

No	NT's minimum business process classification	Description
1	Corporate Governance	Governance is associated with ensuring greater economic and social responsibility within organisations to shareholders and stakeholders. Accountability, transparency and openness in reporting and disclosing information are imperative to the practice of good governance and are non-negotiable. Generally, corporate governance refers to the processes by which municipalities and municipal entities are directed, controlled, and held to account as guided by the Constitution, the MFMA and MSA. The MFMA and MSA complement each other and deal with internal control, risk management, internal audit, and external audit, and financial risk management, compliance to legislation, performance system and reporting mechanisms to enhance accountability and progress. Policies and procedures need to address these areas to accomplish good corporate governance.
2	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Municipal budgeting and planning business processes are primarily derived from two sets of legislation, namely MSA and MFMA. The MSA provides for the setting of the strategic objective whilst the MFMA and Municipal Budget and Reporting Regulations (MBRR) provide for the output associated with this business process. This needs to incorporate key processes and procedures such as strategy formulation, integrated development planning, prioritisation, revenue generation, resource allocation, as well as long term forecasting and modelling of key financial dimensions such as the statement of financial position, cash flow forecasting, funding compliance, asset management and basic service delivery.
3	Financial Accounting	Financial accounting incorporates a host of policies, processes and procedures in order to operationalise the effective and efficient recording and accounting of daily financial transactions as well as month and year end closure procedures and transactions. The MFMA provides a platform for the prescription of norms and standards such as the Standards of Generally Recognised Accounting Practices (GRAP) which have been designed and formulated based on unique South African circumstances (such as the VAT requirements which must be accommodated by the financial system) and leading international practices. Municipalities and municipal entities are therefore required to operationalise daily business processes and procedures that incorporate at the very least regular reconciliations, correct and accurate allocation and classification of transactions based on the SCOA classification framework. These processes and procedures must give rise to monthly performance represented by among others, the Statement of Financial Performance, Capital and Grant Performance, Statement of Financial Position, movement in net assets and cash flow in the Section 71 in-year reporting formats. It is important to keep in mind that outputs needs to be reported and must at all times be measurable so that progressive achievements can benefit communities. Processes should be focussed at clean and accountable operations and the outcome must be reported in terms of by all roll players.
4	Costing and Reporting	Costing or management accounting is concerned with financial and management information internal to the municipality and municipal entity which provides the basis for sound and informed business decision making. In contrast to financial accounting, management accounting is primarily forward looking instead of historically focused and informs planning and budget processes by applying forecasting and prediction models. Determining the full cost of tariff services including primary and secondary costing to inform tariffs and pricing of services in order to achieve cost reflective tariffs, reporting thereon and measuring performance of services based on financial and non-financial information.
5	Project Accounting	Project Accounting refers to the capability to account for individual project costs and ensure that these settle as assets under construction (AUC's) where applicable. The project accounting functionality should be extendable to provide project management capabilities in order to track physical project progress against predetermined milestones in addition to tracking the financial performance of the project or portfolio of projects.
6	Treasury and Cash Management	Treasury and cash management refers to investing, financing activities and operational cash management. The following processes must be considered relevant to this cycle – (a) Investing activities comprises the acquisition, disposal and management of tangible assets, including land, buildings, plant and machinery, motor vehicles, furniture and equipment, computer hardware, software and communication networks. Also included are acquisition, disposal and management of intangible assets such as research and development expenditure, patents and trademarks, scientific and technical know-how, intellectual property rights such as copyrights and licences. Municipalities and municipal entities must introduce accounting policies for depreciation, impairment, revaluation, asset retirement, etc.; (b) Financing activities are the means by which the municipality or municipal entity obtains its funding. This may be in the form of funds obtained from borrowing (external loans) or transfers and subsidies to the municipality or municipal entity. Financing activities also include finance and operating leases entered into by the municipality or municipal entity. Included are related transactions such as security and guarantees granted to a lender, accounts receivables pledged to a discount house, interest charges, finance charges on leases, foreign exchange gains and losses, hedging gains and losses and commitments for capital expenditure; (c) Investment may take the form of fixed interest, long-term or short-term debt, investments or loans; secured or un-secured. Procedures must be implemented to control the purchase and sale of investments, the movement of scrip or recording of dematerialised securities and the resulting cash received and paid including income from investments, and (d) Cash and bank refers to transactions occurring daily in all municipalities and municipal entities represented by a high volume of transactions in payments and receipts. Procedures must provide for expenses and reimbursements of "suspense accounts and floats" including regular surprise counts; cash handling procedures for unbanked receipts and money in transit; control over the opening of bank accounts and obtaining access to electronic banking signatures, regular reconciliations of bank accounts and timely follow-up of reconciling items by management.
7	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management, Expenditure Management and Accounts Payable (Creditors) needs to incorporate as a minimum the following – (a) Supply chain management is the management of a network of interconnected business processes involved in the provision of goods and services required by the municipality. It integrates the management of supply, demand, acquisition, logistics and disposal by implementing a supply chain management policy in compliance with the MFMA in a fair, equitable, transparent, competitive and cost effective way; (b) Expenditure management follows the SCM processes that should ensure an effective system of expenditure control, including procedures for the approval, authorisation, withdrawal and payment of funds. These expenditures should be monitored against the approved budget, and reasons for variances must be explained and corrective action must be implemented to keep expenditure in line with budget estimates;

