

#	Functional Requirements
1	Finance
2	Treasury Management System

Hierarchy	Functional Requirements			
1	Enterprise Resource Planning (ERP) System	Mandatory (M)/Optional (O)	Response	Comments
1.1	General Ledger			
1.1.1	Chart of Accounts			
1.1.1.1	Ability to define account categories when creating Chart of Accounts (Assets, Liabilities, Expenses, Income, Equity)	M		
1.1.1.2	Ability to define multiple levels of account sub categories under each category.	M		
1.1.1.3	Ability to define chart of accounts with attributes such as name, account code, main category and sub category.	M		
1.1.1.4	Ability to maintain user defined flexible sequence for chart of accounts code	M		
1.1.1.5	Ability to generate automatic accounts codes when creating new accounts according to defined code sequence	M		
1.1.1.6	Ability to segregate account codes between different type of accounts such as assets, liabilities, capital, income and expenses	M		
1.1.1.7	Ability to define user levels for creation and updating of chart of accounts, and proper approval levels	M		
1.1.1.8	Ability to block posting to a specific account(s) with proper approval levels	M		
1.1.1.9	Ability to restrict posting to an account by user or user group	M		
1.1.1.10	Ability to restrict account closure with balances	M		
1.1.1.11	Ability to close accounts with proper approval	M		
1.1.1.12	Ability to restrict posting negative amounts in accounts	M		
1.1.1.13	Availability of audit trail to track changes like addition, deletion and modification to Chart of Accounts	M		
1.1.1.14	Ability to perform period soft & hard closure for books of accounts	M		
1.1.1.15	Ability to facilitate to selectively close or open periods for posting (with approvals)	M		
1.1.2	Organizational Hierarchy			
1.1.2.1	Ability to define cost centers and profit centers within the organization	M		
1.1.2.2	Ability to define hierarchical structure for the cost centers and profit centers	M		
1.1.2.3	Ability to link cost centers and profit centers to specific account codes	M		
1.1.2.4	Ability to define cost center and profit center groups	M		
1.1.2.5	Ability to define the formulae to apportion common expenses and income to cost centers and profit centers	M		
1.1.2.6	Ability to generate Profit center/Cost center wise TB , Income statement and Balance Sheet, Cash flow Statement and Consolidated Financial Statements through the system	M		
1.1.3	Journal Processing			
1.1.3.1	Ability to generate and print (both soft and hard copy) journal vouchers through the system	M		
1.1.3.2	Ability to enter manual journal entries to relevant GL account	M		
1.1.3.3	Ability to enter transaction description/narration at journal header	M		
1.1.3.4	Ability to post journals in real time	M		
1.1.3.5	Ability to post journals single or batch wise	M		
1.1.3.6	Ability to define recurring journals	M		
1.1.3.7	Ability to creation of recurring journals for income recognition and deferred income, with automated posting at specified intervals.	M		
1.1.3.8	Ability to generate automatic and continuous journal sequence number at the time of posting	M		
1.1.3.9	Ability to define/customize journal templates and define an identification number	M		
1.1.3.10	Ability to enter the provisional entries	M		
1.1.3.11	Ability to copy existing journals, edit and use them for new input	M		
1.1.3.12	Ability to allow prior period adjustments, with proper control and authorisation	M		
1.1.3.13	Ability to define approval levels for journal posting based on values	M		
1.1.3.14	Ability to define approval levels for check and approve journal entries before posting	M		
1.1.3.15	Ability to restrict unbalance journal entry posting (save unbalance journals without posting)	M		
1.1.3.16	Ability to generate warning message when entering unbalance entries	M		
1.1.3.17	Ability to restrict entering negative values as journal entries	M		
1.1.3.18	Availability of audit trail to track changes such as addition, deletion and modification to transaction data	M		
1.1.3.19	Ability to print and view posted journal entries by multiple criteria such as journal number, period, amount, journal category etc.	M		
1.1.4	Currency			
1.1.4.1	Ability to define one base currency and multiple reporting currencies	M		

1.1.4.2	Ability to define currency codes based on international standards	M		
1.1.4.3	Ability to define exchange rates manually in the system (E.g. spot rate, selling etc.)	M		
1.1.4.4	Ability to define approval levels to define currency rates and codes	M		
1.1.4.5	Ability to track and report all foreign currency transactions in transaction currency and base currency	M		
1.1.4.6	Ability to set up tolerance limits for input exchange rate and generate a warning message if the tolerance limit exceeds	M		
1.1.4.7	Ability to convert base currency values in to foreign currency equivalent at transaction level	M		
1.1.4.8	Ability to convert foreign currency values in to base currency equivalent at transaction level	M		
1.1.4.9	Ability to process transactions entered in foreign currency based on the exchange rates definition	M		
1.1.4.10	Ability to generate month end valuation of foreign currency denominated assets and liabilities	M		
1.1.4.11	Ability to automatically calculate the exchange gain and loss	M		
1.1.5	Tax			
1.1.5.1	Ability to import multiple Tax codes including the required details (tax category, tax period etc.) inline with IRD to the system	M		
1.1.5.2	Ability to enter percentages or fixed amounts per transaction with fields such as tax name, tax code and tax percentage or amount	M		
1.1.5.3	Ability to configure tax percentage for each tax type and the effective starting date and automatically restrict the usage of previous tax rate	M		
1.1.5.4	Ability to generate tax schedules for taxes with input/output characteristics (e.g. VAT) based on pre-define formats (pdf, excel, csv, etc.)	M		
1.1.5.9	Ability to extract data from financial statements for tax computation	M		
1.1.6	Business Calendar			
1.1.6.1	Ability to define working days and non-working days for the year	M		
1.1.6.2	Ability to amend business calendar	M		
1.1.6.3	Ability to define accounting periods (User definable start and end dates for the period)	M		
