Tender - The Provision of Enterprises Resources Planning System (ERP) for Christian Family Service Centre

Annex 4 - System Specifications and Requirements

Part A - System Specifications and Requirements Compliance Table

Item No.	Requirement (Final)	Priority	ESG KPI per HKEX check list	CFSC report (accept simliar system reports) provide man-days in Annex 4B	User roles (S,F,U,O)	If 3rd party program is used, Y = feature / function available		Compliance (3,2,1,0)	Customization for ERP Man-days (excluding man-day for CFSC report)	Remarks
						Web-based solution	ERP			
1	**General System Requirement**	*								
1.1	**General**									
1.1.1	100% web-based, no installation or plug-in is required for client PCs (The system supports access through popular browsers such as Chrome, Firefox, IE, Edge, and Safari)	M			NA					
1.1.2	The system supports access on both Windows and Mac OS platforms	M			NA					
1.1.3	The User interface supports at least English, Traditional Chinese, and Simplified Chinese. The input data and reports must support Unicode.	M			NA					
1.1.4	Accommodates multiple business entities (business units, service units or departments) / companies with different accounting periods (Sep 1 to Aug 30; Apr 1 to Mar 31.)	M			NA					
1.1.5	No browser settings required.	M			NA					
1.1.6	Support for general SSL and TLS versions.	M			NA					
1.1.7	The system should operate normally in either a single browser or multiple browsers	M			NA					
1.1.8	The system should operate normally in either a single tab or multiple tabs	M			NA					
1.1.9	Mobile device accessible	M			NA					
1.2	**User Interface and Experience**									
1.2.1	Admin User interface for configuring email server and accounts for alerts.	M			NA					
1.2.2	Option to change font size in user interface.	M			NA					
1.2.3	User-friendly system messages.	M			NA					
1.2.4	The system can search any fields within different modules by changing the search criteria	M			NA					
1.2.5	Remember / reset search criteria.	M			NA					
1.2.6	Display all records awaiting handling on one page.	M			NA					
1.3	**User Account Management**									
1.3.1	Support for establishing user access security with field-level access control and action-specific permissions.	M			S/F					
1.3.2	Support for configuring which users / service units / roles can access specific transactions and master files	M			S/F					
1.3.3	The system should provide a password protection mechanism with a set number of times	M			S/F/U/O					
1.3.4	System needs to provide recovery for forgotten passwords	M			S					
1.3.5	Password policy setup (strong patterns, expiry, forced changes).	M			S					
1.3.6	Copy workflows/user/account codes/unit settings to another unit.	M			S					
1.3.7	Copy user rights/units to another user.	M			S					
1.3.8	The Units-in-charge can view the access rights of system user names or user IDs within their respective units.	M			F/U/O					
1.3.9	Units-in-charge can delegate the system user accounts of their respective unit to their deputy / any other user(s).	M			F/U/O					
1.3.10	The Scheduler, can enable or update acting accounts of his respective unit to his deputy / any other user(s)	M			S					
1.3.11	System Administrator can help delegate tasks when a user forgets to do so before taking leave	M			S					
1.3.12	Allows users (processor and approvers) to view unattended tasks.	M			F/U/O					
1.3.13	Login through existing microsoft AD account	O			S					
1.4	**Transaction Management**									
1.4.1	Multi-currency functionality with easy-to-use auto-revaluation for settlements and period end closings.	O			F/U/O					
1.4.2	Provide a consolidation function.	M			F					
1.4.3	Voucher control: auto-generated number in sequence and in user-defined prefix per service units, and per different modules (e.g. Voucher Number, Receipt Number, cheque application, sales quotation, petty cash expense, etc.)	M			F					
1.4.4	Posting rules - Control which account code(s) can be used by the service unit front-end users, and voucher generation rule of the transaction type(s) input by service unit front-end users can be pre-defined to post to which account code(s) under different conditions	M			F					
1.4.5	Provisional posting to allow for temporary posting of transactions to test their effects on the ledger, account and trial balance, with options to preview and adjust entries before finalizing them.	O			F					
1.4.6	Enforces strcit balance upon voucher entry	M			S					
1.4.7	Transaction vouchers affecting financial reports—including purchase, sales, receipt, payment, and transfer vouchers (where both debit and credit do not involve cash/bank accounts)—posted by service units must be approved by Finance before final posting to ERP.	O			S					
1.5	**Data Management**									

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						Web-based solution	ERP			
1.5.1	Field length and flexibility - allows authorized users to add fields and footer tables that are long enough (i.e., character length or data capacity) to store all required information.	M			F/U/O					
1.5.2	Capable of importing data from Microsoft Excel during setup, master data maintenance, and transaction and non-financial information input.	M			F/U/O					
1.5.3	Include a standard or customised API for integration with other operational systems for automatic batch financial and non-financial data collection, including integration with platforms like banks, payment gateway, or exisitng legacy systems	M			S					
1.5.4	API should be available for CFSC to retrieve system data	M			S					
1.5.5	Support the uploading and downloading attachments in any transaction and master file in each module	M			F/U/O					
1.5.6	Allow mass input of transactions via excel	M								
1.5.7	Support mail merge and mass email functionality - allowing different documents to be sent to specific email address lists, all reports or statements can be distributed via e-mail	O			F/U/O					
1.5.8	Process flow visualisation to show process flow on the screen, OR to show the next available commands in the current process / module OR offer built-in tools to help users navigate processes and access help content.	M			F					
1.5.9	All-in-one (journal, receivable, and payable), multiple batch voucher entry and control functions	M			F/U/O					
1.5.10	Monitor system job (i.e., database processes) including status, description, initiated by, start time, and any locking or execution issues.	M			S					
1.5.11	Training materials and user manuals are available, enabling users to search content, for example, by keyword.	M			S					
1.5.12	There should be an archiving function for the System Administrator to trigger the archiving of old data, reducing the operational burden on the system.	M			S					
1.6	**Security**									
1.6.1	Provide Audit Trails / log to record and track critical actions, who made them and when, with an option to view what records / field was changed	M			F/U					
1.6.2	Two-Factor Authentication before granting access to an account or system.	M			S					
1.6.3	Timeout mechanism	M			S					
1.7	**Policy Compliance**									
1.7.1	Compliance with accounting Standards (Hong Kong Financial Reporting Standards, Hong Kong Accounting Principles)	M			S/F					
1.8	**Inquiry and Reporting**									
1.8.1	User-friendly system inquiry and reporting functions that are easily managed by users for standard and user-defined financial statements and other pertinent reports on both financial and non-financial information, including drill-down / drill-up capabilities, filtering, and multiple layers of sorting.	M			F/U/O					
1.8.2	Support to drill down functions from IE / BS to the transaction level; to extract, filter, sort and drag-and-drop data, as well as define the content and appearance of inquiry results and reports.	M			F/U/O					
1.8.3	An embedded reporting tool in the Excel application as an add-in tool, allowing users to define and edit criteria in Excel for queries, data compilation, and report preparation.	O			F					
1.8.4	Capable to copy report formats and allow for alterations.	O			F/U/O					
1.8.5	Ability to view, print, save or export inquiry results or reports in Microsoft Excel, CSV, or PDF format as specified by user.	M			F/U/O					
1.8.6	User-defined output formats includes Word, HTML, or email.	O			F/U/O					
1.8.7	Ability for authorised users to setup different charts and reports	O			F/U					
1.8.8	Smart handling of rounding of decimal places.	M			F/U/O					
1.8.9	Support for scheduling reports	M			F/U/O					
1.8.10	Support user-defined system alerts and email notifications.	M			F/U/O					
1.8.11	Send real-time alerts for critical events like low stock, funding sources deadlines, budget utilisation reaches a pre-defined threshold (e.g. 70%), notifications for pending purchase requisitions and cost apportionments via e-mail, system landing page, or web apps.	M			F/U/O					
1.8.12	Retrieve data / reports for single or multiple service units, based on the user's access rights.	M			F/U/O					
1.8.13	Excel-based reporting tools enabling user to define the content and appearance of report for single or multiple service units, by selecting, grouping and sorting desired information, drill down capabilities to source transactions, such report can be shared and edited among user's respective service units.	M			F/U/O					
1.8.14	Security controls for report data access.	M								
1.9	**Wild Card Features**									

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						Web-based solution	ERP			
1.9.1	Wildcard features available to facilitate data searching during transaction input, inquiry, queries and reporting.	M			F/U/O					
1.9.2	Wildcard features available in esentially all search fields, including flexible fields	M			F/U/O					
1.10	**Others**									
1.10.1	The system must support secure, automated data and server file backups with defined frequency and retention. Backups may be platform-managed or user-configurable, and users must be able to restore or download backups within provider-defined limits.	M			S					
1.10.2	Allow keeping historical data in the system according to user needs, unless limited by the system's maximum capacity, but not less than 10 years.	M			S					
1.10.3	Ability to integrate performance management (e.g. offer dashboards, forecasting tools for reporting), business intelligence system (e.g. bulit-in BI tools or integratoin with Power BI, etc. for reporting or analytics), and/ or data warehousing (e.g. connect to cloud architectures (AWS, Azure) that enables seamless data warehousing)	M			S					
1.10.4	Data Dictionary / data schema provided	O			S					
2	**Workflow Management**	*								
2.1	**Workflow Register**									
2.1.1	allow for launching system functions, initiating workflows, sending alert messages, or performing tasks based on definable process flows, business rules, and data elements	M			S/F					
2.1.2	Provide configurable workflows for different processes and practices, including authorization matrix functions, by users	M			S/F					
2.1.3	Record workflow set up and modification history	M			S/F					
2.1.4	Capable to embed nested workflows	O			S/F					
2.1.5	Mass update workflows for multiple units.	M			S/F					
2.1.6	Copy workflows to another unit.	M			S/F					
2.1.7	Scheduler to update workflows.	M			S/F					
2.2	**Approval Flow**									
2.2.1	E-signature functionality, including full name of signor, signed date and time, chop and post, and options to print and preview signed documents	O			F/U/O					
2.2.2	Mass approve/reject operations - Enable mass approvals and rejections of multiple requests or records via the user interface with a 'select all' option.	M			F/U/O					
2.2.3	Users can check service unit workflow and records' approval status. Trace the status of approvals (approved, awaiting approval, rejected, return for edit) with approver details (when and who). Supervisors can enter reasons/comments and see when and who performed the latest approval and who is next in line.	M			F/U/O					
2.2.4	Support sending **approval requests through e-mail**	O			F/U/O					
2.2.5	Allow input of funding source code, pre-agreed cost-sharing, income-sharing ratios (in percentages or dollar amounts), ESG data (e.g., towngas units consumed per gas bills, fuel liters purchased per Shell statments) for each transaction, including direct expenses, income receipts, journal vouchers, sales, and purchases.	M			F/U/O					
2.2.6	The initiating unit can approve expense claims, income receipts, journal vouchers, sales and purchase, based on the pre-agreed cost-sharing ratios and income-sharing ratios, with workflow approval conditions as defined.	M			F/U/O					
2.2.7	Automatic escalation of stalled workflows. If a workflow (approving tasks) gets stuck without any further process for a certain preset period of time, e.g., 7 days, the system will automatically escalate the task to one level up to their immediate supervisor, or System Administrator can escalate it manually	O			S					
3	**General Ledger**	*								
3.1	**Chart of Accounts Maintenance**									
3.1.1	User-defined, multi-level chart of accounts	M			F					
3.1.2	Support separate ledgers / chart of acocunt for different companies.	M			F					
3.1.3	Capable of handling ledgers for multiple service units, allowing users to submit new Chart of Accounts (COA) requests, route them to system administrators for approval, and automatically create the COA and link it to a ledger upon approval—either natively or through configurable workflows.	O			F					
3.1.4	The system shall show each unit to view only their relevant accounts and enable chart of accounts unification across multiple business entities for consistent reporting, despite differing account sets	M			F					
3.1.5	Able to copy Chart of Account	M			F/U/O					

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						Web-based solution	ERP			
3.1.6	Provide not less than 5 dimensions (fund, project, service unit, department, cost centre) with analysis codes per dimension	M			F/U/O					
3.1.7	Provide sufficient segments / analysis codes for various reporting and analysis requirements, with flexibility in setup.	M			F					
3.1.8	Allow multiple segments, analysis codes to tag transactions with additional information, such as projects, or funding sources.	M			F/U/O					
3.1.9	Provide remark field(s) for inputting further information about individual account for users' reference (e.g. the purpose or any relevant information about the accounts).	M			F/U/O					
3.1.10	Allow updating chart of accounts cross business entities / companies in the system.	M			F					
3.1.11	**Auto-transfer of historical data from old accounts to new accounts -** the system shall migrate and retain all ledger transactions and historical data from the legacy system for the previous year to support auditor inspection and enable comparisons with the current year's data	M			F					
3.1.12	Restrict account and analysis code creation, deletion, deactivation and activation to authorized users	M			F					
3.1.13	Able to manage service units with more than one year-end date, and support consolidation on user-defined dates for all service units	M			F/U/O					
3.1.14	Full audit trail and reports of any changes to the chart of accounts.	M			F					
3.1.15	Support user authorization settings for account types or individual accounts.	M			F					
3.2	**Journal Voucher**									
3.2.1	User-defined setting for journal voucher number format, with the system checking to prevent duplicate transaction numbers	M			F					
3.2.2	Support both system-generated input dates and voucher dates, defaulting to the system-generated date	M			F/U/O					
3.2.3	Support inputting transactions for multiple service units within one journal voucher	M			F					
3.2.4	Allow setup of voucher templates (for repeated transactions) and copying of historical transactions	M			F/U/O					
3.2.5	Capable of saving unposted vouchers and allowing editing before posting.	O			F/U/O					
3.2.6	Allow users to define default values in certain voucher fields, e.g. posting period, current date, etc., with option to edit.	M			F/U/O					
3.2.7	Capable of attaching supporting documents, e.g. Microsoft Word, Excel and images, electronically to vouchers, as well as downloading, deleting, or adding attachments	M			F/U/O					
3.2.8	Capable of reversing vouchers automatically or manually, activated by the user in the following period or on a user-specified date.	M			F					
3.2.9	Able to handle inter-service units transactions and inter-company transactions	M		Appendix 4 - Internal Transfer	F/U/O					
3.2.10	Restrict voucher unposting to authorized users, enforce mandatory reversal entries instead of deletions, and maintain a complete audit trail of changes. Voucher reversals should undergo a workflow approval process, requiring users to provide remarks or justification for traceability.	M			F/U/O					
3.2.11	Capable of importing data from Microsoft Excel for Journal Voucher	M			F/U/O				included in 1.5.6	
3.2.12	Recurring transaction - Save transactions as recurring and set up a schedule for regular recording, while requiring approval from UIC & Finance each time or once for all pre-set transactions	M			F/U/O					
3.2.13	The journal entry description should allow users to input at least 999 characters.	O			F/U/O					
3.2.14	General vouchers, (also known as transfer, journal or non-cash voucher) including vouchers for reserve entries, should indicate who approved the transactions and when, and may or may not include e-signatures	M			F/U/O					
3.3	**Reporting**									
3.3.1	Include standard reports as below: - List of chart of accounts - Trial Balance - Account Ledger Report - Bank Reconciliation Report - Balance Sheet (YOY, YTD and one-month changes, along with percentage and amount variance) - Income Statement (YOY, YTD and one-month changes, along with percentage and amount variance; YTD budget utilisation rate)	M			F/U					