		(c) Accounts payable results from any monies owed in respect of goods and services purchased and must be settled within thirty days of date of invoice or statement unless it is prescribed otherwise. The payment of creditors or accounts payable must be reconciled monthly according to the statements received from service providers;
		(d) Material and inventory management deals with the maintenance of inventory catalogues classified according to the high-level categories provided for in the Standard Chart of Accounts. Business processes need to incorporate at a minimum, ordering; issuing and management of inventory levels; preferred suppliers linked to inventory categories; flagging of stock levels with limited movements for substantial periods; regular physical counts and reconciliation to system stock records; exception reporting and enhanced controls on stock items susceptible to misuse such as illegal stock-piling; and all sub stores to be activated on the system;
		(e) Contract management entails the management of contracts through the entire Contract Life Cycle so as to maximise value for money that includes procedures for planning; contract creation; collaboration; execution; administration; and closeout. Contracts should be listed in a contract register embedded into the financial application that automates all the activities necessary to manage the contract as informed and dependant on the nature of the work, the type of contract, the legal aspects and delivery timeframes. It also entails the activities carried out to determine whether the service provider and the municipality are performing adequately to meet the requirements in listed contracts that had been awarded through the procurement process and the prescriptions in the MFMA; and
		(f) Vendor management entails managing a supplier database in support of various strategic procurement objectives.
8	Grant Management	Grant management includes all the activities, processes and procedures to register and reconcile all the grants allocated, received and spent according to the conditions in the annual Division of Revenue Act.
9	Full Asset Life Cycle Management including Maintenance Management	<i>In terms of Section 152 of the Constitution local governments primary mandate is to ensure services are provided in a sustainable manner; this notion and spirit is supported by the MFMA. Good asset management facilitates the provision of services in a financially sustainable manner requiring adequate automation of critical process within the asset management cycle. Typical to an effective and efficient system at least the following functions need to be addressed by the minimum business process requirements –</i> (a) Safeguarding of assets, e.g. asset tracking, numbering and locations; (b) Maintaining assets, planned and unplanned maintenance which needs to also incorporate capital asset renewal; (c) Maintenance costing as an input into asset replacement plans; (d) Establishing and maintaining a management, accounting and information system that accounts for the assets of the municipality; (e) Asset valuation principles in accordance with Generally Recognised Accounting Practice; (f) Establishing and maintaining systems of internal controls over assets; (g) Establishing and maintaining asset register; (h) Clarifying responsibilities and accountabilities for the asset management process, and (i) Insurance of assets.
10	Real Estate and Resources Management	Real estate management includes the management of land plus anything permanently fixed to it, including buildings, sheds and other items attached to the structure that are both lease-in and lease-out. It can be grouped into three broad categories based on its use - residential, commercial and industrial. Examples of real estate include undeveloped land, houses, condominiums, town homes, office buildings, retail store buildings and factories. Specific attention needs to be given to the property register inclusive of owned and leasehold properties, tenant and occupant information, lease contract administration and management, occupational health and safety requirements, insurance, etc. Other resources management among others include fleet (vehicle) management, plant and equipment, etc. including the hiring thereof.
11	Human Resource and Payroll Management	Human resources and payroll management is the organisational function that deals with issues related to employees such as compensation, hiring, performance management, organisational development, safety, wellness, leave management, benefits, employee motivation, communication, administration, and training in line with the prescriptions of the Labour Relations Act. Staff establishment, human resources development and expenditures on staff benefits should be done according to the processes and procedures set out in the MSA and MFMA. Pay roll management entails the administration of the financial record of employees' salaries, wages, bonuses, net pay, and deductions and should be done within the limits of the approved budget and the prescriptions of the South African Revenue Services. Budgeted remuneration and benefits needs to be directly aligned to the approved staff establishment with provision for vacancies shown separately and all staff payments must be reconciled monthly. The issue of productivity or performance management needs to be addressed by using the latest available technologies such as bio metrics devices
12	Customer Care, Credit Control and Debt Collection	Each municipality must within its financial and administratively capacity establish a sound customer management system as prescribed in the MSA. Credit control and debt collection is the responsibility of the municipality and processes, procedures and mechanisms must be implemented in line with the policy as adopted by the Council as prescribed in the MSA.
13	Valuation Roll Management	The valuation roll forms the basis for the levying of assessment rates and all processes and procedures are governed by the Municipal Property Rates Act. All categories of properties in the municipal boundary need to be recorder and maintained in a municipal register of properties including the value of land and improvements as described in the MPRA. Municipalities are also required to undertake interim valuations to ensure the roll is constantly maintained and updated. Importantly, the business processes need to ensure integration with the revenue value chain of the municipality and the billing processes and procedures.
14	Land Use Building Control	Land use management is a process of managing the use and development of land. Aspects need to include spatial; urban policy usage, and economic considerations. A land use management system need to include all processes, methods and tools used for organising, operating and supervising the urban environment including the factors influencing it. A management system needs to cover all phases from the vision behind the preparation of plans and decisions to their implementation and the monitoring of impacts. Planning practices, decision making processes, procedures, implementation, monitoring mechanisms, methods and tools used in the above-mentioned phases are all elements of an integrated system. In general, land use management is driven by various decisions taken at different levels of administration (local, regional, national). Building management incorporates all activities relating to township management such as building plan approvals, rezoning applications, illegal land usage and by-laws management. Importantly, the land and building management needs to be integrated with the revenue value chain of the municipality.
15	Revenue Cycle Billing	The valuation roll forms the basis for the levying of assessment rates and all processes and procedures are governed by the Municipal Property Rates Act. All categories of properties in the municipal boundary need to be recorder and maintained in a municipal register of properties including the value of land and improvements as described in the MPRA. Municipalities are also required to undertake interim valuations to ensure the roll is constantly maintained and updated. Importantly, the business processes need to ensure integration with the revenue value chain of the municipality and the billing processes and procedures.

SENQU MUNICIPALITY
ENTERPRISE RESOURCE PLANNING/FINANCIAL MANAGEMENT SYSTEM (ERP CAPABILITY CHECKLIST)
TENDER Notice XX/2020-2021

Requirement

Refer to 13.7 - SECTION 7 of the PART1 Functionality Evaluation document for instructions on how to complete this (ERP capability checklist)

After you have made the selections, your total points out of 35 will be calculated in Cell D22 below.

Ensure that you have made only **289 "Yes" selections** (see Cell D18). If you have make more than 1 selection per item, it will be highlighted in red in Cell D24 and Cell J24 will indicate the No where multiple answers have been provided.

Print this table on an A3 page once completed and file under 13.7 - SECTION 7 of the PART 1 Functionality Evaluation.

CALCULATION OF SCORE FOR 13.7 - SECTION 7 OF THE PART 1 FUNCTIONALITY EVALUATION					
Percentages	Total				
		100% Is fully functional	50% Will be functional within 1 year	Yes 40% Will be functional within 2 years	0% No plans for development
Total of selections made	0	0	0	0	0
Spread of selections	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Points allocated (out of 35)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
You have not entered an answer for number:					1
You have entered multiple answers for number:					#N/A

