

Functional Specifications

Project Name: Invoice Generation

Process Name: Generate Invoices

This process helps manage and generate invoices for clients/customers. It provides an interface through which invoices can be generated in batches, reviewed in detail, necessary adjustments applied, and distribution of invoices completed quickly.

Functionality/Responsibility Matrix

Function	Action	Who	Owner
Maintain Invoices	Create/Recreate	IITT	Invoice System
	Find	Invoice Management	Invoice Management
	Modified	Invoice Management	Accounts Receivables Department (AR)
	Load	Invoice Management	Invoice Management
	Calculate/Refresh	Invoice System	Order Entry Department (OE)

	Print	Invoice System	Accounts Receivables Department (AR)
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Function Name - Invoicing

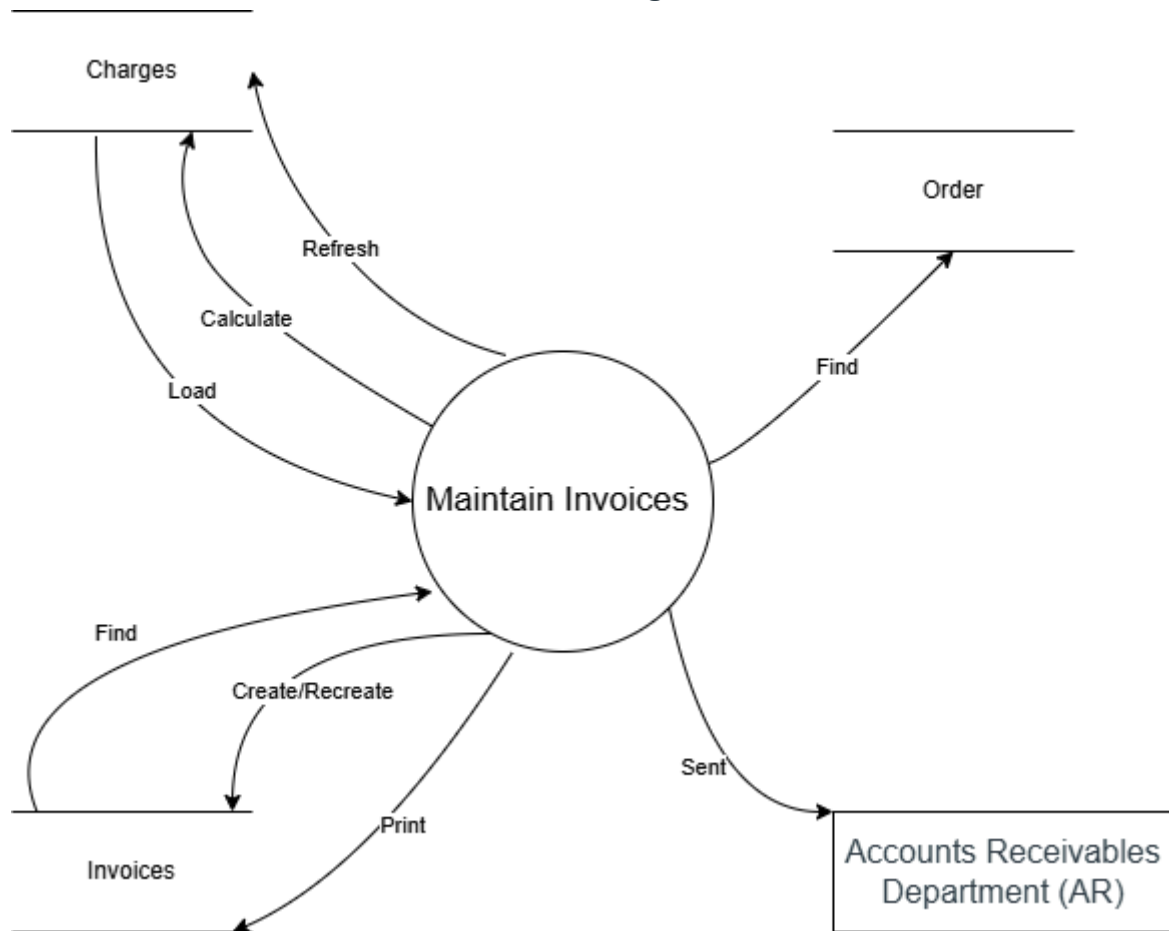
Use	Description
Initiating Event:	Click on “Find Invoices” or “Create Invoices” on the interface, or trigger the same function at a set time (weekly, monthly, etc.) with a scheduled task.
Brief Description:	At the scheduled time (IITT trigger) or when the user selects “Generate Invoices,” the system filters eligible orders, applies charge calculations, and creates new draft invoices. Once created, invoices can be reviewed, modified, or confirmed.
User:	Invoice Management (IM)
Preconditions:	<p>Order and customer information are valid and in billable status.</p> <p>Charge items, rate schedules, and rules are correctly configured in the system.</p> <p>IITT or the system has set up the current billing cycle or filtering conditions.</p> <p>Permissions required to create or modify invoices are available.</p>

