

# Technical Requirements Document:

## Payment Voucher System

### 1. Project Objective

To develop a web-based internal workflow system using **Django (Python)** with a standard HTML/JS interface. The system will digitize the "Garden City Water Park" Payment Voucher process, managing approvals, digital signatures (facsimile), and automated document generation.

### 2. Functional Roles

- **Financial Officer (Level 1):** Creator. Inputs data, attaches files.
- **Financial Supervisor (Level 2):** First reviewer.
- **Finance Manager (Level 3):** Second reviewer.
- **General Manager (Level 4):** Third reviewer. Decides if MD approval is required.
- **Managing Director (Level 5):** Final optional reviewer.
- **Admin:** Manages user registration and role assignment via Django Admin.

### 3. Detailed Workflow Logic

#### 3.1. Submission & Numbering

- Documents start in **Draft** status.
- Upon submission by the Officer, a unique **PV Number** is generated: **YYMM-NNNN** (e.g., **2601-0001**).
- The counter **NNNN** resets every month.

#### 3.2. Approval Chain

- **Sequence:** Officer → Supervisor → Finance Manager → General Manager.
- **GM Decision:** At Level 4, the GM has a checkbox: "*Requires MD Approval*".
  - If **checked**: Document goes to MD.
  - If **unchecked**: Document moves directly to **Approved**.
- **Actions at each level (2-5):**
  - **Approve:** Move to the next person.
  - **Reject:** Final status. Document is cancelled and locked.
  - **Return for Revision:** Status changes to **On Revision**. Document returns to the Officer. All existing signatures are cleared.

### 3.3. Notifications

- **Email (Gmail SMTP):** Notifications are sent to the next person in the chain.
- **Officer Alert:** The creator is notified if the document is Approved, Rejected, or Returned.

## 4. Technical Specifications

### 4.1. Data Entry (The Voucher Form)

- **Header:** Payee, Date, Bank Details.
- **Line Items (Dynamic Rows):**
  - Description (Text)
  - Department (Selection List)
  - Program (Text, Optional)
  - Amount (Numeric)
  - VAT (Checkbox - 10% in Cambodia): If checked,  $\$Total = \text{Amount} \times 1.1\$$ .
- **Grand Total:** Automatically summed at the bottom.
- **Attachments:** Support for PNG, JPG, PDF. Must be stored securely (not public).

### 4.2. Document Generation (PDF)

- Final approved documents generate a PDF that matches the provided layout.
- **Digital Signatures:** High-quality PNG images of user signatures (from their profiles) are placed in the respective "Approved by" boxes.
- **Timestamp:** Every signature must display the date and time of approval.

### 4.3. Dashboard & Search

- View lists based on status: *Pending My Action, In Progress, Approved, Cancelled*.
- Filter by: PV Number, Date Range, Payee, or Department.

## 5. Security & Constraints

- **Authentication:** Registration requires email verification.
- **Immutability:** Once status is "Approved" or "Rejected", no fields can be edited.
- **Access Control:** Only users involved in the specific voucher's history can view its attachments and comments.