



Terms of Reference (ToR)

Accounting and Human Resource Software

Purpose

To source a robust and reliable Accounting and Human Resource Software that is compatible with the organizational scope, capacity and function.

1. Project Deliverables

The major deliverables for the Accounting Software include:

- 1.1 System Implementation: Successfully implement the application modules.
- 1.2 Facilitate knowledge transfer to designated users, so they shall be better equipped to:
 - 1.2.1 Work Flow Diagram connecting all modules;
 - 1.2.2 Provide application support;
 - 1.2.3 Conduct acceptance testing;
 - 1.2.4 Serve to provide training to the employees;
 - 1.2.5 Knowledge transfer process will encourage the Institution to become more self-reliant.

2. Geographical and Organizational Scope:

The scope of this project is limited to the implementation of accounting software at:

- Head Office in Bau Street, Flagstaff, Suva

3. Customization and Developments

The project team will fully customize and develop the accounting software to meet the requirements of Real Estate Agents Licensing Board. However, the best practices of using systems would be recommended for adoption. Financial statements and reports should be developed based on Small Medium Enterprise Standard.

4. Functional Scope

Accounting and Human Resource modules are considered the basic modules of software.

5. Accounts & Finance Company Setup

- Company Information and Defaults
- Chart of Accounts
- Account Settings
- Financial Year
- Currency and Exchange Rate

6. Accounts

- Journal Entries
- Payment Entries
- Receipt Entries
- Contra Entries
- Invoicing
- Direct Payments
- Account Closing
- Internal Billing

7. Asset Management

- Assets
- Asset Modification (Value addition, etc.)
- Asset Movements
- Asset Depreciation and Ledgers
- Asset Register
- Asset Custodian Reports
- Plant, Property & Equipment (PPE) schedule
- Asset for Auction

8. Taxes and Registers

- Cheque Register
- Sales Register
- Purchase Register
- Employee TDS Certificates

9. Banking and Payments

- Bank Reconciliation and Statements
- Bank Clearance

10. Budget and Cost Centers

- Chart of Cost Centers
- Budgeting
- Project Budgeting
- Budget Re-appropriation Tool and Report
- Budget Supplementary Tool and Report
- Budget Consumption Report
- Committed Budget Report
- Variance Report

11. Accounting Statements (Company, Region, Field, Project)

- Statement of Trial Balance
- Statement of Financial Position
- Statement of Cash Flow
- Statement of Comprehensive Income
- Statement of Changes in Equity

12. Ratio Analysis

- General Reports
- General Ledger
- Accounts Receivable
- Accounts Payable
- Ageing analysis
- Ledger
- Stock Ageing
- Physical stock verification
- Overall, location-wise, project-wise Stock Balance Report
- Stock Report

13. Buying

- Material Requisition
- Request for Quotation and Vendor Quotation
- Purchase Order
- Purchase Receipt
- Quality Inspection
- Purchase Invoice
- Vendor Data
- Purchase reports

14. Sales

- Sales Quotation
- Sales Order
- Delivery Note
- Sales Invoice
- Customer Data
- Sales Reports

15. Human Resources Management System

- Organization Structure
- Employee data
- Attendance and attendance report
- Leave Allocation, Leave Application and reports
- Payroll Processing (Salary Structure, Increments etc.)
- Employee TDS Certificates
- Travel Authorization and claim
- Leave Encashment
- Vehicle Requisition
- Employee Training
- Employee Transfer, Promotion, Separation, etc.
- Employee Contract Management
- Performance Management System
- Disciplinary record

The EOI submission should be inclusive of but not limited to the following:

1. The Company's detailed profile including names of principals and company background;
2. Past relevant experience and references;
3. Company registration certificate from Registrar of Companies;
4. Prices are to be VAT inclusive.

For any further clarification, please contact our Finance Officer, Mr. Ashween Kumar , on telephone 3300355 or via email on ashween.kumar@realb.org.fj.

Submissions are to be emailed to eoib@realb.org.fj and clearly marked "**EOI No. 01/2022 - Financial Management System and Human Resource Management System**" and addressed to The Registrar, Real Estate Agents Licensing Board, Suva.

The EOI CLOSSES ON FRIDAY, 25 NOVEMBER AT 2.00PM. Late submissions will not be accepted.

Peni Komainavoka
Registrar of Real Estate Agents