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BILL CHECKING

Mounika Annamneedi

Mounika.annamneedi@techneai.com

**Functional Requirement Document**

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1. **INTRODUCTION**

The bill checking module is the billing process which is helpful in creating bills, payment details, approval process and bill payments.

1. **BUSINESS REQUIREMENT**

Enter details of the ticket requirement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement ID** | **Requirement Name** | **Short Description** | **Priority** |
| BR001 | Bill Checking Transaction – view module | The bill checking transaction view module to view the bill | High |

1. **SCOPE**

The scope of the point is up to the view the bills assigned, filter the bills, export the bills and to add the bills.

1. **BUSINESS & SYSTEM RULES**
* User should be registered in the system.
* User should be logged in.
* System should display error message for incorrect details if entered.
* System should pop up message, if any issues in the system is detected.
* All forms should have on field validations. System should display on field errors in case of incorrect inputs.
1. **PROPOSED SYSTEM**

**BR001 - Bill Checking Transaction – View module**

The view data button to view the bill into the system. The following are the fields in the bill checking view module.

* Bill ID
* Bill type
* Assign to
* Vendor name
* Vendor bill no.
* Bill date
* Received date
* Debit advance
* Taxable amount
* IGST/ GST
* Round off
* TCS amount
* Bill amount
* TDS applicable
* TCS applicable
* Original bill needed
* TDS section
* TDS constitution
* TDS %
* TDS Amount
* Net payment
* Status
* Remark
* Remark history
* Internal Audit remark
* External audit remark
* Upload attachment
* Authorized by management
* Authorized by HOD
* Level 1 approvers
* Level 1 approved by
* Level 2 approvers
* Level 2 approved by
* Approval pending

|  |  |
| --- | --- |
| **FIELDS** | **DESCRIPTION** |
| Bill ID | The bill ID of the bill is displayed. |
| Bill type | The bill type of the bill is displayed |
| Assign to | The assign to person is selected based on the bill type selected is displayed. The assigned person is automatically selected based on the mapping given in the bill type master. |
| Vendor name | The vendor’s name is displayed and disabled.  |
| Vendor bill no. | The vendor bill number is displayed.  |
| Bill date | The bill date is displayed and disabled.  |
| Received date | The received date is displayed and disabled.  |
| Debit advance | The debit advance if any is displayed. |
| Taxable amount | The taxable amount is displayed. |
| IGST/ GST | The IGST/ GST is displayed. If check box is selected, it is treated as the IGST and if not selected treated as the GST.  |
| Round off | The round off is displayed.  |
| TCS amount | The TCS amount is displayed. TCS amount will be valid and considered in the bill amount, only when TCS check box is selected |
| Bill amount | The bill amount is auto calculated. Bill amount = Taxable amount + IGST/ GST + Round off + TCS (in case, TCS check box is checked). |
| TDS applicable | The TDS applicable check box is selected when the TDS is applicable. When TDS check box selected, the following fields are displayed additionally.* TDS section
* TDS constitution
* TDS amount
* TDS %
 |
| TCS applicable | The TCS applicable check box is selected, the TCS amount to be included in the bill amount calculation. |
| Original bill needed | If original bill needed is selected when the original bill is needed for the validation so that auditor will cross check. |
| TDS section | The TDS section field is shown when the TDS applicable is displayed. |
| TDS constitution | The TDS constitution field is shown when the TDS applicable is selected. The TDS constitution is based on the TDS section displayed.  |
| TDS % | The TDS % field is shown when the TDS applicable is displayed. The TDS % is calculated based on the TDS constitution. * 194A – non-company deductee – 10%
* 194CB – Company with surcharge – 2% and non-company without surcharge – 1%
* 194J/ 194I – Company with surcharge and non-Company without surcharge – 10%
* 194H/ 194IB – Blank and disabled – 0%
 |
| TDS Amount | The TDS amount field is shown when the TDS applicable is selected. The TDS amount is auto calculated based on the TDS %.TDS amount = taxable amount \* TDS% |
| Net payment | The net payment is auto calculated and displayed. Net payment = Bill amount – Debit advance – TDS amount  |
| Remark | The remark entered is displayed. |
| Remark history | The remark history is maintained based on the remark given. |
| Internal Audit remark | The internal audit remark is displayed. The special authority users can edit the internal audit remark applicable. The internal audit remark is entered by the auditor. |
| External audit remark | The external audit remark is displayed. The special authority users can edit the external audit remark applicable. The external audit remark is entered by the auditor. |
| Upload attachment | The attachment to be uploaded is displayed.  |
| Authorized by management | The special authority users can edit the authorized by management applicable. The authorized by management applicable check box is selected.  |
| Authorized by HOD | The special authority users can edit the authorized by HOD applicable. The authorized by HOD applicable check box is selected.  |
| Level 1 approvers | If in case, the level 1 is mentioned in the bill type, the level 1 approvals usernames are displayed fetched from the bill type master. |
| Level 1 approved by | The usernames who approved in level 1 stage are displayed in case, the level 1 is mentioned in the bill type. |
| Level 2 approvers | If in case, the level 2 is mentioned in the bill type, the level 2 approvals usernames are displayed fetched from the bill type master. |
| Level 2 approved by | The usernames who approved in level 2 stage are displayed in case, the level 2 is mentioned in the bill type.Based on the number of levels, the levels are displayed. |
| Approval pending | The current approval pending usernames is displayed based on the level of the bill. |

