# Reimbursement System:

## **Requested Changes Document**

This document details the modifications required for the reimbursement system, incorporating requests from the Finance Team, Technology Team, and Users.

### **I. Reimbursement Form & Workflow Enhancements (Finance Team Requests)**

These changes primarily focus on the user interface and approval workflow for expense reports.

* **Report Name Removal:** The "Report Name" field will be removed from the reimbursement form.
* **Finance Approver Details:** The **Employee ID** will be displayed in the "Finance Approver Employee Details" section.
* **Date/Time Fields:** Time components will be removed from all date-time fields, displaying only the date.
* **Expected Date of Payment:** This field will be removed from the reimbursement form.
* **Travel Expense Modifications:**
  + **Odometer Readings:**
    - The **"Do you have Odometer readings?"** checkbox will be added.
    - If checked, the **Start Odometer** and **End Odometer** values will be **mandatory**, while the corresponding picture uploads will be **optional**.
    - If unchecked, users will directly input the **distance** travelled.
  + **Vehicle Type:** An option for **"Auto/Taxi"** will be added to travel expense types.
* **Amount Edit Functionality:** Both **Manager** and **Finance** approvers will have the option to **edit the amount** of an expense.
* **Invoice Validation:** Implement validation checks for **Invoice Number, Date, and Amount**. This validation will:
  + Ensure consistency with the details entered in the expense section.
  + Verify if the invoice details (number, date, amount) are already present in the database to prevent duplicate entries.

### **II. New Data & Classification Tables (Finance Team Requests)**

New tables and associated functionalities will be introduced to enhance expense classification and budgeting.

* **Budget Type Table:**
  + **Table Name:** Budget\_Type
  + **Values:** Revenue Budget, Capex Budget
  + **Modification:** Managers and Finance approvers will have the ability to change the assigned budget type.
* **Expense Table:**
  + **Table Name:** Expense
  + **Values:** Program Expense, G&A Expenses
  + **Modification:** Managers and Finance approvers will have the ability to change the assigned expense type.
* **Contribution Type Table:**
  + **Table Name:** Contribution\_Type
  + **Values:** FC, NFC
* **Bank & Payment Excel Downloads:**
  + Implement functionality for **Bank Excel Download**.
  + Implement functionality for **Bank Payment Excel Download**.
  + Implement functionality for **Payment UTR Excel Download**.
  + Implement functionality for **Tally Excel Download** (formatted for Tally integration).
* **Ledger Mapping (Expense Type Based):** The available **ledgers** will dynamically display based on the selected **expense type**. For example, only "Program Ledgers" will be available for "Program Expense."

### **III. Core System & Data Integrity (Technology Team Findings)**

These changes address underlying system architecture and data consistency.

* **Employee Number Data Type:** The employee\_number column in the employees, employees\_history, users, and user\_history Tables will be changed to VARCHAR.
* **Status Change:** The status "Active" will be changed to **"Initiated"** in relevant workflows.
* **Employee Details Upload Enhancements:**
  + The "Edit Employee Details Upload" functionality will be updated to align with the latest list of required details.
  + During employee details upload, validation and insertion of academic\_cost\_center and academic\_entity will be performed.
* **Ledger Type Update:** Ledger types will be updated 1 for **Program Expense** and 2 for **Admin Expense** (G&A Expenses).

### **IV. User Experience & System Administration (User & General Changes)**

These changes focus on improving user interaction and administrative features.

* **Profile Hover Options:** Hovering over the user's profile picture will display options for **"Profile"** and **"Log Out."**
* **Report Actions:** Implement **"Edit"** and **"Recall"** options for submitted reports.
* **Ledger Code Auto-Generation:** A function will be created to **generate ledger codes automatically**.
* **Fiscal Year New Date Event:** A function and an event will be created (either in the database or backend) to automatically create a new fiscal year on **April 1st** of the next year.
* **Entity Code Addition:** In the system configuration, a feature will be added to allow for the **addition of entity codes** for existing entities.