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						Web-based solution	ERP			
3.3.2	All inquiry and standard / ad-hoc reporting functions allow users to define criteria or a combination of criteria for generating balances and transactions in a hierarchy: - By user-defined period (not limited to monthly, quarterly or yearly) - By actual and budget data (including forecast, multi-budget, multi-forecast within a year) - By segments / analysis codes - By service units - By business entities	M			F/U					
3.3.3	All fields in the system are available for reporting.	M			F/U					
3.3.4	Capable of drilling down inquiry/ report items into account balances and tracing the source transactions, including journal vouchers, source entries in the interfaced module, and **either noting or tracing** any document attachments Drilldown example **for reference**: 31 May 2025 IE Report Income HKD3,000,000 When the user double click income, then it will show a breakdown by Type of Income Fee income HKD2,500,000 Other income HKD500,000 Double click “Fee income”, then it will show a breakdown by Service Units Unit A HKD2,000,000 Unit B HKD500,000 Unit C HKD0 (option to show zero balance or not) Double click “Unit A”, then it will show all the fee income for Unit A in May 2025 JC HKD1,000,000 CC HKD1,000,000 Double click “JC”, then it will show the scanned copy of approved invoice or note that there is a attachment sign, then user either click open the attachment or go to relevant transaction to view the attachment	M			F/U/O					
3.3.5	Documents and reports can be viewed on screen, printed as hard copies, and exported in Excel, CSV and PDF formats.	M			F/U/O					
3.3.6	The above prebuilt financial statements are customizable using dimensions / segments / analysis codes or account categories as needed, allowing users to add fields, columns, and rows by drag-and-drop, as well as group items onto the report without any programming, to view income, expenditure, and budget utilisation reports for programs managed by a single department or multiple departments.	M			F					
3.3.7	Customised financial statement format can be saved for future use.	O			F/U/O					
3.3.8	Flexible layouts – define various report layouts and use formulas for complex calculations	O			F					
3.3.9	Real-time analytics – access real-time data	M			F/U/O					
3.3.10	**User-defined dashboards,** based on specific needs, with drill-down capabilities	M			F					
3.3.11	Automated report – schedule and distribute reports automatically via email or other channels	O			F					
3.3.12	User can create a list that defines criteria, result sets, display options, and the roles who can view the list without any programming	O			F					
3.3.13	Users can define a list without programming such that when a record matches the criteria, an email will be sent to designated recipients.	O			F					
3.4	**Period End Procedures**									
3.4.1	Support two or more open accounting years and/or periods.	M			F					
3.4.2	Enable year-end audit adjustments by creating a 13th and 14th accounting period or through other system-supported means, such as allowing authorized users to post prior-year entries using identifiable document numbers and remarks, with adjustments incorporated upon reprocessing the income statement.	M			F					
3.4.3	Allow reopening of a closed period for transaction processing with appropriate security and authorization (with a full audit trail for subsequent review, measurement & evaluation).	M			F					
3.4.4	Sub-ledgers or sub-modules can be closed independently before the general ledger, allowing the general ledger closing date to occur after that of sub-modules like AR and AP.	O			F					
3.4.5	Gudied checklist for monthly process	O			F					

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						Web-based solution	ERP			
3.4.6	The system support month-end closing process that allows: 1. Front-end users (e.g., service unit staff) to complete and close their respective modules (e.g., Accounts Receivable, Accounts Payable, Petty Cash) at the end of each month. 2. Finance department users to continue making journal entries generated from respective modules in the General Ledger after front-end modules are closed, without requiring the reopening of those modules.	M			F/U/O					
3.4.7	The system support month-end closing process that allows: 1. Front-end users to backdate transactions into a closed period only with special approval from the Finance Department. This backdating must be: 2. Controlled via user permissions and approval workflows. 3. Logged with full audit trails, including the approver’s identity, approval timestamp, and reason for the exception.	M			F/U/O					
3.5	**Others**									
3.5.1	Power Ledger – Allows users to select a vendor when entering journal entries in the General Ledger, automatically settling payments and updating the Accounts Payable sub-ledger	O			F/U/O					
3.5.2	Deferrals - Recognize revenue or expenses in a period other than the one in which the transaction was posted. User can automatically defer revenues and expenses on a specified schedule, with varying or straight-line recognition over the period.	M			F/U/O					
3.5.3	Handle both accrual and cash basis accounting within one company through multiple sets of books or other means, thus, allowing analysis of financial performance using both accounting methods and different reporting periods.	M			S					
4	**Accounts Receivable**	*								
4.1	**Customer Maintenance**									
4.1.1	Support system-generated customer codes and setup the code format rules, with duplicate customer code checking,	M			F/U/O					
4.1.2	support searching by phone number, and alert for duplicate phone number to avoid duplicate residents. For example, the code could consist of the customer's full name (surname first), year of birth, gender (F or M), any unique code like Octopus / 樂悠咭號	M			F/U/O					
4.1.3	Support the setup of multiple categories (groups) per customer to categorize the customer base into distinct groups based on shared characteristics. For example, 1. assign students to a specified class or 2. classify elderly customers under "Residents' Petty Cash Accounts" for those who have made advance payments and authorized CSFC to purchase daily necessities on their behalf.	M			F/U/O					
4.1.4	Provide comprehensive fields for capturing various customers details, including but not limited to customers' guarantors (e.g., for residents in elderly homes), guarantor addresses, customers' multiple addresses, contact details, email address	M			F/U/O					
4.1.5	Maintain financial terms and details, e.g. payment method, payment terms, credit limit, bank account name and number, etc.	M			F/U/O					
4.1.6	Customer Profiles - track sales history, credit limits, set customer groups, track bad records (bounced cheques, etc.) and outstanding debts	O			F/U/O					
4.1.7	Capable of setting billing addresses to the holding company / head office if the customer is a subsidiary or branch and requests to bill as such.	M			F/U/O					
4.1.8	Capable of maintaining connections with customers across service units, and the head office	M			F/U/O					
4.1.9	Capable of maintaining connection of a customer who is also a supplier.	M			F/U/O					
4.1.10	Keep the creation date and last update date of each customer record.	M			F/U/O					
4.1.11	Capable of indicating the status of each customer as active or inactive.	M			F/U/O					
4.1.12	Default customers as "active" until "inactive" is selected for specific customers or categories	M			F/U/O					
4.1.13	User may add descriptions for "inactive", e.g. "discharged", or replace "inactive" with the description "discharged"	O			F					
4.1.14	Enable attaching supporting documents to customer profiles, with options to download, delete, or add attachments (e.g., resident's "託管財物授權書" and "委託單位運用服務使用者零用錢支付費用的委託書" in pdf copy).	M			F/U/O					
4.1.15	Allow batch creation of customer accounts via Excel import	M			F/U/O					
4.2	**Price list / Discount list setup**									
4.2.1	Income setup – program / service fees (multiple price levels) or free of charge, valid periods, and approval workflows	M			F/U/O					

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						Web-based solution	ERP			
4.2.2	Income setup - set selling unit of measure (e.g. session), and number of items per buying unit (e.g. hour),	M			F/U/O					
4.2.3	Income setup - Allow for multiple selling price levels for the same kind of service / products	M			F/U/O					
4.2.4	Income setup - Assign a specific price level to a customer or customer category	M			F/U/O					
4.2.5	setup multiple government subsidy types and levels for clients/client groups, along with their valid periods	M			F					
4.2.6	setup multiple discount types and levels for clients/client groups, along with their valid periods	M			F/U/O					
4.3	**Sales Register**									
4.3.1	List of sales statuses (quotes, orders, invoices), sales returns (with or without debit notes) for all or selected periods / clients / client groups / type of sale	O		Appendix 8 Sales Register	F/U/O					
4.3.2	Order management – create, manage and track sales orders (standard, subscriptions, return orders), invoicing and shipping	M			F/U/O					
4.3.3	Quote –Create and send by email. (quote does not impact inventory levels nor create any transaction for posting.)	O			F/U/O					
4.3.4	Quote accepted by client can be converted to sales orders or invoices	M			F/U/O					
4.4	**Debit Note / Invoice Processing**									
4.4.1	capable of handling various kinds of documents associated with different transaction types. This could include: Invoices for sales transactions Receipts for collecting customer payments Debit notes issued by buyer for sales returns	M			F/U/O					
4.4.2	Support system-generated document (debit note/invoice) numbers with format rules, along with duplicate document number checking	M			F/U/O					
4.4.3	Allow input of segments / analysis codes in each transaction.	M			F/U/O				included in 3.1.8	
4.4.4	Support import of transactions via Excel file.	M			F/U/O				included in 1.5.6	
4.4.5	All fields (under this transaction) are available for users to select in a document during customization of document formats by authorized users.	M			F/U/O					
4.4.6	Customize invoice / debit note templates or formats for different clients	M		Appendixes 16, 17 Customer Invoice	F/U/O					
4.4.7	Template - Create unique templates for repeated transactions (invoice / debit note) that users can user at any time, without a set frequency.	M			F/U/O					
4.4.8	Invoice - ensure creation, editing, and voiding of invoices with proper approvals	M			F/U/O					
4.4.9	Allow authorized users to revise documents with version control in the system, including a full audit trail.	M			F/U/O					
4.4.10	Return Management - Track sales return authorizations / approval	M			F/U/O					
4.4.11	Direct debit or bill clients	M			F/U/O					
4.4.12	Allow direct sales entries (approved pre-defined income type) without invoices	M			F/U/O					
4.4.13	Invoice - Include a field "Paid Today" that allow user to pay with multiple payment methods	M			F/U/O					
4.4.14	Online Payments – enable customers to pay invoices using 7-Eleven, FPS(轉數快), credit cards, Alipay, etc. Payments are recorded in ERP system	O			F/U/O					
4.4.15	Invoice - Generate FPS QR codes on invoices for customer payments at convenience stores (7-Eleven) or via the Fast Payment System (FPS 轉數快) on the spot. QR codes include a unique sales invoice number, and may contain an optional expiry date (e.g. program end date)and amount. Units can set expiry dates for online payment methods.	O			F/U/O					
4.4.16	Upon successful online payments, the ERP system generates a receipt, and its unique receipt number is linked with the corresponding FPS payment record.	M			S					
4.4.17	QR codes generated for payment on Invoices require prior approval from the Unit-in-Charge before	M			F/U					
4.4.18	Support **scheduling** recurring invoice billing for regular charges **aligned with sales contracts, featuring automatic generation of invoices** based on user-defined cycles, along with an option for users to modify the generated invoices (e.g., monthly tuition fees, accommodation fees).	M		Appendixes 11, 12 Collection Control	F/U/O					
4.4.19	handle the above recurring invoice with deferred revenue accounting or any other methods	O			F/U/O					
4.4.20	Support the checking and approval of credit limit controls.	M			F/U					
4.4.21	Direct email of sending Debit Note / Invoice, related documents to customers is available.	M			F/U/O					
4.4.22	Add a Location field to the Sales module, allowing users to type or select the selling location for the item to be sold (i.e., from which warehouse the item will be sold)."	M			F/U/O					
4.4.23	Invoice linking with existing systems "Program & Activity System活動管理系統 " which will handle programs	M			F/U/O					
4.4.24	Integrate the payment gateway assigned by CFSC. - Allow invoices to be paid using the assigned payment method/payment gateway. - Display the corresponding payment QR code on the invoice, if possible. - Allow for the import of payment data and the generation of receipt data, with automation preferred.	O			S					

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						Web-based solution	ERP			
4.4.25	Receipt vouchers, sales vouchers, credit note issued for sales returns, should indicate who approved the transactions and when, and may or may not include e-signatures	M			F/U/O					
4.5	**Income / Receipts Processing**									
4.5.1	Allow input of the receipt / settlement for fully / partial settlement of debit notes / credit notes / invoices.	M			F/U/O					
4.5.2	Allow input or receipts / settlement in different currencies and exchange rates with debit notes / credit notes / invoices	M			F/U/O					
4.5.3	Auto-calculate exchange differences by the system at the settlement date.	O			F/U/O					
4.5.4	Support recording customer advance payments and overpayments that are **not tied** to a specific order, and subsequently apply such payment to relevant invoices (e.g. allowing clients to place a deposit / prepayment upon registering for services or before service begins / school years)	M			F/U/O					
4.5.5	Apply customer's payments/prepayments to open invoice or wholly or partially, to multiple invoices wholly or partially, to customer credits to sales, or sales refunds wholly or partially	M			F/U/O					
4.5.6	Alert to deduct prepayments or debit notes before processing payments	M			F/U/O					
4.5.7	Allow settling sales refunds by paying cheque or autopay	M			F/U/O					
4.5.8	Option to offset accounts receivable and payable for the same vendor/customer.	M			F/U/O					
4.5.9	Support **Centralised** customer payment collection and **activitate** recurring payment collection processes like collecting monthly fees from students or residents in Elderly Homes by selecting customers or customer categories / groups.(e.g. Use Bank MRI template -Autopay file)	M			F/U/O					
4.5.10	Track customer payments by period / customer name / customer code	M			F/U/O					
4.5.11	Automatically calculate overpaid fee (e.g. tuition) refunds if a government subsidy for a specified period is received later, and issue refund slips	M		Appendix 13,14,15 Fee assistance payment, proof of refund	F/U/O					
4.5.12	Apply government subsidy [select from a predefined list] to settle invoices for clients directly, if subsidy received beforehand	M		Appendix 19 Receipt - included subsidy	F/U/O					
4.5.13	Support system-generated receipt numbers with format rules, along with the duplicate number checking.	M			F/U/O				similar to 4.4.2	
4.5.14	In addition to the auto-generated user-defined receipt number, allow for the input of a manual receipt number during receipt entry. Validate and control the input of manual receipt numbers to ensure they are in sequential order.	M			F/U/O					
4.5.15	Support different receipt formats for various customers as needed by users	M		Appendix 18, 19 Receipt	F/U/O					
4.5.16	Direct email of sending receipts, related documents to customers is available.	M			F/U/O				similar to 4.4.21	
4.5.17	Allow authorized users to revise documents with version control in the system, including a full audit trail.	M			F/U/O				same as 4.4.9	
4.5.18	Allow authorised user to re-print documents with a watermark of "reprint" on reprinted receipts, along with a full audit trail of reprinted records.	M			F/U/O					
4.5.19	Template - Create receipt templates for repeated transactions that users can user at any time, without a set frequency.	M			F/U/O				similar to 4.4.7	
4.5.20	Daily income Count sheet - list all income for all or selected payment methods, for manually recording actual cash (Excel/pdf)	M		Appendix 7 Surprise Income Count	F/U/O					
4.5.21	support the allocation of a lump sum income from donors, government departments, or sponsors to different service units and/or mark them as different funding sources, by varying amounts or percentages, set vaild period	M			F					
4.5.22	Cancel, refund and return a cheuqe - support cancellation of a receipt with justification, and reverse corresponding receipt voucher entries upon approval from Unit-in-charge and Finance	M			F/U/O					
4.5.23	Provide a mass update feature to allocate / apply multiple income receipts from one accounting period to another (e.g., October receipts applied to November tuition fees).	M			F/U/O					
4.5.24	Import payment gateway data, settle invoices, and generate receipts.	M			F/U/O					
4.5.25	Email alerts after importing payment data.	M			F/U/O					
4.5.26	Authorized users can reprint receipts (without "reprint" wording).	M			F/U/O					
4.5.27	Quick processing of voids (invoices and receipts) and refunds with proper approvals, indicating who approved the transactions and when, may or may not include e-signatures.	M			F/U/O					