No	NT's minimum business process classification	Sub-section	Compiled by	Requirement	Is fully functional	Is not fully functional			Third party system
						Will be functional within 1 year	Will be functional within 2 years	No plans for development	
1	Corporate Governance	AFS	SENQU	The system must be able to prepare AFS or have seamless integration					
2	Corporate Governance	Electronic Document Management	SENQU	The system must have a Electronic Document Management module to ensure that all municipal documents are secured and if possible electronically received to achieve the lowest possible footprint.					
3	Corporate Governance	Electronic Document Management	SENQU	The system must support secure reliable document management including, but not limited to: Document sharing, dedicated registry for document filling, document tracking, secure access to documents					
4	Corporate Governance	Electronic Document Management	SENQU	Document management should originate at the lowest level of transaction. (i.e. invoices should originate from creditors module) Scanned documents and images to be linked to the each enquiry of the system (e.g. Assistance-to-the-Poor application scanned forms to be linked to the customer identification number on the system)					
5	Corporate Governance	Electronic Document Management	SENQU	The system must be easy to use and have full integration with MS Office add-in					
6	Corporate Governance	Electronic Document Management	SENQU	The system must do workflow management and routing					
7	Corporate Governance	Electronic Document Management	SENQU	The system must have provision for task management					
8	Corporate Governance	Electronic Document Management	SENQU	The system must have full user audit trails					
9	Corporate Governance	General Ledger	SENQU	The system must be able to configure cost centre security controls, i.e. who can post to what cost centre					
10	Corporate Governance	General Ledger	SENQU	The system must have a Chart of Accounts that is mSCOA compliant					
11	Corporate Governance	General Ledger	SENQU	The system must be able to cater for the municipal structure according to mSCOA requirements					
12	Corporate Governance	General Ledger	SENQU	The system must be able to set up parameters that distinguish the multiple levels as per mSCOA and include multiple sub-items options for different classifications					
13	Corporate Governance	ICT	SENQU	A normalized relational database must be used.					
14	Corporate Governance	ICT	SENQU	Browser based application in accordance with the minimum systems requirements as set out by NT.					
15	Corporate Governance	ICT	SENQU	Effective, flexible report-writing facility with access to the database dictionary is required .					
16	Corporate Governance	ICT	SENQU	Bulk import of transactions facility.					
17	Corporate Governance	ICT	SENQU	The system must have full audit trails on all activities on the system, date, time and responsible user stamped, to the extent that an activity log can be drawn from the system, outlining a particular user's activities on the system for the entire workday.					
18	Corporate Governance	ICT	SENQU	The system must be able to interface with commercial bulk SMS solutions.					

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19	Corporate Governance	ICT/GIS	SENQU	The system must support the following GIS functionality: <ul style="list-style-type: none"> • Must have a Web Based Interface (Applications) • Must have ready to deploy Mobile apps without custom coding • Must have a desktop program that can-do spatial queries • Must be able to serve and consume Services (SOAP/REST) • Must be able to create web maps without any coding • Must work with a Geodatabase • Must conform to Open GIS Consortium (OGC) Standards 					
20	Corporate Governance	IDP, SDBIP & Performance information	SENQU	The system must have a IDP and SDBIP module or capability, where each project on the budget can be linked to the IDP and SDBIP					
21	Corporate Governance	IDP, SDBIP & Performance information	SENQU	The system should be able to automate the compilation of capital spending needs against SDBIP for monthly reporting					
22	Corporate Governance	IDP, SDBIP & Performance information	SENQU	The system must have a fully-fledged Performance Management System					
23	Corporate Governance	Tax & VAT	SENQU	The system must be able to interface to SARS eFiling as an option.					
24	Corporate Governance	VAT	SENQU	The system must be able generate VAT Reports					
25	Corporate Governance	VAT	SENQU	The system must be able to perform VAT reconciliations					
26	Corporate Governance	VAT	SENQU	System must be able to calculate the proportionate VAT percentage.					
27	Corporate Governance	VAT	SENQU	The system must be able to differentiate between input tax types (Input Capex and Input Opex)					
28	Corporate Governance	VAT	SENQU	The system must have the ability to process VAT correctly on invoices, discounts and journal entries					
29	Costing and Reporting	Cost Planning	SENQU	A full costing module aligned to the mSCOA costing segment to assist in calculation of tariffs and real costs. Charges must have a direct effect on tariffs. Therefore it will be necessary to ensure a link to the billing and payroll modules exist.					
30	Customer Care, Credit Control and Debt Collection	Credit control and Debt collection	SENQU	The system must have debt collection and management capabilities or alternatively be able to integrate or seamlessly interface					
31	Customer Care, Credit Control and Debt Collection	Credit control and Debt collection	SENQU	The system must have case management capabilities (legal fees & adjustments) or alternatively be able to integrate or seamlessly interface					
32	Customer Care, Credit Control and Debt Collection	Credit control and Debt collection	SENQU	The system must be able to automate reconnection requests (unlocking of customer services upon payment receipt) by means of work orders for conventional meters					
33	Customer Care, Credit Control and Debt Collection	Credit control and Debt collection	SENQU	The system must cater for the entire management and performance of Credit Control Technical Actions workflow process, linking responsibilities to persons, or alternatively be able to integrate or seamlessly interface					
34	Customer Care, Credit Control and Debt Collection	Credit control and Debt collection	SENQU	The system must be able to send SMS messages and /or email messages as part of the Credit Control, Debt Collection or Indigent Management process and receive and document responses thereto or alternatively be able to integrate or seamlessly interface					
35	Customer Care, Credit Control and Debt Collection	Credit control and Debt collection	SENQU	The system must be able to send invoices or reprinted copies of invoices via email, or have the ability to provide for these in a format that could be emailed, such as PDF					
36	Customer Care, Credit Control and Debt Collection	Credit control and Debt collection	SENQU	The system must be able to allow for the allocation of funds to the individual customer to trigger instruction to unblock/reconnect service					
37	Customer Care, Credit Control and Debt Collection	Credit control and Debt collection	SENQU	The system must have real time processing to allow all payments to reflect on customer record immediately					
38	Customer Care, Credit Control and Debt Collection	Customer relations	SENQU	Customer registration must be done electronically on the system and printed out to be signed					
39	Customer Care, Credit Control and Debt Collection	Customer relations	SENQU	The system must have a Customer Care module to record service requests or customer complaints					
40	Customer Care, Credit Control and Debt Collection	Customer relations	SENQU	The system must have automated customer correspondence capabilities which includes, but is not limited to, automated responses to customer enquiries, linking a reference number to the customers account					
41	Customer Care, Credit Control and Debt Collection	Customer relations	SENQU	The system must be able to support automatic sending of notifications and reminders.					
42	Customer Care, Credit Control and Debt Collection	Customer relations	SENQU	The system should have easy export facilities to Word and Excel and PDF					
43	Customer Care, Credit Control and Debt Collection	Customer relations	SENQU	The municipality should be able to flag the system for information to reflect on the tax invoice					

