
Software Requirement Specification For Voucher Management Kandy MC

Version 1.2

DOCUMENT AMENDMENT REGISTER

Version	Date	Author	Reviewer
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Version 1.2	24/11/2022	M.M.H.Ruwanthi	

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1. EXPENDITURE LEDGER MANAGEMENT

1.1. Create expense ledgers

- System facilitates the user to create the new ledger code. Following functionalities are available on the system.

Set program number

- User can set the program number for the ledger.
- User can select the already added program using the drop-down menu.

Set project

- System facilitates the user to create a new project by entering the Project name, Project Code, and year.
- Also, there is an option to save and clear the project details.
- User can add the sub-projects for the main project by entering the subproject code and name.

Set cashbook

- User can get the payment cash book details by searching the time duration, Bank Account Type
- Following details are displayed in the details list.
 - Date
 - Payee Name
 - Account Number
 - Ledger Amount
 - Voucher Number
 - Cheque Number
 - Amount
 - Cross Amount
- Also user can export the report in to the excel sheet by using the system.

Set account

- This system facilitates to user to add the bank account.
- User can enter the following details.
 - Bank Name
 - Account Number
 - Description
 - Account Name
- Following details are displayed in the details list.
 - Bank Name
 - Account Number
 - Account Name
 - Account ID

- For add the new ledger code user has to enter the following details.

Attribute	Field Type	Comment
Program	Drop- down	Required
Account year	Drop- down	Required
project	Drop-Down	Not Required
Sub project	Drop- down	Not Required
Main code	Drop- down	Required
Sub code	Text Field	Not Required
Display name	Text Field	Required
Cash book payment category	Drop-Down	Required
Account Name	Drop-Down	Required
Description	Text Field	Required
Value Type	Drop-Down	Required

1.2. Edit expense ledgers

- System facilitates the user to update the added Expense ledger details.
- Also, there is a cancel option.

1.3. Delete Expense Ledgers

- System facilitates the user to delete the added details.

1.4. Search Expense ledgers

Search by account year

- User can view the expense ledger details as a list by searching each account year.
- After searching following details are displayed by the system.
 - Ledger Name
 - Ledger Code
 - Program Code
 - Main code
 - Sub code
 - Value Type.

1.5. View ledgers

- System allows the users to view the ledger details by searching the Account Year.

2. VOUCHER MANAGEMENT

2.1. Create a new voucher

- This system facilitates the user to create a new voucher. The following functionalities are on creating new vouchers.
- Using this system, users can add one or more expense ledgers.
- User has to enter the following details to create a new voucher.

Attribute	Field Type	Comment
Voucher Number	Text Field	Required
Payees name	Text Field	Required
Voucher date	Calendar	Required
Payment for	Drop- down	Required
Address	Text Field	Required
Account Name	Drop-Down	Required
Description	Text Field	Required
Vote Name	Drop-Down	Required
Vote Amount	Text Field	Required

- After adding the details following details are displayed in the list of voucher descriptions.
 - Description
 - Expenditure Ledger
 - Payment amount
 - Deposit

Add cross-entry one or more

- User can select the category name using the drop-down menu and enter the deduction amount.
- After adding the deduction amount, the details display the list.
- System displays the gross amount and automatically calculates the Net amount.

Connect with the deposit account

- System facilitates adding deposit value for the voucher by searching the Receipt Number or X-Entry Number.
- User can add the following details.
 - Date
 - Amount
 - Name of the depositor

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- Address of the depositor
 - Release amount
 - Vote Name.

Connect with supply creditors

- System facilitates to add suppliers creditors for vouchers.
- User can search the supplier by searching the supplier name.
- Following details are displays in the system.
 - GRN Number
 - GRN Date
 - GRN Amount
 - Paid Amount
 - Pay Amount
- User can add the release amount and supplier creditor ledger, Description.
- Then can add Vote.

Connect with sundry creditors

- System facilitates adding the sundry creditors for the voucher.
- User can select the expenses ledger type.
- After entering the credited amount system display details in the list.
- The system displays the following details.
 - Name
 - Description
 - Amount
 - Payment amount
 - Balance amount

2.2. Create Advance Voucher

2.3. Voucher details

- System facilitates the user to view the voucher details by searching by the Voucher Number.
- Also system displays the Expenditure ledger details and deduction amount details.
- System automatically displays the net amount.
- There are options to delete and print the voucher details.

2.4. Show issued a cheque for voucher

- Using this system user can get the details about issued cheque for the voucher.
- Also there is an option of print and save the details report.

2.5. Edit Voucher

- System facilitates to do the following functionality.
 - Change voucher details
 - Add more expense ledgers
 - Edit added ledgers
 - Delete added ledgers
 - Add more cross entry

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- Delete added cross entry
 - After editing the details, there is an option to save the details.

2.6. Delete Voucher

- Users can delete the added all voucher details.

2.7. Search for Vouchers

- System facilitates searching the voucher details using the following option.
 - Search by created date
 - Search by date duration
 - Search by payee name
 - Search by voucher no
 - Search by voucher amount
- Also, the system facilitates the options of Edit, Deleting, View, and Print Export the voucher details.

3. VOUCHER PAYMENT MANAGEMENT

3.1. Voucher Payment

- System facilitates to add one or more vouchers for payment.
- Also there is an option for remove the added voucher details.
- System automatically calculate and displays the Voucher amount and Balance amount.
- Then system facilitates to the confirm cheque payment.