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						Web-based solution	ERP			
4.5.28	Support flexible bank-in record management, allowing: 1. Multiple bank-in records to link to a single receipt for partial payments or staggered deposits. 2. A single bank-in record to link to multiple receipts from the same or different service units for batch deposits. 3. Finance users to modify bank-in records to match the actual bank-in date, amount, and account details without reworking or rerunning the full workflow (i.e., modifications can occur before posting to the ledger, eliminating the need for reverse entries). 4. Maintenance of audit trails for all changes to bank-in records (i.e., service unit verifies, finance department approves, and posts entries).	M			F/U/O					
4.6	**Reporting**									
4.6.1	Include the following reports: - List of invoices, debit notes, credit notes, service/product price, product prices; - Sales orders report - Sales returns report - Daily billing summary - Aging analysis / Revenue Variance Report (compares expected revenues, based on enrollment and fee schedules,with actual revenues collected, and track which customers have outstanding bills and the amounts due.) - AR subledger Report - Daily Income Report and Daily Collection Summary (每日收入報告,每日收帳匯總表) for all, exclude online payment, or online payment only (cash/cheque receipt date and number, income type, bank-in date) - Sales analysis - client statements / consolidated client statements - client list, all or selected group/category, active or inactive	M		Appendixes 5, 6 Daily Income Report, Daily Collection Summary	F/U/O					
4.6.2	Provide flexible reporting with multiple layers of hierarchy and sorting based on one or a combination of the following criteria: - by period (month, quarter, year, or user-defined date range) (real time or user-defined cut-off dates, such as back-dating, are allowed); - by segments / analysis codes RANGE (e.g. funding source code range);; - by customer name; - by customer number range; - by customer categories; - by currency; - by product range; - by amount range; - by credit limit range; - by not less than six aging reports (for aging analysis); and - by any other fields in this module.	M			F/U/O					
4.6.3	Inquiries and searches can be made by one or a combination of two or more of the following criteria: - customer number, name or phone number; - customer categories (e.g. resident petty cash account); - transaction number; - date or period; - demensions or segments or analysis codes; - amount; and - any other fields in this module.	M			F/U/O					
4.6.4	Documents and reports can be viewed on screen, printed as hard copies, and exported in Excel, CSV and PDF formats.	M			F/U/O				same as 3.3.5	
4.6.5	Allow user to opt or printing / viewing or not printing customer accounts in AR reports with zero balances and without movement for the period.	M			F/U/O					
4.6.6	Trigger a pop-up reminder at the end of the service unit's operating hours to prompt the Supervisor (or Checking Officer) to perform end-of-day reconciliation on cash/cheuqe received and office receipts issued. 1. Setup of a Responsible Officer role, distinct from the Cashier role, with separate permissions and responsibilities. 2. Allow the alert to be configurable by service unit (e.g., service hours, responsible officers). 3. log the acknowledgment of the reminder by the Checking Officer. 4. Optionally, prevent logout or system closure until the reminder is acknowledged.	M			F/U/O					
4.7	**Monthly Statement Processing**									
4.7.1	Show both issue date and statement date.	M			F/U/O					
4.7.2	Show aging breakdown.	M			F/U/O					

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						Web-based solution	ERP			
4.7.3	Show page numbers if documents overflow to another page, with the grand total and aging details shown on the last page.	M			F/U/O					
4.7.4	Show "due date" of individual outstanding invoices.	M			F/U/O					
4.7.5	Support different document formats for different customers (customized by the authorized users).	M			F/U/O					
4.7.6	Allow selection of customer number, type, service unit, customer category (e.g. resident petty cash category), service unit, etc., for statement, AR account, attachment viewing and printing.	M			F/U/O					
4.7.7	Generate statements on-demand, with account balances and/or with invoices and receipts during specific month or year, etc.	M			F/U/O					
4.7.8	Allow reprinting of documents.	M			F/U/O					
4.7.9	Mass email of sending monthly statements, related documents (overdue invoices / debit notes, client statements, updated price list, refunds) to customers is available.	M			F/U/O					
4.7.10	View and issue client statements for selected clients / specific service units	M			F/U/O					
4.7.11	**Consolidated statements** showing total outstanding debts and client's identities across different service units (e.g., elderly home residents, dental clinic patients).	O			F					
4.7.12	The monthly statement should include the customer's name and address, guarantor's name and address (if available), deposit date and amount with receipt number, withdrawal date and amount with invoice number or expense descriptions, and the names of responsible and approving staff (including system login IDs and usernames) for each transaction.	M			F/U/O					
4.8	**Reminder Processing**									
4.8.1	Generate first, second and final reminder emails according to user-defined criteria to prioritize collecton effort	M			F/U/O					
4.8.2	Auto / Schedule mass email reminders of sending documents to customers automatically or manually activated by users.	M			F/U/O					
5	**Accounts Payable**	*								
5.1	**Supplier Maintenance**									
5.1.1	Account Payable, Procurement Management, and Finance Management module should share the same supplier master file	M			F/U/O				same as 9.1.1	
5.2	**Transaction Processing**									
5.2.1	Support different document types, i.e. invoices, debit notes and credit notes.	M			F/U/O					
5.2.2	Support different document types for different transactions.	M			F/U/O				same as 4.4.1	
5.2.3	Support system-generated document (invoices, debit / credit note) numbers with format rules, along with duplicate document number checking	M			F/U/O				same as 4.4.2	
5.2.4	All fields (under this transaction) are available for users to select in a document during customisatoin of document formats by authorized users.	M			F/U/O				same as 4.4.5	
5.2.5	Direct email functionality for sending documents to vendors is available.	M			F/U/O					
5.2.6	Allow authorized users to revise document with version control in the system, and maintain a full audit trail.	M			F/U/O				same as 4.4.9	
5.2.7	Allow input of segments / analysis codes in each transaction.	M			F/U/O				included in 3.1.8	
5.2.8	Support import of transactions via Excel files.	M			F/U/O				included in 1.5.6	
5.2.9	Allow authorized users to define "invoice/ debit note holds", to execute and to release holds: - hold payment of an invoice/ debit note; - hold payment of a supplier; and - hold posting of an invoice/ debit note.	O			F/U/O					
5.2.10	Return Management - Track purchases return authorizations / approval	M			F/U/O				similar to 4.4.10	
5.2.11	Allow settling purchase returns by receiving cheques or other payment methods	M			F/U/O					
5.3	**Matching Supplier Invoice with Purchase Order / Delivery note**									
5.3.1	Support matching supplier invoices with purchase orders: - match a single invoice to multiple purchase orders; - match multiple invoices to a single purchase order; and - match by percentage or amount.	M			F/U/O					
5.3.2	Option to enforce two-way matching (invoice with goods receipts note) and three-way matching (invoice, purchase order and goods receipt note).	M			F/U/O					
5.3.3	Automatically hold documents with unmatched differences exceeding the tolerance limit set by user, to be released only by authorized user.	M			F					
5.3.4	Touchless invoice mangement, i.e. Automated Accounts Payable (AP), using Optical Character Recognition (OCR) or other methods that enable automcatically enter purchase invoices, match invoice lines to PO (2-way matching) and product receipts (3-way matching), invoice automatically approved or routed to appropriate person for assessment if amount exceeds predetermined threshold or discrepancies identified, based on pre-defined rules	M			F					
5.3.5	Automated AP should extract data from unstructured invoices and learn from user corrections.	O			F					
5.3.6	Support authorised users in re-matching/ amendment of previously matched transactions, with an audit trail.	M			F					

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						Web-based solution	ERP			
5.3.7	Enable users to check, modify, and submit uploaded invoices for touchless invoice management (via OCR or AI or other methods) on a single webpage/ web browser, accessible to all users without counting against the license.	M			F					
5.3.8	Support checking against the budget and hold payments for direct purchases (purchase invoice without P.O.) exceeding the budget amount, unless authorized users approve extra funding or budget virement.	M			F					
5.4	**Payment Processing**									
5.4.1	Support system-generated document numbers with format rules, along with duplicate document number checking	M			F/U/O				same as 4.4.2	
5.4.2	Support deposits and advance payments ahead of invoices / debit notes / credit notes from suppliers: - Match them with relevant purchase orders	M			F					
5.4.3	Alert to deduct prepayments or debit notes before processing payments	M			F/U/O					
5.4.4	Apply any deposits paid or advance payments before generating payments.	M			F/U/O					
5.4.5	Apply any debit notes and credit notes before generating payments.	M			F/U/O					
5.4.6	Automate Payment processing – define payment attributes, create payment entries automatically (e.g. when invoices are due, generate payment entries and prepare them for approval)	O			F					
5.4.7	Support generating auotpay files for the bank to settle the vendor invoices by autopay.	O			F/U/O					
5.4.8	Support cheque printing with user-defined printing formats.	M			F/U/O					
5.4.9	Support one single payment for one specific document wholly or partially, or for multiple documents.	M			F/U/O					
5.4.10	Support payments made in one currency for one or more documents in different currencies.	M			F/U/O					
5.4.11	Generate remittance advices.	M			F					
5.4.12	Auto-calculate exchange differences by the system on the settlement date.	M			F/U/O				same as 4.5.3	
5.4.13	Allow authorised users to void and re-issue payments, with a full audit trail.	M			F					
5.4.14	Support central payments and automatically link current accounts between service units, auto-generating a Payment Application List 付款申請清單, for approval from appropriate supervisors (multiple approvals) in Service Units before processing from Head Office Finance	M		Appendix 3 Cheque / Autopay Request	F/U/O					
5.4.15	Payment Control - For certain vendors, only the Head office can settle payments and notify end-users of the bills.	O			F					
5.4.16	Allow direct entry of additional costs (e.g. transportation) in vendor invoices without a corresponding Purchase Order	M			F/U/O					
5.4.17	Option to offset accounts receivable and payable for the same vendor/customer.	M			F/U/O				same as 4.5.8	
5.4.18	Support attaching invoices (with/without going through the P.O process) , delivery notes, goods returns, etc., as well as downloading, deleting, or adding attachments	M			F/U/O					
5.4.19	Alert users (preparer and approver) to recent claims from the same vendor on the same purchase date and for the same amount across service units to avoid duplicate claims.	M			F/U/O					
5.4.20	Provide the option to search for purchased items using keywords, invoice numbers, vendor names, bill amounts, and remarks, showing details of purchases within a specified period before submitting or approving a payment request.	O			F/U/O					
5.4.21	via mobile or email for payment approvals	O			F/U/O					
5.4.22	Allow users to select the payment method (cheque, FPS, e-transfer, etc.)	M			F/U/O					
5.4.23	Vouchers, such as payment, purchase, debit note issed for purchase returns, should indicate who approved the transactions and when, and may or may not include e-signatures	M			F/U/O					
5.5	**Reporting**									
5.5.1	Provide the following standard reports: - Edit list of invoices, debit notes and credit notes; - Edit list of payments; - List of suppliers; - List of invoices, debit notes and credit notes; - List of deposits or payments not applied to any invoice or purchase order; - List of void and re-issued payments; - Accounts payable ledger on balances brought forward and movements for the period, or open items; - Accounts payable aging report; and - Report for payments.	M			F/U/O					

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						Web-based solution	ERP			
5.5.2	Provide flexible reporting with multiple layers of hierarchy and sorting based on one or a combination of the following criteria: - by period (month, quarter, year, or user-defined date range) (real time or other user-defined cut-off date, such as back-dating, is allowed); - by segments / analysis codes RANGE (e.g. funding source code range); - by supplier name; - by supplier number range; - by supplier categories; - by currency; - by product (type of service); - by amount range; - by not less than six aging reports (for aging analysis); and - by any other fields in this module.	M			F/U/O				similar to 4.6.2	
5.5.3	Inquiries and searches can be made by one or combination of two or more of the following criteria: - purchase order number (if procurement module is implemented); - supplier number, name or phone number; - transaction number; - date or period; - supplier classification; - cost center; - amount; and - any other fields in this module.	M			F/U/O					
5.5.4	Allow users to print / view any supplier account with zero balance and without movement for the period.	M			F/U/O					
5.5.5	Documents and reports can be viewed on screen, printed as hard copies, and exported in Excel, CSV and PDF formats.	M			F/U/O				same as 3.3.5	
5.5.6	Capable of re-printing documents and reports.	M			F/U/O					
5.5.7	Provide an alert function by sending messages and reports to relevant users when a user-defined threshold/criteria is exceeded, e.g. over 90 days past due aging report with details, etc.	M			F/U/O					
6	**Bank and Cash Management**	*								
6.1	**General**									
6.1.1	Maintain bank accounts in multiple currencies. (bank account numbers, currency, contract persons, etc.)	M			F/U/O					
6.1.2	Generate cashflow forecasting reports to project cash flow based on historical and in-process transactions in general ledger, accounts payable, accounts receivable and purchase order modules.	M			F/U/O					
6.1.3	Integrate with banks' systems, such as secured Host-to-Host Solutions (e.g., 銀企直聯 by Hang seng Bank via HSBCnet), to connect with their online banking services, automating bulk payment file submissions and reconciliation data delivery, thus providing users with near real-time cash position visiblility.	O			S					
6.1.4	Integrate with the FPS and SWIFT networks for global and local transactions	O			S					
6.1.5	Enable import of e-files (CSV/Excel) from HSBC, Hang Seng Bank, BOC, Bank of East Asia to facilitate **automatic bank reconciliation** function.	M			F/U/O					
6.1.6	Provide **automatic bank reconciliation** for cheque payments by cheque number and amount, as well as for receipts and other payments by amount and date.	M			F/U/O					
6.1.7	retain matching relationship for historical analysis and audit purposes, e.g. maintains a database of past reconciled transactions, each bank reconciliation action is logged with a timestamp, user ID, and details of the matched transactions.	O			S/F					
6.1.8	Record and track stop cheque payments with auto-generated alert reports to management for follow up.	M			F/U/O					
6.1.9	Support requests to cancel an issued cheque and replace it with a new one, accompanied by justification and supporting documents for authority approval without requiring the full re-execution of the payment application process.	M			F/U/O					
6.1.10	Transaction Processing – enter, post, review, clear and reverse transactions	M			F/U/O					
6.1.11	Bank-in cash / cheques – select all revenue items at once and send for approval in a single action, generate a Bank-in Details List 存款明細表	M			F/U/O					
6.1.12	Vouchers, such as Receipt, payment, should indicate who approved the transactions and when, and may or may not include e-signatures	M			F/U/O					
6.2	**Petty Cash Management**									
6.2.1	Set a maximum claim amount for petty cash expenses (e.g., each bill must not exceed $1,000), allow changes through an approval workflow.	M			F/U/O					
6.2.2	Permit expense claims and cash advance payments to be submitted in batches (e.g. via Excel or web browser), with the option to void claims before approval.	M			F/U/O					

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						Web-based solution	ERP			
6.2.3	Support attaching documents (i.e petty cash bills) signed by supervirs to expense claims or advance payment requests for approvers to view and execute approval, as well as downloading, deleting, or adding attachments	M			F/U/O					
6.2.4	Automatic budget checks for vaious projects / programs / events / courses once project code number is selected. Real-time calculations of total / Year-to-date expenses and / or income will determine the surplus / deficit for each project.	M			F/U/O					
6.2.5	Allow multiple funding sources and the sharing of expenses per line item among various projects / programs / events / courses / service units. Calculate and display the petty cash balance in real-time while entering claims or petty cash advance payments before saving.	M			F/U/O					
6.2.6	Automatically retrieve and filter reimbursement funding sources and accounts (for expenses and income) from predefined options.	M			F/U/O					
6.2.7	Hold expense claims exceeding the budget until authorised users release them through the approval of extra funding or budget virement .	M			F/U/O					
6.2.8	Staff only need to enter data once. The system can automatically generate related general ledger transactions by pre-defining the auto credit account in the account master setup for each service unit.	M			F/U/O					
6.2.9	Support recording of petty cash inflows and outflows for various projects / programs / events / courses / service units / staff, etc	M			F/U/O					
6.2.10	Support recording of advance payments for various projects / programs / events / courses / service units / staff, etc	M			F/U/O					
6.2.11	Support recording refunds of imprest balances for various projects / programs / events / courses / service units / staff, etc	M			F/U/O					
6.2.12	Allow users to view the petty cash balance for various projects / programs / events / courses / service units / staff, etc	M			F/U/O					
6.2.13	Support settling accounts payable with petty cash	M			F/U/O					
6.2.14	Trace the status of approval for expenese claims	M			F/U/O				Included in 2.2.3	
6.2.15	Trigger a pop-up reminder at the end of the service unit's operating hours to prompt cash holder to perform end-of-day reconciliation on cash on hand with system balance 1. Setup of a cash holder role. 2. Allow the alert should be configurable by unit (e.g., service hours, responsible cash holder). 3. log the acknowledgment of the reminder by the cash holder. 4. Optionally, prevent logout or system closure until the reminder is acknowledged.	M			F/U/O					
6.2.16	Petty cash Tracking and conducting petty cash count, reconciling petty cash on the spot. Users can input the reason for any counting discrepancies and trigger for approval, (user can sort and search for follow-up issues).	M			F/U/O					
6.3	**Petty Cash Replenishment**									
6.3.1	Allow partial petty cash replenishment applications raised by service units to Head Office, requiring approval through a defined workflow.	M			F/U/O					
6.3.2	Users can access the Petty Cash Expenditure Report 零用現金支出表 to determine the amount needed for replenishment and view petty cash balances related to specific projects, programs, events, courses, service units, or staff.	M			F/U/O					
6.3.3	Trace the status of approval for replenishment requests	M			F/U/O				Included in 2.2.3	
6.3.4	Support alerting the Head Office and Service Units to use petty cash advance payments (temporary loans) to settle portions of replenishment applications raised by service units.	M			F/U/O					
6.3.5	Allow the Head Office and Service Units to use one or more petty cash advance payments (temporary loans) from the advance payments list to settle portions of replenishment applications, once approved, affecting the books of both the Head Office and Service Units simltaneously	M			F/U/O					
6.3.6	Support the setup of auto-replenishment for petty cash, which triggers requests to restore it to a predefined level through an approval workflow and accounting transaction	O			F/U/O					
6.4	**Staff Expense Claims**									
6.4.1	Employees can enter the ERP system to submit expense claims via web browser or mobile app.	O			F/U/O					
6.4.2	Employees can attach files to their expense claims via the ERP system or mobile app or web browser	O			F/U/O					
6.4.3	Managers can approve the expense claims submitted by their team members via the ERP system or mobile app or web browser.	O			F/U/O					
6.4.4	Track expense reports through the submit/approve lifecycle, view an auditable system history for each report, and create overdue expense report approval alerts.	O			F/U/O					
6.4.5	Allow to input Program code, Funding Source, Customer code (for customer in the category of residents' petty cash, for billing the customer), Nature and amount in mobile or web app.	O			F/U/O					
6.4.6	Support utilising and seraching for program codes and funding sources to keep track of program expenditure in the Project and Job Module (Section 13)	M			F/U/O					
6.4.7	Touchless staff claim receipt management - Support the use of Optical Character Recognition (OCR) or AI or other methods to automatically extract relevant information from uploaded receipt images and populate the corresponding fields in the staff expense claim form (standard e-form, including funding sources, project / program codes, service unit codes, expense sharing ratio / amount).	O			F/U/O					

