SOFTWARE APPLICATIONS LIMITED

# TECHNICAL PROPOSAL
## for
## ORGANIZATION OF AFRICAN UNITY-IBRA
## P.O.BOX 30786
## Nairobi
## KENYA

## TENDER REF NO: OAU-IBRA/ADMIN 38/128

## from
## Software Applications Limited,
## P.O. Box 14944,
## Nairobi,
## Kenya

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*Date: 20th February 2002*

This preliminary quotation has been prepared and submitted exclusively to you for your consideration of purchasing products and services from Software Applications Limited (SAL). You acknowledge and agree that the preliminary quotation is our estimate based upon our understanding of your requirements and needs and is submitted for your technical and budgetary analysis. This preliminary quotation may be subject to change due to (1) changes in your needs and requirements; (2) complete analysis of the proposed solution and all interface requirements; and (3) determination of final service and support requirements. You acknowledge that this preliminary quotation is SAL's confidential and trade secret property and shall not be disclosed to anyone else, except your advisors with similar confidentiality restrictions, without SAL's prior written approval.

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# SECTION 1

# INTRODUCTION

## 1.0 INTRODUCTION

This proposal has been prepared for **ORGANIZATION OF AFRICAN UNITY-INTERAFRICAN BUREAU FOR ANIMAL RESOURCES** with reference to invitation to tender REF NO: OAU-IBRA/ADMIN 38/126

Our proposal is based upon providing OAU-IBRA with a fully integrated software solution, which meets with the operational needs of the business and we would anticipate implementing the proposed system within the time scales required.

Our proposal will provide OAU-IBRA with industry proven software throughout, mounted on an advanced Microsoft Windows based platform. The proposal is complete and includes a final cost schedule.

# SECTION 2

# MANAGEMENT SUMMARY

## 2.0 SOFTWARE APPLICATIONS LIMITED

Software Applications Limited has been supplying strategic vertical market specific software solutions since 1986 and in that time has become involved in all aspects of the chosen vertical's requirements.

Our typical customer looks to Software Applications Limited to supply all aspects of the system including hardware, peripheral devices, cabling, communications, application software, operating and networking software, training, consultancy, project management and data conversion. This way the full responsibility rests at a single point and this has proven to be very successful.

The client may of course contract Software Applications Limited to supply part of the system.

All the senior management within our business have specific vertical market experience, and it is this wealth of experience that lies behind every proposal we submit. Therefore you can rest assured that you will not have to spend your time educating Software Applications Limited personnel about the complexities that exist in your particular industry.

## 2.1 Proposed Solution

The proposed solution will provide OAU-IBAR with an on-line Management Information System used throughout the company.

The proposed software has multi-company / multi-location capability from the accounting and costing functions, the management of stock to purchasing, customer account maintenance and control.

## 2.2 Expertise

Software Applications Limited's experience in providing specialist solutions to the different business operations is second to none.



# SECTION 3

# PROPOSED SOLUTION

## 3.0 ABILITY TO PROVIDE SOFTWARE

From our understanding it is clear that OAU-IBRA are looking for a supplier who can meet their requirements on the following main points:

- ✓ Ability to provide software to meet their requirements.
- ✓ Ability to provide open systems solution.
- ✓ Ability to provide an implementation service that will ensure a system live target date is achieved as quickly and with as little upheaval as possible.
- ✓ Ability to provide a high level of ongoing and fast response hotline support for the Software being proposed.

These main requirements and our ability to meet them are outlined on the following pages.

## 3.1 Application Software Proposed

The proposed principal application requirements are: -

## SunSystems Financial Management System

- ➢ SunAccount
  - Ledger Accounting
  - Multi Currency
  - Fixed Assets Register
  - Purchase order process
  - Inventory Control
  - Vision Enterprise
  - Vision Budget Management

Systems Union Limited based in the United Kingdom has a simple strategy: - to have the presence on the ground around the world that others only promise. By being present, and by providing high quality products and services, the company provides competitive advantage to national and multi national clients alike. By contributing to its' clients success, Systems Union ensures its own.

*"To provide a product group that meets users' needs across industries and countries through scalability and rich functionality. This is achieved by a single source code which is open systems compliant and efficient to maintain."*
Systems Union is among the top ten suppliers of international business software, in terms of world-wide revenue from accounting software licences. Its products exploit the leading edge technologies of graphical user interfaces and Client/Server platforms. The company has 16 offices and more than 160 distributors around the world, there are over 17,000 users in more than 160 countries and the software is available in more than 20 different language versions.

The last few years have seen a revolution in business software, with rapid technological change. Computer environments have moved from proprietary Mainframe and mini systems through open systems, RDBMS file structures, and GUI interfaces to Client/Server. Vendors who have ignored the new technologies and who have stayed with their old product sets have seen their market share diminish. Those established vendors who have attempted to migrate their old products to the new environments often merely succeed in producing a new front end to an old product without maximising the new technologies. Brand new products have many of the technical features but lack functional depth and a proven user base. Systems Union have created a development methodology that produces products which fully exploit all the benefits that technology can provide, whilst retaining the functionality and robustness of a proven product.

All SunSystems products run on a very wide range of computers from single user PCs through to some proprietary and most UNIX mini computers capable of supporting hundreds of users, and a number of Client/Server based offerings. SunSystems has been designed to provide the client not only with the greatest possible range of features and flexibility but also with an evolutionary growth path across all major hardware platforms.

As part of the basic Systems Union philosophy of environment independence, SunSystems has been available on a range of proprietary RDBMS since 1989. All SunSystems data is stored in individual table rows and columns, is fully normalised and can be accessed directly using the RDBMS vendor's and other vendors' report writers and tools.

Dynamic and static SQL is embedded in the application programs and stored procedures are loaded on to the server for all three RDBMS currently supported.
The application programs that would normally retrieve data on a record-by-record basis when running with ISAM files retrieve the same data on a table-set basis when running in a SQL environment, giving performance benefits. Users can optimise the server by adding indexes to commonly used analysis codes.

## 3.2 Solution Proposed

Software Applications Limited proposes a cost-effective solution to computerise the identified areas in a turnkey project comprising:-

- The proposed enterprise wide Software solution is designed under the 'Open Systems' concept to achieve hardware independence and absolute portability.