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44	Customer Care, Credit Control and Debt Collection	Customer relations	SENQU	The system must display components of the following items on an individual screen: Water, electricity, rates, sewerage, valuations, debt collection/credit control,etc					
45	Customer Care, Credit Control and Debt Collection	Indigent management	SENQU	The system must allow for the registration of new indigent customers and for the maintenance of the indigent register. Indigent registration must be done electronically on the system and printed out to be signed. The system should have audit trial capabilities for changes made.					
46	Customer Care, Credit Control and Debt Collection	Indigent management	SENQU	The system should have an integrated indigent register with the functionality to generate correspondence to applicants whose subsidy is about to expire.					
47	Customer Care, Credit Control and Debt Collection	Revenue	SENQU	The system must be able to allow for all payments, pre-paid vending and cashier balancing on one system					
48	Customer Care, Credit Control and Debt Collection	Revenue	SENQU	The system must support issuing of electronic rates clearance certificates					
49	Customer Care, Credit Control and Debt Collection	Revenue	SENQU	The system must support debit order run & receipting capabilities					
50	Customer Care, Credit Control and Debt Collection	Revenue	SENQU	The system must be able to generate cash receipting from bank statement to allocate the amount to the correct account number					
51	Financial Accounting	Accounts Payable	SENQU	The system must be able to do three way invoice matching (PO-Invoice-Payment)					
52	Financial Accounting	Accounts Payable	SENQU	The system must allow for part payments.					
53	Financial Accounting	Accounts Payable	SENQU	The system must allow for additional authorisation to change the value of a PO line.					
54	Financial Accounting	Accounts Payable	SENQU	The system must have credit note creation capabilities					
55	Financial Accounting	Accounts Payable	SENQU	The system must have retention fees/ invoices capability					
56	Financial Accounting	Accounts Payable	SENQU	The system must be able to do transact trade and settlement discounts					
57	Financial Accounting	Accounts Payable	SENQU	The system must have capabilities to perform age analysis and link it to the captured invoice					
58	Financial Accounting	Accounts Payable	SENQU	The system must be able to print and send remittance statements to suppliers electronically via email					
59	Financial Accounting	Accounts Payable	SENQU	System must be able to flag a creditor to stop all future payments, for example for a ITA88 deduction.					
60	Financial Accounting	Accounts Payable	SENQU	The system must have supplier payment enquiry functions.					
61	Financial Accounting	Accounts Payable	SENQU	The system must accommodate for all sundry payments such as "subsistence and travelling"					
62	Financial Accounting	Accounts Payable	SENQU	The system must have the ability to access supplier information real-time					
63	Financial Accounting	Accounts Receivable	SENQU	The system must have the ability to link debtor invoices with credit notes and reversals					
64	Financial Accounting	Accounts Receivable	SENQU	The system must be able to provide a debtors ledger per individual debtor and in aggregate					
65	Financial Accounting	Accounts Receivable	SENQU	The system must have a debtors age analysis that can be exported to Excel					
66	Financial Accounting	Accounts Receivable	SENQU	The municipality should be able to check and draw reports on a daily basis regarding billing per tariff code, adjustments made and whether debtors balance with control accounts. These reports should provide month and year to date information in one report.					
67	Financial Accounting	Accounts Receivable	SENQU	The system must be able to support interest calculations that are calculated on a daily basis on overdue accounts					
68	Financial Accounting	Fixed Asset Management	SENQU	<u>Transactions</u> : The system must provide for all transactions relevant to asset management (capitalisation, commissioning, transfers, revaluations, donations, disposals, impairment, split assets, consolidate assets, residual value, review of useful lives and roll-back options and back-date for all)					
69	Financial Accounting	Fixed Asset Management	SENQU	<u>Other Transactions</u> : The system must provide for prior year errors and change in accounting estimates					
70	Financial Accounting	Fixed Asset Management	SENQU	<u>Asset Descriptions</u> : The system must allow for several description lines and long descriptions and include fields for Serial/VIN numbers					
71	Financial Accounting	Fixed Asset Management	SENQU	<u>Locating Assets</u> : The system must have capabilities to locate fixed assets (i.e. tracing back to capital line number, asset number, address, GIS Link, etc.)					
72	Financial Accounting	Fixed Asset Management	SENQU	<u>Locating Assets</u> : The system must have an accurate asset management linked to GIS (with interface option)					
73	Financial Accounting	Fixed Asset Management	SENQU	<u>GRAP compliant</u> : The system must be able to maintain an accurate and compliant asset register with all fields as required by all relevant GRAP standards.					
74	Financial Accounting	Fixed Asset Management	SENQU	<u>mSCOA compliant</u> : The system must comply with mSCOA requirements with respect to reporting, but still be able to report in the current required NT reports.					
75	Financial Accounting	Fixed Asset Management	SENQU	<u>Funding</u> : The system must be able to link assets to relevant funding source and funding register					
76	Financial Accounting	Fixed Asset Management	SENQU	<u>Projects</u> : The system must make provision for projects over several years as well as work-in-progress assets not yet commissioned.					
77	Financial Accounting	Fixed Asset Management	SENQU	<u>Verification</u> : The system must be able to facilitate the verification process as required in terms of Councils Asset Policy & Asset Counts performed by scanners supported (including software developed for hand-held scanners) or integration with 3rd party systems.					
78	Financial Accounting	Fixed Asset Management	SENQU	<u>Transfers</u> : The system must be able to support inter departmental asset transfers as well as transfers between different asset classes/categories					
79	Financial Accounting	Fixed Asset Management	SENQU	<u>Depreciation</u> : The system must make provision for different methods of depreciation ; depreciation must be calculated as required as per policy (e.g.. monthly, quarterly, annually)					
80	Financial Accounting	Fixed Asset Management	SENQU	<u>Depreciation</u> : If an asset was incorrectly depreciated, the system should allow for roll-back of all depreciation, or a portion of the depreciation if depreciation must be rolled-back to the start of the applicable financial year.					
81	Financial Accounting	Fixed Asset Management	SENQU	<u>Main Ledger</u> : Reconciliation options should be available on system in order to trace errors easily					
82	Financial Accounting	Fixed Asset Management	SENQU	<u>Reporting</u> : Notes and Annexures to the Annual Financial Statements must be obtainable in the exact format as required for all assets					
83	Financial Accounting	Fixed Asset Management	SENQU	<u>Reporting</u> : All information should be easily available for reporting purposes and extracting to Excel					

