**TAX AUTOMATION**

**Process 1**: Need to have a drop down to select **Tax type** as GST, TDS, TCS and All.

**Process 2**: **Month** has to be selected from the Month & Year Filter.

**Process 3**: **State** has to be selected from the Drop down option.

**Process 4**: **Description** will have a defined list of items in masters to be listed on drop down.

**Process 5**: **Due date** will be fetched automatically based on the Month selected. (I.e. Next respective month selected in Month option to be taken).

**Process 6:** **Mail Trigger** to be sent to the user before 4 days of due date. Stating that the due date is being approached, kindly please compile a Tax.

**Process 7: Proof of Attachment - Condition** has to be in drop down as Compulsory, Optional and NA.

**Process 8:** If Proof of Attachment is Compulsory, Then it must have a file upload option as mandatory in **Proof Upload** field. If not it is optional.

**Process 9:** **Frequency** should be in drop down as Monthly, Yearly, Quarterly, Half – Yearly.

**Process 10**: **Status** will be in drop down as Compiled, Not Compiled and Not Applicable.

**Process 11: Processed** by will show the username of the login

**Process 12:** Once Processor submits trigger mail will be sent to approver

**Process 13:** **Approver** will View all the details submitted by the user and will approve the details.

**Process 14:** If Approver approves then the trigger mail has to be sent to the Processer.

**Process 15: Reviewer** will View all the details submitted by the user and will approve the details.

**Process 16:** If Reviewer approves then the trigger mail has to be sent to the Processer.