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						Web-based solution	ERP			
6.4.8	Enable users to check, modify, and submit uploaded invoices for touchless staff claim receipt management (via OCR or AI or other method) on a single webpage, accessible to all users without counting against the license.	M			F/U/O					
6.4.9	Support the automatic generation of bank autopay files to facilitate the settlement of approved staff expense claims via the payroll bank account.	M			F/U/O					
6.4.10	Alert users (preparer and approver) to recent claims from the same vendor on the same purchase date and for the same amount across service units to avoid duplicate claims.	M			F/U/O				same as 5.4.19	
6.4.11	Provide the option to search for purchased items using keywords, invoice numbers, vendor names, bill amounts, and remarks, showing details of purchases within a specified period before submitting or approving a payment request.	O			F/U/O				same as 5.4.20	
6.5	**Forms**									
6.5.1	Application for withdrawing cash	M		Appendix 28 Withdrawing cash	F/U/O					
6.6	**Reports**									
6.6.1	Bank-in Details List 存款明細表 for all or selected periods, with or without receipt numbers	M		Appendix 20 Bank-in Details List	F/U/O					
6.6.2	Generate detailed Petty Cash Expenditure Report 零用現金支出表 on petty cash transactions, and reimbursement claims.	M		Appendix 9 Petty cash expenditure report	F/U/O					
6.6.3	Surprise Cash Count Report - List all petty cash floats for all or selected locations to manually record the actual cash count (Excel/PDF).	M		Appendix 10 Surprise Cash Count	F/U/O					
6.6.4	Users should be able to filter reports by various criteria, including batch / application number, date range, invoice number, program / project / event / course code, service unit, funding source, payment description, vendor / responisble staff / payee name, and approval status, etc.	M			F/U/O					
6.6.5	Export data in various formats (Excel and PDF) for further analysis	M			F/U/O					
6.7	**Residents' Petty Cash Report**									
6.7.1	Residents' Petty Cash Report - Use the feature in item 4.7.6 to select the customer category "Residents' Petty Cash." This will list all resident petty cash for all or selected residents or service units, allowing for manual checking of the combination of actual cash and bank deposits related to residents' petty cash (Excel/PDF).	M			F/U/O					
7	**Budgeting**	*								
7.1	**General**									
7.1.1	Support both centralized and decentralized budgeting with authorization control, full audit trail, and logs of access or update.	M			F/U/O					
7.1.2	Maintain various versions and version control of budgets/ forecasts, apart from the approved version.	O			F/U/O					
7.1.3	Allow input of budget data through manual entry or import from Excel.	M			F/U/O				included in 1.5.6	
7.1.4	Support budget adjustments,virements and freezes, restricted to authorised user, with a full audit trail.	M			F/U/O					
7.1.5	Provide budgeting set up for at least 5 years	M			F/U/O					
7.2	**Budget Planning & Forecasts**									
7.2.1	Budget Planning template - Access last year's budgeted, actual, and committed amounts, and up-to-date figures for the current year. - users can deduct one-off budget items from specific periods and add new budget items to create revised or next year's budget plans. - **Perform what-if analyses** - Allocate budgets using both top-down and/or bottom-up methods.	M			F/U/O					
7.2.2	Provide budget planning based on preset percentage increases or decreases from the previous year's base, user specified amount	M			F/U/O					
7.2.3	Budget planning templates can be exported for editing, and imported via Excel for budget assignment (becoming valid after approval)	M			F/U/O					
7.2.4	Budget Assignment – assign budgets to various accounts and periods or dimension / segment / analysis types	M			F/U/O					
7.2.5	Support multiple funding sources with different valid periods	M			F/U/O					
7.2.6	Budget Forecasting – forecast financial performance using past data and trends, or built-in tools	O			F/U/O					
7.3	**Budgetary Control**									
7.3.1	Integrated with accounts payable and procurement modules to ensure that all transactions affecting the budget are verified against the available budget.	M			F/U/O					
7.3.2	Prohibit entering into transactions or making payments that exceed the available budgeted amount unless properly authorized by succesfully obtaining extra funding or through budget virement	M			F/U/O					

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						Web-based solution	ERP			
7.3.3	Support budget control rules through one or more combinations: effective period, product/expense/project category. For example: Lump Sum Grant can be used for three years and may be extended upon expiry. However, it cannot be used for any F&E costs exceeding $20K or any works/IT system development costs over $200K, unless justified by circumstances such as the insufficiency of the Minor Block Grant to meet urgent needs (add as an option). The purchase request must not exceed $50K for F&E, $500K for works/IT systems, or $50K for vehicle overhauls; otherwise, an approval letter from SWD and governing board minutes approving this are required.	M			F/U/O					
7.3.4	Support budget per item level, e.g. set budget for each product / expense / project category	M			F/U/O					
7.3.5	Set a budget utilization rate threshold that triggers notifications to the units in charge and all higher-ups in the approval hierarchy	M			F/U/O					
7.4	**Reporting**									
7.4.1	Provide online reporting to display approved budgets, budget adjustments, budget virements, freezes/deferments, purchase orders, purchase requisitions, expenditures, budget utilisation rates, and available budget balances.	M			F/U/O					
7.4.2	Provide standard Budget utilisation and variance reports: - Budget vs Actual Report; - Budget Item Analysis Report; and - Budget Variance Report. - Report on Over budget programs or accounts - Operating Income and Expenditure Account for Unit 單位收支報告	M		Appendix 1 Operating I&E for Unit	F/U/O					
7.4.3	Capable of filtering, sorting, searching and reporting month-to-date, quarter-to-date and year-to-date budget, forecast, actual and variance data by any account segment / analysis code (e.g. funding sources, service programs, service units) and account code to complie user-defined reports, e.g. I&E report for a Minor Block Grant within a specified period in a service unit	M			F/U/O					
7.4.4	Reports can be viewed on screen, printed as hard copies, and exported in Excel and PDF formats.	M			F/U/O					
7.4.5	User-friendly Excel-based reporting tools enabling user to define the content and appearance of report by selecting, grouping and sorting desired information, drill down capabilities to source	M			F/U/O					
7.4.6	Provide budget forecasts for at least 3 years for selected service units, funding sources, and multiple companies.	M			F/U/O					
8	**Fixed Asset**	*								
8.1	**General**									
8.1.1	Support system-generated fixed asset code and setup the code format rules, including duplicate fixed asset code checking	M			F/U/O					
8.1.2	Interface with the Purchase Order (in Procurement module), Accounts Payable and General Ledger modules to capture information recorded in these modules within the fixed asset module.	M			F/U/O					
8.1.3	Allow users to define service units, locations, custodians, asset classes and asset sub-classes (with relevant codes integrated with general ledger accounts/ analysis codes).	M			F/U/O					
8.1.4	Provide standard depreciation methods, including straight-line method and reducing balance method	M			F/U/O					
8.1.5	Support the definition of depreciation methods based on asset classification or a standalone depreciation method for a particular asset.	M			F/U/O					
8.1.6	Support the definition of standard useful lives of an asset class or different useful lives for individual assets of same asset class.	M			F/U/O					
8.1.7	Support the definition of depreciation start and end dates in the month of purchase and the month of disposal, respectively.	M			F/U/O					
8.1.8	Allow setting of users access rights for different types of assets, and with a full audit trail and records of any changes.	O			F/U/O					
8.1.9	Template - Create unique templates for repeated transactions that users can user at any time, without a set frequency.	O			F/U/O				similar to 4.4.7	
8.1.10	Track maintenance costs and schedule service dates (e.g. for vehicles)	M			F/U/O					
8.1.11	Allow attachment of assets (e.g. vehicles) to Insurance policies and monitor coverage	M			F/U/O					
8.1.12	Allow recording of transactions (purchase, transfer or disposal) and support importing via Excel files	M			F/U/O				included in 1.5.6	
8.1.13	Allow maintenance of non-depreciable assets, such as work-in-progress, assets not capitalized, and donated assets that have uncertain or no value	M			F/U/O					
8.1.14	Guide users to record donated assets as an increase in relevant asset account and an increase in contribution revenue for non-profits or contributions for for-profits. If a donated asset has uncertain or no value, it may not be recognized as a contribution or contribution is zero.	M			F/U/O					
8.1.15	If an donated asset has a fair vaule, remind users to upload any price reference documents (if any) for donated assets	M			F/U/O					
8.1.16	Support Multiple Book on Fixed Assets (handling Tax book vs GAAP)	O			F/U/O					
8.1.17	Vouchers related to Fixed Assets disposals, adjustments, revaluation, should indicate who approved the transactions and when, and may or may not include e-signatures	M			F/U/O					
8.2	**Purchasing / Adding Fixed Asset information**									

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						Web-based solution	ERP			
8.2.1	Provide sufficient and separate fields, and appropriate lengths, for recording details of a fixed asset, including but not limited to multiple funding sources for one asset, supplier or donor name, invoice number, purchase order number, acquisition date, delivery date, brand name, model, serial number, description, maintenance, warranty and insurance information, whether it is available for loan (either for a fee or free of charge), software license number (mandatory for software) and valid period, and mark the asset as IT hardware or software, if appicable.	M			F/U/O					
8.2.2	Allow attaching any type of document to each asset, including pictures, warranty agreements, etc, as well as downloading, deleting, or adding attachments	M			F/U/O					
8.2.3	Capable of replicating assets in the required quantities.	M			F/U/O					
8.2.4	Capable of editing or voiding the asset details by authorised users (for corrections) after they been saved	M			F/U					
8.2.5	Support input of assets and commencement of depreciation upon acquisition, even before receiving invoice.	M			F/U/O					
8.2.6	Remind users when maintenance/ warranties/ insurance are about to expire.	M			F/U/O					
8.3	**Depreciation Calculation**									
8.3.1	Automatically calculate depreciation with the option to post the depreciation entry to the General Ledger automatically or manually.	M			F/U/O					
8.3.2	Provide depreciation projection for the entire lifecycle of the asset	M			F/U/O					
8.3.3	Allow adjustments to depreciation by authorized users.	M			F/U/O					
8.4	**Transfer of Fixed Asset**									
8.4.1	Allow transfer of an asset from one location/ cost centre/ asset class to another, without affecting historical depreciation.	M			F/U/O					
8.4.2	Maintain transfer dates.	M			F/U/O					
8.4.3	Maintain a history of transfers.	M			F/U/O					
8.4.4	Requests to transfer an asset among service units must go through an approval workflow, except for transfers within service units	M			F/U/O					
8.5	**Disposal of Fixed Asset**									
8.5.1	Allow disposal of assets one by one OR with multiple items in one record	M			F/U/O					
8.5.2	Maintain disposal and approval dates.	M			F/U/O					
8.5.3	Automatically recalculate depreciation when an asset is disposed	O			F/U/O					
8.5.4	Auto-generate a journal for changes in value, with user's option to amend manually.	M			F/U/O					
8.5.5	Standard disposal reasons should be defined by the user, with additional information captured in a remarks field.	M			F/U/O					
8.5.6	Track the history of disposed assets.	M			F/U/O					
8.5.7	Requests to write off or dispose of Furniture & Equipment must go through an approval workflow	M		Appendix 26 Write-off Asset	F/U/O					
8.5.8	If the asset will be used to trade in for a new product or asset, guide users to input the trade-in amount and upload supporting documents. Record the trade-in amount as an increase in the relevant asset account and as an increase in miscellaneous income. If cash or bank income is involved, record the trade-in amount as an increase in cash instead of in the relevant asset account.	M			F/U/O					
8.5.9	For gas or electrical appliances with a replacement cost over $6,000 (替換費用超逾6,000 元的氣體／電器用具), remind users to upload a technical certification confirming it's unserviceable and beyond economic repair, or provide a previous maintenance record that serves the same purpose, completed by a qualified person (input remarks)	M			F/U/O					
8.5.10	For the disposal of IT hardware or software, notify the IT team after obtaining disposal approval.	M			F/U/O					
8.5.11	For the disposal of an asset due to it being missing, remind users to consider reporting to the police if the asset's value is significant. Notify the CEO, Executive, and Finance after reporting to the police.	M			F/U/O					
8.6	**Revaluation of Fixed Asset**									
8.6.1	Allow updates of assets with revalued amounts and record the revaluation date.	M			F/U/O					
8.6.2	When an asset is revalued, ensure that depreciation and useful life are updated to reflect the new asset value.	M			F/U/O					
8.6.3	Auto-generate a journal for changes in value, with user's option to amend manually.	M			F/U/O				same as 8.5.4	
8.6.4	Keep a history of cost and revalued amounts.	M			F/U/O					
8.6.5	Requests to revalue an captialized asset must go through an approval workflow	M			F/U/O					
8.7	**Fixed Asset Inventory**									
8.7.1	Support maintainence of fixed asset inventory balances and movement history	M		Appendix 25 Asset Register	F/U/O					
8.7.2	Enable asset tracking and stocktaking via mobile apps or online access using barcodes or QR codes to conduct asset counts and reconcile asset data with actual quanitites on the spot. Users can input the reason for any counting discrepancies and trigger the disposal of damaged or missing items for approval, or follow up on items to be returned to vendors for repair or replacement (user can sort and search for follow-up issues). This includes stock count capability through scanning asset labels.	M			F/U/O					

