



# Software Requirements Specification for IBSL



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This template was developed by Earrow to assist in the writing of software-related technical documentation.

This template is provided as a starting point to assist in the process of defining the structure of a Business Requirements Document.

## Software Requirements Specification for IBSL

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## 1. Introduction

### 1.1 Purpose

The purpose of this document is to provide a detailed description of the proposed “School Management System” for the Institute of Bankers of Sri Lanka (IBSL) and obtain the management and business group consent to proceed with the development and implementation of the aforesaid system. The document will explain the features and purpose of the system, its interface of the system, what the system will do and the constraints under which it must operate.

### 1.2 Scope

The proposed system will have a web-based application to manage IBSL students. This software will provide a graphical environment in which the users of the system will be able to perform various operations that are associated with storing, marinating, updating and retrieving Student information.

### 1.3 Overview

The goal of this software requirement specification (SRS) is to define the complete external behaviour of OPUS. In so doing, the specification will define all inputs and outputs to the software, functions that the software performs, interfaces from the software to hardware systems and subsystems, and interfaces between other software systems.

### 1.4 Document Conventions

All named controls and menu items will be in **bold text**. In sample reports and files, items within the <blue brackets> are filled in by data, either from the file or from the screen.

### 1.5 References

The following documents are related to the Requirements Specification:

Document Name	Revision
Basis for Interest	1
Business Requirements	1

**Table 1 Related Documentation**

## 2 General Description

### 2.1 General Constraints

The software will have the following general design constraints:

The software shall conform to all company Interface standards and generally accepted Web Based Interface standards. In case of a conflict, company standards take precedence.

All common controls, functionality and rules are listed below.

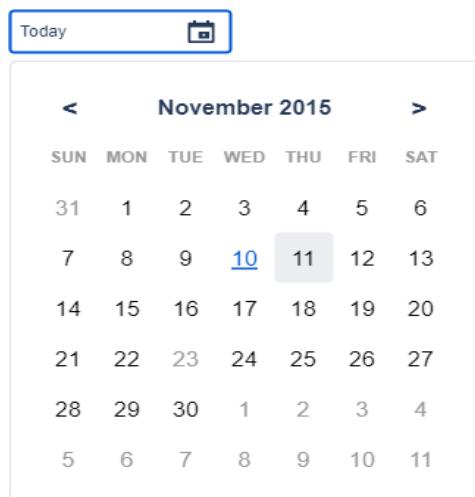
#### 2.1.1 Standard Elements and Re-used components

##### 2.1.1.1 Paging

A heading at the upper left of the list identifies the records that are being viewed. Add/Process/ Button should be in the right upper corner.

##### 2.1.1.2 Date Selection

There are several UIs in IBSL where dates need to be selected. We should use the following standard date selection control:



#### 2.1.1.2.1 Month Dropdown

- Values: Include all months
- Control Type: Single Select Box (dropdown)
- Default Value: varies for each use of the date selector.

#### 2.1.1.2.2 Day Dropdown

- Values: 1 through 31
- Note:** It is preferable to display only valid days for the selected month so the user is unable to select an invalid date – however if that is not possible we can live with an error message upon selection of an invalid date.
- Control Type: Single Select Box (dropdown)
  - Default Value: varies for each use of the date selector.

#### 2.1.1.2.3 Year Dropdown

- Values: 2022 through “current year” + 5
- Control Type: Single Select Box (dropdown)
- Default Value: varies for each use of the date selector.

#### 2.1.1.2.4 Assumptions/Decisions

- The default date varies per use of the date selector. See individual sections for default dates.

#### 2.1.1.2.5 Validations/Error Handling

- If the user selects a date that doesn't exist (Example: February 31): The selected date does not exist. Please select a valid date. (**Note:** It is preferable if we show the days based on the selected month so the user is unable to select an invalid date – however if that is not possible we can live with the error message.)
- Additional error messages for each use of the date picker. See the sections below for details.

### 2.1.1.3 Date/Time Format

Dates and times are displayed throughout OPUS. All dates should be displayed in the following standard format:

YYYY-MM-DD

Examples:

2022-10-31

2022-12-31

When times are listed, they should be listed in ‘mountain time’ as follows:

10:32 AM

9:45 PM

#### **2.1.1.4 Print Views**

The following rules apply to print views:

- All print views should open in a new window or pop-up.
- The window should be sized to 210X297 mm (A4) and should have the following window properties:

Paper Size= A4  
Pages per Sheet= 1  
Margins= Default  
Scale= Default  
Options= Background Graphics

#### **2.1.1.5 Sort by Column Headings**

Some of the reports require more than one column sorting option. For example, the default sort for the student enrollment list in 'student enrollment' is the student name.