- An installation planning and guidance programme will be developed using Professional Quality Implementation Services (PQIS) in conjunction with the Senior Management of OAU-IBRA to ensure a smooth, co-ordinated transition. Our expertise extends into all the areas of this critical phase, the design and, where required, acquisition of custom forms and stationery.

- Software Applications Limited is an accredited PQIS (Professional Quality Implementation Services) service provider and thus our implementation, training would be covered by a well-structured and documented methodology.
- Training at Managerial, Supervisory and Operator level including live-cover support, is provided by highly skilled training and installation personnel.

- Customer support is provided by a combination of telephone hot line, modem and on-site maintenance.

## 3.3 Hardware

### General Note

Software Applications Limited is firmly committed to the controlled release of the products on a varied range of operating systems. As such all the software products are designed for Open Systems platforms.

### Hardware

Software Applications Limited recommends Intel based Windows Computers as these have been tested with our products.

### Recommended Computer Specification

We would recommend a minimum specification for a standalone PC with 32Mb RAM Memory, 1 GB hard drive. The file server should be a minimum specification of Pentium 2 based processor running in excess of 200 Mhz, 128 MB RAM, 4GB hard drive and a Tape drive for back-up purposes.

## Operating System & Environment

The system we are proposing is the most advanced Windows Operating System. This Operating System offers the most advanced communications and inter networking facilities and it is also ideally suited to the integration of the most complex software solutions.

# SECTION 4

# COMPANY PROFILE

## COMPANY PROFILE


**Company Name:** Software Applications Limited (SAL)
**Physical Address:** School Lane, Westlands
**Postal Address:** P. O. Box 14944, Nairobi
**Telephone:** (02) 440414/5
**Fax:** (02) 447067
**Email:**


**Company Mission Statement**

To be the leading Software Solution Provider in East Africa offering state of the art open system tools.

## Company Background

Founded in August 1986 with the objective of providing professional software solutions to computer users, SAL, a wholly Kenyan-owned company, has risen to become one of the major vendors on the information technology marketplace offering a wide range of Products and Services within the East African region.

Today, SAL is much more than a Software House. With over two hundred sites across East Africa, SAL provides comprehensive turnkey solutions in the demanding computer market, backed by its experience and technical knowledge with state-of-the-art hardware and software tools. With the Head Office in Westlands, Nairobi, SAL has branch offices in Mombasa, Dar-Es-Salaam (Tanzania) and Kampala (Uganda). In addition, SAL has a computer store at the Sarit Centre (Microcity Kenya Limited) and a software training institute (Aptech) in Mombasa.

SAL has formed partnerships with some of World's leading software houses and is the exclusive East African representative of:

- SunSystems Financial Management - System Union Limited, U.K.
- efactory Manufacturing Resources Planning and Control - Huin Computer Systems, Singapore
- TurboSoft for Human Resource Management and Payroll
- Mainpac - Plant Maintenance & Planning - GEAC, Australia
- Access & Time /Attendance Management - Linear Industries, Israel

## Services provided

- **Consultancy**

  SAL also provides a Consultancy service on both Software and Hardware to help the client define their needs and match their requirements with the offered packages.

- **Training**

  SAL offers tailor-made training for its customers that are designed to address the user's needs in a very specific way. In conformity, we emphasise on hands-on experience in our training programs to ensure effectiveness of our courses. Apart from the training sessions held in our premises, we are open to discussing possibilities of on-site training especially on application systems.

- **System Maintenance**

  SAL provides "hotline" support to all clients covered by Software Maintenance. Experts who will give you a prompt response man the hotline. In the event that this is not possible, all outstanding queries will be escalated to the Desk Manager.

SAL's offerings comply with the Open Systems architecture.

## 4.4 Some of SAL's Customers

- Aktion Afrika Hilfe - Dr. Vivian Erasmus
- AMREF - Mr. Meena
- AWF - Ms Doris
- Family Planning Association of Kenya - Mr Chuma
- ICIPE - Mr. Cyrus Watuku
- ICRAF - Mr. Kabutha
- ILRI - Mr. Joshua Mutua
- Kenya Wildlife Service - Mr. Holi
- Sight Savers International - Mr. Mbae

# STAFF CV'S

Name: :SYLVESTER NYOIKE
Date of Birth : 1959
Nationality : KENYAN
Marital Status : Married

WORK EXPERIENCE

1995 – To Date
Services Manager
Software Applications Ltd.
Products: SunSystems on Novell , Win 95, 98, 2000 , NT, SQL Oracle and Unix

1993 – 1995
Support Executive
Scala East Africa Ltd.
Products: Scala on Stand Alone, Network;- Novell and Unix

1988 – 1993
Accountant
Copy Cat Ltd.

1980 – 1987
Assistant Cost Accountant.
Kenya Engineering Industries Ltd.

Education.
1988
CPA 1
KASNEB

1980
Certificate of Marketing
London Chamber Of Commerce

1977 –1978
A- Level Education.
Njumbi High School

1973 – 1976
O – Level Education
Mangu High School.

# Rizwan Yakub

**Objectives**

Improve standards of customer care and support of technical issues.

**Education**

1995 - 1998 Intel Computers Data Processing Nairobi

**Higher National Diploma**

- Completed HND with a distinction.

**Professional experience**

1998 - Current Software Applications Limited Nairobi

**Software Consultant**

- Support of accounting software (Sun Systems) hardware and networking technician. Administrator for internal network (email and internet administrator).

**Personal interests and activities**

Web page design and 2D graphic design. Flash animation and java. Compete in GP Karting Tournaments.

**References**

Anita Aggarwal
Intel Computers Data Processing
Tel: 443952
P.O.Box 48620
Nairobi



## RESUME

## JOYCENDUNGWA

Objective

Provide professional services in both Information technology and finance fields.

