

QnQ Healthcare Pvt Ltd

Functional requirements document

FINANCE

MASTER CREATION

Business Requirement:

All the Masters in the ERP are to be created/modified by the Finance department to ensure centralised control and accuracy.

Process to be followed with Business Logic:

- When the Supplier/Customer master is to be created, details are to be filled and approval for the same is to be requested.
- **Option - 1:** There will be two sections for the masters:
 - Basic details of the masters will be updated in Section - A. Based on the details filled in this section, the particular master can be used for any transactions such as PO creation, invoice generation etc.
 - In Section - B, Bank details and statutory information like PAN, GSTIN, TDS applicability, etc to be updated.
 - The finance department will be allowed to edit and overwrite the details.
 - Finance department will verify the details in the Master and approve the same.
- **Option 2:** The Finance department will collect the required information from the relevant departments if there is any requirement for the creation of the masters and will update the same in the ERP.
- The approval screen should have Approve/Reject option wherein the reason for rejection should be made mandatory.
- The requestor should be notified after the action of the approver.
- Masters will be automatically updated post approval of the approver.
- Edit option in the Master to be provided. Modification in the masters can be done only post approval.
- Deletion of the Master can be done post-approval of the request.
- An option to enable/disable the ledgers is to be provided.

Validations:

Changes are to be made in the masters only post approval and approved masters are to be used for any transaction.

Workflows:

The approval workflow is required

Alerts and Escalations:

- Alerts will be required when the requestor sends the request.
- Reminder mail to be shared with the Accounts executive on the next day of request in the mail.
- Escalation will be sent when no action is taken within 2 working days.
- Requestor to be notified of the action of the approver.

GENERAL LEDGER MASTER

Business Requirement:

Clear description and definition of

Process to be followed with Business Logic:

- Chart of Accounts will be required to maintain the General ledger.
- The numbering series will differentiate types of Ledgers as follows
 - Assets will start from 1000000
 - Liabilities will start from 2000000
 - Revenue will start from 3000000
 - Expenditure will start from 4000000
- Group master to be developed where the following details will be updated
 - Group name
 - Head name

This will be like the grouping in Tally.

- General Ledger master will have the following fields
 - Name of the ledger
 - Group
 - Sub group
 - GST applicability
 - TDS applicability and nature of the party for TDS deduction
 - PAN details
 - Budget Category (Department) and Subcategory
- Approval mechanism to be set for creation of group master and general ledger master.
- Parent and child relationships are to be established in the back end by using unique code of the ledger for the grouping for generating Chart of Accounts.
- Sample of how the ledgers and their grouping will be mapped in the back end

No.	Name	Income/Balance	Account Category	Parent code
20000000	EQUITY AND LIABILITIES	Balance Sheet	Liabilities	
21000000	Equity	Balance Sheet	Equity	20000000
21100000	Equity Share Capital	Balance Sheet	Equity	21000000
21100010	Share Capital	Balance Sheet	Equity	21100000
21200000	Other Equity	Balance Sheet	Equity	21000000
21200010	Share Premium	Balance Sheet	Equity	21200000
21200020	Cumulative Convertible Preference	Balance Sheet	Equity	21200000
21200030	Retained Earnings	Balance Sheet	Equity	21200000
21200040	Profit & Loss A/c	Balance Sheet	Equity	21200000

- Sample of the report to be generated

No.	Name	Main head	Head	Sub head 1	Sub head 2	Sub head 3
21100010	Share Capital	EQUITY AND LIABILITIES	Equity	Equity Share Capital		
21200010	Share Premium	EQUITY AND LIABILITIES	Equity	Other Equity		
21200020	Cumulative Convertible Preference Shares	EQUITY AND LIABILITIES	Equity	Other Equity		
21200030	Retained Earnings	EQUITY AND LIABILITIES	Equity	Other Equity		
21200040	Profit & Loss A/c	EQUITY AND LIABILITIES	Equity	Other Equity		

TDS MASTER

Business Requirement:

TDS to be auto-calculated in the ERP for the applicable transactions based on the defined setup.

