

Annex 1

Accounting Software

- Integrated cash book – ability to connect to the bank account and detailed entering and reporting of all receipts and payments.
- Revenue Management – Enter revenue receipts immediately and issue a payment receipt through the software.
- Generating Invoices – Generate Invoices for the payments that need to be made by other parties to BCM
- Payroll Module – Managing the payment of salary and wages via bank accounts.
- Budget Entry – Enter the approved annual budget at the beginning of the year.
- Recording Expenditure – Entering all the procurement documents from PR to Invoice.
- Real time budget status - Updated approved budget for each budget code, the amount spent as the date, and actual code balance.
- Pending Status – Immediate checking of pending requisitions, purchase orders and invoices.
- Reporting – Timely generated actual report of budget, expenditure, and revenue at the end of each month and year.
- Budget closure – closing the budget at the end of the accounting period.