Experience

**1998 to date** **Software applications Ltd.**

**support executive**

- Planning and documenting the implementation procedures and Project Management Plan.
- Implementing SunSystem - A Financial Accounting and Management software.
- Giving technical support to SunSystem Clients.
- Installing SunSystem on Various Platforms.
- Upgrading the SunSystem Software to higher versions and upgrading/updating clients to new versions and releases.
- Installing and configuring MSSQL Server 7.0.
- Configuring workstations Including MSSQL Server 7.0 clients/workstation.
- Training users and clients on all the modules of SunSystems.
- Training on SunSystems Administration and Report Writing.
- Writing and formatting reports SunSystems.

1997 Barclays Bank of Kenya

Accounts Clerk – Current Accounts Dept

- Reconciling the Re-direct Suspense Account
- Stamping paid cheques
- Assisting customers at the Inquiries desk.

| | | |
|---|---|---|
| Education | 1994–1997 | Pune University |
| | ▪ B.Comm - Banking and Finance, Business Entrepreneurship & Accounts<br>▪ Diploma in Computerized Financial Accounting | |
| Interests | Business and Systems consultancy, business management, Information Technology, Financial and management accounting, banking and Finance and Business Entrepreneurship,. | |

CAROLINE KIBUGU

Experience **1999–2002 Software Applications Limited**

Consultant/analyst/programmer

- Software development in visual basic and Microsoft Access.
- Sun systems Implementation on Oracle, MSSQL 7.0 and 2000.
- Site and online support of Sunsytems
- Designing of reports in Microsoft access, crystal reports and impromptu
- Interfacing different softwares
- Implementation of an enterprise resource planning system(ERP)

1996–1998 Raval's high school, Nairobi

Mathematics/chemistry teacher

- Taught chemistry, mathematics and physics and raised the mean grade in chemistry for the year 1997.

Education 1992–1996 University of Nairobi

- B.Sc., Mathematics and Computer Science.

1998–1999 University of Nairobi

- Post Graduate Diploma in Computer Science.

Interests athletics, travelling, web designing.

# SECTION 5
# TECHNICAL RESPONSE

## EXECUTIVE SUMMARY

Acquiring a new business management systems, or replacing existing ones can be a costly exercise if the wrong decision is made as to best solution available for OAU-IBAR.

Established in 1986, Software Applications Limited (SAL), a wholly Kenyan owned company, has risen to become one of the major vendors in the information technology marketplace offering comprehensive software solutions to the demanding East and Central African computer market and is backed by its experience and technical knowledge with state-of-art software tools.

Software Applications Limited has the "total business solution" you require as outlined in our attached proposals.

## CONCLUSION

The SAL proposed solution therefore represent the most cost effective and robust package available to OAU-IBAR. Our offerings comply with the open systems architecture and thus protect your IT investments.

Software Applications Limited would welcome the opportunity to develop a long-term business relationship with OAU-IBAR. We can offer: Supply, product implementation and system maintenance to ensure the success of OAU-IBAR investments in our range of products.

In our offer, We have addressed the following requirements:

| **Your Requirements** | Our Solution |
|---|---|
| F Financial Management: - General Ledger<br>Accounts Receivable<br>Accounts Payable<br>Budgeting, Financial Planing and Costing<br>Cash Book<br>- Fixed Assets | SunSystems - SunAccount<br>( Ledger Accounting) |
| - Multi- Currency | |
| Purchase Order Processing | SunBusiness – POP |
| Inventory Control | SunBusiness – Inventory Control |

## SunSystems OVERVIEW

### *LEDGER ACCOUNTING*

The core module of the Financials suite in SunSystems, Ledger Accounting provides a unique range of features enabling greater efficiency and improved control of cash flow.

- The revolutionary **integrated ledger** design ensures that all accounts are always up to date and in balance.
- The use of **open periods** allows the system to be configured to match each organization's posting and reporting requirements.
- **Flexible data extraction** facilities enhance ease of use and customisation to the business requirements.
- **Online transactions, archive files** for historic data, full **budget ledgers** and powerful analysis tools enable reporting on all business aspects and offer a sound basis for decision making.

### Single Integrated Ledger

A revolutionary integrated ledger design provides the attributes and functionality of nominal, sales and purchase ledgers within one environment, avoiding duplication and error.
Accounts are always in balance and reflect the true current position. This enables the provision of reliable data, which can be accessed quickly to ensure timely reporting.

### Open Periods

SunSystems Financials can be configured to provide access for both posting and reporting to the range of periods appropriate for the organization. Not only does this simplify month- and year-end processing by reducing the number of adjustments that have to be made, but also day-to-day processes such as the handling of prepayments and accruals, saving valuable time.

### Cleardown and Archiving

When a period or year is closed, the Ledger Accounting module offers the option to write completed transactions to an online archive file, rather than leaving them on the ledger or deleting them. This archive file is then available at any time should reports or inquiries on that information be needed. With all transactions available online, the reporting capabilities of SunSystems offer organizations the opportunity to analyse all aspects of their business.

## Budgeting

With a total of ten budget ledgers each of which may be defined to precisely reflect requirements, SunSystems' budgetary control facilities are second to none. Each budget file can run over as many years as needed and has very similar functionality to the actual ledger.

The flexibility provided in the input, inquiry and reporting of budgetary information confirms SunSystems as the preferred choice for budget holders needing comprehensive analysis capabilities

## FIXED ASSET REGISTER

SunSystems provides an asset register, which can be totally integrated with Ledger Accounting, thus applying its powerful report-writers to the analysis of asset values and asset depreciation.

Calculation of depreciation is performed on request by your elected method for revision of book value and posting expenditure. Up to ten alternative depreciation methods can be applied to each asset, for budgeting, forecasting, taxation values and so on.

You can report and record asset diary events to reflect enhancements, disposals and divided locations, whilst still retaining asset values for the asset as a whole.

By addition of the multi-currency module, you can retain each asset separately in base and foreign currency, with separate book values, asset lives and depreciation methods. This allows reporting to local and head offices in different currencies.

Fixed Asset Register can be fully integrated with SunSystems Ledger Accounting or operate as a stand-alone module.

### Transaction Entry

Assets within any company are held in separate item records, and will have user-defined analysis attached to them.

A function within the asset register known as the asset diary records events such as enhancements, part disposals and divided locations. It also records details such as insurance values and maintenance frequencies. An unlimited number of diaries can be created for each asset.