Process to be followed with Business Logic:

- TDS master to be configured which will have
 - TDS section
 - Nature of transaction
 - Deductee type
 - Effective date
 - Threshold rate
 - PAN TDS rate
 - Non-PAN TDS rate
- Sample of the screen

TDS section	Nature of transaction	Deductee type	Threshold limit	Effective date	PAN TDS rate	Non - PAN TDS rate

- Purchase invoice to be updated with the applicable TDS section from the list of defined TDS Sections.
- TDS rate to be auto-populated based on the deductee type of the selected vendor in the invoice and it can be altered if required.
- TDS is to be auto-calculated based on the selected TDS rate and the invoice amount.

Reports:

- TDS deducted report

BUDGET

Business Requirement:

To compare Budget vs. Actual expenditure.

Process to be followed with Business Logic:

- Budget screen to be developed in the ERP.
- Budget to be defined for each Cost centre i.e Departments and Period for the budget to be mentioned.
- Budget requests will be received from the department heads periodically (monthly/quarterly) in the Budgeted amount.
- Budget allocated will be updated against the Budgeted amount and approval from the management in Approval Status.
- The Department and Subcategory will be updated in the Item master (default as Warehouse) and General Ledger master.
- An option to edit the department and sub category to be given in the invoice, if required.
- Actual expenditure incurred for the Departments to be automatically updated in the Budget utilised based on when the Purchase invoice is posted.
- Budget unutilised and Utilised percentage will be calculated automatically.
- Sample of the screen is given below

Period of the Budget

May

Departments	Sub Category	Budgeted amount	Budget allocated	Budget utilized	Budget unutilized	Utilised percentage	Approval Status
Marketing	BTL Activities	1,10,000	1,00,000	70,000	30,000.00	70%	Approved

- The grey area will be updated by the system.
- Approval to be set for updating/modifying the Budget.
- A report showing the Actual vs Budgeted amount is required.
- Budget versioning is to be maintained to keep track of the budget revisions.

Validations:

- If the actual expenditure is equal to/more than the budgeted amount, approval will be required to proceed with the same.
- During the posting of expense transactions, if the amount exceeds the budgeted amount, an error message will come and the user must modify the budget, send it for approval, only then will he be able to post that transaction.

Alerts and Escalations:

- If the actual expenditure crosses a stipulated threshold then the Head of the Department is to be alerted.
- Alerts will be required when approval is requested for updation /modification of the budget.
- Escalation to the management when the Budget

Reports:

- Budget VS Actual report for each department

CASH DEPOSIT

Business Requirement:

Visibility of the Cash deposit status and automatic alerts.

Process to be followed with Business Logic:

- Pending Cash deposit screen to be developed.
- Store master to be created with the following details along with other necessary details
 - Store category
 - Cash deposit limit
 - Floating cash limit
 - Contact Mail ID
 - Petty cash limit
 - Store in charge
 - Cluster manager
- Details are to be uploaded in the ERP whenever the Cash sales amount is deposited in the bank by the Store person in the existing Managing Branch Cash Deposit screen which will have the following fields
 - Name of the Store
 - From Date
 - To Date
 - Deposit amount
 - Deposited By
 - Time of Deposit
 - Challan image
 - Remarks
 - Status
- The Cash Deposit information will be linked to the relevant Bank receipt while matching the Bank statement by the Finance department.
- Once matched, the Status in the Managing Branch Cash deposit will be changed to "Matched" from "Pending".
- Pending Cash deposit will be calculated by taking the sum of Cash sales of the respective Store from the last date till when the receipt is "Matched" in the ERP till the present day.
- Based on the Cash deposit limit for the respective store, alerts will be sent once the pending cash is close to 90 percent of the stipulated limit through mail to their respective Mail ID defined in the master.
- Cluster manager of the respective store will be alerted once the Pending cash to be deposited crosses the threshold limit.
- Floating cash will also be defined for each store based on their store category.
- The sample of the Pending Cash Deposit screen is as follows

Store	Last date of Deposit	Pending Cash deposit	Limit

Alerts and Escalations:

- The Store will be alerted through Mail when Pending cash is 90 percent of the defined limit.
- When the pending cash exceeds the defined threshold limit the same will be escalated to the Cluster manager.

Reports:

- Pending Cash deposit report
- Delayed Cash deposit report - Stores that have deposited after their defined limit is crossed along with the days of delay.