Postconditions:	<p>Generate new invoice records in response to customer orders, or update existing invoice information.</p> <p>Invoices are created or updated in the system and each invoice has a unique invoice number.</p> <p>The system saves and can send or print invoices, or pass the information to the AR.</p> <p>The status of this generated invoice can be viewed and tracked in the system.</p>
Rules:	<p>Orders that are not completed or do not meet the invoicing criteria must not be included in the generation.</p> <p>The system must ensure that the charge items and tax rates are complete before generating an invoice.</p> <p>Once an invoice has been submitted or validated, subsequent modifications require appropriate permissions or a recreate / update process.</p>

Work Flow:	Steps	System Actions
	Apply filters and click "Find Invoices"	The System searches for matching customers/orders.
	Select "Create Invoices" or "Recreate Invoices"	The system generates or overwrites invoices.
	Lists all invoices created (draft or editable status)	The system assigns invoice numbers, clients, etc.

	Charges Management	The system retrieves or calculates charges, and updates invoice totals.
	Finalizes or commits the invoice	The system updates the final status of the invoice.
	Prints invoices	The system outputs the final invoice.
Option 1	System skips incomplete orders	Mark the order as “uninvoiced”
Option 2	Add data before generating an invoice	List orders with incomplete data
Option 3	Using the Update Invoice Feature	The system pulls the target invoice from the historical invoice record and switches to the editable

Process Diagram



Object Analysis

Object	Attributes
<u>Customer</u> The company of the product to handle and to be billed	<ul style="list-style-type: none"> • Name • Address • Status • Customer ID
<u>Client</u> The individual or company that the customer product is provided to	<ul style="list-style-type: none"> • Name • Status • Type (Individual or Company) • Client ID
<u>Order</u> The request sent by the customer that requires fulfillment	<ul style="list-style-type: none"> • Order ID • Date • Reference • Required By • Source • Order Type

	<ul style="list-style-type: none"> • Status • Fulfillment Date • Batch Number
<u>Services</u> Warehousing, shipping, packaging, email ... are the types of work provided to the Customers	<ul style="list-style-type: none"> • Service Type
<u>Charges</u> Fees attached to the contracted services that the Customer is provided	<ul style="list-style-type: none"> • Charge Type

Relationship Chart

	Customer	Client	Order	Services	Charges
Customer		Create 1,N	Has 1,N,0	No relation	Has 1,N,0
Client	Belongs to 1		Create 1,N,0	No relation	No relation
Order	Belongs to 1	Created for 1		Contains 1,N	Contains 1,N
Services	No relation	No relation	Apply to 1,N,0		Create 1,N,0
Charges	Belongs to 1	No relation	Belongs to 1, N	Belongs to 1,N	

Glossary of Terms

Term	Definition
Customer	The company of the product to handle and to be billed
Client	The individual or company that the customer product is provided to
Services	Warehousing, shipping, packaging, email ... are the types of work provided to the Customers
Charges	Fees attached to the contracted services that the Customer is provided
IITT	Abbreviation for 'It Is Time To'; used to describe the

	time-based initiation of an event
Orders	The request sent by the customer that requires fulfillment