

BILL TRACKER

23rd FEB 2023

PREPARED BY:
HEMA'S ENTERPRISES PVT LTD

WORKFLOW:

- If they receive bill from courier they will fill all the details manually it includes actual invoice details.
- Next the bills need to allocate for processor within 7 days.
- Allocation work will be done by Admin and his 2 team members with edit option.
- Allocation date and who processor will be allocated for someone by admin or his 2 team members.
- After completing invoice bill details It Will move to maker in pending work.
- Then Maker will allocate a bill, Processor and allocation date will be fill by maker.
- Later it moves to processor, whatever allocate by the processor it will view in respective person's processor name field in as pending status.
- Then processed date, document number, parking date, parking number/posting document number, agreement status, TDS, responsibility, Hold- reason group and reason for hold will be fill by processor.
- Maker has only 2 options such as Allocation date and processor name, and then it will move to checker.
- Once checker process complete, it will redirect again to maker. Later maker will post a bill and close a bill.
- Remarks (in process, rejected, hold, parked, return to vendor) will be used by maker and (posted) used by checker.
- If the bill shows as a parker it will move checker.
- If it not other remarks will stay remain in maker itself.
- Return to vendor means the bill will return to vendor itself it declared a closed bill.
- If the maker marked the bill as a parker it move to checker later the checker will post a bill and close the bill. Later it moves to payment.
- Post and return to vendor means bill closed.

REQUIREMENT:

- Allocation – access to edit (need edit option for all the options).
- These headers are standards - (Invoice type, Service type, Movement type, Vendor name, NO of LR's, RCM(Y/N)/ & LR NO, Billed From State, Billed to state, region, Invoice bill No, Invoice date, Billed period, year, base amount, loading unloading charges, detention charges, other charges, IGST, CGST, SGST and Invoice amount). And it is manual entry, it is used by all the team members
- These headers are change repeatedly S.NO, ticket no, month, receipt date.
- Allocation date and processor name should be editable and it was edited by admin and team (maker).
- LOGIN: Admin, invoice processor and post members.
- 2 members for allocation they only allocate a work, they only decide who want to process which bill.
- Processed date, document number, parking date, parking number/posting document number, agreement status, TDS, responsibility, Hold- reason group and reason for hold these headers will be processed by invoice processor.
- Posting document date and posted name will be handling by post members.