Enterprise Resources Management Suite(ERMS)

ERMS is an application system for managing and automating (end-to-end) internal business operations of an institution, composed of interdependent business functions (modules) that provides an integrated view of business operations, data processing and sharing across departments and sections seamlessly

Implementation of this system helps to optimize resource utilization, efficiency and effectiveness in operations and reduction of paper work. ERMS has18 modules namely Planning, Budgeting,Accounts,Client Management, Service Management, Billing, HR Manager, Leave Management, Project Management, Task Manager, Procurement Management, Asset Management, Facility Management, Fleet Management, User Management, Manage Institution, Application Manager and Report.

The Designing and development of the ERMS is aligned to the Agency's vision that prompts it to be more innovative and creative in enhancing the Public Institutions' business processes as well as improving public services delivery.
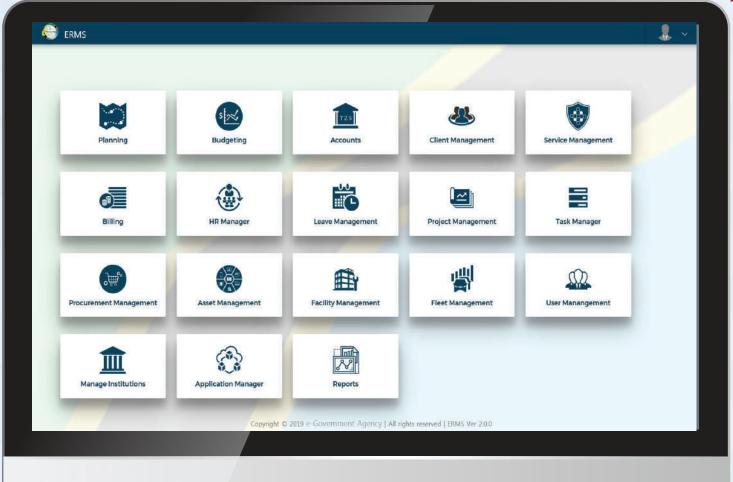
The system is initially designed and developed for e-Government Agency but it has been made flexible enough to be customized for use by any other Public Institution.

Architectural Characteristics

High level architectural characteristics of ERMS are-

(i) Flexibility:It is flexible enough to respond to the changing needs of Institution and can be Integrated with other major Government systems such as GMS, GePG, HCMIS, Central Accounting System, e-office, etc.;

(ii)Modular & Open:The modules can be interfaced or detached whenever required without affecting other modules.

(iii) Portability: It supports a multiple hardware platforms. It also supports some third party add-ons.

(iv) Interoperability: It can be integrated with other systems in the organisation.

(v) Comprehensive: It has the ability to support variety of organizational functions.

(vi) Consistence look and feel: By maintaining consistent look and feel across modules makes it user friend ultimately reduces training cost.

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ERMS

Planning | Budgeting | Accounts | Client Management | Service Management

Billing | HR Manager | Leave Management | Project Management | Task Manager

Procurement Management | Asset Management | Facility Management | Fleet Management | User Manangement

Manage Institutions | Application Manager | Reports

Key Features

ERMS is capable of:

a) Integrating multiple interdependent business functions of an Institution;

b) Facilitating business transaction handling from one business unit to another;

c) Facilitating real-time monitoring of implemented activities;

d) Providing an integrated and continuously updated view of all business functions;

e) Facilitating data sharing across various departments and sections;

f) Facilitating optimal resources utilization; and

g) Providing visibility (end-to-end) to enhance transparency and accountability.

Planning

This module provides a platform for presenting forecasted activities for the subsequent year implementation and accomplishment of institution's strategic objectives and goals. The system facilitates prioritization of targets of the respective objectives, which will be used by heads of departments in preparing the forecasted activities.

Budgeting

This module provides a platform for handling funds in accordance with the planned activities for the subsequent year. The module facilitates costing of the activities and provides visibility of the budget items to the users (i.e. for each activity prioritized) for implementation. Furthermore, it facilitates allocations and reallocations of funds against respective budget items. It has six (6) sub-modules; Fund Source, Revenue Projection, Expenditure Projection, Fund Management and Settings.

Accounts

This module provides a platform for keeping records of funds received and spent in accordance with requirements of the provisions of the Public Finance laws. It also facilitates preparation and presentation of the financial reports in accordance with the International Public Sectors Accounting Standards (IPSAS). This module is integrated with planning, budgeting, asset management, procurement management, task manager and billing modules. It has seven (7) sub-modules: Expenses, Debit and Credit Memos, Revenue, Cash Advancement, Cash Management, Other Adjustments, and Settings.

Client Management

This module provides a platform for keeping and maintaining clients' records by adding or editing of clients' information.

Service Management

This module is used for managing services provided by the Institution to its clients. It also shows product catalog and product costs. It is linked with billing module. The sub-modules in Service Management module include Service catalog, Products, Service Request, Service Subscription and settings

Billing

This module provides a platform for analyzing and calculating service charge for services requested by clients. It is integrated with service management and accounts modules.

HR Manager

This module facilitates management of human resource for an institution including maintaining HR basic records such as employee details and provides various HR reports.

Leave Management

This module provides a platform for processing employees' "out of office requests" for various reasons including annual leaves, sick leave, local travels as well as personal issues. The module also enables the HR officer to process out of office applications, granting or rejecting permission with reasons and monitoring the granted permissions. It also maintains leave roaster. It has three (3) sub-modules which are Out of office request, Leave and Settings.

Projects Management

This module provides a platform for keeping records of projects implemented during the period under review, showing projects status (in progress or completed), monitoring implementation and assigning activities to individuals.

Task Manager

This module provides a platform for managing implementation of planned activities and facilitates monitoring and tracking of daily performance of the individual staff. It also facilitates task assignment and performance evaluation and appraisal. It is open to be integrated with the main OPRAS in future. It has four (4) sub-modules which are Task, Resource, Task Extension and Settings.

Procurement Management

This module facilitates implementation of procurement activities of an institution by providing platform to track the procurement process from beginning to the end in accordance with requirements of provisions of the Public Procurement laws, showing the status of procurement activities undertaken during the period under review. It also has in built feature that facilitates preparation of annual procurement plan, management of procured assets and management of vendor relationships. It is open to be integrated with National e-procurement system in future.

Asset Management

This module provides a platform for managing assets held and used by an institution. It tracks asset lifecycle by monitoring their condition, location, and application of depreciation rate for each respective asset. It is linked with accounts for depreciation accounting. It has three (3) sub-modules – Fixed Assets, Inventory and Settings.

Facility Management

This module provides a platform for recording and maintaining the operations of Institution's facilities (cooling system, fire suppression system, buildings, meeting rooms etc.) held and used by an institution, including conditions, maintenance schedule and cost.

Fleet Management

This module facilitates keeping of record for each motor vehicle and motor cycle including maintenance, repair, and replacement records, responsible driver and officer for each vehicle as well as enabling staff to request vehicle for official duties.

User Management

This module provides a platform for keeping and assigning roles and rights to individuals authorized to use the system.

Manage Institutions

This module provides a platform for keeping information about institution. It facilitates maintenance (adding or editing) of institution information.

Application Manager

This module facilitates management of all applications of the system.

Reports

This module provides a platform for preparation and generation of various operational reports. It facilitates defining report formats, previewing and exporting those reports in PDF and Excel formats.