DT Ticketing System: Requested Changes Document

**Reimbursement System:**

**Requested Changes Document**

This document details the modifications for the reimbursement system, categorized into changes that have been completed and those that are still pending.

### I. Changes Done

These modifications have been implemented in the reimbursement system based on requests from the Finance Team, Technology Team, and Users.

#### A. Reimbursement Form & Workflow Enhancements (Finance Team)

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

#### B. New Data & Classification Tables (Finance Team)

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

#### C. Core System & Data Integrity (Technology Team)

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

#### D. User Experience & System Administration (User)

* **Profile Hover Options:** Hovering over the user's profile picture now displays options for **"Profile"** and **"Log Out."**
* **Report Actions:** **"Edit"** and **"Recall"** options for submitted reports have been implemented.

### II. Changes Needed to Be Done

These modifications are still pending and require implementation in the reimbursement system.

* **Ledger Code Auto-Generation:** Create a function to **generate ledger codes automatically**, and ensure that during ledger entry, the **ledger type (Program or General and Administrative expense)** is added.
* **Fiscal Year New Date Event:** Create a function and an event (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, add a feature to allow for the **addition of entity codes** for existing entities.
* **Finance Approval Workflow Change (Revised Process):** The finance approval process needs to be updated as follows:
* Initially, the ticket goes to the **Finance Processor** for initial checking.
* Then, it moves to the **Finance Approver** for approval or rejection.
* If approved by the Finance Approver, the ticket will **return to the Finance Processor** for payment processing.