1.1.6.4	Ability to define tax return filing dates in Business calendar	M		
1.1.6.5	Ability to define the investment calendar	M		
1.1.7	Period Closure			
1.1.7.1	Ability to define the month end closure	M		
1.1.7.2	Ability to generate the month end reports (as at the end of month)	M		
1.1.7.3	Ability to separately perform period closure for sub ledgers and General Ledger	M		
1.1.7.4	Ability to allow the users to open the next accounting period before the closing of current accounting period	M		
1.1.7.5	Ability to re-open closed period, subject to valid approvals	M		
1.1.7.6	Ability to define approval levels for period open and close (User/Super user)	M		
1.1.7.7	Ability to define approval levels for period Re-opening and Re-closing	M		
1.1.7.8	Ability to selectively close or open periods for posting with approvals	M		
1.1.8	Reporting			
1.1.8.1	Ability to support reconciliation with prevailing accounting standards (IFRS/LKAS/SLFRS etc.)	O		
1.1.8.2	Ability to design layouts of financial statements including notes etc.	M		
1.1.8.3	Ability to generate reports in different formats such as in Excel, CSV, PDF etc.	M		
1.1.8.4	Ability to define different comparison parameters in reports	M		
1.1.8.5	Ability to schedule automatic report generation for specific segments (E.g.: Tax reports)	M		
1.1.8.6	Ability to reprint reports for prior periods	M		
1.1.8.7	Ability to view Financial Statements as output on screen	M		
1.1.8.8	Ability to print Financial Statements through the system	M		
1.1.8.9	Ability to generate transaction report for a single account or for a range of account by Period to date (PTD), Year to date (YTD) in summarized and detailed formats	M		
1.1.8.10	Ability to generate a detailed and summary of Trial Balance based on the user defined period such as Daily/ Monthly/Quarterly/Annually etc.	M		
1.1.8.11	Ability to generate Financial Statements (Statement of Financial Position, Statement of Comprehensive Income, Statement of Changes in Equity, Cashflow Statement) for the user defined period such as Daily/ Monthly/Quarterly/Annually etc.	M		
1.1.8.12	Ability to generate total payable reports for each tax type	M		
1.1.8.13	Ability to generate schedules/notes with financial statements	M		
1.1.8.14	Ability to map the specific accounts with the GL	M		
1.1.9	Accounts Receivable			

1.1.9.1	Customer (PFI) Account Maintenance			
1.1.9.1.1	Ability to maintain a master file for the customers (Shareholding Financial Institutions and other customers)	M		
1.1.9.1.2	Ability to record customer information (Shareholding Financial Institutions and other customers) in a centralized customer record such as contact name, telephone, email, PFI address, bank account, balance due, etc.	M		
1.1.9.1.3	Ability to maintain history of changes to customer record fields maintained as an audit trail	M		
1.1.9.1.4	Ability to automatically assign sequential customer/SFI number	M		
1.1.9.1.5	Ability to Activate/Deactivate customer account	M		
1.1.9.2	Invoice Approval			
1.1.9.2.1	Ability to define flexible workflow matrices for invoice approval	M		
1.1.9.2.2	Ability to re-route the invoices through approval work flow	M		
1.1.9.2.3	Ability to add comments while approving/rejecting invoices	M		
1.1.9.2.4	Ability to make adjustments to credit limit and credit period with relevant approval	M		
1.1.9.3	Invoice Generation			
1.1.9.3.1	Ability to capture the borrower wise guarantee fee and the total guarantee fee due from the Customer/Shareholding Financial Institution for specified period through the Guarantee Operating System and generate the invoice	M		
1.1.9.3.2	Ability to define customize invoice template (show the borrower wise guarantee fee breakdown and the total for the specified period in the invoice)	M		
1.1.9.3.3	Ability to manually enter the invoice details	M		
1.1.9.3.4	Ability to auto calculate the applicable taxes and automatically post to the relevant ledgers	M		
1.1.9.3.5	Ability to generate sequential invoice number	M		
1.1.9.3.6	Ability to attach supporting documents	M		
1.1.9.3.7	Ability to generate and print invoices from the system	M		
1.1.9.3.8	Ability to generate batch wise invoice	M		
1.1.9.3.9	Ability to schedule invoice generation for recurring invoices	M		
1.1.9.3.10	Ability to electronically send invoices to the Shareholding Financial Institutions	M		
1.1.9.3.11	Ability to generate a credit note against an invoice	M		
1.1.9.3.12	Ability to identify the advance payments while generating invoices	M		
1.1.9.3.13	Ability to generate and print duplicate invoice with the duplicate seal	M		
1.1.9.3.14	Ability to capture undelivered invoices	M		
1.1.9.3.15	Ability to view the invoice status to include such as open, closed, hold, etc.	M		
1.1.9.3.16	Ability to cancel invoices with proper approval	M		
1.1.9.3.17	Ability to block new invoices if customer exceeds credit limit	M		
1.1.9.3.18	Ability to provide alerts for customers approaching or exceeding credit limits	M		
1.1.9.3.19	Ability to provide higher authority permission when the customer's credit limit is exceeded.	M		
1.1.9.3.20	Ability to provide higher authority permission when the customer's credit period is exceeded.	M		
1.1.9.3.21	Ability to extend the credit period and credit limit based on an approval	M		
1.1.9.4	Customer (PFI) settlement			
1.1.9.4.1	Ability to allow manual receipt entry or automated import from bank statements	M		
1.1.9.4.2	Ability to capture the payment method (Cash, Cheque, bank transfer etc.)	M		
1.1.9.4.3	Ability to receipt single payment for multiple invoices	M		
1.1.9.4.4	Ability to receipt multiple payments for single invoice	M		
1.1.9.4.5	Ability to generate a credit memo for adjustments to a customer invoice	M		
1.1.9.4.6	Ability to generate a debit memo for adjustments to a customer invoice	M		
1.1.9.4.7	Ability to assign unique sequential numbers for credit/debit memos	M		
1.1.9.4.8	Ability to print debit/credit memos	M		
1.1.9.4.9	Ability to generate notices/letters to non-paying customers	M		
1.1.9.4.10	Ability to send the outstanding list at regular intervals	M		