3.2. Issue a Cheque

- User can add one or more cheque for voucher
- User Can change payee name
- Can delete entered cheque (only for not printed)
- Following details have to check the user.
 - Cheque amount (Can automatically fill)
 - Payee's name
 - Bank
 - Cheque Number
 - Cheque Valid Date
 - Cheque Issued Date
- User can add or clear the filled details.
- After add the cheque details, details are display in the list.
- There is an option for remove or view the voucher payment details.
- Then user can confirm the complete payment.

3.3.Can print cheque

- After successfully created the cheque payment user can print the cheque.

3.4. Manage cheque print settings

- System facilitates to manage the cheque.
- Following details are displayed the system.

- Cheque Date
- Pay
- Amount
- Amount in word
- Also there is option for add new cheque setting and restore to default.

3.5. Search cheque

- User can search the cheque using the following options.
 - By cheque, no,
 - By issues date,
 - By voucher no,
- Following details are displayed by the system.
 - Cheque Number
 - Payee's name
 - Bank
 - Amount
 - Issued date

3.6. Re-print the cheque (with permission)

- In this section system facilitates to user to re - print the cheque using the permission

Attribute	Field Type	Comment
User Name	Text Field	Required
Password	Text Field	Required

- System validate the user entered data for credentials.

3.7. Delete issues cheque (for error data entry with permission)

- For delete the cheque user must have to enter the user credentials (User Name, Password).
- Then system displays the cheque delete description.
 - Cheque Number
 - Cheque Amount
 - Reason for delete(Required)
 - User name
 - Date

4. VOUCHER MANAGEMENT REPORT

4.1. Payee wise created voucher

- System facilitates to user to search the created voucher search the details payee wise by selecting the time duration.
- Also there is an options for print and save the created voucher details.

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- Following details are displays as the created voucher details.
 - Voucher Number
 - Voucher Date
 - Payee's name
 - Full Amount
 - Balance amount
 - Is supplier
 - Account ID

4.2. View Ledger-wise created vouchers

- System facilitates to user to view the voucher details in ledger-wise by searching the date duration and account name type.
- User can print, view and search the created voucher details.
- Also there is an option of edit and remove the voucher details.
- System automatically displays the created voucher total amount.
- Following details are displays as the created voucher details.
 - Voucher Number
 - Voucher Date
 - Payee's name
 - Code
 - Ledger Name
 - Amount
 - Voucher Total

4.3. Date-wise created vouchers

- System facilitates to user to get the created voucher report in date-wise by searching the time duration.
- Following details are displays in the Date-wise voucher report.
 - Date
 - Number of voucher
 - Total
- Also system facilitates the print, save and view the report.

4.4. Category wise created vouchers

- User can get the voucher details in category- wise by searching the time duration.
- Following details are displays in category –wise voucher report.
 - Program Number
 - Head Number
 - Voucher Number
 - Date
 - Branch
 - Amount
- Also there is an options are print, save, and view the report.

4.5. Pending vouchers

- Using the system user can get the details of pending voucher details by searching the time duration.
- Also user can save and view the pending voucher details.
- Following details are include in the pending voucher details list.
 - Voucher Number
 - Voucher Date
 - Payee's Name
 - Full Amount
 - Balance amount

4.6. Voucher payment report

- User can get the voucher payment report details list by searching the time period.
- Following details are displays in the voucher payment report.
 - Payee's Name
 - Voucher Number
 - Cheque Number
 - Bank
 - Issued date
 - Cheque Amount
 - X-entry
- User can print, save the voucher payment report.

4.7. Expenditure vote analysis report

- This system facilitates to user to get the report of Expenditure vote analysis by searching the time duration.
- User can view, print, save and export the report.
- Following details are displays in the details list.
 - Vote Head
 - Expenditure Name
 - Previous Total
 - Total for duration
 - Current Total

4.8. Voucher advance report

- User can get the details of voucher advance report by selecting the time duration, program code and vote code.
- Also system automatically calculate and displays the Total allocated amount and Total expenses.
- Following details are displayed in the details list.
 - Program Number
 - Vote Head
 - Code
 - Ledger Name
 - Allocated Amount

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- Expenses Amount
 - User can view, print and export the voucher advance report.

4.9. Expenditure Summary Report

- This system facilitates to get the details of Expenditure Summary Report by searching the time duration and Account Name.
- User can print and save the reports.

4.10. Expenditure Analyze Report

- This system facilitates to user to get the report of Expenditure analyze by searching the time duration.
- User can print and export the report.
- Following details are displays in the details list.
 - Vote Head
 - Expenditure Name
 - Main office
 - Total for Month
 - Previous Total
 - Current Total

4.11. Cross-entry report

- User can get the details list of Cross –entry report by searching the location, and time duration.
- Also there is option of filter the details in group by branch.

Income Category

- System displays details of X – entry Number, Category, Voucher Number, Voucher Date, Amount, and Branch.

Category

- In this section displays the total of the cross entry.
- This system facilitates to print and export the cross entry report.

4.12. Cross entry summary report revenue head wise

- This system facilitates to user to get the cross entry summery report revenue head wise by searching the time duration.
- Also facilitates to export the report to the excel sheet.

4.13. Cross-entry summary report

- By searching the location and time duration user can get the cross entry summery report revenue head wise in this section.
- There is an option of get the without zero category list details.

Income category

- Following details are include in the income category.

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- Head Number
 - Other Income Name
 - Amount
 - Branch

Summary

- In this section displays the total of the cross entry.