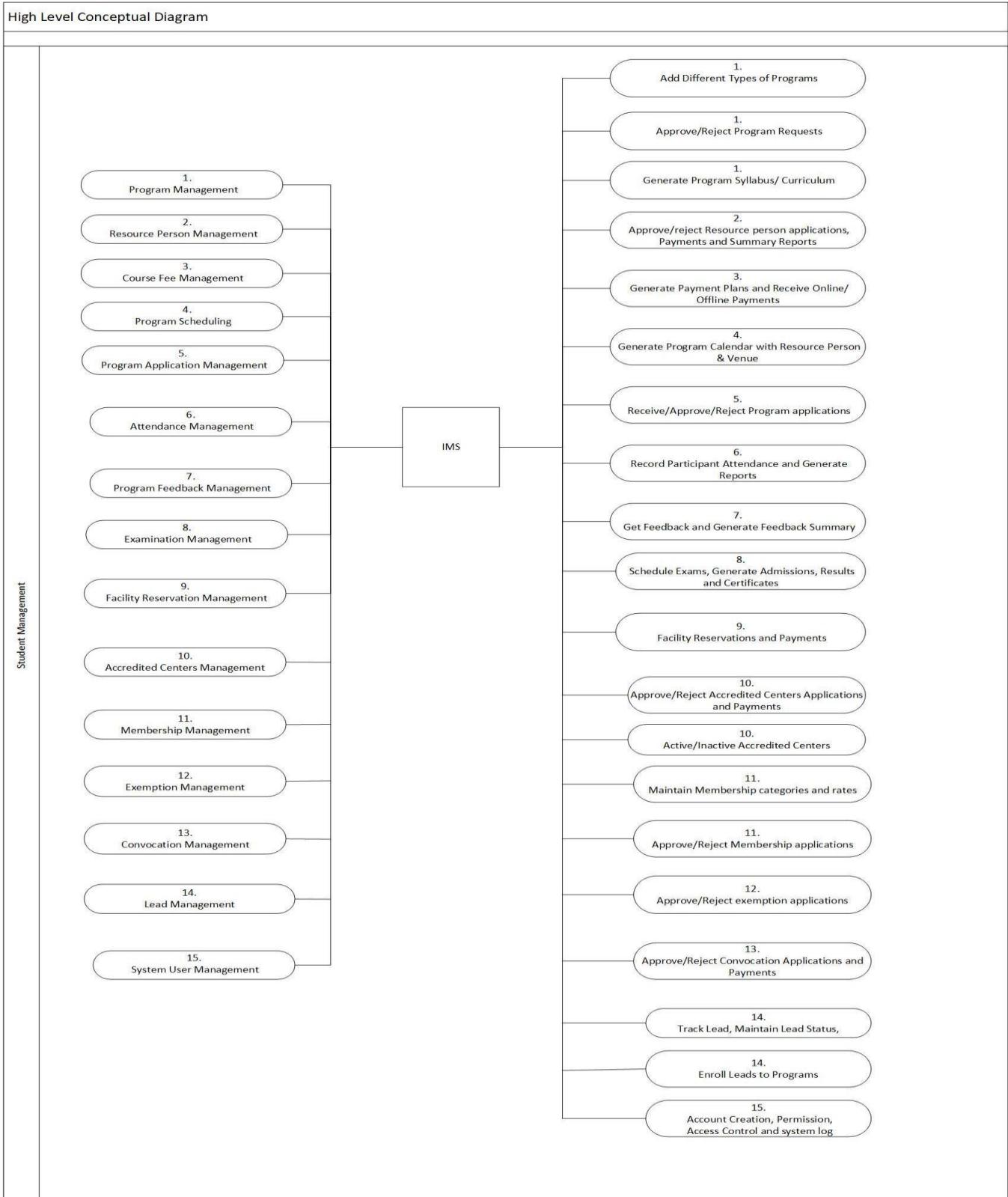
**Confidential**



### **3    Functionality**

Functional requirements are those that refer to the functionality of the system. What services it will provide to the user? Non-functional requirements pertain to other information needed to produce the correct system and are detailed separately.