CREDIT SALES

Business Requirement:

To track the outstanding receivables accurately.

Process to be followed with Business Logic:

- The mode of payment will have "Credit" as an option.
- Credit will be selected whenever the Sale is done for Credit.
- The due date will be calculated automatically based on the invoice date and defined credit period of the customer.
- When the payment is received, Settlement invoice will be generated.
- Customer name/phone number will be updated in the Settlement invoice, outstanding credit bills will be displayed from which relevant invoice will be selected based on which necessary details will be auto-populated.
- The mode of payment will be updated in the Settlement invoice as per the Actual payment method.
- Actual amount received will be also updated which will be adjusted in the invoice and the outstanding will be calculated accordingly.
- Sample of the Settlement invoice is given below

Customer name	Either of the two to be updated	Branch	Autopopulated
Phone number		Invoice date	Based on the selected invoice
Invoice number	To be selected from the list		

Medicine	Quantity	Price per unit	Total value

Total bill amount	To be autopopulated	Mode of Payment	To be updated
Outstanding amount	Total - Prev paid amount		
Paid amount	Amount collected		
Current Outstanding amount		Prev O/S - Paid amount	

Validations:

- Only the outstanding invoices of the selected customer should be displayed in the invoice number.
- Only the outstanding amount out of the total bill amount to be displayed.
- Current outstanding amount to be auto-calculated based on the previously outstanding amount and paid amount.

Reports:

- Outstanding receivable amount - Customer name, Invoice number, Invoice amount, Outstanding amount, Due date, Paid amount
- Receivables ageing report

SHAREHOLDER MODULE

Business Requirement:

For visibility of the comprehensive information about the Shareholders and their shareholding in the ERP.

Process to be followed with Business Logic:

- Shareholder master to be created with the following fields
 - Unique Shareholder code
 - Name of the Shareholder
 - Address
 - Contact details - Mobile Number, Email ID
 - Type of Shareholder - Individual, Company, HUF, etc
 - PAN
 - Bank details - Bank name, IFSC, Account number
 - Shareholding details
 - Date of acquisition
 - Number of shares
 - Class of shares
 - Face value
 - Acquisition cost if applicable
 - Premium/Discount
 - Certificate number
 - Folio number
 - Total value of the shareholding
 - Voting rights
 - Dividend information
 - Dividend entitlement
 - Dividend payment history
 - Status - Active, Inactive, Dormant, Deceased
 - Nominee details if applicable
- Request for approval option to be given on the screen.
- Shareholder master to be updated/ modified only upon receiving the approval.

Reports:

- Shareholder Register - Shareholder name, Face value, No of shares, Class of shares.

PAYMENT PROCESS

Business Requirement:

For streamlined payment process and better visibility and compliance by establishing bill by bill adjustment.

Process to be followed with Business Logic:

For Supplier payments

- An option to upload the scanned image of the supplier invoice in the GRN to be provided.
- Due date to be captured in the GRN based on the credit period of the supplier and the invoice date. The due date can be edited if required.
- Purchase invoice will be auto-populated based on the GRN details once GRN is posted.
- If applicable, the finance department will update the TDS information and post the purchase invoice after verification of the scanned invoice with the invoice in the ERP.
- Vendors for whom 194Q applicability is there can be defined and automatically calculated for each invoice.
- Request for posting purchase invoice will be sent and Purchase invoice will be posted once approval for the same is received.
- A separate screen named "Due for Payment" is to be created.
- Invoices whose due date falls within a week will be shown on the screen.
- A field to update the Payment amount and request for payment to be provided.
- Procurement department will update the same and request for payment.
- Once the payment request has been raised, the Finance department will be notified.
- The payment requests will be updated in the Expense planner.
- An option to approve the payment request to be provided.
- Finance department will verify the invoice details and payment amount and approve the payment request.
- If the payment request is rejected, remarks have to be mandatorily mentioned.
- CSV code for uploading in the Bank portal will be generated only after approval for the same is received.
- Payment vouchers will be generated with the Voucher date as the approval date of the corresponding payment in the Expense planner.
- Bill-by-bill adjustments will be automatically updated.
- Once the payment is made, the Bank statement will be matched with the approved payment voucher and the Transaction date will be updated accordingly in the respective payment voucher.
- Supplier payment report to be generated based on the matched supplier payments with the following details
 - Name of the supplier
 - Invoice number
 - Invoice payment
 - Paid amount
 - Due date
 - Payment date

- When the payment voucher is not matched for a week, an alert will be sent to the Accounts executive to take necessary action.