1.1.9.4.11	Ability to initiate customer refund cheques and integrate with payable module	M		
1.1.9.4.12	Ability to automatically update AR balances and trigger GL postings in real-time	M		
1.1.9.4.13	Ability to generate receipts for customer acknowledgment, including invoice references and payment amount.	M		
1.1.9.5	Inquiry & Reports			

1.1.9.5.1	Ability to generate queries/reports: Customer Outstanding Report, Customer Balance Details, Unsettled invoices, Collection Report, Debtors Aging Analysis, Invoice Detail Report, Report by Customer Status, Report by invoice status, etc.	M		
1.1.10	Accounts Payable			
1.1.10.1	Claim Processing			
	Ability to create a claim payment request based on the approved claims from Guarantee Operating System	M		
1.1.11	Invoice Processing & Matching			
1.1.11.1	Ability to enter the invoice details	M		
1.1.11.2	Ability to support multiple invoice types (Non-PO invoices and PO invoices)	M		
1.1.11.3	Ability to capture taxes on invoices	M		
1.1.11.4	Ability to capture and charge stamp duties applicable for payment	M		
1.1.11.5	Ability to generate unique sequential number for invoices/ bills/ vendor statements individually or batch wise	M		
1.1.11.6	Ability to initiate and manage the two-way matching process (Invoice vs. Purchase Order) for services or direct expenses.	M		
1.1.11.7	Ability to initiate and manage the three-way matching process (Invoice vs. Purchase Order vs. Goods/Services Receipt Note) for goods or services requiring formal receipt confirmation.	M		
1.1.11.8	Ability to automatically flag and highlight discrepancies during the matching process, such as: Price mismatches (invoice price vs. PO price), Quantity mismatches (invoice quantity vs. received quantity), Missing Purchase Order reference, etc.	M		
1.1.11.9	Ability to route mismatched invoices for resolution to relevant departments (e.g., procurement, receiving, the original requester) with clear reasons for the discrepancy.	M		
1.1.11.10	Ability to allow manual adjustments or overrides for minor discrepancies, with proper authorization and audit trail.	M		
1.1.11.11	Ability to apply tax calculations and other charges (e.g., freight, customs) automatically based on predefined rules, vendor agreements, and tax codes.	M		
1.1.11.12	Ability to route non-PO invoices (direct expenses/claim payments) for appropriate approval workflows based on criteria such as amount, department, or expense type.	M		
1.1.11.13	Ability to capture and securely store digital images of all invoices and associated documentation for easy retrieval and audit.	M		
1.1.11.14	Ability to handle and process vendor credit notes, matching them against original invoices or creating standalone credit balances.	M		
1.1.11.15	Ability to track the real-time status of each invoice (e.g., received, matching in progress, pending approval, approved, paid, disputed).	M		
1.1.11.16	Ability to provide a complete audit trail for each invoice, showing all actions, approvals, and modifications, including timestamps and user IDs.	M		
1.1.11.17	Ability to process expense reimbursements (e.g., travel, medical claim) through the time & leave through the integration with HR module	M		
1.1.11.18	Ability to generate statutory payable reports (Tax, Stamp duty, etc.)	M		
1.1.11.19	Ability to generate accounting entries on invoice posting	M		
1.1.10.2	Payment Approval			
1.1.10.2.1	Ability to define flexible workflow matrices for payment approval	M		
1.1.10.2.2	Ability to view related scanned documents, authorized payment certificates, and any other relevant documents when approving a payment	M		
1.1.10.2.3	Ability to send alerts (Emails, App Notifications) to relevant approvers	M		
1.1.10.3	Payment Disbursement			
1.1.10.3.1	Ability to create payment vouchers referencing one or more approved invoices	M		
1.1.10.3.2	Ability to generate unique sequential number for payment voucher	M		
1.1.10.3.3	Ability to support multiple payment voucher types	M		
1.1.10.3.4	Ability to capture payment voucher details (Vendor invoice Number, Amount, Payment Mode etc.)	M		
1.1.10.3.5	Ability to support appropriate approval workflows based on thresholds	M		
1.1.10.3.6	Ability to restrict PV modification post-approval (only reversal/cancellation allowed)	M		
1.1.10.3.7	Ability to print and export payment vouchers	M		
1.1.10.3.8	Ability to perform partial payments for invoices	M		
1.1.10.3.9	Ability to support payment modes such as cheques, bank transfers, etc.	M		
1.1.10.3.10	Ability to link payments to the corresponding payment vouchers.	M		
1.1.10.3.11	Ability to make payments for single invoice or batches	M		
1.1.10.3.12	Ability to set payment schedules for recurring/installment payments	M		
1.1.10.3.13	Ability to hold payments for specific invoices.	M		

1.1.10.3.14	Ability to entry of vendor credit and debit notes	M		
1.1.10.3.15	Ability to initiate request for funds from relevant authority for a payment disbursal when allocated funds are exhausted	M		
1.1.10.3.16	Ability to connect to multiple payment gateways	M		
1.1.10.4	Inquiry & Reporting			
1.1.10.4.1	Ability to check duplicate invoice based on invoice number, payee, amount, etc.	M		
1.1.10.4.2	Ability to generate Creditor Age analysis	M		
1.1.10.4.3	Ability to inquire/generate various reports such as historical invoice reports, unapproved invoices, invoices on hold, etc.	M		
1.1.10.5	Provisioning Requirements			
1.1.10.5.1	Ability to calculate and post provisions for asset depreciation at specified intervals, generating corresponding journal entries automatically.	M		
1.1.10.5.2	Ability to calculate and post provisions for expected credit losses (ECLs) based on the ECL model, with automated journal entries and reporting.	M		
1.1.10.5.3	Ability to create provisions for other anticipated liabilities, with the ability to review, adjust, and post journal entries at specified periods.	M		
1.1.10	Fixed Assets Management			
1.1.10.1	Asset Management			
1.1.10.1.1	Ability to generate automatic asset number based pre-defined categories and sub-categories	M		
1.1.10.1.2	Ability to maintain the information per asset item such as asset manufacturer's serial number, asset code, description, location placed, asset category, acquisition type etc.	M		