All transaction types within fixed assets are user-defined, so for example, disposals, enhancements and specific deprecations can be utilised.
Full audit trail and security features are included, in common with the rest of the SunSystems range.

## Analysis

The Fixed Assets module features full multi-dimensional analysis, with completely user-defined codes. Extended analysis has now been applied to all Fixed Asset analysis codes (F-Codes) to allow up to 10 categories for each asset, and variable size analysis codes ranging between 0 and 15 characters. Multi-dimensional analysis can also be applied to the asset transactions themselves.

## Depreciation

Different depreciation methods can be calculated or applied manually and applied for budgeting, forecasting, taxation values, etc. by using budget ledgers, of which up to ten are available. Table depreciation allows users to define a method with associated conventions, for example, half-year convention.

In addition, depreciation can be apportioned automatically over departments, projects or other analysis codes.

Asset Revaluation can be performed with calculation of `catch-up' depreciation, this meets the requirements of most hyper- inflationary situations.

## Multiple Asset Registers

Any number of Asset Registers can be kept, each separately identified, for different companies, subsidiaries or clients.

Consolidated Reports can be produced using Financial Reporting to contain data from more than one register for tax ledgers or budgeting.

## Reporting

Various reports can be user-defined within the system and can be run at any time from live data. Examples of reports include:

Reports of asset value, depreciation, disposals and acquisitions. In addition other standard reports such as an asset register, asset status and asset listings can be run at pre-defined times of the day.

## MULTI-CURRENCY

The multi-currency module is used by all other SunSystems modules to perform conversion of any foreign currency, time or any other quantity to the ledger base amount. Multi-Currency Accounting allows unlimited currencies within each ledger and each account, with exposure reporting and currency revaluations.
The multi-currency module can also be used for time recording including multiple time rates, project costing and budget comparisons.

### Multi-Currency, Flexible Entry

SunSystems multi-currency module enables the use of an unlimited number of currencies throughout the SunSystems range of modules. At the heart of multi-currency sits the conversion tables, which allow you to define exchange rates for any currency. Exchange rates can be defined separately for each currency by separate accounts or by periods, meaning that exchange rates are not static throughout the system - they change as the user desires.
Within Ledger Accounting, for each account set-up, the base currency for that account can be defined. All transactions will then be entered in that amount, unless overridden. More than one currency can be associated with any account.
Transactions in foreign currencies can have up to 15 digit amounts, including up to 3 decimal places.
All accounts within SunSystems can be multi-currency enabled, including payables and receivables. In addition all SunSystems modules are covered by the multi-currency module, so that for instance purchase orders can be made in
any currency, as can sales invoices, assets and stock items.

Any conversion gains or losses identified when converted from one currency to another can be posted to pre-determined loss and gain accounts. In addition, any gains or losses made when currencies are re-valued to revised exchange rates, are once again posted to these specific accounts.

Full audit trail and security features are included in common with the entire SunSystems range.

### Reporting

All reports that are definable within SunSystems can take advantage of the multi-currency module by showing both the base amount and other associated amounts.

### Time Recording

Using the currency conversion features within the multi-currency module it is possible to define time recording routines. In common with the multi-currency functionality, the number of time recording rates that can be utilised is unlimited and can be applied on any account at multiple rates and reported on using any of the SunSystems report writers.

## Inventory Control

SunSystems Inventory Control allows you to control inventory levels and inventory costs according to your requirements. You can define any number of inventory locations, with full recording of issues, dispatches and transfers between locations. Sophisticated and comprehensive stock taking facilities allowing you to keep tight control over your inventory. Serial number and batch tracking allows individual items to be tracked by unique serial numbers.
You can get comprehensive accounting information, with accounting entries passed automatically to the SunSystems Ledger Accounting module for all Inventory movements.

### Inventory Movements

SunSystems Inventory Control Module comes complete with stock tracking facilities. Common movements can be automated for any transaction and new locations or stock items easily set-up at any time. An unlimited number of Inventory Balances can be maintained. This means that it is possible for each stock item, to record individual inventory records. For example, you can record stock levels at individual warehouses or stock that is in transit. Within each inventory balance, the user can also define an unlimited number of receipt references which can be used to record bin locations, production batch numbers, product revisions or serial numbers etc. Transaction types within Inventory Control can be user-defined so that for example, specific forms of product receipts, issues and transfers can be set-up. Allocation of inventory items to sales orders and issues can be handled either selectively or automatically by the system. Batch tracking by stock item with optional expiry date checking allows control of date sensitive stock. Kit Lists allow for the definition of up to 10 levels of sub-assembly, with up to 800 possible components making up a kit. Entering the kit reference on an order or quotation will automatically pick up the related items comprising the kit from stock. Full audit trails and security are built into the module, in common with the entire SunSystems range.

### Analysis

Inventory Control features full multi-dimensional analysis with completely user-defined codes. Extended analysis has now been applied to Movement Analysis codes (M-Codes) and Item Analysis codes (I-Codes). From version 4.2 onwards to allow up to 10 categories for each code and variable size analysis codes ranging between 1 and 15 characters.

### Costing

Costing can be performed with standard, latest, FIFO or average cost. Average costs are automatically calculated reflecting transactions entered. Usage History records quantity and value of movements over a user defined interval.

### Stock Taking

Stock Taking is perpetual which means that stock movements can be entered whilst stock taking is in progress. Random or full stock takes may be requested at four different levels:
Location, Receipt reference, Item and Analysis codes. Multiple stock takes can be carried out at any point in time. Stock Take Reports such as discrepancies reports, exception reporting and audit trail may be produced on request.

**Reports**
Various user-defined reports can be run from the Inventory Control module. Amongst them are: inventory documents, status, evaluation, usage, projections and movement analysis.

**Transfer**
Full Transfer routines of stock and movement data to and from Inventory Control are provided. This means that data from the module can be exported to any other application, and movement data from other applications can be imported directly into Inventory Control.