### 3.1 High-Level Conceptual Diagram



### 3.2 Awarding Institution

#### 3.2.1 Use Case/Workflow

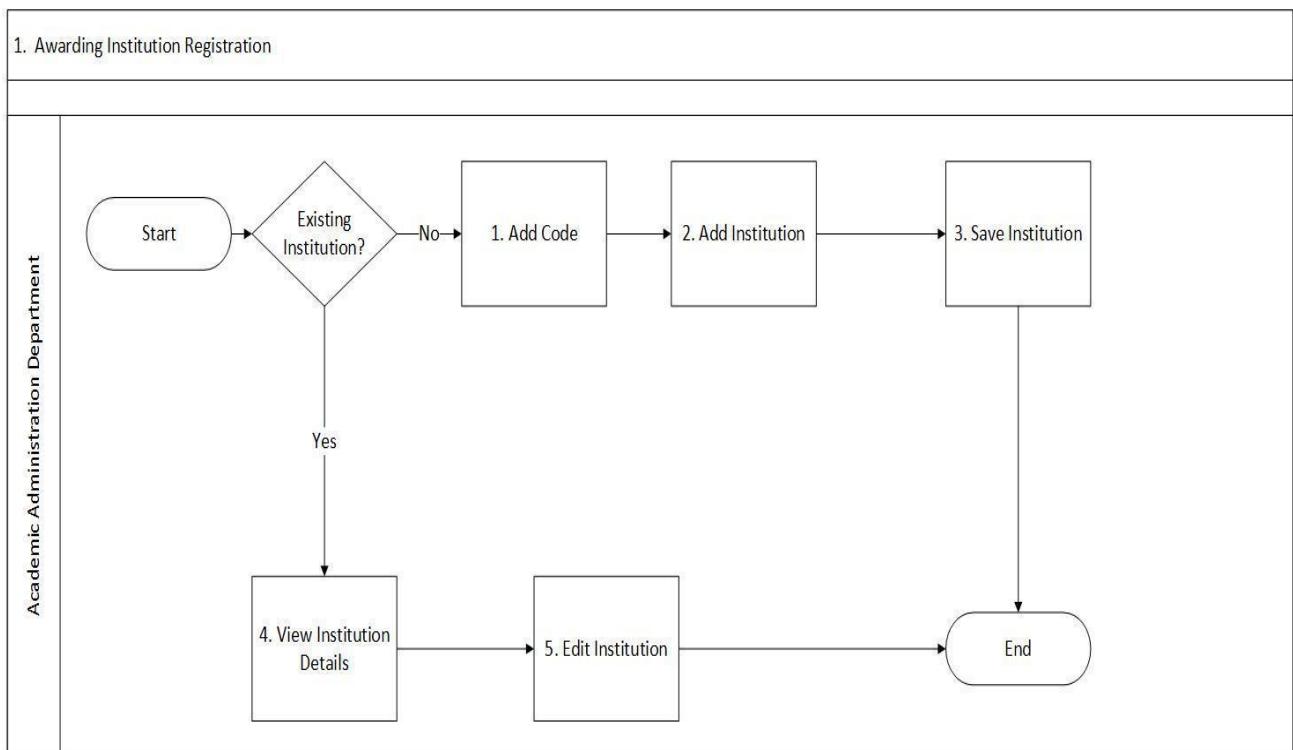
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Awarding Institute

Priority: Essential

Precondition: Need an internet connection and log in to the web application using your username and password.

Main success scenario:



#### 3.2.2 Description

Click the “Add New” Button on the right top.

Check whether it's an existing Institution or not.

If it's not,

1. Enter Awarding Institute Code. (e.g. IBSL)
2. Enter Institution Name.
3. Click the “Save” button to save.

If it's an existing institution,

4. Click the “View” button in Awarding Institute list table to view existing Awarding Institutes.
5. Click the “Edit” button in Awarding Institute list table to edit existing Awarding Institutes and click the “Update” button to save updates.

### 3.2.3 Controls, Types and Defaults

#### 3.2.3.1.1 Table Heading

- Text: Awarding Institution

#### 3.2.3.1.2 Column Headings

- Column 1: #
- Column 2: Code
- Column 3: Name
- Column 4: Address
- Column 5: Contact Number
- Column 6: Email
- Column 7: Type
- Column 8: Status
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.2.3.1.3 Add / Edit Fields

- Text Field: <Code>\*
- Text Field: <Name>\*
- Text Field: <Address>\*
- Text Field: <Contact number>\*
- Text Field: <Email>\*
- Drop down: <Type>\* (Local, Pathway, Foreign)
- Drop down: <Status>\* (Active, Inactive)
- Import Button: <Upload logo>
- Action: Clicking save on the bottom will take the user to add or edit.