For General payments routed through the PO

- An option to upload the scanned image of the supplier invoice in the GRN/SRN to be provided.
- Due date to be captured in the GRN/SRN based on the credit period of the supplier and the invoice date. The due date can be edited if required.
- General Purchase invoices will be auto-populated based on the GRN/SRN details once the GRN/SRN is posted.
- If applicable, the finance department will update the TDS information and post the purchase invoice after verification of the scanned invoice with the invoice in the ERP.
- Request for posting purchase invoice will be sent and Purchase invoice will be posted once approval for the same is received.
- A separate screen named "Due for Payment" is to be created.
- Invoices whose due date is within the next week will be shown on the screen.
- A field to update the Payment amount and request for payment to be provided.
- The respective department will update the same and request for payment.
- Once the payment request has been raised, the Finance department will be notified.
- The payment requests will be updated in the Expense planner.
- An option to approve the payment request to be provided.
- Finance department will verify the invoice details and payment amount and approve the payment request.
- If the payment request is rejected, remarks have to be mandatorily mentioned.
- CSV code for uploading in the Bank portal will be generated only after approval for the same is received.
- Payment vouchers will be generated with the Voucher date as the approval date of the corresponding payment in the Expense planner.
- Bill-by-bill adjustments will be automatically updated.
- Once the payment is made, the Bank statement will be matched with the approved payment voucher and the Transaction date will be updated accordingly in the respective payment voucher.
- General Supplier payment report to be generated based on the matched supplier payments with the following details
 - Name of the supplier
 - Invoice number
 - Invoice payment
 - Paid amount
 - Due date
 - Payment date
- When the payment voucher is not matched for a week, an alert will be sent to the Accounts executive to take necessary action.

For General payments without PO

- Direct invoice entry option should be given to the Accounts team. (Currently, it is being done as “General Purchase” under the Accounts module)
- Restrictions for this way of accounting by setting up threshold for certain categories and allowing all the bills from other categories through this General purchase entry
 - For categories like Electricity, Rent → There should not be any threshold limit
 - For Other categories → Threshold limit of **Rs. 10,000** should be given per invoice.
- Option should be allowed to fill the due dates in the screen itself.
- A separate screen named “Due for Payment” is to be created.
- Invoices whose due date within the next week will be shown on the screen.
- A field to update the Payment amount and request for payment to be provided.
- Once the payment request has been raised, the Finance department will be notified.
- The payment requests will be updated in the Expense planner.
- An option to approve the payment request to be provided.
- Finance department will verify the invoice details and payment amount and approve the payment request.
- CSV code for uploading in the Bank portal will be generated only after approval for the same is received.
- Bill-by-bill adjustments will be automatically updated.
- After the payment, the Bank statement will be matched with the approved payment request.
- Sample for “Due for Payment” screen

PO number	Supplier name	Invoice number	Invoice amount	Due date	Payment request amount	Request for payment	Approval	Remarks
1234	Zee Pharma Ltd	I-123-23	10,000	10-06-2024	10,000	Request	Approve	
1122	Alpha Pharmaceuticals Pvt Ltd	I-123-24	20,000	10-06-2024		Hold		
2244	Alpha Pharmaceuticals Pvt Ltd	I-123-25	15,000	10-06-2024	10,000	Request	Reject	Mandatory if rejected

For Payments that have been paid without getting approval through the Expense planner

- Payment will be shown in the Bank statement for which there won't be any supporting payment vouchers.
- Relevant journal/payment entry will be passed for which an approval is required.
- Post the entry is passed, matching of the transaction can be done.

SALES CASH RECONCILIATION

Business Requirement:

For visibility of the total sales and highlighting of deviations in Actual sales and Sales as per ERP.