## Purchase Order Processing

SunSystems Purchase Order system allows you to control purchase order processing and purchase invoice entry to match your business. You can enter and print purchase orders, process goods received notes and purchase invoices:
goods received notes are matched by quantity; purchase invoices match on order value. You can define orders with multiple calculations per order line; unlimited user-defined formats may be created for printing purchase order documents.
Comprehensive accounting information is available, with accounting entries passed automatically to the SunSystems Ledger Accounting module to reflect the value of purchase orders committed, invoices received - unapproved or approved. Full Conversion Module functionality is available, allowing multi-currency entries to be created where applicable. Full integration with the SunSystems Inventory Control and Sales Order Processing modules is
provided. Purchase orders maintain on-order balances and Goods Matching updates the inventory with corresponding accounting entries.

### The Purchase Cycle

The Transaction Entry process within Purchase Order Processing is split into several distinct stages. Purchase Order Entry allows manual entry of purchase orders into the system, including supplier details. Goods can then optionally be matched against their original purchase order when they are delivered. The system can also handle over and under deliveries, as well as split deliveries.
When the purchase invoice is finally received, it can be matched with the original purchase order completing the cycle, although purchase invoices can be entered directly where no corresponding purchase order exists. Different purchase order definitions can be user defined for this process, so that for example, on certain purchase orders, inventory can be automatically updated
and associated documentation be produced. Repeat ordering can be performed by setting up all relevant order details in transaction pre-sets; these can be amended at the order entry stage. Funds and commitment availability checks are performed online against actual, committed and budgeted spend. Warning of any potential over-commitment is produced. Budget checks can also be performed by analysis codes, so budgets can be defined for specific projects
Full audit trail and security features are included in common with the rest of the SunSystems range.

### Analysis

Every purchase order and item received can have multi-dimensional analysis attached to it. Analysis categories are user-defined with up to 10 codes per item, and up to 15 characters per code. Analysis can also be applied to supplier details on a user definable basis.

### Amount Calculation

Up to 20 calculation codes or calculation tables can be added to any purchase order definition. These calculation codes and tables can be used to calculate discounts, surcharges, taxation and special prices automatically. Calculations can be based on the product or supplier, or both and can also be used individually.
Unit conversion tables allow the transformation of units of purchase to units of stock, for example gallons to liters.

**Reports**

Various reports can be user-defined within the system and can be run at any time from live data. Examples of reports include:

Purchase Commitment
Purchase Listing
Supplier Listing
Print Purchase Orders
Invoice Register
Commitment Inquiry
Inventory Inquiry
Supplier Inquiry

**Transfer**

Purchase Import enables the intake of purchase orders, goods receipt notes and invoices into Purchase Order Processing from any other application. Export routines transmit purchasing information into SunAccount or any other ledger system.

## Vision Enterprise

Vision Enterprise provides the capacity to access, analyse and utilise the financial data held on your SunSystems database. This enhanced suite of software enables you to quickly, easily and thoroughly view, query and manage your financial data, however compiex and diverse your company. Vision Enterprise provides managers with a comprehensive perspective of their financial information without the need of technical experience. So key decision-makers can interrogate and process data with maximum flexibility and minimum effort.

**Multi-Dimensional View of Your Entire Business**
Complete flexibility in reporting design, content and layout, over multiple periods and years, in a number of languages and currencies. View multiple levels of accounting information concurrently. Easily defined inquiries using built-in guides to locate relevant data.

**Powerful Analytical and Reporting Functionality**
An integrated executive information system providing direct access to SunSystems from within a familiar desktop environment. Reports and processing can be run using thin client processing.
Full analysis and reporting capability across the SunSystems suite using the powerful functionality of Microsoft Excel and Vision Executive. Use single instructions to generate multiple reports.

**International Executive Reporting Solution**
Multi-lingual: released in English, French, German, Spanish, Italian, Japanese, and Chinese. Multi-currency: work, report and consolidate in an unlimited number of currencies. Supports SunSystems Dual Base currency functionality. Codes and business dimensions can be translated along with reference data.

**Flexible Output Options**
Publish to the Web, output to Microsoft Excel, HTML, or simply print. Picture and sound files can be included with your reports.

**Provides Secure Access and Control**
SunSystems security features ensure only authorized users can access sensitive data.

VISION ENTERPRISE comprises integrated components that deliver enterprise-wide reporting solutions.

**Executive**
Vision Executive enables managers to write the reports that they want without having to have complicated training or a detailed understanding of the underlying Financial System.
If your senior management can use Microsoft Excel they can start writing reports immediately. Spreadsheet style reporting with the ability to define output for each cell. Enables you to conduct inquiries and perform comprehensive examinations of SunSystems data using analysis tools including Drilldown, Expand, Breakout and Data Matrix.

**ODBC**
Vision ODBC access and Vision SQL Wizard can be added to Vision Executive to enable inclusion of data from other applications into reports. No longer will you have to manually cross-reference information, with Vision ODBC you can combine all the

**eExecutive**
Vision eExecutive provides online remote access to extract Vision Executive template queries from a remote location across the Internet. This provides managers in widely spread locations with up-to-date financial information directly from a central SunSystems installation.

**Alert**
Vision Alert complements Vision Executive to enable scheduling and conditional processing of reports designed in Vision Executive or Excel. These reports can then be distributed automatically via e-mail, published to your Intranet or the Web in HTML, or sent to Vision Digital Dashboard – a desktop report management tool that sits within Microsoft Outlook. Not only does Alert ensure that your managers are automatically provided with up-to-date information when and where they need it, but it is an invaluable tool for effective tool for effective exception reporting.

**XL**
Vision XL provides a dynamic link between SunSystems and Microsoft Excel to enable simple output and input of data to and from Excel Spreadsheets using easy to use 'drag-and-drop-' tools. Vision XL is provided as two separate modules for the Financials and Order Fulfillment functions of SunSystems.

**Budget Management**
Vision Budget Management takes the headaches out of budgeting. This innovative and intelligent budget management tool uses Microsoft Excel to control the entire budget process from your desktop. Vision Budget Management provides:
A secure and managed data warehouse for budget preparation.
Version control and signoff on multiple budgets prepared by different departments.