#### 3.2.3.1.4 Assumptions / Decisions

- None.

#### 3.2.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### 3.3 Manage Faculty

#### 3.3.1 Use Case/Workflow

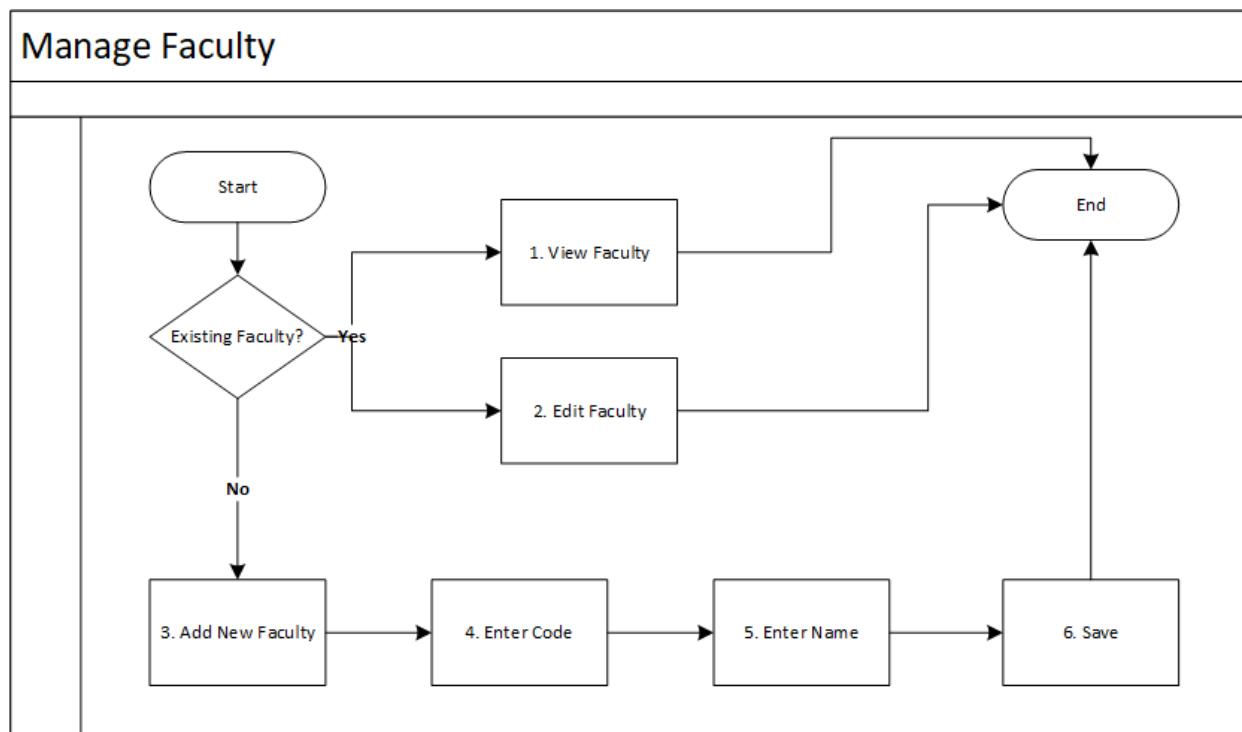
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Faculty

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.3.2 Description

1. If it's an existing faculty, user can Edit Faculty Code and Faculty Name and Save.
2. If it's an existing faculty, user can View Faculty Code and Faculty Name.
3. If it's not an existing faculty, user can add a new faculty.
4. Enter Code.
5. Enter Faculty Name.
6. Save the new faculty in the system.