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						Web-based solution	ERP			
8.7.3	Allow a selective asset count list based on multiple criteria mentioned in the section 9.8 (Reporting) for asset count.	M			F/U/O					
8.7.4	Maintain the last stocktake dates for each asset	M			F/U/O					
8.7.5	Maintain a stocktake record that includes findings, reasons for discrepancies, follow-up issues, date, the e-signatures and names of the counting and reviewing staff.	M			F/U/O					
8.7.6	Support uploading of asset count results (including comments on status, e.g. broken) from Excel.	M			F/U/O				included in 1.5.6	
8.7.7	Print Barcode/QR code Labels 列印條碼標籤	M		Appendix 27 Asset Label	F/U/O					
8.8	**Reporting / Fixed Asset Register**									
8.8.1	Provide the standard reports including: - List of asset;- List of asset movements; - List of asset depreciation; - Detailed report of assets; - Depreciation breakdown report; - Depreciation projection report. - Report for asset count (盤點結果）e.g. location changed, lost, damaged, etc.	M		Appendix 25 Asset Register	F/U/O					
8.8.2	Provide flexible reporting with multiple layers of hierarchy and sorting based on one or a combination of the following criteria: - By location range, service unit range, segment / analysis code RANGE (e.g. funding source code range) - By custodian - By asset number (previous and present), description, - By cost value range, net book value range, funding source amount range - By asset life range - By class and sub-class range - By any other fields in this module	M			F/U/O					
8.8.3	Reports can be viewed on screen, printed as hard copies, and exported in Excel and PDF formats.	M			F/U/O				same as 7.4.4	
8.8.4	Enable export of the Asset register to Excel based on multiple criteria, e.g. acquisition dates, disposal information, asset lifecycle tracking, funding sources, and management of assets on loan, etc.	M			F/U/O					
9	**Procurement Management**	*								
9.1	**Supplier Maintenance**									
9.1.1	Procurement Management, Account Payable and Finance Management module should share the same supplier master file	M			F/U/O					
9.1.2	Support system-generated supplier codes and setup the code format rules, including duplicate supplier code checking e.g. search by phone number, and alert for duplicate phone number to avoid duplicate vendors	M			F/U/O					
9.1.3	Support setting up multiple categories for the supplier master file, e.g. Master file for Vendor A includes mutiple categories such as IT equipment and Office Supplies	O			F/U/O					
9.1.4	Support setting up the approved purchase categories for each supplier e.g. Vendor A and B are approved to supply Office Supplies. Users can choose to buy a combination of amounts from them.	O	B5.2		F/U/O					
9.1.5	Support setting vendor groups and primary vendors	O			F/U/O					
9.1.6	Provide comprehensive fields for capturing various suppliers details, including but not limited to multiple addresses, contact details, email address, etc.	M			F/U/O				similar to 4.1.4	
9.1.7	Maintain financial terms and details, e.g. payment method, payment terms, credit limit, bank account name and number, etc.	M			F/U/O				same as 4.1.5	
9.1.8	Capable of setting billing addresses to the holding company / head office if the supplier is a subsidiary or branch and requests billing as such.	M			F/U/O				same as 4.1.7	
9.1.9	Capable of maintaining connections between suppliers across service units, companies, and the head office	M			F/U/O					
9.1.10	Support setting up multiple segments or dimensions per supplier.	M			F/U/O					
9.1.11	Keep the creation date and last update date of each supplier record.	M			F/U/O				similar to 4.1.10	
9.1.12	Capable of indicating the status of each supplier as active or inactive.	O			F/U/O				similar to 4.1.11	
9.1.13	Capable of handling potential suppliers.	O			F/U/O					
9.1.14	Support setting up the supplier grading and max. purchase award amounts.	O			F/U/O					
9.1.15	Support setting up the effective date ranges for approved suppliers	O			F/U/O					
9.1.16	Support the setup of blacklisted suppliers, allow input field for adding remarks, with alerts to either proceed or forbid procurement when blacklisted suppliers are selected	M	B5.2		F/U/O					
9.2	**Purchase Request**									
9.2.1	Initiate procurement by submitting detailed requests that include quotations, funding sources (single or multiple), and cost-sharing ratios (in percentages or dollar amounts) among service units	M			F/U/O				included in 2.2.6	

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						Web-based solution	ERP			
9.2.2	users can select or modify (only before any approval take places) multiple funding sources for the purchase requests, view available funds for each source (net of expense, earmarked PRs, and committed PO amounts), and allocate purchase costs among various units.	M			F/U/O					
9.2.3	When a transaction affects the budget accounts of counter-service units—those that did not submit the purchase request but are required to share the purchase cost—the initiating unit supervisor can approve staff expense claims, purchase requests, journal vouchers, etc., based on pre-agreed cost-sharing ratios, with workflow approval conditions as defined.	M			F/U/O				included in 2.2.6	
9.2.4	Support setting up at least two types of purchase requests: one for requests from the committed price list and committed supplier, and another for sourcing suppliers via RFQ / Tendering process	M			F/U/O					
9.2.5	Support setting up multi-level approval paths for purchase requests and purchase orders under different conditions (by service units, purchase category, budget amount, etc), with different approval routing and approval levels, e.g. A purchase request for "Maintenance Works 維修工程" and "Service 服務" amounting to no more than $1.5m and $$525K respectively, requires the CE's approval. Requests exceeding those limits require approval from a tender board formed by 3 supervisors, including an Executive. IT related purhcase requests should be notified to the IT team via e-mail or landing page upon approval.	M			F/U/O					
9.2.6	Add a Location field to Purchase request, allowing users to type or select receiving location for the item to be purchased (i.e. the warehouse the item will be received)	M			F/U/O					
9.2.7	Allow users to select whether a down-payment is required for assets, tools, maintenance or overhauls, when completing the pruchase of furniture and maintenance budget application form 購買傢俬物品及保養維修財政預算表. For purchases funded by the Lotteries Fund Major Block Grant 獎券基金的大額補金 (select the approved grant number from a list, which is available for selected units for specified projects) or the Lotteries Fund Minor Block Grant 獎券基金的整體補助金 (select the allocation year 撥款年份 from a list), or other charity funds, specify the estimated purchase date and indicate if down-payment is required. If yes, an auto-generated Payment Application List 付款申請清單 will be created (as in section 6.4.15) for approval from appropriate supervisors (multiple approvals) in Service Units before processing by Head Office Finance	M		Appendix 22 Purchase Request, Appendix 3 Cheque / Autopay Request	F/U/O					
9.2.8	If purchase item is an asset, auto create Asset master with asset code either during entering goods receipt or completing purchase request	M			F/U/O					
9.2.9	Support attaching quotations, sole agent certificates, etc. to purchase request, as well as downloading, deleting, or adding attachments	M			F/U/O					
9.2.10	Search purchased items by keywords, showing details of purchases within a specified period, before submitting or approving a PR to review or check for duplicates	M			F/U/O					
9.2.11	Template - Create unique templates for purchase requests (i.e. for recurring purchases) that users can user at any time, without a set frequency.	M			F/U/O				similar to 4.4.7	
9.2.12	Users can import purchase requests in batches using Excel files	M			F/U/O				included in 1.5.6	
9.2.13	Display the last purchase and total purchases for the same category of F&E within a specified period, before submitting or approving a Purchase request to review or check for duplicates or splitting purchases	M			F/U/O					
9.2.14	Provide alerts if accumulated purchases from the same vendor exceed a specified total amount, and certain subtotal amounts based on item categories (e.g. diapers, milk, etc.)	M			F/U/O					
9.2.15	Support purchasing back-to-back inventory or services for re-sale, and record those services as inventory to keep track of these services or inventory balances	M			F/U/O					
9.3	**Budget Integration and Fund Checks**									
9.3.1	Integrated with budgeting module for budget control checking	M			F/U/O					
9.3.2	Conduct a budget check on PR, Direct PO, Direct Payment, and general vouchers (GL/Petty cash), during transaction entry and before approval, accommodating multiple financial periods. Once PR / Direct PO or Payment / General voucher is saved, dislay available funds and budget utilisation rates	M			F/U/O					
9.3.3	Automatic budget checks for vaious projects / programs / events / courses once project code number is selected. Real-time calculations of total / Year-to-date expenses and / or income will determine the surplus / deficit for each project.	M			F/U/O				same as 6.2.4	
9.3.4	Generate alerts for purchase requests exceeding the overall project budget, departmental (service unit) annual budget, and the annual budget for the same service type under the same program director. Approvers, according to the approving hierarchy, may use funding from the project budget first, if insufficient, then the service unit annual budget, if still insufficient, escalate (over-budgeted items) to the program director and executives for approval.	M			F/U/O					

Item No.	Requirement (Final)	Priority	ESG KPI per HKEX check list	CFSC report (accept similar system reports) provide man-days in Annex 4B	User roles (S,F,U,O)	If 3rd party program is used, Y = feature / function available Web-based solution	 ERP	Compliance (3,2,1,0)	Customization for ERP Man-days (excluding man-day for CFSC report)	Remarks
9.3.5	Generate alerts for purchase requests that are not included in the annual budget (unbudgeted items, no project code), submit them directly to the program directors and executives (notify units-in-charge, all those are in the approving hierachy) with justification. Approval will only be granted if a budget virement is requested or if additional funding from the organisation is secured.	M			F/U/O					
9.4	**Approval Process**									
9.4.1	Support purchase approval using Mobile apps	O			F/U/O					
9.4.2	Trace the status of approval for purchase requests	M			F/U/O				Included in 2.2.3	
9.4.3	Exceptional Authority – alert to enter reasons for not choosing the lowest offer or submitting insufficient quotations or highest overall score (if a marking scheme is used, i.e. if Section 10.9 is available), then proceed to an additional approval workflow.	M			F/U/O					
9.4.4	Support canceling / closing purchase requests by authorized users	M			F/U/O					
9.4.5	Support submitting purchase requests for items / services without created master files	M			F/U/O					
9.4.6	The person who submits a purchase request is not allowed to approve the request	M			F/U/O					
9.5	**Central Procurement and Job Tracking**									
9.5.1	Central Procurement option – A single department manages procurement for specific products or services across multiple service units.	M			F/U/O					
9.5.2	Support utilising job/program codes to keep track of job / program expenditure in the Project and Job Module (Section 13)	M			F/U/O				same as 6.4.6	
9.5.3	Support searching for existing job/program codes and attaching them to each line of purchase to keep track of job/program expenses.	M			F/U/O					
9.5.4	Integrate with Inventory and Accounts payable modules	M			F/U/O					
9.6	**Quotation / Tendering**									
9.6.1	Support defining the quotation amount for running Quotation / Tendering process (e.g. over HK$5,000 requires attaching quotation, over HK$ 225,000 fixed asset/product requires running a tendering process, and attaching tenders)	M	B5.2		F/U/O					
9.6.2	Support setting minimum number of quotation / tender invitation required by quotation amount (e.g. over HK$ 50,000 will be required to source over 5 quotations) Alerts will notify users if the criteria are not met during the purchase request.	M	B5.2		F/U/O					
9.6.3	Support generating quotation / tender invitations from purchase requests	O			F/U/O					
9.6.4	Support setting up the max. number of selected suppliers for the quotation / tender invitation, and also support the number of random suppliers for the quotation / tender invitation	O			F/U/O					
9.6.5	For the tendering process, separate the technical and price proposals to maintain clarity	O			F/U/O					
9.6.6	For the tendering process, support setting up application start dates, submission deadlines, open tender dates, along with which users can open the tender	O			F/U/O					
9.6.7	For the RFQ process, suport setting up application start dates, submission deadlines, which users can open the RFQ	O			F/U/O					
9.6.8	Support recording the RFQ / Tendering award	M			F/U/O					
9.7	**Purchase Order Processing**									
9.7.1	Purchase order will be generated from the RFQ / Tendering award	M			F/U/O					
9.7.2	Purchase order will be generated from purchase requests for scenarios involving committed price lists and committed suppliers	M			F/U/O					
9.7.3	Support inputting required deposits to pay, and notify the finance department for deposit payment arrangements	M			F/U/O					
9.7.4	Integrated with budgeting module for budget control checking for purchase order, supplier invoices	M			F/U/O					
9.7.5	Support cancelling / closing purchases order by authorized users	M			F/U/O					
9.7.6	Support setting up approval paths for purchase orders under conditions (e.g. varying amounts, different service units, etc)	M			F/U/O					
9.7.7	Capable of creating goods receipts / service receipts without a purchase order	M			F/U/O					
9.7.8	Capable of handling partial and full receipts of purchase orders	M			F/U/O					
9.7.9	Capable of handling one goods receipt / service receipt with multiple purchase orders or vice versa	M			F/U/O					
9.7.10	Over-shipment checking will be supported in goods receipts	M			F/U/O					
9.7.11	Support setting up multiple locations for goods receipt locations	M			F/U/O					
9.7.12	Support inputting multiple locations for one goods receipt note	M			F/U/O					
9.7.13	Capable of handling simple stock management functions	M			F/U/O					
9.7.14	Support loading purchase orders or goods receipts / service receipts to create supplier invoices	M			F/U/O					
9.7.15	Support creating supplier invoices without a purchase order or goods receipt / service receipt	M			F/U/O					
9.7.16	Integrated with the accounts payable module for settling supplier invoices	M			F/U/O					
9.7.17	Template - Create unique templates for purchase orders that users can user at any time, without a set frequency.	M			F/U/O				similar to 4.4.7	
9.8	**Receive Goods / Services / Assets and convert PO to invoice**									
9.8.1	Initate receiving process by locating the relevant purchase order (PO) for the items / services being received	M			F/U/O					

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						Web-based solution	ERP			
9.8.2	Enter the receipt information, e.g. date, units, and provide an option to upload the vendor's delivery notes and/or invoice	M			F/U/O					
9.8.3	Convert the relevant portions of the purchase orders into invoices and entrer invoice details according to the goods or services received	M			F/U/O					
9.8.4	A purchase order is considered complete and closed once all goods or services have been received.	M			F/U/O					
9.8.5	For inventory items and assets, prompt the uesr to enter inventory or asset-specific details in inventory or asset moodule	M			F/U/O					
9.8.6	Vouchers for purchases, should indicate who approved the transactions and when, and may or may not include e-signatures	M			F/U/O					
9.9	**Supplier Evaluation**									
9.9.1	Create user-defined supplier Peformance evaluation form with the score weighting for: approved licenses, compliance with required quality, envirnomental, and health provision standards, delivery schedule (with rejected items counted against total contract value), after-sales support standards, and technological capability (including management and organisation, resources, co-ordination and control, documentation), etc.	O	B5.2	Appendix 24 Supplier Performance evaluation form	F/U/O					
9.9.2	Calculate scores based on evaluation form, the score can be used as a condition in the approval process for purchase requests, purchase orders, and supplier invoices	O	B5.2		F/U/O					
9.9.3	Capable of auto-updating the suppliers with the scores lower than a specified threhold to be blacklisted	O	B5.2		F/U/O					
9.9.4	Capable of viewing results in reports and charts	O	B5.2		F/U/O					
9.9.5	Alert users to review the performance of active suppliers annually by completing the supplier evaluation form	O	B5.2		F/U/O					
9.10	**Reporting**									
9.10.1	Provide standard reports: - List of vendors who have not yet submitted RFQs / Tenders - List of vendors and number of vendors - Purchase request report; - Purchase order report; - Purchase award report; - Goods receipt report; - Supplier invoice report; - Purchase return report; - Supplier outstanding order report - Supplier outstanding invoice report	M			F/U/O					
9.10.2	Provide flexible AP reporting with multiple layers of hierarchy and sorting based on one or a combination of the following criteria: - by period (month, quarter, year, or user-defined date range) (real time or other user-defined cut-off date, such as back-dating, is allowed); - by segment / analysis code range (e.g. funding source code range);; - by supplier name; - by supplier number range; - by classification range; - by currency; - by amount range; and - by any other fields in this module. - by region - by status (active or inactive)	M	B5.2		F/U/O				same as 5.5.2	
9.10.3	Searches of AP can be made using one or a combination of the following criteria: - supplier number, name or phone number; - supplier categories; - date or period; - segment / analysis code; - amount; and - any other fields in this module.	M			F/U/O					
9.10.4	Allow users to choose whether to print or view vendors with zero balances and no movements for the period.	M			F/U/O					
9.10.5	Reports can be viewed on screen, printed as hard copies, and exported in Excel and PDF format.	M			F/U/O				same as 7.4.4	
9.11	**Purchases Register**									
9.11.1	generate and track purchase orders (PO), allow for direct POs with approved vendors at contracted prices, manage goods receipts, partial deliveries and invoices	M			F/U/O					
9.11.2	Register showing purchase status: PR, PO, invoice, closed. Capable of displaying in separate sheet to see standard reports in Section 10.10.1	M			F/U/O					

