**VENDOR RECONCILIATION**

**PROJECT OBJECTIVE:**

This project’s purpose is to track and monitor the vendor base. Based on the vendor details, category, year, quarter and the status of the process to know the pending completed details of both ends and also maintain the reports should export the data’s in downloaded formats.

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| **S.NO** | **MENU** | **WORK FLOW DESCRIPTION** |
| 1. | VENDOR | The vendor logins should shows the vendor details to monitor the details and services that we are get and work through.  The details should contains vendor name, vendor code,   * **Category** of A,B,C these category was selected based on the amounts and this category will be determine based on the average of that particular quarter’s performance and it should be shown in drop down, * **Year** the current year only should show the quarters of (q1,q2,q3,q4), * **Document attachment** option which includes WIP & Final but WIP document only should have additional attachment option the Final attachment should able to upload only one file. * **WIP status** which includes (opening balance not available, Closing Balance Not Available, Format Issue, No response from SPOC, No response from Vendor, others, Recon Completed, Recon Observation, Audit Observation, Completed. Only when the WIP status was selected as **Recon completed** then only the Final attachment option should enable. |
| 2. | VENDOR MASTER | Should create a vendor master for the vendor name and vendor code those created details should trigger in the table and it also searchable in any format. |
| 3. | REPORT | The report page should includes the headers of vendor (name, code), category, year, status with the filter options, view option should be available, and also should have download option in different formats. |