### 3.4 Program Type

#### 3.4.1 Use Case/Workflow

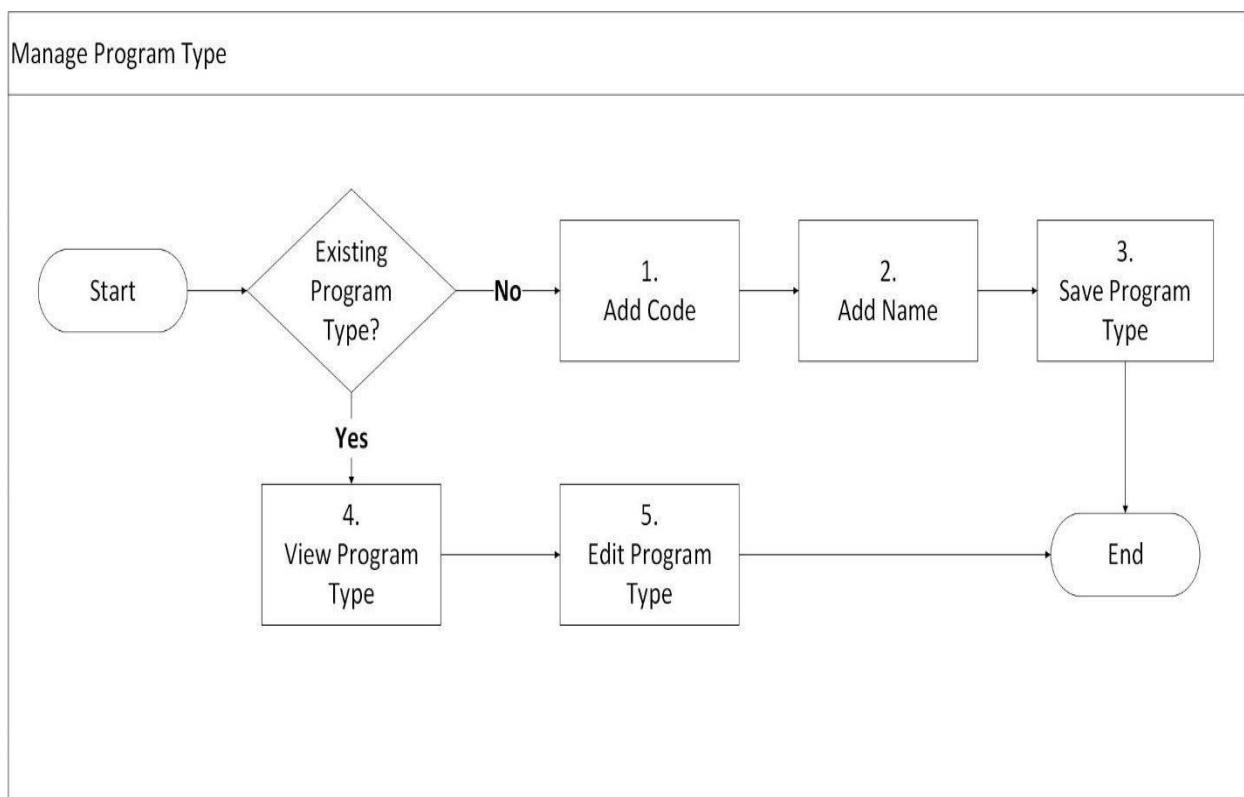
Primary Actor: Non Academic Staff/Admin/Director User

Path: Master Data Select Program Type

Priority: Essential

Precondition: Need an internet connection and log in to the web application using your username and password.

Main success scenario:



#### 3.4.2 Description

Click the “Add New” Button in the right top.

Check whether it's an existing program type or not.

If it's not,

1. Enter Program Type Code.
2. Enter Program Type Name (Professional, Academic, Special).
3. Click the “Save” button to save.

If it's an existing program type,

4. Click the “View” button in the program type list table to view existing program types.
5. Click the “Edit” button in the program type list table to edit existing program types and click the “Update” button to save updates.

### 3.4.3 Controls, Types and Defaults

#### 3.4.3.1.1 Table Heading

- Text: Master Program Types

#### 3.4.3.1.2 Column Headings

- Column 1: #
- Column 2: Code
- Column 3: Number
- Column 4: Name
- Column 5: Type
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.4.3.1.3 Add / Edit Fields

- Text Field: <Code>\*
- Text Field: <Code Number>\*
- Text Field: <Name>\*
- Drop down: <Type>\*
- Action: Clicking save on the bottom will take the user to add or edit.

#### 3.4.3.1.4 Assumptions / Decisions

- None.