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84	Financial Accounting	Fixed Asset Management	SENQU	<u>Disposals</u> : The system must be able to recognise a profit or loss incurred due to a disposal of an asset.					
85	Financial Accounting	Fixed Asset Management	SENQU	<u>Disposals</u> : The system must be able to support partial disposal of assets & different methods of disposal (e.g.. Donation, auction, tender, insurance etc.)					
86	Financial Accounting	Fixed Asset Management	SENQU	<u>Barcoding</u> : The system must be able to provide for several barcoded items to be linked to one asset number (e.g.. Grouped assets such as chairs)					
87	Financial Accounting	Fixed Asset Management	SENQU	<u>Insurance</u> : The system must be able to link assets to relevant insurance portfolio and include a field for replacement values					
88	Financial Accounting	Fixed Asset Management	SENQU	The system must be able to calculate a 3 year depreciation budget linked to mSCOA codes.					
89	Financial Accounting	Fixed Asset Management	SENQU	The system must be able to calculate the insurance budget linked to mSCOA codes					
90	Financial Accounting	Fixed Asset Management	SENQU	The system must be able to have an enquiry function on all the information.					
91	Financial Accounting	Fixed Asset Management	SENQU	The system must be able to have a function to link documentation to an asset. (For example a lease agreement on a municipal erf or a photo)					
92	Financial Accounting	General Ledger	SENQU	The system must have journal capturing capabilities (including reversible and recurring journals) including electronic approval					
93	Financial Accounting	General Ledger	SENQU	The system must be able to reconcile all sub Ledgers to the General Ledger					
94	Financial Accounting	General Ledger	SENQU	The system must be able to cater for Trial Balance, Income Statement, Balance Sheet and Cash Flow Statements Monthly, Quarterly and Annually					
95	Financial Accounting	General Ledger	SENQU	The system must be able to generate sub items ledger accounts					
96	Financial Accounting	General Ledger	SENQU	The system must support integrated posting to the General Ledger					
97	Financial Accounting	General Ledger	SENQU	The system must be able to support Month-end and Year-end run functionality					
98	Financial Accounting	General Ledger	SENQU	The system must be able to support Year-end - Period 13 (Processing of old year transactions) run functionality					
99	Financial Accounting	General Ledger	SENQU	Automatic migration of comparative figures and balances to mSCOA chart					
100	Financial Accounting	General Ledger	SENQU	Cater for Prior-year adjustments journals after June 2020 to automatically adjust the opening balances on mSCOA					
101	Financial Accounting	General Ledger	SENQU	Capability to extract one General Ledger with all transactions included, separating each line item. (with original budget, amended budget and total (Y.T.D balance) per line item, testing against trial balance that it balance.					
102	Financial Accounting	General Ledger	SENQU	A single trial balance must be available (debits and credits)					
103	Financial Accounting	General Ledger	SENQU	The system must be able to cater for (monthly/quarterly/annually) SOF Position and Performance					
104	Financial Accounting	General Ledger	SENQU	The system must be able to cater for Cash flow statement (monthly/quarterly/annually)					
105	Financial Accounting	Insurance Claims	SENQU	The system should have claim capturing & processing capabilities					
106	Financial Accounting	Insurance Claims	SENQU	The system should have a workflow process where departments will be able to report on incidents electronically.					
107	Financial Accounting	Investments	SENQU	The system should reflect and have a reconciled (to main ledger) portfolio for investments and provision for accrued interest including: • Automating investment schedules linked to interest rate and term of investment to calculate accrued interest which will be used to reconcile back to bank statements. • Providing for investing and withdrawal notice linked to portfolio					
108	Financial Accounting	Fixed Asset Management	SENQU	The system must manage the whole aspect of all capital projects from managing the tender proses to the final completion of the project.					
109	Financial Accounting	Fixed Asset Management	SENQU	An unbundled process must be included whereby all engineering capital assets are created with coordinates to linked to the financial asset register.					
110	Financial Accounting	Loan Register	SENQU	The system should have a reconciled portfolio for loans including: • Automated receipt allocation of loans • Automated payment allocations • Automated calculations of interest and redemption, short term portion of long term liabilities, accrued interest • Automated interest annuity charges on projects linked to department budget • Linked mSCOA funding source to budget control • Providing interest and redemption schedules link to loan portfolio • Providing a loan register linked to ledger accounts					
111	Financial Accounting	Revenue	SENQU	The system must be able to create & maintain the accounts of sundry debtors					
112	Financial Accounting	Revenue	SENQU	The system must cater for trade and sundry invoices, i.e. system must allow for the customisation of invoices					
113	Financial Accounting	Vehicle registration	SENQU	The system must allow for a description on the receipts to enable the identification of money received (traffic department) and receipted (revenue department) in different periods.					
114	Financial Accounting	Vehicle costing	SENQU	The system must be able to cater for expenditure occurred on vehicle components (fuel, oil, tyres, etc.) to link to the relevant general ledger.					
115	Financial Accounting	Vehicle costing	SENQU	The system must be able to transact on vehicle components (fuel, oil, tyres, etc.) .					
116	Financial Accounting	Vehicle costing	SENQU	Various report to be generated for statistics on vehicle components (e.g.. fuel consumption, etc.)					
117	Full Asset Life Cycle Management including Maintenance Management	Fixed Asset Management	SENQU	Manage the full asset live cycle;					
118	Full Asset Life Cycle Management including Maintenance Management	Fixed Asset Management	SENQU	Annually report on committed grant expenditure and produce the application for roll over funding;					
119	Full Asset Life Cycle Management including Maintenance Management	Fixed Asset Management	SENQU	Compile and monitor expenditure against the asset maintenance plans;					