***Software Specifications***

The proposed accounting system must provide the functions listed below and must automate and integrate information-processing activities related to accounting and financial functions:

| Item | Requirement | Exists (Y/N) | Comments |
|---|---|---|---|
| | **Main Functions/module** | | |
| 1. | General Lager | Y | (LA)-Ledger Accounting |
| 2. | Cash Flow Forecasting | Y | (LA)-Ledger Accounting |
| 3. | Cash Flow Analysis | Y | (LA)-Ledger Accounting |
| 4. | Budgeting (Multiple/multi Level) | Y | (LA)-Ledger Accounting |
| 5. | Variance Analysis | | (LA)-Ledger Accounting |
| 6. | Commitment Accounting | Y | (LA)-Ledger Accounting |
| 7. | Financial Reporting – Standard Reports, Customizable, Reports and Tools | Y | (LA)-Ledger Accounting |
| 8. | Billing And Invoicing | Y | Optional |
| 9. | **Debtors Ledger/Accounts Receivable** | Y | (LA)-Ledger Accounting |
| 10. | Creditors Ledger / Accounts payable | | (LA)-Ledger Accounting |
| 11. | Fixed Assets Register | Y | (AR)Fixed Assets Register, subsidiary ledger of LA |
| 12. | Treasury Management –Cash Book, Bank , reconciliation | Y | (LA)-Ledger Accounting |
| 13. | Multi-Currency | Y | Available in all Modules |
| 14. | Procurement Order Processing | | (PO)-Purchase Order Processing |
| 15. | Stock Control | Y | (IC)-Inventory Control |
| 16. | Stores Receipts, issues and internal Transfers | Y | (IC)-Inventory Control |
| 17. | Stock Adjustments | Y | (IC)-Inventory Control |
| 18. | Stock Taking | Y | (IC)-Inventory Control |
| 20. | Payroll | | |
| | Other Attributes | | |
| 1. | Fully Integrated-Modules Automatically Up date each other | Y | Available |

| | | | |
|---|---|---|---|
| | **Interface – Import/Export into office tools**<br>**E.g. Excel Word Access Etc** | | into Excel and Importing Excel data into SunSystems is possible an even more enhanced through ***Vision*** |
| 3. | Windows Based | **Y** | |
| 4. | on-line Processing | **Y** | |
| 5. | multi-user | **Y** | |
| 6. | Multi- Company | **Y** | Unlimited Companies available |
| 7. | Security Features- Password Control,<br>Audit trail, Menu/File/record restrictions | | Users with rights to specific functions in each module o restrictions to specific accounts periods & transaction dates also enhanced by rules engine i the *Process Manager Module.* |
| 8. | Comprehensive on line help | **Y** | Context Sensitive and online Manuals |
| 9. | **Multi Period/ Year Support** | **Y** | May define up to 999 accounting periods within a financial year |
| | | | |
| 1. | Must Have A Comprehensive reporting module or support easy to use third party report writer | **Y** | VISION and any ODB compliant third party repo writer |
| | | | |

### 4.2.5 Main Account Processes and Procedures

#### 4.2.5.1 Budget Preparation

- Definition of various activities to be covered within one year
- Allocation of funds to the various activities listed depending on the size and requirements
- Approval of the budgets and work program and the activity schedule as requested by the donor
- Approval is followed by an advance funding
- Further replenishment of the account must be followed by audit on quarterly basis

**SAL COMMENTS**
Ten budget ledgers are available for each company ( B to K). Revisions may be posted to budget B which is 'Cloned' to the actual ledger A or the complete revised budget may be posted to any other ledger from C-K.

if the budgets relate to particular projects, Donors, Activities or departments) are captured by using the function Journal Definition and analysis.

If commitment accounting is required, a budget ledger is defined in database definition to transfer outstanding orders for reporting purposes from SunBusiness into SunAccount.

NB: Budgets may be prepared on an Excel spread sheet and imported into SunSystems through the VISION report writer where all transaction analysis are captured.

#### 4.2.5.1.1 Budget Processing

The budget process invoices the following
- Projecting the expenditure
- computing expenditure for each item

**SAL COMMENTS**
Postings done through journal entry to the budget ledgers.
Straight forward reports are produced showing actual against budget with the variance. This is enhanced by use of transaction analysis to capture all items e.g. Donors, Departments.

**Interfaces**

The budget system needs to link with the general ledger system

**SAL COMMENTS**
*The budget ledgers are incorporated within the General Ledger.*

#### 4.2.5.2 Purchase Order

The main functions of the purchase order are to:

- Record details of orders placed with the supplier
- Monitor and control orders
- Provide up-to-date information on the status of orders
- Coordinate the purchasing activities between the suppliers and the department

**SAL COMMENTS**
***SunBusiness PO - Purchase order Processing module:***
*Allows creation of purchase orders raised by a company and does goods received matching/approval of deliveries and process invoices based on supplies against the purchase order.* Shows Order status report is available on-line.

#### 4.2.5.2.1 Inputs

- Requisitions for suppliers
- Supplier details
- Credit and debit notes
- Invoices from suppliers
- Delivery notes
- Quotation

**SAL COMMENTS**
Supplier details are maintained.
*The Full purchase order cycle includes:*
1. *Purchase order entry*
2. Goods received note stage ( Matching/approving/splitting)
3. *Purchase invoice matching (with suppliers invoice)*

**Budget Preparation**

A Purchase requisition form is raised by the officer originating the requirements which should be approved by the Project Manager/ Liaison Officer

The Purchasing Officer requests for quotations from suppliers

The Purchasing Officer prepares a Local Purchase Order based on best quotation

The LPO is approved by the Project Manager/Liaison Officer

The supplier on being selected delivers the goods with an invoice and a delivery note

**Interfaces**

The creditors' ledger should interface with the following

• Inventory/stock control system which records all stocks and inventory items
• Expenditure control system which controls all expenditures

**SAL COMMENTS**
Through out the purchase order cycle, information is automatically written to the SunBusiness Transfer file. Which is used to update SunAccounts using the Journal import file. There are interfaces for Commitments, Inventory,Unapproved,Approved Invoices and Cost Adjustments.

***Inventory/Stock Process***
Each Project is independent in the process of purchase of consumables to a certain level of amount of expenditure, however when the expenditure a capital expenditure i.e. purchase of vehicles, then the Core (O.A.U-IBAR) takes over he process of authorization.