#### 3.4.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### 3.5 Program Level

#### 3.5.1 Use Case/Workflow

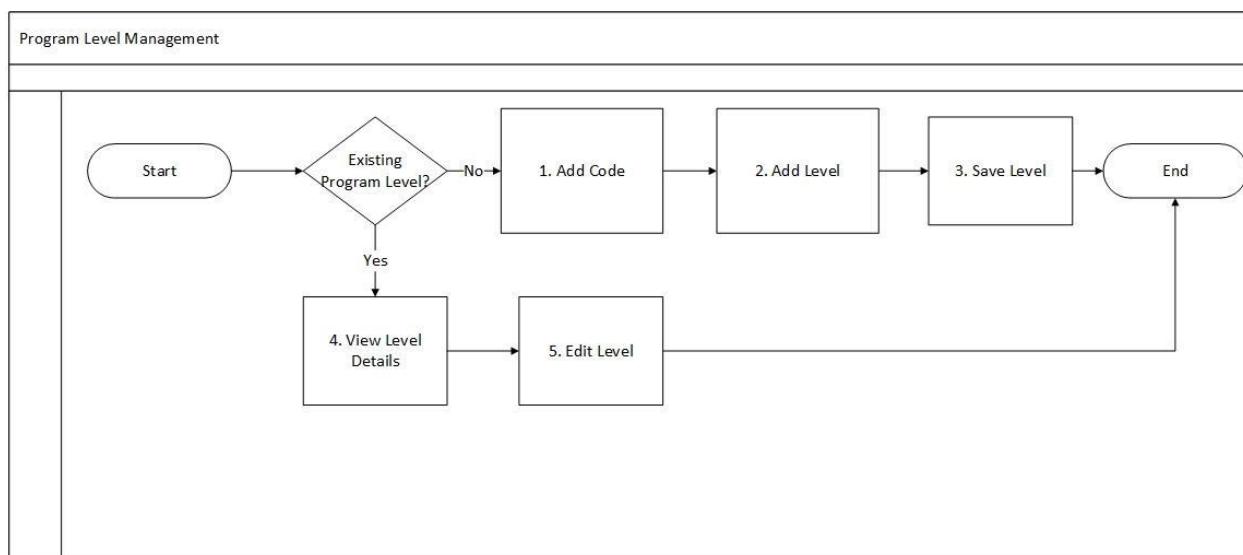
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Program Level

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.5.2 Description

Click “Add New” Button in right top.

Check whether it's an existing program level or not.

If it's not,

1. Enter Program Level Code.
2. Select Program Level (Post Graduate/ Advance Diploma/ Diploma/ Certificated/ Degree/Masters Degree).
3. Click “Save” button to save.

If it's an existing program level,

4. Click “View” button in Program Level list table to view.
5. Click “Edit” button in Program Level list table to edit and click “Update” button to save updates.

### 3.5.3 Controls, Types and Defaults

#### 3.5.3.1.1 Table Heading

- Text: Program Level

#### 3.5.3.1.2 Column Headings

- Column 1: #
- Column 2: Code
- Column 3: Name
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.5.3.1.3 Add / Edit Fields

- Text Field : <Code>\*
- Text Field : <Name>\*
- Action: Clicking save on the bottom will take the user to add or edit.

#### 3.5.3.1.4 Assumptions / Decisions

- None.

#### 3.5.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**

Success Validation: **Saved Successfully!**

### 3.6 Program Medium

#### 3.6.1 Use Case/Workflow

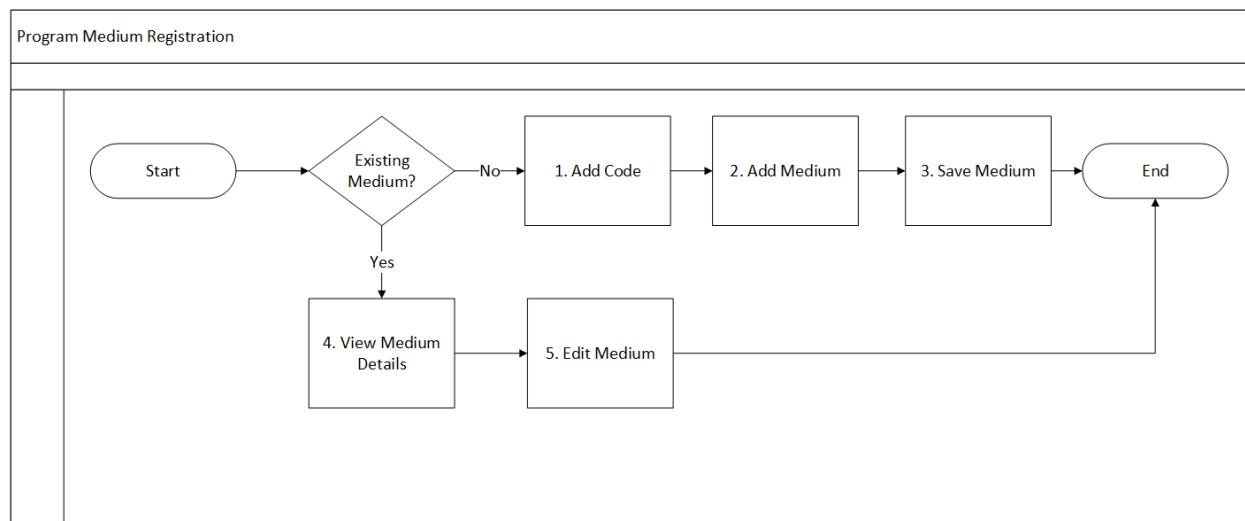
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Program Medium

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.6.2 Description

Click “Add New” Button in right top.