Process to be followed with Business Logic:

- Daily sales closing form to be created in the ERP.
- This will be updated by the Store employees on the day closing.
- The following fields have to be updated
 - Date
 - Branch Name - Dropdown has to be provided
 - Name of the Cashier
 - UPI sales value
 - Card sales value
 - Credit sales value
 - Cash sales value
 - Cash withdrawn from the counter
 - Denomination wise breakup of Cash sales
 - No of Rs. 500 notes
 - No of Rs. 200 notes
 - No of Rs. 100 notes
 - No of Rs. 50 notes
 - No of Rs. 20 notes
 - No of Rs. 10 notes/coins
 - Value of coins
 - Floating cash balance
 - No of Rs. 500 notes
 - No of Rs. 200 notes
 - No of Rs. 100 notes
 - No of Rs. 50 notes
 - No of Rs. 20 notes
 - No of Rs. 10 notes/coins
 - Value of coins
- Report to be generated from the Daily Sales Closing form highlighting the deviations between Actual and Sales as per ERP and Deviation in Floating cash limit and Actual Floating cash balance in the store.
- Format of the Sales cash reconciliation report will be as follows

Branches	Name of the Cashier	Total Cash Sales	Total Card Sales	Total UPI Sales	Credit Sales	Total Actual Sales	Net Sales as per ERP	Excess/Shortage in Actual Sales

- The fields that are coloured in grey will be auto-populated from the Daily sales closing form based on the selected date range.
- Net Sales as per ERP will be updated based on the Sales value in the ERP for the selected time period.
- Excess/Shortage in Actual Sales will be calculated as the difference between Total Actual Sales and Net Sales as per ERP.
- Format of the Floating cash balance will be as follows

Branches	Fixed Floating Cash balance	Actual Floating Cash balance	Deviation

- Fixed floating cash balance will be auto populated from the Store master.
- Actual floating cash balance will be updated from the Daily cash sales form.
- Deviation will be auto-calculated as the difference between Fixed and Actual Floating cash balance.
- Exceptions will be prepared as a report and will be shared to the respective Cluster manager for the relevant store and Sales head.

Alerts and Escalations:

- Exceptions will be alerted to the Cluster manager and Sales head.

Reports:

- Sales Cash reconciliation report
- Floating Cash summary report
- Exception report

PETTY CASH REGISTER

Business Requirement:

For better visibility of Petty cash expenses.

Process to be followed with Business Logic:

- Petty cash expenses screen to be created in the ERP with the following fields in which the Store Petty cash incharge will update
 - The branch name to be updated based on the licence
 - Date will be only the previous day(restriction to be set for updating other than the previous day's expenses)
 - Name of the incharge
 - Opening petty cash balance
 - Receipt of cash
 - Source of receipt of cash - From Finance, Taken from Main cash
 - Heads of expenses - to be given as dropdown
 - Printing and stationery
 - Conveyance
 - Labour charges
 - Food allowance
 - Water can expenses
 - Housekeeping expenses
 - Pooja expenses
 - Donations
 - Other expenses
 - Narration/Remarks
 - Amount
 - Attachments for attaching the scanned images of the invoice/voucher
- Sample of the screen is given below

Date	Previous day date	Branch	Updated based on user login
Opening Petty cash balance		Petty cash incharge	
Receipt			

Expense head	Narration	Amount	Attachment

- The same will be notified to the Finance department for verification.
- The Finance department will verify the bills, who will approve/reject the expense.
- Finance department will update the reason for rejection if any.
- The same will be notified to the stores.

- The Report will be generated based on the selected date range and branch as a summary.

Validations:

- Restricting updation of expenses other than that of the previous day.

Alerts and Escalations:

- An alert to be sent to the Finance department if the transaction is not verified for more than 3 days.

Reports:

- Branch-wise petty cash register
- Date range-wise comprehensive petty cash report

RECURRING PAYMENTS

Business Requirement:

For easing and streamlining the recurring payment process.