1.1.10.1.3	Ability to recongise right to use assets and amortize periodically	M		
1.1.10.1.4	Ability to facilitate the transfer of any leased asset to freehold asset at the end of the lease period and lease payment and maintain information such as employee to which the asset is tagged, purchase date, depreciation start date, warranty period, original cost, asset insurance number, re-valuation.	M		
1.1.10.1.5	Ability to maintain separate accounts for depreciation allowance and capital accounts	M		
1.1.10.1.6	Ability to support parallel accounting principles (e.g.: allow input of different cost values/ depreciation for book and tax purposes for the same asset)	M		
1.1.10.1.7	Ability to define threshold amount for capitalization and depreciation regarding the purchase price according to the company policy	M		
1.1.10.1.8	Ability to define non depreciable fixed assets based the company policy	M		
1.1.10.1.9	Ability to differentiate between capitalized & non-capitalized assets	M		
1.1.10.1.10	Ability to track physical location of assets such as building, department, floor, area (system should maintain location history of a asset)	M		
1.1.10.1.11	Ability to upload legacy information to the fixed asset database through mass upload program	M		
1.1.10.1.12	Ability to support document attachment facility (e.g. MS Word, Excel, PDF, JPEG, etc.)	M		
1.1.10.2	Internal Control			
1.1.10.2.1	Ability to maintain comprehensive audit trails for asset additions, modifications & deletions	M		
1.1.10.2.2	Ability to identify how the asset was acquired (e.g. PO number, Vendor, acquisition date, received date, owned/leased)	M		
1.1.10.2.3	Ability to define proper authorizations and Segregation Of Duties (CAPEX approval, PO approval, CAPEX budget revisions approval, asset reclassification, revaluation, depreciation policy, etc. and other workflow related approval hierarchies)	M		
1.1.10.3	Additions			
1.1.10.3.1	Ability to track and associate incident costs by category: All costs incurred by the asset (e.g. Installation costs), date of costs, description of cost etc.	M		
1.1.10.3.2	Ability to enhance value of existing assets due to additional expenditure and calculate the depreciation from the date of additional expenditure	M		
1.1.10.3.3	Ability to track annual maintenance status and warranty management	M		
1.1.10.3.4	Ability to create one asset record from a combination of multiple invoice line items	M		
1.1.10.3.5	Ability to create multiple assets from single invoice line items	M		
1.1.10.3.6	Ability to automatically populate the asset record with information related to the purchase (from Purchasing and Accounts Payable) such as purchase order number, cheque number, invoice information, vendor details, GL account, etc.)	M		
1.1.10.3.7	Ability to provide for capitalization of incidental costs like freight & forward, insurance, Installation Cost, etc. against the primary asset	M		
1.1.10.3.8	Ability to generate automatic journal entries upon asset addition	M		
1.1.10.3.9	Ability to create QR / Bar code for assets to be printed on a sticker	M		
1.1.10.4	Disposal			

1.1.10.4.1	Ability to sell / dispose assets	M		
1.1.10.4.2	Ability to sell / dispose a group of assets	M		
1.1.10.4.3	Ability to partially dispose assets	M		
1.1.10.4.4	Ability to track disposal information - date, descriptions	M		
1.1.10.4.5	Ability to Automatically calculate the gain / loss from sale of an asset and generate all related journal entries	M		
1.1.10.4.6	Ability to create specific retirement / disposal reasons	M		
1.1.10.4.7	Ability to reinstate assets	M		
1.1.10.4.8	Ability to track the proceeds of the sale of a retired/disposed asset	M		
1.1.10.4.9	Ability to track the cost of removal of an asset	M		
1.1.10.5	Revaluations and Reclassification			
1.1.10.5.1	Ability to revalue assets	M		
1.1.10.5.2	Ability to adjust the cost of an asset, e.g. <i>capitalization of renovation cost</i>	M		
1.1.10.5.3	Ability to review and adjust the useful life of the assets	M		
1.1.10.5.4	Ability to maintain asset revaluation history	M		
1.1.10.5.5	Ability to reclassify the assets (change the categorization of the assets)	M		
1.1.10.5.6	Ability to reclassify group of assets	M		
1.1.10.5.7	Automatically create journal entries for asset revaluation and reclassification	M		
1.1.10.5.8	Ability to maintain asset reclassification history	M		
1.1.10.5	Depreciation			
1.1.10.5.1	Ability to maintain depreciation policies by Asset category / sub-category	M		
1.1.10.5.2	Ability to maintain history for depreciation policy changes	M		
1.1.10.5.3	Ability to support different depreciation methods for different types of assets.	M		
1.1.10.5.4	Ability to support 'what if' scenarios based on varying depreciation methods for capital budgeting	M		
1.1.10.5.6	Ability to allocate amortization for relevant categories.	M		
1.1.10.5.7	Ability to interface automated depreciation journal entries to General Ledger upon authorization	M		
1.1.10.5.8	Ability to close depreciation period independently for each asset book after the end of the useful life	M		
1.1.10.5.9	Ability to define specific depreciation start date, which may be different from the capitalization date (e.g.. Depreciation should start from the beginning of the period even if capitalization is mid-period)	M		
1.1.10.5.10	Ability to facilitate asset impairment	M		
1.1.10.6	Inquiry			
1.1.10.6.1	Ability to support 'What-If' Analysis	M		
1.1.10.6.2	Ability to drill down to payment cost history for a particular asset	M		
1.1.10.6.3	Ability to view journal entries, detailed and summarized, by date, asset balance etc. via online reporting.	M		
1.1.10.6.4	Ability to view acquisition cost, capitalized taxes like VAT (Value Added Tax) and NBT (Nations Building Tax), service life, net book value, residual value.	M		
1.1.10.6.5	Ability to search by any field – Through asset number, asset category, location, etc.	M		
1.1.10.7	Reporting			
1.1.10.7.1	Ability to generate a detailed and summarised asset depreciation register at any given time	M		