Check whether if it's an existing medium or not.

If it's not,

1. Enter Program Medium Code.
2. Enter Program Medium (Sinhala / Tamil / English/Bilingual (S & E)/Bilingual (T & E)).
3. Click “Save” button to save.

If it's an existing medium,

4. Click “View” button in Program Medium list table to view.
5. Click “Edit” button in Program Medium list table to edit Mediums and click “Update” button to save updates.

### 3.6.3 Controls, Types and Defaults

#### 3.6.3.1.1 Table Heading

- Text: Program Medium

#### 3.6.3.1.2 Column Headings

- Column 1: #
- Column 2: Code
- Column 3: Name
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.6.3.1.3 Add / Edit Fields

- Text Field : <Code>\*
- Text Field : <Name>\*
- Action: Clicking save on the bottom will take the user to add or edit.

#### 3.6.3.1.4 Assumptions / Decisions

- None.

#### 3.6.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### 3.7 Program Target Audience

#### 3.7.1 Use Case/Workflow

Primary Actor: Non-Academic Staff/Admin/Director User

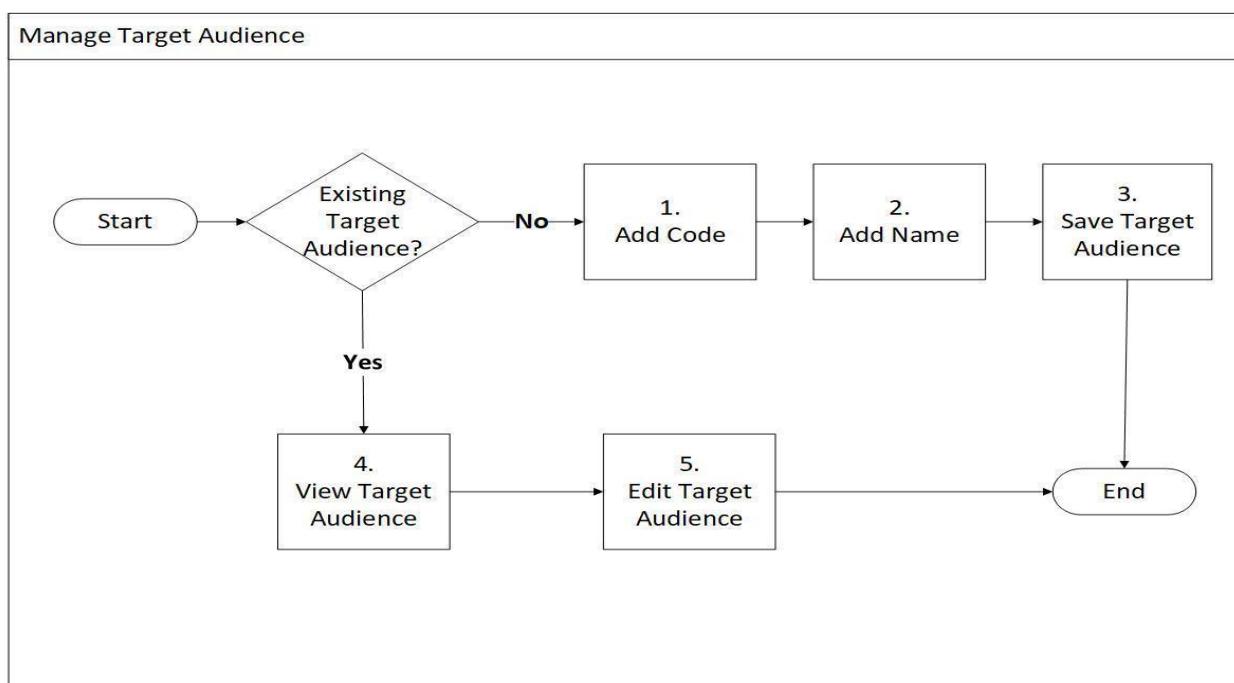
Path: Master Data Select Program Target Audience

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

This should be mastered before creating a programme. (Refer [Program Management](#) – Pre Conditions are added.)

Main success scenario:



#### 3.7.2 Description

Click “Add New” Button in right top

Check whether it's an existing Target Audience or not.