The main purposes of an inventory/stock system are as follows:

To maintain, Control and value stock

Provide up-to-date information on stock levels

Indicate purchasing requirements by maintaining minimum/maximum stock levels

Provide management with reports to enable them identify obsolete stock
Provide schedules for stock taking

**SAL COMMENTS**
**SunBusiness Inventory Control Module will be applicable.**

The inventory control module is designed to reflect the value quantity and movement listing of stock items as they are moved in an organization. It may be from the time an initial order is raised, and goods received into a warehouse through the time stock may be picked and dispatched to a department or project

*Inventory Control is responsible for correctly recording the quantities, cost which provide accurate management information on stock levels and valuations for integration into the General Ledger. It enables the operator to undertake comprehensive Stock Taking Procedures, which enables a high level of internal control over the checking of the stock for audit and management purposes*

**4.2.5.2.3 Interfaces**

The creditors' ledger should interface with the following

• A ledger which facilitates payments to all suppliers of goods and services
SAL comments – Available standard
• Inventory/stock control system which records all stocks and inventory items

**SAL comments – Available standard**

• Expenditure control system which controls all expenditures

**SAL comments – Available by using commitment accounting**

**Inventory/Stock process**

Project is independent in the process of purchase of consumables to a certain level of amount of expenditure, however when the expenditure a capital expenditure i.e. purchase of vehicles, then the Core (O A U-IBAR) Takes over he process of authorization.
The main purposes of an inventory/stock system are Follows:

To maintain. control and value stock
Provide up-to-date information on stock levels
Indicate purchasing requirements by maintaining minimum/maximum stock levels
Provide management with reports to enable them identify obsolete stock
Provide schedules for stock taking

**4.2.5.3.1 Input**

• Goods delivery notes
SAL comments – Available standard
• Product details
***SAL comments – Available standard***
• Goods received notes
***SAL comments – Available standard***
• Inventory adjustments
***SAL comments – Available standard***
• Dispatch instructions
***SAL comments – Possible***
• Stock requisition and issue notes
***SAL comments – Possible***

**SAL COMMENTS**
Item records are maintained in the system with detailed information and unique identification codes. Movement entries manages receipts, either (+)ve or (–)ve stock adjustments and issues.

**4.2.5.3.2 Inventory/Stock Processing**

Constant update of movement of stock, incoming and outgoing

**SAL COMMENTS**
*Inventory Control module enables process of receipts, issues to projects and departments, transfers within various locations.*

#### 4.2.5.3.3 Reports

- Reorder listings
- Stock valuations
- Stock availability

**SAL COMMENTS**
*Standard repot formats available include the following:*
*Movement listing, Inventory Listing, Inventory Status, Inventory balances, Inventory Usage, Inventory Coverage, Expired Items, Stock Take Listing*

#### 4.2.5.4 Bank Reconciliation Process

The process involves the comparison of the bank statements and the cash book, whereby one then produces the statements of all paid cheques, all non-paid cheques, all cheques that appear on the bank statements and are not in the cash book etc. The process of checking is manual.

**SAL COMMENTS**

This is managed in Process Manager through the Reconcilliation Manager. It faciiitates to match entries in the SunSystems ledger, both automatically, according to predefined match criteria or manually. Also available manually

#### 4.2.5.4.1 Payment Voucher process

- For the goods delivered to be paid for. a payment voucher is created with the details of the LPO, supplier, etc as a management control.
- The Voucher is approved by the Project Manager/Liaison Officer and the cheque processing starts

**SAL COMMENTS**
The system allows generation of a payments process before payment approval can be granted.

#### 4.2.5.4.2 Cheque writing process

The formats for the cheque and cash schedule are provided for and therefore are filled accordingly. On approval of the invoices and payment vouchers received, a schedule for payments is then produced for the purpose of payments. The cheques are written manually and sent for approval, signing and subsequently dispatched.

Posting of all transactions is performed on a monthly basis to determine the total amount of payments against the budgets and the balances thereafter.

SAL COMMENTS

***Automated Cheque generation using pre-printed stationary***

Profiles may be created to cater for payments in various currencies to different ranges of account code and separate payment methods. Payments are generated and voiding or canceling of previously raised cheques is possible. Standard layouts for cheques and remittances are available and they can be customised to user specifications through Report Definition. All relevant accounts are updated accordingly.

**Manual Cheques**

Cheques could also be written manually and posted to the ledgers as journals entered to update all the relevant accounts.

**4.2.5.5Payroll Preparation process**

Payrolls are prepared by each project independent of the core (OAU IBAR) but provisionally access should be given to the Accountant in the Core (OAUI IBAR) for approval

**4.2.5.6 Cash book Process**

The main function of the cash-book system-.

Maintain an up-to-date record of payments and receipts of the projects

**4.2.5.6.1 Inputs**

- Details of all receipts from registration or any other purpose
- Details of all payments

SAL COMMENTS

Details updated automatically in the ledger during data entry.

**4.2.5.6.2 Cashbook Processing**

***Recording details of each payment or receipts***

Petty Cash Management system which includes the following:

- imprest,
- salary advances ,
- advances for travel given to staff
- monitoring the recovery or refund of the same on an individual bass.

SAL COMMENTS

The above requirements are processed as Journal entry in the General Ledger.

#### 4.2.5.6.3 Interfaces

The cash book should interface with the purchasing module and the general ledger module

**SAL COMMENTS**
Will update automatically

### 4.2.5.7 General Ledger Accounts

The different projects consolidate the accounts to the donors in a format specified at the time of initiating the
Contract. This implies that the donor receives a funds account on the various activities within projects.

**SAL COMMENTS**
Transaction analysis codes are used to attach Department, Project, Donors or Cost Center codes to each posting in each expenditure account. Which makes reporting more flexible.

#### 4.2.5.7.1 Inputs

- A chart of accounts as attached.