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120	Full Asset Life Cycle Management including Maintenance Management	Fixed Asset Management	SENQU	Seamless integration with a Geographical Information System (GIS) or alternative mapping enabled graphical user interphase.					
121	Full Asset Life Cycle Management including Maintenance Management	Fixed Asset Management	SENQU	Must be able to track warranty periods by components					
122	Grant Management	Subsidies	SENQU	Provide for a grant register linked to ledger accounts.					
123	Grant Management	Subsidies	SENQU	Automate receipt allocation of grants.					
124	Grant Management	Subsidies	SENQU	Automate payment allocations.					
125	Grant Management	Subsidies	SENQU	Automate revenue recognition i.t.o grant expenditure (BS & Grant Income votes)					
126	Grant Management	Subsidies	SENQU	Link to mSCOA funding source with budget control.					
127	Grant Management	Subsidies	SENQU	Provide for reporting in accordance with regulation and internal control.					
128	Human Resource and Payroll Management	Human Resources	SENQU	System must allow for maintaining of posts to ensure that vacant posts are identified on a separate report.					
129	Human Resource and Payroll Management	Human Resources	SENQU	System must be able update the personnel structure with each appointment, resignation etc.					
130	Human Resource and Payroll Management	Human Resources	SENQU	System must allow uploading of HR policies and procedures and other relevant documentation					
131	Human Resource and Payroll Management	Human Resources	SENQU	The system must accommodate job evaluation procedures					
132	Human Resource and Payroll Management	Human Resources	SENQU	The system must be able to generate standardised letters for: Unsuccessful applicants & Offers of employment					
133	Human Resource and Payroll Management	Human Resources	SENQU	The system should support e-recruitment applications to be generated into long lists from the information that have been captured by applicants					
134	Human Resource and Payroll Management	Human Resources	SENQU	The system should be able to generate automated messages to online applicants (i.e. unsuccessful candidates, acknowledgement of receipt)					
135	Human Resource and Payroll Management	Human Resources	SENQU	System must be able to track monitor salary budget versus actuals including but not limited to- - maintaining strict control over the creation or modification of positions - maintaining position-related costs in line with available funds					
136	Human Resource and Payroll Management	Human Resources	SENQU	System should be able to give employment history of employees. i.e. date of when the employee joined the organisation and if any change in job should indicate the job change title, remuneration detail and date thereof.					
137	Human Resource and Payroll Management	Human Resources	SENQU	System should allow maintenance of employee records to include Occupational Categories, Occupational Levels, T-scales, and Votes					
138	Human Resource and Payroll Management	Leave	SENQU	System must have a fully functional leave module which will link to the employee self service module.					
139	Human Resource and Payroll Management	Leave	SENQU	System must have sick leave and absenteeism exception reports to assist in identifying leave abnormalities.					
140	Human Resource and Payroll Management	Leave	SENQU	All types of leave should be available, including leave requests for hours of leave.					
141	Human Resource and Payroll Management	Organisational Management	SENQU	System must be able to maintain the approved personnel structure					
142	Human Resource and Payroll Management	Organisational Management	SENQU	System should have an tracking/audit trail of who made changes to employee information or Staff Establishment					
143	Human Resource and Payroll Management	Payroll	SENQU	The system must be able to easily integrate with banks. Seamless upload of payroll information from multiple different payrolls available.					
144	Human Resource and Payroll Management	Payroll	SENQU	The system must support the large number of employees on a database with all relevant employee files and records.					
145	Human Resource and Payroll Management	Payroll	SENQU	The system should support all relevant payroll reporting including (but not limited to): - Tax calculations - Fringe benefit calculations - COVID (Compensation for occupation injury and diseases) - Skills levy & UIF					

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146	Human Resource and Payroll Management	Payroll	SENQU	The system must be able to produce a salary budget					
147	Human Resource and Payroll Management	Payroll	SENQU	The system must facilitate overtime exception reporting					
148	Human Resource and Payroll Management	Payroll	SENQU	System must allow for the split of the basic salary and council contributions to more than one line items/ cost centre.					
149	Human Resource and Payroll Management	Payroll	SENQU	The system must allow for the printing of standard reports, detail and summarizes, to support 3rd party payments					
150	Human Resource and Payroll Management	Payroll	SENQU	The system must allow for a seamless process to extract leave statistics by employee or group in an Excel spread sheet format that shows all the leave types					
151	Human Resource and Payroll Management	Payroll	SENQU	The system must allow for 3rd party payments separately.					
152	Human Resource and Payroll Management	Payroll	SENQU	System must allow for allocation of overtime of one employee to various line items/ cost centres.					
153	Human Resource and Payroll Management	Payroll	SENQU	The system must support seamless integration with SARS (IRP5 interface)					
154	Human Resource and Payroll Management	Payroll	SENQU	Unpaid leave must automatically pull through to payslip information.					
155	Human Resource and Payroll Management	Payroll	SENQU	The system must have capabilities to produce secure electronic as well as printed payslips					
156	Human Resource and Payroll Management	Payroll	SENQU	The system must have capabilities to manage garnishees orders and must prevent over-deductions.					
157	Land Use Building Control	Land Use and Building Control	SENQU	A interface must exist between Town planning and Building control modules to continuously check and flag if conditions are completed.					
158	Land Use Building Control	Property	SENQU	The ability to manage the property value chain in the municipality, this encompasses all property transaction within the municipal environment to be fully integrated with a GIS system.					
159	Land Use Building Control	Property	SENQU	Property related data in the GIS system must not be duplicated in the ERP/ FMS system and vice versa.					
160	Land Use Building Control	Building Control	SENQU	The system should be able to automate building plan submissions and approvals from a central data set with tracking capabilities.					
161	Land Use Building Control	Land Use	SENQU	The system should be able to automate Land Use Application submissions and approvals from a central data set with tracking capabilities.					
162	Land Use Building Control	Land Use and Building Control	SENQU	The system must be able to connect non spatial data (all financial information) with spatial data (plans) in a spatial environment (GIS) to assist with future planning, maintenance planning, to make informed prediction to take precaution, etc.					
163	Land Use Building Control	Building Control	SENQU	Document management for building plans and zoning certificates.					
164	Land Use Building Control	Fixed Asset Management	SENQU	Integration with the asset register for municipal properties.					
165	Land Use Building Control	Land Use and Building Control	SENQU	Where a 3rd party GIS system is used integration should be seamless.					
166	Land Use Building Control	Land Use and Building Control	SENQU	Must be able to align property register with the Surveyor General register.					
167	Land Use Building Control	Land Use and Building Control	SENQU	Town, township, suburb, street, erf, subdivision and sectional title detail must be aligned to the deeds office and Demarcation Board specifications.					
168	Land Use Building Control	Revenue	SENQU	Integration with billing and valuation systems.					
169	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	The system must have capital budget and operating budget capabilities.					
170	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	The system must have cash flow budget capabilities for the Statement of Financial Performance and Statement of Financial Position.					
171	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	A seamless interface to populate the operating budget from a third party salary budget must be available.					