1.1.10.7.2	Ability to report on fixed assets transaction history	M		
1.1.10.7.3	Ability to facilitate exceptional reports such as asset transfer detail report, depreciation detail report, asset verification report, etc.	M		
1.1.10.7.4	Ability to provide reconciliation between asset sub ledger and asset General Ledger	M		
1.1.10.7.5	Ability to report on current year vs. prior year value comparison by asset category and asset master level.	M		
1.1.10.8	Capital Budgeting			
1.1.10.8.1	Ability to enter capital budgets manually or load them automatically to compare actual and planned capital spending	M		
1.1.10.8.2	Ability to support CAPEX budget revisions with proper authorizations	M		
1.1.10.8.3	Ability to enter Individual Asset/CAPEX wise sanctioned amount and compare with actual	M		
1.1.10.9	Reconciliation between sub ledger and General Ledger			
1.1.10.9.1	Ability to track asset sub ledger to GL accounts/ cost centers	M		
1.1.10.9.2	Ability of real time integration of asset sub ledger with asset GL accounts	M		
1.1.10.9	Physical verification of the assets			
1.1.10.9.1	Ability to upload the results of physical verification in asset module and update the count	M		

1.1.10.9.2	Ability to compare the results of physically verified assets with actual asset records	M		
1.1.10.9.3	Ability to take corrective action upon physical verification	M		
1.1.10.9.4	Ability to scan and generate the physical verification report	M		
1.2	Procurement Module			
1.2.1	Vendor Management			
1.2.1.1	Ability to maintain a master file for the vendors	M		
1.2.1.2	Ability to record vendor information in a centralized record such as contact name, telephone, email, address, bank account, balance due, etc.	M		
1.2.1.3	Ability to maintain history of changes to vendor record fields maintained as an audit trail	M		
1.2.1.4	Ability to automatically assign sequential vendor number	M		
1.2.1.5	Ability to Activate/Deactivate vendor account	M		
1.2.2	Purchase Requisition			
1.2.2.1	Ability to create a new purchase requisition including details such as requested items, quantity, specifications(if available), division, desired delivery date, justification, etc.	M		
1.2.2.2	Ability to attach supporting documents (e.g., specifications, project plans) to the purchase requisition.	M		
1.2.2.3	Ability to select supplier/vendor information (if known) or indicate a need for new vendor sourcing.	M		
1.2.2.4	Ability to define and link to a specific budget code or cost center for the requisition.	M		
1.2.2.5	Ability to submit a purchase requisition for approval.	M		
1.2.2.6	Ability to define customizable workflows and approval hierarchies for purchase requisitions based on factors like requisition value, item category, or department.	M		
1.2.2.7	Ability to send alerts (Emails, App Notifications) to relevant approvers and requesters according to the purchase requisition workflow.	M		
1.2.2.8	Ability to add, change recipients for system-triggered emails related to purchase requisitions.	M		
1.2.2.9	Ability to approve/reject a purchase requisition from the application based on the workflow, with mandatory comments for rejection.	M		
1.2.2.10	Ability to forward a purchase requisition to another approver (if permitted by workflow).	M		
1.2.2.11	Ability to track the real-time status of a submitted purchase requisition (e.g., pending approval, approved, rejected, converted to PO).	M		
1.2.2.12	Ability to view the complete audit trail of a purchase requisition, including creation date, modifications and approval history.	M		
1.2.2.13	Ability to generate unique, sequential numbering for each purchase requisition.	M		
1.2.2.14	Ability to convert an approved purchase requisition into a Purchase Order (PO) seamlessly, carrying over all relevant details.	M		
1.2.2.15	Ability to maintain the required mail formats for all notifications related to the purchase requisition process.	M		
1.2.2.16	Ability to retrieve historical purchase requisition data for reporting and analysis.	M		
1.2.3	Purchase Order (PO) Management			
1.2.3.1	Ability to automatically generate Purchase Orders (POs) directly from an approved Purchase Requisition (PR), ensuring all relevant data (e.g., items, quantities, prices, delivery dates, budget codes, etc.) is carried over accurately.	M		
1.2.3.2	Ability to manually create Purchase Orders for direct purchases or specific scenarios not originating from a PR, with fields for all necessary details (e.g., vendor, items, quantities, unit prices, total value, delivery instructions, etc.).	M		
1.2.3.3	Ability to select a pre-approved vendor from the master vendor database during PO creation or link a PO to a new vendor onboarding request.	M		
1.2.3.4	Ability to apply pre-negotiated pricing and terms (e.g., discounts, payment terms, Incoterms) based on the selected vendor and contract.	M		
1.2.3.5	Ability to attach relevant documents to the PO, such as vendor quotes, specifications, terms & conditions, engineering drawings, etc.	M		
1.2.3.6	Ability to route the Purchase Order for internal approval based on defined workflows (e.g., by value, commodity, department, etc.), even if it originated from an approved PR, for final verification.	M		
1.2.3.7	Ability to send the approved Purchase Order to the vendor via multiple channels (e.g. email, EDI, PDF download, etc.), with an option to select the preferred method.	M		
1.2.3.8	Ability to track the real-time status of each Purchase Order line item (e.g., open, acknowledged, partially received, fully received, closed, cancelled, on hold).	M		
1.2.3.9	Ability to create and manage Blanket Purchase Orders (BPOs) or Standing Purchase Orders for recurring purchases over a period, allowing for releases against the total value/quantity.	M		
1.2.3.10	Ability to generate unique, sequential Purchase Order numbers automatically.	M		
1.2.3.11	Ability to amend a Purchase Order (e.g., change quantity, delivery date, add/remove items) after it has been issued, triggering a formal change order process with necessary approvals and notifications to the vendor.	M		

1.2.3.12	Ability to cancel a Purchase Order (fully or partially) with a mandatory reason for cancellation and appropriate approval workflow, notifying the vendor.	M		