#### 4.2.5.8 Reports

Summary Expenditure reports

Periodic Status on accumulated expenditure balances

Consolidation of country reports by accounting code/'activities

Bank reconciliation reports

**SAL COMMENTS**

*Standard audit reports are available in the system. e.g. Trial Balance, account listing, journal listing*

*Customisable reports through;*
1. *FA – Financial Analysis,*
2. *FS – Financial Statement reports,*
3. FT – Financial Tables.
4. *And in Report definition.*

Reports would also be formatted in Vision report writer.

## 4.2.6 Chart of Accounts

### 4.2.6.1 Personal Emoluments

100 Salaries
101 Consultants and Experts personal emoluments
102 Temporary Assistance
103 Over time

### 4.2.6.2 Common Staff Costs

201 Travel on initial recruitment
203 Travel on home leave
204 Travel on transfer
205 Installation allowance
206 Dependency allowance
207 Housing allowance
208 OAU medical scheme
209 Gratuity on completion of service
212 Education allowance
213 post adjustments
214 Training Scheme
215 interview for new appointees
216 Gratuity for political appointees
217 Travel on separation
218 Acting allowance

### 4.2.6.3 Travel on Official Missions

303-311 Acting allowance

### 4.2.6.4 Rental and maintenance equipment and premises

400 Rental of premises

**401 Maintenance and running costs of vehicles**
402 Maintenance of equipment
403 Maintenance of premises
404 Utilities, electricity and water
405 Alteration to premises
406 Insurance of vehicles/equipment

### 4.2.6.5 Communications

500 Cables etc
501 Telephone services
502 Postage
503 Courier services
504 Freight and transportation of documents

**Miscellaneous supplies and services**

600 Stationery and office supplies
601 Bank charges and commissions
602 External audit cost
603 Ordinary hospitality
604 Staff welfare (OAU day)
605 Library books and services
606 Subscription to newspapers and periodicals
607 other supplies and services
617 Subvention to the operational bu~ of the bureau for refugees

***Capital Expenditure***

Land and buildings

Improvement to premises

702 Furniture and fixtures
703 Office equipment
704 Internal reproduction equipment
705 Telecommunications service and equipment
706 Press and information equipment
707 Purchase of motor vehicle
708 Interpretation equipment
709 Other equipment
710 Acquisition of residence for secretary general
711 Construction of conference complex

### 4.2.6.8 Assembly of heads of state

800 Construction of conference complex
801 Council of ministers
808 Meeting of the advisory committee and admin budgets
809 Meeting of the board of external auditors

### 4.2.6.9 Meeting of OAU specialized commissions

802-807 Meeting of the board of external auditors
802-808 Meeting of the board of external auditors

### Implementation of resolutions

900 -911 Meeting of the board of external auditors

**SAL COMMENTS**
*The accounts codes and descriptions will be adopted as presented.*
*All accounts reside in the ledger distinguished by type( i.e. C – Creditor, D – Debtor, T – Client, B – Balance Sheet, P – Profit & Loss, M – Memo accounts which hold statistical data and do not form part of the Trial Balance).*
*All types are grouped together to make subsequent reporting easier.*
Hence all the accounts stated above will be grouped accordingly

# SECTION 6

# IMPLEMENTATION

# Software Applications Limited's Implementation Plan and Project Management

## 6.11 Introduction: -

Software Applications Limited Project Methodology based on PQIS will be as follows:

We will utilise our proven PQIS (Professional & Quality Implementation Services) methodology for the implementation of software into OAU-IBAR. PQIS will be tailored to suit the exact requirements of OAU-IBAR, which will be documented and agreed to at the project outset. This approach ensures all area of the implementation process are discussed and addressed and realistic expectations are set. An implementation framework reflecting respective SAL and OAU-IBAR roles and responsibilities can then be agreed in an informed manner through a clear understanding of the project scope, objectives, activities, and resource requirements. This structured and proven approach will allow OAU-IBAR to control the process and understand the direction of the project and requirements at all times.

SAL's approach to software implementation will enable OAU-IBAR to achieve the most efficient, effective and economic utilisation of resources. This will be achieved in the minimum time possible and at least cost to OAU-IBAR.

PQIS methodology includes three major components; -

Project Approach, Project Management and Quality Assurance.

## 6.12 Project Approach: -

SAL will plan the implementation based on an Implementation Planing Study.
The approach for Implementation Planning Study (IPS) is based upon six- (6) phase as outlined.

1, Project Initiation
2, Requirement Analysis
3, Develop Application Strategy
4, Develop Operation Strategy
5, Develop Software Implementation Plan
6, Final IPS.

The detailed overview and deliverables of each phase will be provided on receipt of contract.
Project Schedule: -
The project schedule is based on experience and also assumes availability of OAU-IBAR resources when required.

## 6.13 Project Management :-

SAL will have overall responsibility for the management of the IPS consultancy, including production and maintenance of a definitive project plan ; SAL will advice as required on the content of such a plan; SAL will monitor the progress of agreed SAL activities and report on any deviance to the agreed Terms of Reference (ToR) or planned Timescales for SAL deliverables.

## 6.14 Terms of Reference: -

SAL will require OAU-IBAR to sign- off Terms of Reference (ToR).
The purpose of the ToR is to clearly identify the project scope and objectives of the implementation approach, role and responsibilities, deliverables, Timescales and any assumptions and constrains prior to commencement of SunSystems Implementation.

The PQIS Project Methodology includes the three major components as follows: -

Project Approach, Project Management, and Quality Assurance.

The approach SAL will be utilising for implementation into OAU-IBAR is based upon the ten (10) phase approach which is outlined together with Timescales as follows: -

On agreement of the above schedules, the project plan is drawn.

| PHASE | DAYS |
|---|---|
| Project Initiation | 2 |
| Software Installation | 2 |
| Project Team Training | 6 |
| System Design Document | 20 |
| System Build | 5 |
| **End use training** | |
| Ledger accounting | 3 |
| Assets Register | 4 |
| Purchase order | 2 |
| Inventory control | 2 |
| Report definition | 2 |
| Report writer | 2 |
| System Administrator | 1 |
| Vision | 5 |
| Data Migration | 10 |
| User Acceptance Test | 5 |
| Live run | 5 |
| Post Implementation | 2 |
| TOTAL DAYS | 75 |

4 months