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172	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	The budget module must have the capability to budget over all the 7 mSCOA segments on the system.					
173	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	The budget module must be project driven (Budget to be compiled live on the financial system with project based approach)					
174	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	The budget module must have capabilities to capture the budget from each of the 7 segments.					
175	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	The system must be able to budget, track and report on budget vs. actual amounts. The requirement is 3 years audited outcomes, original budget, multiple adjustment budgets in current financial year in separate columns and 3 future MTREF budget years.					
176	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	Budgeting per mSCOA budget line item should be captured in detail per month - must be zero based budgeting as per NT requirement					
177	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	Must be able to calculate percentage increases / decreases on user defined columns					
178	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	The budget module must have the capability to provide depreciation forecasting for the MTREF					
179	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	The budget module must have the capability to provide interest on external loans forecasting for the MTREF					
180	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	The budget module must have the capability to perform virements and keep track thereof.					
181	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	The budget module must be able to differentiate between virements and adjustments budgets and keep 100% track of all changes and be able to list these with dates					
182	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	The budget module must have a functionality to provide bar charts on a comparative basis for user defined classifications between actuals and budgets for the selected years.					
183	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	The system must have projection capabilities where the source year or budget can be chosen.					
184	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	The Report Writer should not be limited by the number of columns					
185	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	The system must have audit trail capabilities showing submissions & changes by authorised users					
186	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	The system must be able to populate all the reporting requirements as stipulated by the Budget and Reporting Regulations					
187	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	The system must be able to convert all budget reports to PDF for purposes to place it on the website of the municipality as stipulated by the MBRR					
188	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	Must have trend analysis and exception reporting capabilities.					
189	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	The system must be able to create and populate the budget document as required in terms of the Budget and reporting regulations					
190	Municipal Budgeting, Planning and Financial Modelling	General Ledger	SENQU	Report writer should not limit number of columns					
191	Municipal Budgeting, Planning and Financial Modelling	General Ledger	SENQU	Users should be able to define their own columns and must be able to report on Original Budget, Virement Budgets and Amended budget for multiple adjustments budgets figures separately.					
192	Municipal Budgeting, Planning and Financial Modelling	General Ledger	SENQU	Reports must be available to extract transactions accumulated per month and transactions accumulated year to date					
193	Municipal Budgeting, Planning and Financial Modelling	Fixed Asset Management	SENQU	There must be a maintenance model for the engineering capital assets to prolong the lifespan of the asset.					
194	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	Ensure that the budget is funded					
195	Municipal Budgeting, Planning and Financial Modelling	Budget	SENQU	Calculate departmental charges in the cost centre					

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196	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Contract register	SENQU	System must force the use of a tender number, item and sub item number when issuing an order.					
197	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Contract register	SENQU	System should allow for electronic contract register that includes orders issued, invoices received and payments made.					
198	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Financial Reporting	SENQU	The system must be able to facilitate the import of accruals to the month end balances for reporting purposes only					
199	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Stores	SENQU	System must allow for the matching of items below re-order levels to requisitions not finalised and orders not delivered on.					
200	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Stores	SENQU	The system must have stock counting and stock adjustments capabilities					
201	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Stores	SENQU	The system must be able to accommodate goods receipts processes					
202	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Stores	SENQU	The system must provide for electronic requisitions by departments when requesting stock and a notification to the requesting department if insufficient stock is available. Automatic e-mail to stores notifying that demand exceeds the stock on hand.					
203	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Stores	SENQU	The system must have three way matching capabilities (comparing purchase order, delivery note and requisition)					
204	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Stores	SENQU	The system must be able to cater for returns to stores					

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205	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Stores	SENQU	The system must be able to cater for returns to suppliers					
206	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Stores	SENQU	The system must be able to transfer of stock from one store to another and to secondary locations					
207	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Stores	SENQU	The system must be able to handle recurring orders					
208	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Stores	SENQU	The system must have the ability to attach supporting documents (invoices, delivery notes, material data sheets) electronically.					
209	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Stores	SENQU	The system must be able to cater for revaluation of stock item costs					
210	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Stores	SENQU	The system must be able to cater for all types of stock losses (shrinkages, handling losses, leakages, etc.)					
211	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Stores	SENQU	The system must be able to maintain the history of stock purchased and from which supplier					
212	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Stores	SENQU	The system must have budget control capabilities.					
213	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must be able to seamlessly integrate with the National Treasury Supplier Database (import information of all fields ito applicable legislation on a daily basis) and update system on a daily basis					

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214	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must be able to manage the rotation of service providers automatically and manually, if necessary, during the sourcing of quotation process					
215	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must have capabilities to flag active and non-active suppliers, as well as notifications on progress to make supplier active					
216	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must allow for bid/quotation processing where workflow evaluation is enabled (must pull through all information on supplier from CSD and have manual capabilities to capture if necessary)					
217	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must be able to accommodate requisition and purchase orders					
218	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must be able to enforce compulsory fields that are required when completing a requisition form. User must be able to specify on the requisition a minimum: - Budget, taking into account other orders already approved against this specific line item (shadow transactions) - Delivery points - Specifications - Dates - Originator of requests.					
219	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must have the capability to allow for requisitions to be electronically approved by users for pre-defined cost centres in terms of the approved delegations.					
220	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must be able to generate advertisements, quotations and orders from the information completed on requisitions, or on the scope of work attachments and other supporting documents.					
221	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must have the capacity to generate a form to be completed electronically for capital expenses, also notifying the Asset Manager electronically					
222	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must support 3 way matching (requisition, order, delivery note)					

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223	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	System must maintain a supplier price history					
224	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must have the ability to support additional approval of requisitions when requisitions exceed a certain threshold or quote exceed requisition					
225	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	System must be able to filter through suppliers based on various supplier facts such as: - BEE status - Size of company, etc.					
226	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must have ability to flag suppliers under review (supplier in debt, supplier that failed to supply orders etc.).					
227	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must have ability to maintain a history of all original orders placed. Orders must be easy to recall.					
228	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must support notifications (when needed) to be sent out to departments to inform them about the stage/ progress of the current procurement process					
229	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must have the ability for electronic approval of quotes aligned with specification by users					
230	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must be able to automate and support supplier evaluation which is linked to database information, legislative requirements and contracts.					
231	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must have the ability to handle bill of quantities and pricing schedules within the system.					

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232	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	System must provide reminders for orders that still require approval.					
233	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	System must have capability to automatically email orders to suppliers.					
234	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must have the capability to generate and email award letters to tenderers					
235	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must have project management and performance management capabilities for contracts (quotations and bids)					
236	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must be able to automate workflow for contract administration, maintenance, archiving of contracts and vendor performance					
237	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must have electronic archiving capabilities for all SCM documents					
238	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must be able to automate notification alerting which is relevant to users when a supplier's contract is about to expire					
239	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	Must support electronic approval of project extensions (most of which will have budget implications)					
240	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	System must have mandatory fields to explain why some projects may be running late and ability to report on runaway projects and reasons .					