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						Web-based solution	ERP			
10	**Inventory**	*								
10.1	**Item Register**									
10.1.1	Maintian a list of inventory transfers, adjustments, sales and purchases for all items	M			F/U/O					
10.1.2	view the sales and purchase transaction history of an item or supplier for at least 7 years (5 past years, current & next year)	M			F/U/O					
10.1.3	keep inventory records with pictures, descriptions, component lists, item categories and attributes.	M			F/U/O					
10.1.4	Allow filtering and searching of items based on their attributes/categories/suppliers	M			F/U/O					
10.1.5	Search inventories by keywords, show details of inventories	M			F/U/O					
10.1.6	Support maintaining the inventory balance	M			F/U/O					
10.1.7	Support uploading of stock take results from Excel.	M			F/U/O				included in 1.5.6	
10.1.8	Item Tracking - log lot & expiry dates	M			F/U/O					
10.1.9	Inventory Tracking and conducting stock takes via mobile Apps or portable devices or tablets or on-line access (scanning bar code or QR code),reconciling inventory data with actual quanitities on the spot, and receiving goods. Users can input the reason for any counting discrepancies and trigger the disposal of damaged or expired, or missing items for approval, or follow up on items to be returned to vendors for replacement (user can sort and search for follow-up issues).	M			F/U/O					
10.1.10	Maintain a stocktake record that includes findings, reasons for discrepancies, follow-up issues, date, names of the counting and reviewing staff, with or without e-signatures	M			F/U/O				same as 8.7.5	
10.1.11	Vouchers related to inventory disposals, adjustments, revaluation, should indicate who approved the transactions and when, and may or may not include e-signatures	M			F/U/O					
10.2	**Inventory set up (applicable to buy-service and product)**									
10.2.1	Allow Self-defined inventory codes for resale purposes	M			F/U/O					
10.2.2	Set selling unit of measure (e.g. box), and number of items per buying unit (e.g. 6 pieces)	M			F/U/O					
10.2.3	Set multiple selling price levels for the same inventory item	M			F/U/O					
10.2.4	Assign a specific price level to a customer (system will automatically use this price when creating a sales invoice but allow editing if needed before confirming invoice)	M			F/U/O					
10.2.5	Set buying unit of measure according to vendor's packing method to ensure correct pack size and quantity are used when creating PR/PO. e.g. Item A – vendor 1 (Box of 12) and Item A – Vendor 2 (Pack of 6).	O			F/U/O					
10.2.6	Set different buying prices for each item record based on the vendor's contracted prices	M			F/U/O					
10.2.7	Utilize custom fields (or any other methods) to add information about vendor or packing method to differentiate between purchase items.	M			F/U/O					
10.2.8	Auto-Build an inventory or similar feature	M			F/U/O					
10.2.9	Allow self-defined linked accounts – for “buy only” goods, link to specific expense account, for “buy and sell only (not inventory)”; link to both specific expense and income accounts; for inventory, link to both specific cost of goods sold account and asset account when buying the inventory.	M			F/U/O					
10.2.10	provide an option to set re-order levels	M			F/U/O					
10.2.11	provide an option to set re-order level auto alerts	O			F/U/O					
10.2.12	Generate alerts (to do lists) for building inventory, buying services/products	O			F/U/O					
10.2.13	Allow selecting a default receiving and location for each item	M			F/U/O					
10.2.14	Support the creation of service hours (inventory items) for resale based on the vendor's contract, or add items from the vendor's bill (e.g., purchase physiotherapy service hours based on a contract and resell them to customers up to the contracted hours)	M			F/U/O					
10.2.15	Support different Costing method (FIFO, Standard Cost, Last Cost, Weighted Average)	O			F/U/O					
10.3	**Inventory Transaction Journal**									
10.3.1	Allow for inventory quantity adjustment with justificaitons such as expired or damaged goods, with proper approval, using default average unit price at the time, analysis code (predefined upon purchase request), job code, and a field to enter reasons	M			F/U/O					
10.3.2	Allow manual input or import from Excel.	M			F/U/O				included in 1.5.6	
10.3.3	Allow batch approval	M			F/U/O					
10.4	**Warehouse management**									
10.4.1	support multiple locations with self-defined location codes	M			F/U/O					
10.4.2	record inventory picking, storage, record receiving, and shipping	M			F/U/O					
10.5	**Report**									
10.5.1	Inventory Summary report - a list of all sales orders and purchase orders for all or selected items, with the option to group by location, by item (displays all customer and vendor orders for a selected	M			F/U/O					
10.5.2	Items List summary report - on-hand quantities, total value, current average cost price	M			F/U/O					
10.5.3	Price Summary report to be sent to customers - list item prices, for all or selected items	M			F/U/O					
10.5.4	Alert summary report - to do list regarding re-order levels, re-building inventory	O			F/U/O					
10.5.5	Inventory Count sheet - list all inventory items for all or selected locations for manually record actual items (Excel /pdf/ mobile apps)	M			F/U/O					

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						Web-based solution	ERP			
10.5.6	Warehouse list - a list of warehouse code and descriptions (addresses) of locations	M			F/U/O					
11	**Inventory management in Vocational Rehabilitation Services / Sheltered Workshop**	*								
11.1	**Workflow & mass data processing**									
11.1.1	If a separate built-in module for production is absent, there should be a clear workflow to allow users to identify subcontracting and production orders (both make-to-order and make-to-stock). This workflow should enable users to set up user-defined bills of materials to auto-build finished goods and identify work-in-progress or finished goods based on inventory location or other criteria.	M			NA					
11.1.2	Utilise Procurement and Inventory Modules to handle purchase requisitions and inventory / raw material movements	M			NA				NA	
11.1.3	Support import of transactions via Excel file.	M			NA				included in 1.5.6	
11.2	**Bill of Materials (BOM)**									
11.2.1	Utilize the auto-build feature in the Inventory module or related features in a separate or inventory module to define BOMs for various products, calculate standard material costs, and track input quantities.	M			F/U/O					
11.2.2	Support users in auto-building or manually creating BOMs to specify which raw materials are consumed and what finished goods are produced. (When a BOM journal is posted, the system automatically deducts components/raw materials and adds the finished goods based on the predefined BOM).	M			F/U/O					
11.2.3	Define Bill of Operations (BOO) to identify the machine / labour resource used for the production	O			F/U/O					
11.2.4	Keep different BOM revisions	O			F/U/O					
11.3	**Material requirement planning (MRP)**									
11.3.1	plan material requirements based on production schedules and inventory levels	O			F/U/O					
11.4	**Production Plan tp production process**									
11.4.1	Productoin Plan from planning to scheduling production process	O			F/U/O					
11.4.2	Enable users to release raw materials from warehouse to the production site using a transfer journal / standard features, based on the pre-defined BOM and the required quantity of finised goods. The system also generates a production order number and distinguishes between Make-to-Order and Make-to-Stock using standard features or analysis codes.	M			F/U/O					
11.4.3	Using analysis codes or features in a separate module to categorize products or orders, and to filter Make-to-Order and Make-to-Stock items or schedules separately	M			F/U/O					
11.4.4	Support users in reporting finished goods and returning unused components/raw materials from production site to the warehouse using a transfer journal / standard features. This process automatically deducts raw material and adds finished goods to inventory.	M			F/U/O					
11.5	**Subcontracting**									
11.5.1	Using analysis codes or features in a separate or inventory module to identify subcontracting orders, allows users to categorize products or subcontracting orders, and to filter subcontracting items separately.	M			F/U/O					
11.5.2	Using analysis codes or features in a separate or inventory module to identify inventory or material sent to & returned from subcontracting orders	M			F/U/O					
11.6	**Work in Progress (WIP) Tracking**									
11.6.1	Using analysis codes or features in a separate or inventory module to track inventory or materials issued and consumed during production	O			F/U/O					
11.7	**Report**									
11.7.1	Standard reports - Bill of materials report, - production cost analysis report (cost of component products, services for a selected period, WIP & finished goods) - Job Cost materials report (quantity and cost of job costing materials based on a particular job during the selected period, indicating where this material was purchased if it did not come from inventory already in stock) - Job costing profit and loss report (profit/loss for each job	M			F/U/O					
11.7.2	support data sorting by job number / customer / selected period etc.	M			F/U/O					
12	**Project and Job management**	*								
12.1	**Project and Job Register**									
12.1.1	Integration with Sales, Procurement, as well as Finance and Accounting to allocate resources across multiple projects.	M			F/U/O					
12.1.2	Integrate finance-related functions in the Program & Activity System (活動管理系統), to transfer data to this module.	M			F/U/O				Included in 14.2.1	

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12.1.3	Self-defined, system-generated sequentially numbered job/project codes with duplicate code checking. Alerts for duplicate project / job codes, names and the effective period to avoid duplicating activities. For example, the code could consist of unit code, year of execution, activity number.	M			F/U/O					
12.1.4	Interface with the Program & Activity System (活動管理系統) to conduct budget checks for projects, programs, events, and courses during the setup of those activities and before approval to carry out those activities. Once program (activity) is saved, display available funds and budget utilisation rates for all budget accounts of the service unit. Automation is prefer	M			F/U/O					
12.1.5	Automatic budget checks for vaious projects, programs, events, and courses will occur once the program code number is selected. Real-time calculations of total and Year-to-date expenses and / or income will determine the surplus / deficit for each project.	M			F/U/O				same as 6.2.4	
12.1.6	Real-time Tracking - Track costs associated with projects, billings, payments, and profits, budget utilization rates and fund available	M			F/U/O					
12.1.7	Interface with Program & Activity System (活動管理系統) to match income received from projects, programs, events, and courses with accounts receivable in the ERP system to track outstanding customer accounts and update the Income and Export report for those activities	M			S					
12.1.8	Project / Program set up– define detailed project scope, income and cost estimates, timeline, budget plan, valid period, advance payment needed, convert to active project / programs upon approval	M			F/U/O					
12.1.9	Reporting – Program-Income Exp Report 活動財政報告, real-time, comparing income and expenses (incl. payroll that listed in [HRIS Interface] word file) with budget plans - Program Expenditure Report 活動支出表	M		Appendix 2, 21 Program I&E, Program Exp Report	F/U/O					
12.1.10	Time Tracking - Log hours spent on tasks for accurate billing and performance evaluation.	O			F/U/O					
12.1.11	Support import of transactions via Excel file.	M			F/U/O				included in 1.5.6	
12.2	**Price list / Discount list setup**									
12.2.1	Utilise Price list / Discount list setup features in Accounts Receivable	M			F/U/O				same as 4.2	
13	**Cost accounting**	*								
13.1	**Cost Register**									
13.1.1	Budget – create and manage cost budgets to plan and control costs	O			F/U/O					
13.1.2	Cost allocation rule – Support apportioning of expenses, including Head Office's administration costs, among multiple service units, companies and cost objects (projects and jobs), as well as among account codes, based on predefined criteria, e.g. different ratios, %, and amount, statistical bases like headcount, for any period of the year	M			F/U/O					
13.1.3	Allocation method - distributing costs equally, proportionally (e.g. based on size or activity level), or based on specific rules, across selected cost centres	M			F/U/O					
13.1.4	Template - Create unique templates for repeated transactions that users can user at any time, without a set frequency.	M			F/U/O					
13.1.5	Support scheduling recurring cost allocation among multiple service units, based on pre-agreed / pre-defined cost allocation rule. featuring automatic generation of Internal Transfer form (Appendix 4) based on user-defined cycles.	M		Appendix 4 - Internal Transfer	F/U/O					
13.1.6	Support import of transactions via Excel file.	M			F/U/O				included in 1.5.6	
13.1.7	Cost/Expense Tracking – Track costs/expenses associated with various activities and resources	O			F/U/O					
13.1.8	Cost Types and Structures – define and manage cost types (direct overhead, labor, material), cost centres and cost objects (project or product)	O			F/U/O					
13.1.9	Report – comprehensive cost reports to monitor and analyze cost performance	O			F/U/O					
14	**Integration / Interface with third-party systems**	*								
14.1	**Third-party Operation Software**									
14.1.1	Integrate with CFSC systems (third-party systems below - sections 16.2 to 16.11) to extract necessary data, using methods such as APIs (prefer), file transfer in standard Excel format (export/import), shared database with security control, remote procedure calls (RPC), or data replication.	M			F/U/O					
14.2	**Integrate finance-related functions in the Program & Activity System活動管理系統**									
14.2.1	Capable of capturing the following activity / program data and reflecting it in the Project and Job management module (Section 13) using APIs (prefer) or from database to database: - activity / program code and name (check for dulicpate codes, similar job/program name and effective periods) - activity start and end dates (effective period) - funding source - fee income and GL account allocation rule	M			F/U/O					

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						Web-based solution	ERP			
14.2.2	Capable of capturing the following receipt information and reflecting it in the Project and Job management module (Section 13) using APIs (prefer) or from database to database: - Sales invoices / debit memos details including member codes and income types. - lists of account code, funding source, service unit code, program code, description, apply year, apply month, charge items - account code (for information, current combination = segment 1+2+3+4 = account code + uint code + funding code + 0000) - active service unit code (for information, current service unit code = segment 2 of account code) - program status (active or completed) - payers' names, - payment method, - receipt number, - date, - receipt amount, - unit price and quantity, - nature of payment (e.g. program code enrolled)	M			F/U/O				Included in 12.1.2	
14.2.3	Capture refund records	M			F/U/O					
14.2.4	Capture debit memos and invoice data as AR journals / direct sales income to the ERP system	M			F/U/O					
14.3	**Human Resources Information System (HRIS)**									
14.3.1	capable of capturing HRIS payroll record and COA, such as salary, MPF, and leave pay, into the ERP system as vouchers and posting to the General Ledger upon approval	M			F/U/O					
14.3.2	Replace the payroll feature in Program & Activity System 活動管理系統 by providing a User interface for service unit users to update payroll record values, employment status, download reports, split HR cost among units, tranfsfer data via API (prefer) or from database to database and convert HRIS records to ERP compatible format	M		Appendix 32, 33	F/U/O					
14.3.3	capable of capturing payroll-related records from the User interface in section 16.3.2 above, including temp staff payroll, as vouchers and posting to the General Ledger upon approval	M		Appendix 29 - HRIS interface logic Appendix 30,31,34,35,36 - Payroll-related records	F/U/O					
14.4	**Production Site's Payroll Calculation System 薪酬計算-學員獎勵金及生產津貼系統 (PCS)**									
14.4.1	Integrate with PCS to share customer information and sales invoice data, including customer receipts, debit or credit notes, and applied amounts.	M-P2			F/U/O					
14.5	**Point-of-Sale System: Softcube**									
14.5.1	Integrate with the ERP system to ensure that daily total revenue is accurately recorded	M-P2			F/U/O					
14.5.2	Allow sales data from the POS to update inventory levels in the ERP	M-P2			F/U/O					
14.5.3	Allow purchased / reveived goods in the POS to update goods received and inventory levels in the ERP	M-P2			F/U/O					
14.6	**Point-of-Sale System: Eat 365 (replacement of PointSoft)**									
14.6.1	capable of capturing Eat 365 daily fee revenue data as vouchers, posting to the General Ledger upon approval	M-P2			F/U/O					
14.7	**CIS and Carys Client Management System or any replacement systems**									
14.7.1	capable of capturing unique client codes, and transferring revenue and expendiure as vouchers, posting to the General Ledger upon approval	M-P2			F/U/O					
14.8	**Clincial System HKMA CMS 5.0**									
14.8.1	capable of capturing unique client codes, and transferring CMS daily fee revenue data as vouchers, posting to the General Ledger upon approval	M-P2			F/U/O					
14.9	**Clincial System 中醫方程式**									
14.9.1	capable of capturing unique client codes, and transferring 中醫方程式 daily fee revenue data as vouchers, posting to the General Ledger upon approval	M-P2			F/U/O					
14.10	**District Elderly Centre System - DECC 活動管理、報名及統計系統**									
14.10.1	capable of capturing unique client codes, and transferring DECC daily fee revenue data as vouchers, posting to the General Ledger, or settling accounts receivable upon approval	M-P2			F/U/O					
14.11	**MRB 智顧家服務管理**									
14.11.1	capable of capturing unique client codes, and transferring MRB daily fee revenue data as vouchers, posting to the General Ledger, or settling accounts receivable upon approval	M-P2			F/U/O					
14.12	**LIngxi Donation System**									
14.12.1	capable of capturing donation receipts details (e.g. payment method, bank-in date, bank-in slip reference number, cheque number, purpose, funding source code etc.) as vouchers, posting to the General Ledger, upon approval	M-P2			F/U/O					

