

# **BILL TRACKER**

## **PROJECT OBJECTIVE:**

To manage organization courier functions and maintain bill tracker functions in an organized way. Bill tracker tracks the daily Invoice bill details and helps to maintain all the bills.

## **PROJECT DESCRIPTION:**

- The objective of this courier management system is to reduce the day-to-day work hectic by automating all the manual work into computer-based work
- Bill tracker software receives bills from the courier they will fill in all the manual and invoice details. Bills will be allocated to the processor within 7 days. The work will be allocated by the Admin. The processor will be allocated by the admin
- The invoice bill will be moved to Maker and Checker, Processor allocation date must be filled by the maker
- Later it moves to Processor, details will be filled in by processor
- Maker has only 2 options such as Allocation date and processor name, and then it will move to checker
- Once the checker process is complete, it will redirect again to the maker. Later the maker will post a bill and close a bill
- If the bill shows as a Parker, it will move Checker
- If it is not, other remarks will remain in the Maker itself
- Return to vendor means the bill will return to vendor itself if it is declared as closed bill
- If the maker marked the bill as a parker it moves to the checker, later the checker will post a bill and close the bill. Later it moves to payment
- Post and return to vendor mean bill closed.

## **PROJECT CATEGORY:** Finance

## **PROJECT TEAM:**

Client: Hema's Enterprises Private Limited

Manager: Aishwaryaa B

Development Lead: Lakshmi Narayanan

Documented By: Mithil. M - PMO