category or sub category should have its own form (created by form generator) however same form can be allocated to another category or sub category.

4. The system should generate expenditure report of all categories or basing on specific category, sub category etc. This will depend with the choice of a user.

5. The system should allow additional of multiple expenses in the form, by simply click (+) provided they fit one sub category.

6. Under settings, the user (with permission) can set a maximum spending amount for a particular category or sub category of expenses for a given period of time. Once that condition is active then once the maximum amount has been reached the system should alert the admin as well as block anyone to add new expenses on that particular category or sub category.

B. INCOME MODULE

1. It should allow creation of category and sub category

2. Add income form should capture and save time and date automatically. In case the income is of the past the user will check back date option for system to provide date option.

3. Each Income category or sub category should have its own form (created by form generator) however same form can be allocated to another category or sub category.

4. The system should generate Income report of all categories or basing on specific category, sub category etc. This will depend with the choice of a user.

5. The system should allow additional of multiple incomes in the form, by simply click (+) provided they fit one sub category.

C. PROCUREMENT MODULE

1. The system should register item(s) in their categories and sub categories

2. The system should add supplier(s).

3. The system should generate purchasing order(s) to supplier(s).

4. The system should generate item received note to the management.

5. The system should generate item request note to the management.

6. The system should show the list of items purchased at a specific period of time.

D. ASSETS MODULE

1. The system should register asset(s)

2. The system should add depreciation rate in each asset

3. Any costs associated with a specific asset should be updated on the asset's expenditure information

4. The system should show all asset(s) whose depreciation rate has matured (they need to be replaced)

E. BANKING MODULE

1. The system should create account(s) and Book of Account(s) ie Receivable or Payable Book of Account etc.

2. The system should process money withdraw request

3. The system should should allow user with permission to set withdraw limits of each account at a given period of time.

4. The system must request for a bank withdraw slip(s) before close the withdraw process. The user should upload both PDF image and transaction number.

5. The system should have an option for a user to deposit the money to the account(s)

6. The system should have an option for a user to transfer the money to another account(s)

7. The system should generate bank reconciliation report (The report must compare the actual money withdraw and what is actually recorded in expenditures on the system if not it must indicate the differences in red colors.

F. BUDGET MODULE

1. The system should be able to create a yearly budget. Which should be divided further to First quarter, Second Quarter and Third Quarter.

2. The system should compare the actual usage against the planned usage per monthly, quarterly and yearly terms.

3. Once any area of expenditure found to be exceeded, the system must pinpoint that specific area for managerial decision to take place.

G. ASSOCIATED REPORT

1. General ledger: The system should generate all transactions details in a given time.

2. Trial Balance: The system should generate the comparison of total expenditure and income in a given time.

3. Chat of Accounts: The system should generate the total list of ledger based on assets and liabilities.

4. Bank Reconciliation: The system should generate the report that compares the actual money withdraw and what is actually recorded in expenditures on the system.