Item No.	Requirement (Final)	Priority	ESG KPI per HKEX check list	CFSC report (accept simliar system reports) provide man-days in Annex 4B	User roles (S,F,U,O)	If 3rd party program is used, Y = feature / function available		Compliance (3,2,1,0)	Customization for ERP Man-days (excluding man-day for CFSC report)	Remarks
						Web-based solution	ERP			
14.12.2	Support printing donation receipts, with or without designated purposes of the donation	M-P2			F/U/O					
14.12.3	Support import of transactions via Excel file.	M-P2			F/U/O				included in 1.5.6	
14.12.4	Apply donation receipt to one specific funding raising program/activity, and to multiple invoices fundraising programs / activities in whole or in part.	M-P2			F/U/O					
15	**Environmental, Social and Governance**	*								
15.1	**General**									
15.1.1	Implement a workflow interface that provides a straightforward input mask for manual entry of ESG-relevant data, ensuring compliance with predefined master data formats. All entered information should automatically reflect in the ESG performance table.	O			F/U/O					
15.1.2	Provide additional input fields in payment applications or staff claims forms for diverse ESG-related data (e.g., entering not only the bill amount but also the unit of gas consumed when applying for payment of a gas bill). All entered information should automatically reflect in the ESG performance table.	O			F/U/O					
15.1.3	Emission factors, including their units and conversion formulas, can be predefined and edited by users. Any changes must be approved by higher management before use, and a record of all changes should be maintained for accountability.	O			F/U/O					
15.1.4	Include specific metrics for calculating emission intensity, such as total employees, total revenue, and total customers. Intensity is calculated by dividing the emission amount by the selected specific metric, applicable to all emission types.	O			F/U/O					
15.1.5	Provide Template for easy import of external data and export of data	O			F/U/O					
15.1.6	Integrate with Supplier Maintaneance to share supplier master file, so as to include number of suppliers by region and by supplier categories (if 9.1.3 is available) to ESG Performance table (item 17)	O	B5.2		F/U/O					
15.2	**Report**									
15.2.1	Generate an ESG performance table that can be displayed by individual service unit, grouped by categories (e.g., health units), or as a consolidated report for comprehensive analysis.	O	A1, A2, B5	4C - ESG performance table	F/U/O					
15.2.2	Provide automated reporting and analytics tools for generating customizable ESG reports and dashboards.	O			F					
15.2.3	Allow export of data / reports in various formats (e.g., Excel, PDF)	O			F/U/O					
16	**Other standard features (for vendors to input)**	*								
Example	Provide capabilities for vendors, customers, and partners to access the system through a role-based interface, for example, to submit orders.	O								
Example	Document Search and Security Control	O								
Example	Task assignment feature for any transactions; e.g. assign tasks based on specific item to track the usage of a material, or based on P.O./Job number or prefixes to track costs associated with specific purchase/job/groups of jobs/WIP process	O								
Example	Unlimited User-definable fields	O								
Example	Embedded tool for browser form customizations	O								
Example	Common language used for customization (eg C#)	O								
Example	Capable to embed a mandatory GUI graphic representation	O								
Example	60 characters allowed for G/L account numbers	O								
Example	Any other AI or automated features, reporting tools (other than item 1.8.3, 8.4.5), development tools, etc.	O								
		O								
		O								
TOTAL	Mandatory requirements	496		**Cost per Man-day for mandatory items**		$0.00	**Mandatory**	0	0	
	Optional requirements	112		**Cost per Man-day for optional items**		$0.00	**Optional**	0	0	
	Mandatory requirements, to be fulfilled during the system maintenance period	14					**Mandatory + Optional**	**0**	**0**	
							Other standard features	0	0	

Annex 4 - System Specifications and Requirements

Part B - Forms & Reports List

Please refer to Tender Section 10 Appendices for Samples of Forms and Reports

Annex 4A Requirement Item No.	Report Name	Sample Reference	System gernerated Forms (F) or Report (R)	Priority	User roles (S,F,U,O)	Compliance (3,2,1,0)	Customization for ERP Man-days (mark "NA" if standard report serves the same purpose)	Remarks
8.4.2	Operating Income and Expenditure Account for Unit 單位收支報告	Appendix 1	R	M	F/U			
13.1.9	Program Income and Expenditure Report 活動財政報告 PIE2-15	Appendix 2	R	M	F/U/O			
6.4.15	Cheque / Autopay Request 支票付款申請 / 自動轉賬 CR2-15	Appendix 3	R	M	F/U/O			
3.2.9, 14.1.5	Internal Transfer 活動講座/服務/食物/影印單位內部轉賬 IT2-15	Appendix 4	R	M	F/U/O			
4.6.1	Daily Income Report 單位每日收入報告	Appendix 5	R	M	F/U/O			
4.6.1	Daily Collection Summary 每日收帳匯總表	Appendix 6	R	M	F/U/O			
4.5.21	Surprise Income Count Report 突擊點算每日收入 SCD2-15	Appendix 7	R	M	F/U/O			
4.3.1	Sales Register 銷售記錄總表 (sample)	Appendix 8	R	O	F/U/O			
7.6.2	Petty Cash Expenditure Report 零用金支出表 PC2-15	Appendix 9	R	M	F/U/O			
7.6.3	Surprise Cash Count Report 突擊點算零用金 SC2-15	Appendix 10	R	M	F/U/O			
4.4.19	Collection Control (Kindergarten) 學期收費紀錄 (幼兒稚園)	Appendix 11	R	M	F/U/O			
4.4.19	Collection Control (Hostel) 定期收費紀錄 (宿舍)	Appendix 12	R	M	F/U/O			
4.5.11	Fee assistance payment K1-3 幼稚園支付學費資助	Appendix 13	R	M	F/U/O			
4.5.11	Fee assistance payment K0 幼稚園支付學費資助	Appendix 14	R	M	F/U/O			
4.5.11	Proof of Fee Refund 退回費用証明書 FR5-09	Appendix 15	R	M	F/U/O			
4.4.7	Customer Invoice - Product & Services 發票-貨品及服務	Appendix 16	R	M	F/U/O			
4.4.7	Customer Invoice - Services 發票-服務	Appendix 17	R	M	F/U/O			
4.5.16	Receipt 收據	Appendix 18	R	M	F/U/O			
4.5.12, 4.5.16	Receipt - included Subsidy 收據 (包括資助額)	Appendix 19	R	M	F/U/O			
7.6.1	Bank-in Details List 存款明細表	Appendix 20	R	M	F/U/O			
13.1.9	Program Expenditure Report 活動支出表 PE2-15	Appendix 21	R	M	F/U/O			
10.2.7	Purchase Request 申請購置傢俬物品，保養維修及其他物品財政預算及報價表	Appendix 22	R	M	F/U/O			
15.2.3	Donation Acceptance Form 接受捐贈申請表 RD2-15	Appendix 23	F	M	F/U/O			
10.9.1	Supplier Performance evaluation form 承辦商表現評估	Appendix 24	F	O	F/U/O			
9.7.1	Asset Register 傢俬物品登記總冊	Appendix 25	R	M	F/U/O			
9.5.7	Write-off Asset Application 傢俬物品報銷申請表 Adm002-08	Appendix 26	R	M	F/U/O			
9.7.7	Asset Label 列印條碼標籤	Appendix 27	R	M	F/U/O			
7.5.1	Application for withdrawing cash from Bank 銀行提款授權書	Appendix 28	F	M	F/U/O			

Annex 4 - System Specifications and Requirements

Part C - ESG Performance Table

Finance related data specified in guidance materials on ESG issued by the HKEC for computing the relevant KPIs

ESG KPI per HKEX check list	Report for 2025						Emission Sources and formulae set up									
	Emission Category	**Key Performance Indicator**	**Emission Unit**	**Amount**	**Intensity (Note 2)**	**FY2024 Intensity of Emission**	**Formula (converted to emission unit)**	**Emission Sources**	**Usage unit**	**Input Service Unit**	**Input via UI or import via Excel**	**Extra Data field required in ERP Forms**	**Form reference**	**Annex 4 reference**	**Emission factor**	**Unit of Emission factor**
				A	**B= A / Specific metrics**											
A	**Environmental**															
A1	**Emissions (Note 3)**															
A1.1	**Air Emissions**															
		Sulphur oxides (SOx)	kg	X	X	X	units of fuel consumed x Emission factor	purchased towngas	unit	All		Y	Cheque/Autopay application		9.6E-07	kg / unit (where 1 unit = 48 MJ)
		Sulphur oxides (SOx)	kg	X	X	X	units of fuel consumed x Emission factor	purchased liquefied petroleum gas (LPS)	unit	All		Y	Cheque/Autopay application		9.2E-07	kg / unit (where 1 unit = 46 MJ)
		Sulphur oxides (SOx)	kg	X	X	X	litres of fuel consumed x Emission factor / 1,000	Vehicle (Diesel)	litre	All		Y	Cheque/Autopay application		0.0161	g / Litre
		Sulphur oxides (SOx)	kg	X	X	X	litres of fuel consumed x Emission factor / 1,000	Vehicle (Petrol)	litre	All		Y	Cheque/Autopay application		0.0147	g / Litre
		Nitrogen oxides (NOx)	kg	X	X	X	units of fuel consumed x Emission factor	purchased towngas	unit	All		Y	Cheque/Autopay application		0.000192	kg / unit (where 1 unit = 48 MJ)
		Nitrogen oxides (NOx)	kg	X	X	X	units of fuel consumed x Emission factor	purchased liquefied petroleum gas (LPS)	unit	All		Y	Cheque/Autopay application		0.000184	kg / unit (where 1 unit = 46 MJ)
		Nitrogen oxides (NOx)	kg	X	X	X	kilometres travelled x Emission factor / 1,000	Private cars	km	All	Y				0.0747	g / km
		Nitrogen oxides (NOx)	kg	X	X	X	kilometres travelled x Emission factor / 1,000	Light goods vehicles (<=2.5 tonnes)	km	All	Y				0.885	g / km
		Nitrogen oxides (NOx)	kg	X	X	X	kilometres travelled x Emission factor / 1,000	Light goods vehicles (2.5-3.5 tonnes)	km	All	Y				1.1546	g / km
		Nitrogen oxides (NOx)	kg	X	X	X	kilometres travelled x Emission factor / 1,000	Light goods vehicles (3.5-5.5 tonnes)	km	All	Y				2.4216	g / km
		Nitrogen oxides (NOx)	kg	X	X	X	kilometres travelled x Emission factor / 1,000	Heavy goods vehicles (5.5-15 tonnes)	km	All	Y				3.1332	g / km
		Particulate Matters (PM)	kg	X	X	X	kilometres travelled x Emission factor / 1,000	Heavy goods vehicles (>=15 tonnes)	km	All	Y				5.6923	g / km
		Particulate Matters (PM)	kg	X	X	X	kilometres travelled x Emission factor / 1,000	Private cars	km	All	Y				0.0055	g / km
		Particulate Matters (PM)	kg	X	X	X	kilometres travelled x Emission factor / 1,000	Light goods vehicles (<=2.5 tonnes)	km	All	Y				0.0848	g / km
		Particulate Matters (PM)	kg	X	X	X	kilometres travelled x Emission factor / 1,000	Light goods vehicles (2.5-3.5 tonnes)	km	All	Y				0.1075	g / km
		Particulate Matters (PM)	kg	X	X	X	kilometres travelled x Emission factor / 1,000	Light goods vehicles (3.5-5.5 tonnes)	km	All	Y				0.1123	g / km
		Particulate Matters (PM)	kg	X	X	X	kilometres travelled x Emission factor / 1,000	Heavy goods vehicles (5.5-15 tonnes)	km	All	Y				0.3106	g / km
		Particulate Matters (PM)	kg	X	X	X	kilometres travelled x Emission factor / 1,000	Heavy goods vehicles (>=15 tonnes)	km	All	Y				0.4093	g / km
		TOTAL	kg	X	X	X										
A1.2	**Green House Gas Emissions**															
	Scope 1	Direct Emissions	tonnes	X	X	X	external: Greenhouse Gas emissions Calculator			All	Y		Import Excel generated from Greenhouse Gas emissions calculator			
	Scope 2	Energy Indirect Emissions	tonnes	X	X	X	external: Greenhouse Gas emissions Calculator			All	Y		Import Excel generated from Greenhouse Gas emissions calculator			
	Scope 3	Other Indirect Emissions (optional)	tonnes	N.A.	N.A.											
A1.3	**Hazardous waste**															
		Clinical wastes	tonnes	X	X	X	kg wasted /1000		kg	Clinic, Hostel					0.001	tonne / kg
		Chemical wastes	tonnes	X	X	X	kg wasted /1000		kg	All					0.001	tonne / kg
		TOTAL	tonnes	X	X	X										
A1.4	**Non-hazardous waste**															
		Paper	tonnes	X	X	X	kg wasted /1000		kg	All					0.001	tonne / kg
		Plastic bag	tonnes	X	X	X	kg wasted /1000		kg	All					0.001	tonne / kg
		Food wastes	tonnes	X	X	X	kg wasted /1000		kg	Café, production shelter					0.001	tonne / kg
		Solid wastes	tonnes	X	X	X	kg wasted /1000	disposed furniture and equipment	kg	All		Y			0.001	tonne / kg
		Other general refuse	tonnes	X	X	X	kg wasted /1000		kg	All					0.001	tonne / kg
		Wastewater (Note 4)	M^3	X	X	X	N.A		M^3	Café					1	
A1.5	**Description of emission target(s) set and steps taken to achieve them.**															
A1.6	**Description of how hazardous and non-hazardous wastes arehandled, and a descriptoin of reduction target(s) set and steps taken to achieve them.**															
A2	**Use of resources (Note 5)**															
A2.1	**Engery Consumption**	Solar power	kWh in '000s	X	X	X		Purchased or generated from owned Solar panels	Kwh	All						
		Electricity	kWh in '000s	X	X	X		Purchased electricity	Kwh	All						
		Natural gas	M^3	X	X	X		Purchased natural gas	M^3	All						
		Towngas	Unit	X	X	X		Purchased towngas	Unit	All						
		Gasoline	Litre	X	X	X		Purchased Gasoline	Litre	All						
		Diesel	Litre	X	X	X		Purchased Diesel	Litre	All						
		TOTAL	**kWh in '000s**	X	X	X										
A2.2	**Water Consumption**	Water	M^3	X	X	X		Purchased Water	M^3	All						

Annex 4 - System Specifications and Requirements

Part C - ESG Performance Table

Finance related data specified in guidance materials on ESG issued by the HKEC for computing the relevant KPIs

ESG KPI per HKEX check list	Report for 2025						Emission Sources and formulae set up									
	Emission Category	**Key Performance Indicator**	**Emission Unit**	**Amount**	**Intensity (Note 2)**	**FY2024 Intensity of Emission**	**Formula (converted to emission unit)**	**Emission Sources**	**Usage unit**	**Input Service Unit**	**Input via UI or import via Excel**	**Extra Data field required in ERP Forms**	**Form reference**	**Annex 4 reference**	**Emission factor**	**Unit of Emission factor**
		Paper	Kg	X	X	X		Purchased Paper	Kg	All						
A2.3	**Description of energy use efficiency target(s) and steps taken to achieve them.**															
A2.4	**Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them**															
A2.5	**Packaging materials**	Packaging materials - plastic	tonnes	X	X	X	kg wasted /1000		kg	All					0.001	tonne / kg
		Packaging materials - paper	tonnes	X	X	X	kg wasted /1000	takeaway/carton boxes, bags, etc.	kg	All					0.001	tonne / kg
		Packaging materials - others (bamboo, cornstarch, sugarcane, etc)	tonnes	X	X	X	kg wasted /1000	Cutlery (bamboo), film wraps, biodegradable bags (cornstrach)	kg	All					0.001	tonne / kg
		TOTAL	tonnes	X	X	X										
A3	The Environment and Natural Resources (Note 6)															
A3.1	**Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.**															
A4	Climate Change (Note 7)															
A4.1	**Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them.**															
B	**Social - Operating Practices**															
B1	**Employment (Note 8)**															
B1.1	**Workforce (Note 9)**			**FY2025**	**FY2024**											
	Total number of workers			X	X											
	Breakdown of total by gender			X	X											
	Breakdown of total by age group			X	X											
	Breakdown of total by employment type , or			X	X											
	Breakdown of total by employment category			X	X											
	Breakdown of total by geographical region			X	X											
B1.2	**Turnover (Note 10)**			**FY2025**	**FY2024**											
				%	%											
	Employee turnover rate			X	X											
	Total turnover rate			X	X		100 x (no. of staff leaving employment in reporting period / no. of staff existing at period-end)									
	Turnover rate by gender			X	X											
	Turnover rate by age group			X	X											
	Turnover rate by employee type, or			X	X											
	Turnover rate by employment category			X	X		100 x (no. of staff leaving emplolyment in the specific category in reporting period / no. of existing staff in the specific category at the period-end)									
	Turnover rate by geographical region			X	X											
B2.1	**Health and Safety (Note 11,12)**			**FY2025**	**FY2024**	**FY2023**										
	Number of work-related fatalities			X	X	X										
	Rate of work-related fatalities			X%	X%	X%	100 x (no. of work-realted fatalities / no. of workers or hours worked in the reporting period)									
B2.2	**Lost days due to work injury (Note 13)**			X	X	X										
B2.3	**Description of occupational health and safety measures adopted, and how they are implemented and monitored**															
B3	**Development and Training (Note 14)**			**FY2025**	**FY2024**											
B3.1	**Percentage of employees trained by gender and category (Note 15)**															
	Percentage of employees trained			X	X											
	Percentage of employees trained by gender			X	X											
	Average training hours by gender			X	X											
	Percentage of employees trained by employee category			X	X											
B3.2	**Average training hours by gender and category (Note 16)**			**FY2025**	**FY2024**											
	Average training hours completed per employee			X	X											
	Average training hours by gender			X	X											

