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BILL CHECKING

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**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 – Edit module | The bill checking transaction edit module to edit 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 a 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 – Edit module**

The edit data button to edit the bill into the system. The following are the fields in the bill checking edit 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
* Update
* Cancel

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE** | **EDITABLE/ NO** | **MANDATORY/ OPTIONAL** | **DESCRIPTION** |
| Bill ID | Auto | No | Mandatory | The bill ID of the bill is displayed. |
| Bill type | Drop down | Yes | Mandatory | The bill type is selected from the drop-down. The drop-down options are fetched from the bill type master.  Validation: Single selection |
| Assign to | Drop down | Yes | Mandatory | The assign to person is selected based on the bill type selected. The assigned person is automatically selected based on the mapping given in the bill type master.  If there are multiple persons assigned for that bill, drop down is shown with the employees. If single person is assigned, the employee is auto assigned. Validation: Single selection |
| Vendor name | Drop down | No | Mandatory | The vendor’s name is displayed and disabled. But the user having special authority can change the vendor’s name. The vendor’s name is selected from the drop down. The drop-down options are fetched from the vendor master.  Validation: Single selection |
| Vendor bill no. | Text | No | Mandatory | The vendor bill number is displayed. |
| Bill date | Date picker | No | Mandatory | The bill date is displayed and disabled. But the user having the special privilege can change the bill date is selected from the date picker.  Validation: Bill date cannot be the future date and can accept the values of the current financial year.  User having the special privilege can change the date to previous financial year. |
| Received date | Auto | No | Mandatory | The received date is displayed and disabled. The user having the special privilege can change the received date is selected from the date picker.  Validation: Bill date cannot be the future date. |
| Debit advance | Text | Yes | Mandatory | The debit advance if any is added or edited. Validation: Only positive integers is accepted up to 10 digits. |
| Taxable amount | Text | Yes | Mandatory | The taxable amount is displayed entered. Validation: Only positive integers is accepted up to 10 digits. |
| IGST/ GST | Check box & text | Yes | Mandatory | The IGST/ GST is displayed. If check box is selected, it is treated as the IGST and if not selected treated as the GST. The GST/ IGST amount is entered. Validation: By default, the check box is unselected. Only positive integers is accepted up to 10 digits. |
| Round off | Text | Yes | Optional | The round off is displayed. The round off value if any is entered.  Validation: Both positive and negative integers is accepted up to 10 digits. |
| TCS amount | Text | Yes | Mandatory | The TCS amount is displayed. The TCS amount is entered. Validation: Only positive integers is accepted up to 10 digits. TCS amount will be valid and considered in the bill amount, only when TCS check box is selected |
| Bill amount | Auto | No | Mandatory | The bill amount is auto calculated.  Bill amount = Taxable amount + IGST/ GST + Round off + TCS (in case, TCS check box is checked). |
| TDS applicable | Check box | Yes | Optional | 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 %   Validation: By default, the check box is unselected. |
| TCS applicable | Check box | Yes | Optional | The special authority users can edit the TCS applicable. The TCS applicable check box is selected, the TCS amount to be included in the bill amount calculation.  Validation: By default, the check box is unselected. |
| Original bill needed | Check box | Yes | Optional | The special authority users can edit the is original bill applicable. If original bill needed is selected when the original bill is needed for the validation so that auditor will cross check.  Validation: By default, the check box is unselected. |
| TDS section | Drop down | Yes | Optional | The TDS section field is shown when the TDS applicable is selected. The TDS section is selected from the drop-down. The drop-down consists of the following.   * 194A * 194CB * 194J * I94I * 194H * 194IB   Validation: Single selection |
| TDS constitution | Drop down | Yes | Optional | The TDS constitution field is shown when the TDS applicable is selected. The TDS constitution is based on the TDS section selected. The following are the fields displayed automatically and selected when there are multiple options.   * 194A – non-company deductee * 194CB – Company with surcharge and non-company without surcharge * 194J/ 194I – Company with surcharge and non-Company without surcharge * 194H/ 194IB – Blank and disabled   Validation: Single selection |
| TDS % | Auto and drop down | Yes | Mandatory | The TDS % field is shown when the TDS applicable is selected. 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 | Auto | No | Mandatory | 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 | Auto | No | Mandatory | The net payment is auto calculated and displayed.  Net payment = Bill amount – Debit advance – TDS amount |
| Remark | Text | Yes | Optional | The remark is entered. Validation: Can accept characters, special characters, and integers up-to 1000 characters. |
| Remark history | Auto | No | Optional | The remark history is maintained based on the remark given. |
| Internal Audit remark | Text | Yes | Optional | 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. Validation: Can accept characters, special characters, and integers up-to 1000 characters. |
| External audit remark | Text | Yes | Optional | 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. Validation: Can accept characters, special characters, and integers up-to 1000 characters. |
| Upload attachment | File upload | Yes | Mandatory | The attachment to be uploaded.  Validation: Can accept 10 attachments up-to 5MB. |
| Authorized by management | Check box | Yes | Optional | The special authority users can edit the authorized by management applicable. The authorized by management applicable check box is selected.  Validation: By default, the check box is unselected. |
| Authorized by HOD | Check box | Yes | Optional | The special authority users can edit the authorized by HOD applicable. The authorized by HOD applicable check box is selected.  Validation: By default, the check box is unselected. |
| Level 1 approvers | Auto | No | Optional | 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 | Auto | No | Optional | The usernames who approved in level 1 stage are displayed in case, the level 1 is mentioned in the bill type. |
| Level 2 approvers | Auto | No | Optional | 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 | Auto | No | Optional | 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 | Auto | No | Optional | The current approval pending usernames is displayed based on the level of the bill. |
| Update | Button | - | - | The update button to update the data in the bill checking module. |
| Cancel | Button | - | - | The cancel button to cancel the data in the module. |

A screenshot of a computer

Description automatically generated