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241	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	System must support breakdown of a programme and the ability to drill down on project spend for the various projects that fall under that programme.					
242	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	Generate reports or statistics on commodities, suppliers information e.g. BEE status, locality, spending.					
243	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must have the ability to generate a report on spending per supplier					
244	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must be able to create statutory reports					
245	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management	SENQU	The system must have the capability to accommodate decentralized SCM processes					
246	Project Accounting	Project Creation & Planning	SENQU	A comprehensive project module that allows for IDP objectives to be transferred into the project module for planning, budgeting and ultimately reporting purposes.					
247	Project Accounting	Project Creation & Planning	SENQU	All segmentation of mSCOA must be incorporated into the project module, whereby a project based budget, informed by the IDP and giving input to the SDBIP.					
248	Project Accounting	Project Creation & Planning	SENQU	Capital acquisition, maintenance and replacements must be driven from the project module.					
249	Project Accounting	Project Creation & Planning	SENQU	Operating budget items such as operating expenditure on repairs and maintenance, operational costs and typical work streams must originate from the project module.					
250	Real Estate and Resources Management	Revenue	SENQU	The system must allow for the maintenance of the registers for land sales, leases & rentals by prompting in advance when leases will expire					
251	Real Estate and Resources Management	Rental	SENQU	Rental of facilities and equipment					
252	Revenue Cycle Billing	Bad debt	SENQU	The system should have a functionality to calculate the bad debt impairment provision for debtors by service and by category from the payment history of each individual debtor					
253	Revenue Cycle Billing	Bad debt	SENQU	The system must display all individual write-offs done on an account per financial period, the amount written off and the reason for write off.					
254	Revenue Cycle Billing	Billing, Tariffs and Reporting	SENQU	The system must be able to do consolidated billing of properties (all services and rates into one bill). As Municipalities are working within the determination of the MPRA, a property related database design linked to GIS is critical.					
255	Revenue Cycle Billing	Billing, Tariffs and Reporting	SENQU	The system must be able to generate individual statements (tax invoices) at any point in time.					
256	Revenue Cycle Billing	Billing, Tariffs and Reporting	SENQU	The system must allow for the maintenance of tariffs as per the approved tariffing structure					
257	Revenue Cycle Billing	Billing, Tariffs and Reporting	SENQU	Customer must be able to choose between receiving monthly statement by post, MMS or e-mail and the system must facilitate this.					
258	Revenue Cycle Billing	Billing, Tariffs and Reporting	SENQU	The system must have a prepayment solution that interface with the current prepayment system					
259	Revenue Cycle Billing	Billing, Tariffs and Reporting	SENQU	The system must be able to automate the billing process					
260	Revenue Cycle Billing	Billing, Tariffs and Reporting	SENQU	The system must allow for flexible tariff building structure and design, such as for inclining block tariffs based on daily, monthly, or annual rate scales with at least 10 block limit per tariff.					

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261	Revenue Cycle Billing	Billing, Tariffs and Reporting	SENQU	The system must be able to use other services of the property to determine limits and/or consumption figures as basis for the calculation of other tariffs, such as erf size being used to determine the sewage tariff.					
262	Revenue Cycle Billing	Meter reading	SENQU	The system must have meter auditing capabilities					
263	Revenue Cycle Billing	Meter reading	SENQU	The system must have route planning capabilities for meter readings that can be linked to GIS					
264	Revenue Cycle Billing	Meter reading	SENQU	The system must be able to store photos of faulty meters					
265	Revenue Cycle Billing	Meter reading	SENQU	The system must be able to integrate with 3rd party software to receive readings taken					
266	Revenue Cycle Billing	Meter reading	SENQU	The system must have document flow for new connections, terminations and re-connections of services and the relevant documentation.					
267	Revenue Cycle Billing	Meter reading	SENQU	The system must be able to do estimates for no-readings					
268	Revenue Cycle Billing	Meter reading	SENQU	The system must be able to show on accounts when an actual reading could not be taken, with reasons, e.g. gate locked, dog, etc.					
269	Revenue Cycle Billing	Revenue	SENQU	The system must allow for the maintenance and updating of tariffs as per the tariffing structure					
270	Revenue Cycle Billing	Revenue	SENQU	The system must be able to do report extracts in Excel and PDF format per account, per service and interest levied					
271	Revenue Cycle Billing	Revenue	SENQU	The system must be able to download statements from the bank and upload the customer account with deposit made					
272	Treasury and Cash Management	Cash Management	SENQU	The system must have capabilities of linking bank systems in order to facilitate downloading of bank statement transactions and bank reconciliations for multiple bank accounts.					
273	Treasury and Cash Management	Cash Management	SENQU	The system must allow for the bank reconciliation to be finalised within 2 days after month end					
274	Treasury and Cash Management	Cash Management	SENQU	There must be a direct interface between the system and the banking system with no manual intervention					
275	Treasury and Cash Management	Cash Management	SENQU	The system must be able to accommodate a cash book that provides for a detailed description, for example on the miscellaneous transactions					
276	Treasury and Cash Management	Cash Management	SENQU	The system must be able to automate bank statement processing and reconciliation.					
277	Treasury and Cash Management	Cash Management	SENQU	The system must be able to capture petty cash					
278	Valuation Roll Management	Valuations	SENQU	The system should have facilities to display valuation information, i.e. the valuation roll should be integrated with the system					
279	Valuation Roll Management	Valuations	SENQU	The system should have the capability to accommodate a register of properties as per S23 of the MPRA					
280	Valuation Roll Management	Valuations	SENQU	The system should display zoning info, subdivisions and consolidations and should flag the erf for possible changes in the next supplementary valuation roll					
281	Valuation Roll Management	Valuations	SENQU	The system should display if a property is vacant or improved, tariff codes and site extents					
282	Valuation Roll Management	Valuations	SENQU	The system should display all General and Supplementary values separately					
283	Valuation Roll Management	Valuations	SENQU	The system should display all objections and appeals on individual properties					
284	Valuation Roll Management	Valuations	SENQU	The system should indicate registered info of property and ownership (history)					
285	Valuation Roll Management	Valuations	SENQU	The system should be able to do a rates reconciliation (what should the income be as per the valuation roll versus what the income currently is in the general ledger)					
286	Valuation Roll Management	Valuations	SENQU	The system should be able to display sectional title properties labelled with scheme name, no, year and unit no					
287	Valuation Roll Management	Valuations	SENQU	The user of the system should be able to search for property using id no, surname, erf no and town, scheme name, account no, farm name and street address.					
288	Valuation Roll Management	Valuations	SENQU	The system should be able to update objections and appeal board decisions					
289	Valuation Roll Management	Valuations	SENQU	The system must have the capability to facilitate information flow between the Revenue Department & the Town Planning Section of the municipality					