Annex 4 - System Specifications and Requirements

Part C - ESG Performance Table

Finance related data specified in guidance materials on ESG issued by the HKEC for computing the relevant KPIs

ESG KPI per HKEX check list	Report for 2025						Emission Sources and formulae set up									
	Emission Category	Key Performance Indicator	Emission Unit	Amount	Intensity (Note 2)	FY2024 Intensity of Emission	Formula (converted to emission unit)	Emission Sources	Usage unit	Input Service Unit	Input via UI or import via Excel	Extra Data field required in ERP Forms	Form reference	Annex 4 reference	Emission factor	Unit of Emission factor
	Average training hours by employee category			X	X											
B4	**Labour Standards (Note 17)**															
B4.1	**Description of measures to review employment practices to avoid child and forced labour**															
B4.2	**Description of steps taken to eliminate such practices when discovered.**															
B5	**Supply Chain (Note 18)**															
				FY2025	**FY2024**											
B5.1	**Number of suppliers by geographical region**															
	Hong Kong			X	X											
	Mainland			X	X											
	[name of other region]			X	X											
	TOTAL			X	X											
B5.2	**Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored**															
B5.3	**Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.**															
B5.4	**Description of practices use dto promote environmentally preferable products and services when selecting suppliers andhow they are implemented and monitored**															
B6	**Product Responsiblility (Note 19)**			**FY2025**	**FY2024**											
B6.1	Percentage of products sold or shipped subject to recalls for safety and health reasons.			N.A.	N.A.											
B6.2	**Complaints (Note 20, 21)**			**FY2025**	**FY2024**											
	No. of products complaints received			X	X											
	No. of service-related complaints received			X	X											
	TOTAL			X	X											
B6.3	**Description of practices relating to obseving and protecting intellectual property rights**															
B6.4	**Description of quality assurance process and recall procedures**															
B6.5	**Description of consumer data protection and privacy policies, and how they are implemented and monitored**															
B7	**Anti-corruption (Note 22, 23)**		**FY2025 Cases**	**FY2025 Fine**	**FY2024 Cases**	**FY2024 Fine**										
B7.1	Number of concluded legal cases regarding corrupt practices		N.A.	N.A.	N.A.	N.A.										
	brought against CFSC		N.A.	N.A.	N.A.	N.A.										
	brought against CFSC's employees		N.A.	N.A.	N.A.	N.A.										
	TOTAL		N.A.	N.A.	N.A.	N.A.										
B7.2	**Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.**															
B7.3	**Description of anti- corruption training provided to directors and staff.**															
B8	**Community Investment (Note 24)**															
B8.1	Focus areas of contribution (e.g. educaiton, enviromental concerns, labour needs, health, culture, sport)															
B8.2	Resources contributed (e.g. money or time) to the focus area.															

Note

1 The methodology adopted for reporting air emissions was based on How to prepare an ESG report Appendices 2 and 3 : Reporting Guidance on Envirnomental / Social KPIs, issued by HKEX

2 Intensity is calculated by dividing the amount of air, GHG and other emissions repsectively by total specific metrics, include units of product, production volume (metric tons, liters), size (floor space), employment (headcount), monetary units (revenue or sales) e.g. services uers (occupied places in hostels) and customers in the years.

3 Provide information on Emissions policies and compliance with relevant laws and regulations that thave a significant impact on CFSC, relating to air and greenhouse gas emissins, discharges into water and land, and generation of hazardous and non-hazardous waste.

4 Waster water was based on direct measurement and estimations assuming 70%-90% *(example)* of fesh water consumed by CFSC will enter the sewage system in areas where an accurate recording of the amount of wastewater was hard to obtain

5 Provide Policies on efficient use of resources , including energy, water and other raw materials.

6 Provide Environment and Natural Resources Policies on minimising the CFSC's significant impact on the environment and natural resources.

7 Provide Climate Change Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact,the issuer.

8 Provide information on Empolyment policies and compliance with relevant laws and regulations that thave a significant impact on the CFSC, relating to compensation and dismissal, recruitment and prootion, working hours, rest periods, equal opportunity, diversity, antidiscrimination, and other benefits and welfare.

9, 13 Notes on standards, methodologoies, assumptions and calculation tools used, any signfication changes compared with last discloure(s)

10 Notes on standards, methodologoies, assumptions and calculation tools used, any signfication changes compared with last discloure(s), absolute values for data underpinning any calulations (i.e. absolute number of employees leaving employment)

11 Notes on standards, methodologoies, assumptions and calculation tools used, any signfication changes compared with last discloure(s), absolute values for data underpinning any calulations (i.e. absolute number of hours worked for calculation of rates, if applicable)

12 Provide Health and Safety Policies and compliance with relevant lawsand regulations that have a significant impact on CFSC, relating to providing safe working environment and protecting employees from occupational hazards.

14 Provide Development and Training Policies on improving employees' knowledge and skills for discharging duties at work. Descriptoin of training activities.

15 Notes on standards, methodologoies, assumptions and calculation tools used, any signfication changes compared with last discloure(s), absolute values for data underpinning any calulations (i.e. absolute number of employees who took part in training)

16 Notes on standards, methodologoies, assumptions and calculation tools used, any signfication changes compared with last discloure(s), absolute values for data underpinning any calulations (i.e. absolute number of training hours)

Annex 4 - System Specifications and Requirements

Part C - ESG Performance Table

Finance related data specified in guidance materials on ESG issued by the HKEC for computing the relevant KPIs

ESG KPI per HKEX check list	Report for 2025						Emission Sources and formulae set up										
	Emission Category	**Key Performance Indicator**	**Emission Unit**	**Amount**	**Intensity (Note 2)**	**FY2024 Intensity of Emission**	**Formula (converted to emission unit)**	**Emission Sources**	**Usage unit**	**Input Service Unit**	**Input via UI or import via Excel**	**Extra Data field required in ERP Forms**	**Form reference**	**Annex 4 reference**	**Emission factor**	**Unit of Emission factor**

17 Provide information on Labour Standards policies and compliance with relevant laws and regulations that thave a significant impact on CFSC, relating to perventing child and forced labour.
18 Provide Supply Chain Policies on managing enviromental and social risks of the supply chain.
19 Provide information on Product responsibility policies and compliance with relevant laws and regulations that thave a significant impact on CFSC, relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.
20 Provide qualitative and/or quantitative description of relevant practices adopted ny CFSC, including indicators used to inform management and other stakeholders (e.g. regulators, customers, consumers) about customer service performance e.g. response rate/time, resolution rate, etc.
21 Notes on standards, methodologoies, assumptions and calculation tools used, any signfication changes compared with last discloure(s), absolute values for data underpinning any calulations
22 Provide information on Product responsibility policies and compliance with relevant laws and regulations that thave a significant impact on CFSC, relating to bribery, extortion, fraud and money laundering.
23 Provide outcomes of concluded legal cases, inclduing fines, penalties or sanctions incurred by CFSC or its employees, if applcable, negative statement to the effect that there were no conluded legal cases regarding corrupt practices brought against CFSC or its staff.
24 Provide Community Investment Policies on community engagement to understand the needs of the communities wher ethe issuer operates and to ensure its activities take into consideration the communities' interests.

Annex 4 - System Specifications and Requirements

Part D - List of Payroll related records for integration

Please refer to Tender Section 11 Appendices for Files on Integrating Existing Systems with New ERP Solutions

Annex 4A Requirement Item No.	Report Name	Content	Document Type	Sample Reference	Remarks
	Payroll Management System				
13.1.9	HRIS Interface	HRIS Data transfer logic	PDF	Appendix 29	
16.3.2	HRIS_Epicor_interfaceDataSample	HRIS generated new records	EXCEL	Appendix 30	13 worksheets included
16.3.2	FD Report	MPF Provision report	EXCEL	Appendix 31	2 worksheets included
16.3.2	Payroll - unit upload to FMS*	New or temporary staff payroll data	EXCEL	Appendix 32	3 worksheets included
16.3.2	Staff - unit upload to FMS*	New or temporary staff personal data	EXCEL	Appendix 33	2 worksheets included
16.3.2	HRIS Provision Report	MPF Provision report	EXCEL	Appendix 34	1 worksheet included
16.3.2	Finance MPF charging priority table	MPF charging priority	EXCEL	Appendix 35	1 worksheet included
16.3.2	COA (HRIS_ESSP)	Chart of Accounts in HRIS & ESSP	EXCEL	Appendix 36	2 worksheets included
	HSBC platform				
4.5.9	HSBC autopay-new-hkmri-file-specifications	HSBC Autopay Pay-In Message Implementation Guide	PDF	Appendix 37	

Annex 4 - System Specifications and Requirements
Part E - List of System Integration Data (系統整合資料)
Please refer to Tender Section 11 Appendices for Files on Integrating Existing Systems with New ERP Solutions

	Integration Phase 1= rollout with ERP 2 = Phase Two	Service Unit using the system	System	System Type	Data Type	Data Inflow & Outflow (data to be interfaced with ERP) 需要在ERP內顯示的資料	Data Synchronization Interval (資料同步頻率)	API available (提供應用程式介面)	Remarks (e.g. wish list, new system that will interface with ERP)
1	1	HR	HRIS 薪酬系統	薪酬	Payroll expense	see attachments listed in Annex 4D: HRIS and units' files, internal system files	Any time (manual transfer, activated by clicking buttons)	database to database	
2	1	All	PA 活動管理系統 - 薪酬 (IT研發)	薪酬	Payroll expense	See below files: 1. Appendix 32 - Payroll - unit upload to FMS 2. Appendix 33 - Staff - unit upload to FMS	Any time (manual transfer, activated by clicking buttons)	database to database	
3	1	All	PA 活動管理系統 - 活動	會員+活動收支	Programs, revenue, payer names, receipts	1. account, unit, fund, program codes 2. active service unit code, 3. debit memos, sales invoices 4. program status (completed or not) 5. receipts	Any time (manual transfer, activated by clicking buttons)	database to database	
4	2	綜合職業復康服務(生產部)- 翠業KNIV, 翠藝SOSW, 翠風HTIV, 翠林SW	Fox 薪酬計算-學員獎勵金及生產津貼系統	學員獎勵金 + 銷售/訓練生產單	Customers, sales orders and invoices, Users' Incentives and salaries.	1.Customer data base 2.Sales Invoice 3.Receipt 4.Debit and credit note 5.Payment report 6.Autopay (HSBC) 7.Inventory	Any time (manual transfer, activated by clicking buttons)	database to database	
5	2	真光苑DECC (PE), 順安DECC (ME)	長者服務管理系統	會員、活動	Programs, payer names, receipts	1. account, unit, fund, program codes 2. active service unit code, 3. sales invoices 4. program status (completed or not) 5. receipts	Any time (manual transfer, activated by clicking buttons)	export excel file & CSV file	Already connected to FMS partially
6	2	賽馬會跳躍青年坊 (翠屏) (YT)	IPT活動管理系統 (計劃4/2025安裝)	會員+活動收支	Programs, Revenue	1. Program Income, 2. Budgeting, 3. Program fee Refund	Any time (manual transfer, activated by clicking buttons)	To be confirmed (TBC)	Already connected with FMS
7	2	Home Café	Eat 365	零售	Sales revenue	1. Income 2. Receipt 3. Outcome 4. Inventory 5. Salary	Any time (manual transfer, activated by clicking buttons)	database to database	
8	2	鑽石山社區藥房(PH)	Softcube	零售	Sales revenue Inventory Suppliers Service Program	1. Sales Transaction 2. Reduction of stock of each sales 3. Updated Stock Level 4. Pricing 5. Product information	Near Real-time is preferred	database to database	Once stock < threshold, a reminder could be generated
9	2	中醫診所(CMC), 牙科診所(DS, DTK) ,醫務所(OMH)	1. HKMA CMS 5.0	零售 + 貨存	Sales revenue, drug inventory	1. Sales Revenue 2. Drug Inventory	Near Real-time is preferred	TBC	
		中醫診所(CM), 牙科診所(DS, DTK) ,醫務所(OMH), 健康中心(HC), 鑽石山家庭藥房(PH), 創老工作室(IA)	3. PHC會員及新症系統	會員及診所新症登記	Client name and client code	1. Client data base 2. Types of membership 3. CM Number 4. User statistics 5. Income, Invoice & Receipt ----------------- A. Data Flow Between HI PHC System and ERP 1. Application Submission A user submits an application via the PHC frontend (public access).	by click (submission of the form) as mentioned	TBC	Wish list: automated push messaging function
			中醫方程式		1.Patient consultation summaries 2.Herbal prescription records 3.Billing and payment 4.Appointment and attendence log 5.Patient identifiers(e.g. patient ID) 6.Membership	1.Patient consultation summaries 2.Herbal prescription records 3.Billing and payment 4.Appointment and attendence log 5.Patient identifiers(e.g. patient ID) 6.Membership	Any time (manual transfer, activated by clicking buttons)	TCM Advisor 2.0	

Annex 4 - System Specifications and Requirements

Part E - List of System Integration Data (系統整合資料)

Please refer to Tender Section 11 Appendices for Files on Integrating Existing Systems with New ERP Solutions

	Integration Phase 1= rollout with ERP 2 = Phase Two	Service Unit using the system	System	System Type	Data Type	Data Inflow & Outflow (data to be interfaced with ERP) 需要在ERP內顯示的資料	Data Synchronization Interval (資料同步頻率)	API available (提供應用程式介面)	Remarks (e.g. wish list, new system that will interface with ERP)
10	2	長者日間訓練中心(LE), 改善家居及社區照顧服務 (KS, KT,WS,WT, KT-HCM,KTLT, KTLTFC)	1. ICP 系統	個案	Billing service revenue	TBC	Any time	TBC	
			2. MRB智顧家個案管理			1. Export services data to new system to create invoice. 2. Export members personal date to new system	Any time (manual transfer, activated by clicking buttons)	export excel file & CSV file	
11	2	地區支援中心 - 欣悅坊(DSC), 悅安心RHCS/RHCW, 院舍專業外展(POT), 九龍社區康復 (KRD), 康復中心(九龍東) (ICRC)	1. CIS	個案	Client name, Client Code, Service Fee & Program	1. Client profile 2. Service Invoice 3. Program Income, 4. Program Sales Invoice	Any time (manual transfer, activated by clicking buttons)	TBC	
			2. Carys			TBC		TBC	
12	2	智活記憶及認知訓練中心 (MHK, MLC)	Shopage 網店 (收款及物流平台)	零售	Sales revenue	1. Retail price info, 2. Revenue, 3. Product information, 4. Inventory, 5. Customer into.	Monthly update (inventory)	export excel file & CSV file	
14	2	幼稚園-趣樂(CK), 德田(DK), 楊蔡慧嫻(TK)	EVI網上報名系統	學員	Student names, code, class fee	Students Data	Any time	TBC	
14	2	物業及設施管理組 (BO)	Booking System	零售	Sales revenue	1.Booking records 2.Receipt 3.Payment records	Any time	export excel file(xlsx)	

Note:

1. ESSP (Human Resources Self Service Platform)

2. FMS (Finance Management System) will be replaced by ERP system