Process to be followed with Business Logic:

- Recurring payment master is to be created with the following fields
 - Category of Expense - Rent
 - Cost centre - Villupuram Main RO
 - Supplier name - Vijay
 - Method - Fixed / Variable
 - Amount - To be defined once for Fixed, every time for Variable
 - Frequency - Monthly/Quarterly/Annually
 - Escalation applicable from
 - Escalation rate - based on the given information, the amount will be calculated
 - Due date - 5th of every month
 - TDS amount - if applicable, section and rate will be updated
 - GST amount - if applicable, the rate will be updated
 - Attachments - for attaching the scanned copies of agreements
- This is to be given access to only the Finance manager.
- The master will be updated only if the same is approved.
- On the due date. Payable entry will be automatically posted based on the Category of expense, Supplier name and amount, for example

Rent a/c Dr 10,000
 To Vijay a/c 10,000
- The payment requests will be updated in the “Due for payment” screen which will be updated by the Finance department if required.
- The same will be moved to the Expense planner once the Finance department has approved the payment request.
- Once the expense is approved in the Expense planner, CSV code can be generated and the payment can be processed.
- Sample of the screen is as below

[illegible]

FRANCHISE MODULE

Business Requirement:

For capturing the Franchisee details and streamlining the royalty calculation

Process to be followed with Business Logic:

- Franchise master to be created with the following details
 - Name
 - Aadhar number
 - PAN
 - GSTIN
 - Contact details
 - Bank details
 - The above details are to be captured for every individual Franchisee based on the count for the same
 - Franchise model
 - Franchise type - Access, Premium, Elite etc
 - Name of the RO
 - RO opening date
 - Investment amount
 - Fixed minimum guarantee rate
 - Rate of Gross profit margin
 - TDS borne by - QnQ or Franchisee
 - TDS rate
 - Agreement
 - Due date for payment of royalty
- The information will be updated by the Franchise department which will be verified and approved by the Finance department.
- The royalty amount will be automatically calculated based on the logic that gross profit percentage value or fixed return on investment whichever is higher will be considered.
- Royalty calculation sheet will be present wherein the following columns will be present
 - Franchise investment amount
 - Minimum Guarantee percentage
 - Minimum guarantee amount per month
 - TDS - to be added if TDS is borne by QnQ
 - Total Minimum guarantee amount (A)
 - Sales during the calculation period
 - COGS
 - Gross profit margin
 - Rate of Gross profit margin
 - TDS - to be added if TDS is borne by QnQ
 - Total share of Gross profit margin (B)
 - Royalty to be paid - A or B whichever is higher
- Sample of the screen is as below

Franchise name	Franchise investment amount	Minimum Guarantee percentage	Minimum Guarantee amount	Add: TDS amount	Total Minimum Guarantee amount (A)	Sales	COGS	Gross profit	Rate of Gross profit margin	Add: TDS amount	Total share of Gross profit (B)	Royalty to be paid	Less: TDS amount	Net Royalty to be paid

- The same will be updated in the “Due for payment” screen and the payment process will continue as the same.

Alerts and Escalations:

- An alert to be sent to the Finance department if the payment is not verified for more than 3 days.

Reports:

- Franchise register
- Royalty payment report
- Royalty calculation report

TADA

Business Requirement:

For Streamlining the TADA claim and reimbursement process

Process to be followed with Business Logic:

- TADA claims can be updated by the employees in the ERP.
- TADA claim ceiling will be updated based on the employee category in the Master and as per the TADA policy.
- The period of the claim will be keyed in by the employee based on which the table will be shown for the selected dates.
- The dates will be shown for the selected period against which the employee has to update the claim amount and supporting documents.
- If the claim amount is higher than the policy amount, then the same will be restricted and notified to the reporting manager. Only if he/she approves the same, the claim will be submitted.
- Once the claim is submitted, the Finance department will be notified and will approve the same and move to the expense planner.
- The HR department will be notified of the deviations of the claim amount from the policy amount.
- The attachment is to be submitted as a ZIP folder with all the required bills and vouchers.
- Sample of the screen is as follows

Employee name
Grade

From date
To date

Purpose
Place

Date	Stay expense	Daily allowance	From	To	KMS	Travel amount	Eligible amount	Total claim	Attachments	Approval

Validations:

- Restricting updation of claim post the stipulated period within which the same has to be updated.
- Restricting updation of claim amount more than the policy amount

Alerts and Escalations:

- An alert to be sent to the Finance department whenever there is a claim for TADA.
- An alert to be sent to the reporting manager of the employee when the claim amount is more than the policy amount.

Reports:

- Claim amount vs. policy amount report