1.2.3.13	Ability to flag Purchase Orders as "on hold" and provide reasons for the hold, with a mechanism to release the hold.	M		
1.2.3.14	Ability to view the complete audit trail for each Purchase Order, detailing all creation, modification, approval, and communication activities, including timestamps and user IDs.	M		
1.2.3.15	Ability to generate various Purchase Order reports, including open POs, historical POs, POs by vendor, and POs nearing completion.	M		
1.2.3.16	Ability to handle service-based Purchase Orders with specific fields for service descriptions, service periods, and milestones.	M		
1.2.4	Goods/Services Receipt & Inspection			
1.2.4.1	Ability to record the receipt of goods or services against an existing Purchase Order (PO) or Blanket Purchase Order (BPO) release.	M		
1.2.4.2	Ability to search and identify Purchase Orders based on various criteria (e.g., PO number, vendor name, item description, expected delivery date, etc.) to facilitate accurate receipt matching.	M		
1.2.4.3	Ability to perform partial receipts, allowing for multiple receipts against a single PO line item until the full quantity is received.	M		
1.2.4.4	Ability to capture essential receipt details such as Date and time of receipt, Quantity received for each item, Name/ID of the receiving personnel, Batch/Lot numbers and Serial numbers for traceable items, Expiration dates for time-sensitive goods, etc.	M		
1.2.4.5	Ability to generate a Goods Received Note (GRN) or a Service Received Note (SRN) automatically upon successful receipt, with a unique identifier.	M		
1.2.4.6	Ability to print or email the generated GRN/SRN for internal documentation or vendor acknowledgment.	M		
1.2.4.7	Ability to update the Purchase Order status automatically upon receipt (e.g., from "Open" to "Partially Received" or "Fully Received").	M		
1.2.4.8	Ability to provide real-time visibility into the status of expected deliveries and actual receipt.	M		
1.2.4.9	Ability to integrate with inventory management systems to update stock levels immediately upon receipt of goods.	M		
1.2.4.10	Ability to capture proof of delivery for services (e.g., sign-off sheets, completion certificates, photos) and link them to the SRN.	M		
1.2.4.11	Ability to prevent invoice processing for goods/services that have not yet been fully received (three-way matching).	M		
1.2.4.12	Ability to view the complete audit trail of all receipt activities, including who performed the receipt, when, and any subsequent actions or changes.	M		
1.2.4.13	Ability to retrieve historical receipt data for reporting on delivery performance, vendor reliability, and inventory movements.	M		
1.2.5	Issurance of Inventory			
1.2.5.1	Ability to capture item details (name, code, description) whenever an inventory item is issued.	M		
1.2.5.2	Ability to record the quantity of each inventory item issued and update available stock accordingly.	M		
1.2.5.3	Ability to record the recipient or department receiving the inventory items.	M		
1.2.5.4	Ability to record the date of issuance for each inventory issuance	M		
1.2.5.5	Ability to adjust inventory balances in real time after each issuance automatically .	M		
1.2.5.6	Ability to enforce an approval workflow so that only authorized personnel can approve and post inventory issuance transactions.	M		
1.2.5.7	Ability to maintain a log of all issued inventory items and provide reports for auditing and stock management purposes.	M		

Hierarchy	Functional Requirements			
2	Treasury Management System	Mandatory (M)/Optional (O)	Response	Comments
2.1	Bank and Cash Management			
2.1.1	Bank Master			
2.1.1.1	Ability to maintain all information of each bank account including bank code, bank name, bank address, city, type of account, currency, etc.	M		
2.1.1.2	Ability to capture bank charges and relevant other charges.	M		
2.1.2	Petty Cash			
2.1.2.1	Ability to define various Petty Cash books (e.g.:- division wise, category wise etc.)	M		
2.1.2.2	Ability to have petty cash request created from all different departments and different users with user defined criteria	M		
2.1.2.3	Ability to capture invoice/bill details to relevant petty cash books	M		
2.1.2.4	Ability to enter multiple petty cash expense categories in to a single voucher in the system	M		
2.1.2.5	Ability to define petty cash float limits	M		
2.1.2.6	Ability to define category based/division wise maximum floats	M		
2.1.2.7	Ability to generate system notifications / pop ups when the petty cash float reaches the limit (Low balance)	M		
2.1.2.8	Ability to send automated notification to relevant authorized user for replenishment upon float reaching the low balance	M		
2.1.2.9	Ability to upload supporting documents through the system	M		
2.1.2.10	Generate ledger entries	M		
2.1.3	Cash Deposits, Cheque and Bank Draft Deposits			
2.1.3.1	Ability to generate and print deposit slips through the system upon feeding the denomination details	M		
2.1.3.2	Ability to include details such as deposit date, bank name and branch, bank account number, total amount of cash, etc. of cash deposit slips generated	M		
2.1.3.3	Ability to generate and print deposit slips through the system for cheque deposits according to the bank account and the clearing date.	M		
2.1.3.4	Ability to include details such as deposit date, cheque number, bank name and branch, bank account number, etc. of cheque and bank draft deposits	M		
2.1.3.5	Ability to support and validate postdated cheques	M		
2.1.4	Cash Flow			
2.1.4.1	Ability to generate cash movement report for every bank account showing opening balance of the period, summarised and detailed receipts and payments of the period, closing balance of the period.	M		
2.1.4.2	Ability to generate forecasted cash movement report	M		
2.1.4.3	Ability to calculate financial ratios for a given point of time (e.g.:-liquidity ratios, ROA, ROE etc.)	M		

2.1.5	Bank Reconciliation			
2.1.5.1	Ability to directly upload electronic Bank Statements to the system in standard formats	M		
2.1.5.2	Ability to run auto-reconciliation process for each bank account separately	M		
2.1.5.3	Ability to generate report with reconciled and un-reconciled items after running auto reconciliation process	M		
2.1.5.4	Ability to search transactions using various search criteria such as transaction type, reference no, amount, transaction date & description, etc.	M		
2.1.5.5	Ability to manually reconcile when the transactions are not reconciled during the auto reconciliation process	M		
2.1.5.6	Ability to create journal entries relating to bank interest and bank charges	M		
2.1.5.7	Ability to freeze the bank reconciliation to prevent any amendments once the bank reconciliation is confirmed	M		
2.1.5.8	Ability to print the bank reconciliation report for each bank account	M		
2.1.5.9	Ability to identify and generate a listing of outstanding cheques, stale cheques and returned cheques etc.	M		
2.2	Planning and Budgeting			
2.2.1	Budget planning and preparation			
2.2.1.1	Ability to upload data from Spreadsheet/database applications for planning and budget preparation	M		
2.2.1.2	Ability to configure/define budget rules and methods	M		
2.2.1.3	Ability to setup base budget and make any changes to base value including annual, monthly	M		
2.2.1.4	Ability to allow unit level users to submit budget scenarios	M		
2.2.1.5	Ability to retrieve prior period actual values	M		
2.2.1.6	Ability to setup parameters for incremental budgets	O		
2.2.1.7	Ability to carry forward unutilized budget allocations for next year	O		
2.2.1.8	Ability to facilitate different types of budget approaches when preparing budget	O		
2.2.1.9	Ability to facilitate 'What-if' analysis scenarios in budget development	M		
2.2.1.10	Ability to conduct break even analysis	M		
2.2.1.11	Ability to develop forecasting models	M		
2.2.1.12	Ability to incorporate seasonal variations for forecasting	M		
2.2.1.13	Ability to prepare graphical representations for the current year and next year budget and budget utilization	M		
2.2.1.14	Ability to setup statistical modules to calculate next financial year budget based on available data	M		
2.2.1.15	Ability to allocate budget values for cost center wise and expenditure code wise	M		
2.2.1.16	Ability to attach supporting documents (e.g.: circulars, amendments etc.)	M		
2.2.2	Budget Management and Control			
2.2.2.1	Ability to categorize all budget components as recurring and non-recurring items (Operating and Capital)	M		
2.2.2.2	Ability to capture real time budget utilization upon triggering a transaction	M		
2.2.2.3	Ability to restrict transactions at entry level which are more than the available budget	M		
2.2.2.4	Ability to obtain system approvals for entries which are more the budget allocation	M		
2.2.2.5	Ability to change utilized expenditure code to unutilized expenditure code to perform an transaction with higher approval	M		
2.2.2.6	Ability to flag unusual expense trends	M		

2.2.2.7	Ability to request additional budget allocations through system	M		
2.2.2.8	Ability to periodically assess and monitor budget	M		
2.2.2.9	Ability to make budget modifications with higher approval	M		
2.2.2.10	Ability to design hierarchical structure for approval of requests and modifications	M		
2.2.2.11	Ability to generate graphical representations of budget utilization	M		
2.2.2.12	Ability to perform trend analysis for all budget components at a given point of time based on budget utilization	M		
2.2.3	Inquiry & Reports			
2.2.3.1	Ability to create custom reports to track expenditures, allocations and funding	M		
2.2.3.2	Ability to create ad-hoc reports on request of the management	M		
2.2.3.3	Ability to extract historical budget information by unit wise, expenditure type wise and funding source wise	M		
2.2.3.4	Ability to inquire budget utilization at a given point of time for any cost center or expenditure code	M		
2.2.3.5	Ability to generate budget report comparing the Original vs Revised Budget	M		
2.2.3.6	Ability to generate comparison reports of actual and budgeted financial statements, trial balance, variance reports, break even analysis, etc. based annual, quarterly, monthly requirements	M		
2.3	Investment Management			
2.3.1	Portfolio Management			
2.3.1.1	Ability to generate automatic investment number for each investment/portfolio	M		
2.3.1.2	Ability to indicate the standard investment mix to be maintained by the NCGI of short term and medium to long term financial instruments.	M		
2.3.1.3	Ability to separately indicate the actual portfolio distribution in short term investments and medium to long term investments.	M		
2.3.1.4	Ability to indicate the current utilisation of the standard investment mix of NCGI.	M		
2.3.1.5	Ability to indicate the maximum exposure limits of each financial instrument/ financial institution	M		
2.3.1.6	Ability to notify NCGI of over or under utilisation of a type of financial instrument/ asset class.	M		
2.3.1.7	Ability to maintain a detailed list of all financial instruments that the company has invested in (e.g. treasury bills, treasury bonds, repos, fixed deposits, debentures, etc.)	M		
2.3.1.8	Ability to indicate the details of the portfolio including the total cost, market value, sales proceeds, unrealized gain/loss, etc.	M		
2.3.1.9	Ability to facilitate a real time tracking of the bank's positions in different financial instruments and currencies.	O		
2.3.1.10	Ability to view the portfolio of NCGI through several filters such as instrument type, currency, maturity, etc.	M		
2.3.1.11	Ability to maintain all pricing details of each financial instrument separately such as the interest or coupon rate, tenor, discount or premium rates, maturity date, face value, currency, etc. of the instrument that is bought or sold.	M		
2.3.1.12	Ability to capture and record details of financial instrument deals in the market such as the buyers and sellers available in the market, transactions costs involved such as brokerage fees, commissions, taxes, currency trades, etc.	M		
2.3.1.13	Ability to maintain all settlement details of a financial instrument bought or sold such as the trading volume, price, settlement period (transaction execution date and completion date), etc.	M		

2.3.1.14	Ability to maintain all accounting treatments carried out for the buying or selling of a financial instrument such as expensing transaction costs, realization of gains/losses, etc.	M		
2.3.1.15	Ability to capture and indicate the market value, last price and gain/loss of each financial instrument.	M		
2.3.1.16	Ability to upload the market values to the system of each financial instrument	M		
2.3.1.17	Ability to define investment calendar based on maturity and coupon of each investment	M		
2.3.1.18	Ability to notify NCGI of upcoming maturity dates/ coupons of financial instruments such as fixed deposits, treasury Bonds / bills, etc. based on the defined dates at the time of investment	M		
2.3.1.19	Ability to obtain approval from designated authorities for carrying out new investments.	M		
2.3.1.20	Ability to maintain all policies, guidelines, rules and regulations imposed on the trade of financial instruments.	O		
2.3.1.21	Ability to maintain a history of all financial instruments that are bought and sold by the NCGI.	M		
2.3.2	Multi Currency			
2.3.2.1	Ability to maintain multiple currencies and valuation of portfolios under selected currencies.	M		
2.3.2.2	Ability to support for multi-currency trade booking, confirmation, and settlement.	M		
2.3.2.3	Ability to maintain a dynamic currency conversion functionality for real-time exchange rate calculations.	M		
2.3.2.4	Ability to calculate and display deal amounts and values in both base and transaction currencies.	O		
2.3.2.5	Ability to track and monitor the positions of financial instruments held in foreign currencies.	M		
2.3.2.6	Ability to maintain history of currency master data including currency codes and exchange rates.	M		
2.3.2.7	Ability to analyse currency exposures by currency, maturity, and counterparty.	M		
2.3.2.8	Ability to measure and manage currency risk including exchange rate risk, translation risk, and transaction risk.	M		
2.3.2.9	Ability to project cashflows in foreign currencies to meet funding requirements.	O		
2.3.2.10	Ability to execute foreign exchange trades in the selected currencies.	O		
2.3.2.11	Ability to translate foreign currency balances into the reporting currency for financial reporting purposes.	M		
2.3.2.12	Ability to track changes and approvals related to multi-currency transactions.	M		
2.3.3	Risk Management			
2.3.3.1	Ability to calculate portfolio position metrics such as net open positions, duration, average yield rate and value-at-risk (VaR) for risk management purposes.	M		
2.3.3.3	Ability to determine the risk/return equivalence, i.e. treasury risk.	M		
2.3.3.4	Ability to define risk thresholds for each risk type and financial instrument.	M		
2.3.3.5	Ability to provide alerts in cases where portfolio parameters and risk factors exceeds the set thresholds.	M		
2.3.3.6	Ability to conduct stress testing and scenario analysis capabilities to assess the impact of adverse market conditions on the bank's portfolio.	M		

2.3.3.7	Ability to generate risk reports for each type of financial instrument or asset class.	M		
2.3.3.9	Ability to conduct regular risk assessments, reviews, and audits to evaluate the effectiveness of risk management processes and controls.	M		
2.3.4	Collateral Management			
2.3.4.1	Ability to maintain collateral details of Repo/Reverse Repo transactions.	M		
2.3.4.2	Ability to indicate minimum credit ratings, haircuts, and concentration limits for eligible collateral.	M		
2.3.4.3	Ability to capture and maintain collateral data including issuer, description, quantity, market value, and haircuts.	M		
2.3.4.4	Ability to define acceptable collateral categories such as cash, securities, real estate, and other tangible assets.	O		
2.3.4.5	Ability to facilitate pledging of NCGI's collateral to secure funding.	O		
2.3.4.6	Ability to implement a centralized collateral management system to track, value, and manage collateral assets.	O		
2.3.4.7	Ability to integrate with internal systems and external data providers for collateral valuation, pricing, and eligibility checks.	O		
2.3.4.8	Ability to integrate with trading, risk management, and settlement systems to automate collateral movements.	O		
2.3.5	Accounting			
2.3.5.1	Ability to create the relevant portion of Chart of Accounts specific to treasury activities, including separate accounts for different types of financial instruments, transactions, and income/expenses.	M		
2.3.5.2	Ability to maintain a trial balance for the investment activities.	M		
2.3.5.3	Ability to facilitate access to the latest accounting standards and practices including CBO's guidelines and directions, IFRS and SLAS.	O		
2.3.5.4	Ability to capture and record all treasury transactions including trades, investments, cash flows in accordance with accounting standards and regulatory requirements.	M		
2.3.5.5	Ability to calculate mark-to-market valuations for financial instruments based on current market prices.	M		
2.3.5.6	Ability to conduct accounting for interest income, expenses, and realize/unrealized gains and losses at amortized cost	M		
2.3.5.7	Ability to recognize income and expenses from treasury activities including trading income, interest income, fees, commissions, and other revenue streams.	M		
2.3.5.8	Ability to integrate with the bank's general ledger system for recording treasury transactions and generating financial reports.	M		
2.3.5.9	Ability to post journal entries for treasury activities such as trading, investments, cash management, and risk management.	M		
2.3.5.10	Ability to generate financial statements including balance sheets, income statements, and cash flow statements reflecting treasury-related activities.	M		
2.3.5.11	Ability to conduct periodic reviews and audits of treasury accounting processes and controls to detect and prevent errors, fraud, or discrepancies.	M		
2.3.5.12	Ability to generate investment amortization schedules on monthly basis, including initial investment amount, interest rate, coupon amount, maturity proceed, investment period (number of days) and closing balance.	M		
2.3.5.13	Ability to carryout the maturity analysis	M		