If it's not,

1. Enter Program Target Audience Code.
2. Enter Program Target Audience Name.
3. Click “Save” button to save.

If it's an existing target audience,

4. Click “View” button in Program Target Audience list table to view.

5. Click “Edit” button in Program Target Audience list table to edit and click “Update” button to save updates.

### 3.7.3 Controls, Types and Defaults

#### 3.7.3.1.1 Table Heading

- Text: Program Target Audience

#### 3.7.3.1.2 Column Headings

- Column 1: #
- Column 2: Code
- Column 3: Name
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.7.3.1.3 Add / Edit Fields

- Text Field : <Code>\*
- Text Field : <Name>\*
- Action: Clicking save on the bottom will take the user to add or edit.

#### 3.7.3.1.4 Assumptions / Decisions

- None.

#### 3.7.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### 3.8 Program Methodology

#### 3.8.1 Use Case/Workflow

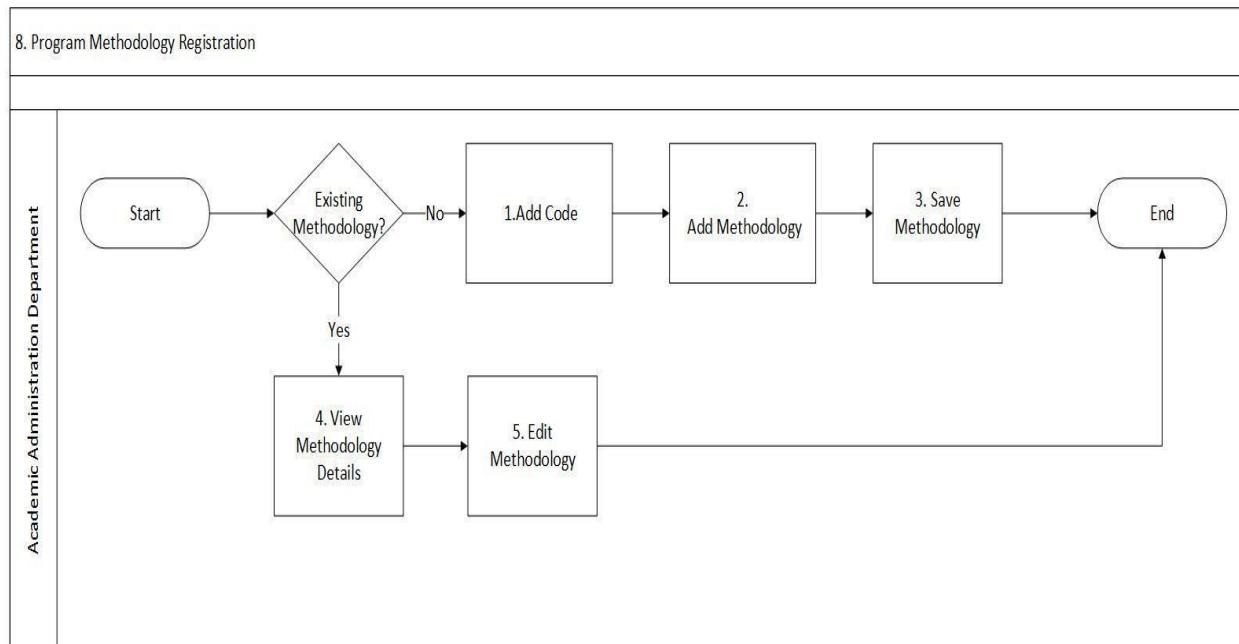
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Program Methodology

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.8.2 Description

Click “Add New” Button in right top

Check whether it's an existing Methodology or not.

If it's not,

1. Enter Program Methodology Code.
2. Enter Program Methodology Name.
3. Click “Save” button to save.

If it's an existing methodology,

4. Click “View” button in Program Methodology list table to view.
5. Click “Edit” button in Program Methodology list table to edit and click “Update” button to save updates.

### 3.8.3 Controls, Types and Defaults

#### 3.8.3.1.1 Table Heading

- Text: Program Methodology

#### 3.8.3.1.2 Column Headings

- Column 1: #
- Column 2: Code
- Column 3: Name
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.8.3.1.3 Add / Edit Fields

- Text Field : <Code>\*
- Text Field : <Name>\*
- Action: Clicking save on the bottom will take the user to add or edit.

#### 3.8.3.1.4 Assumptions / Decisions

- None.

#### 3.8.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### 3.9 Program Modes

#### 3.9.1 Use Case/Workflow

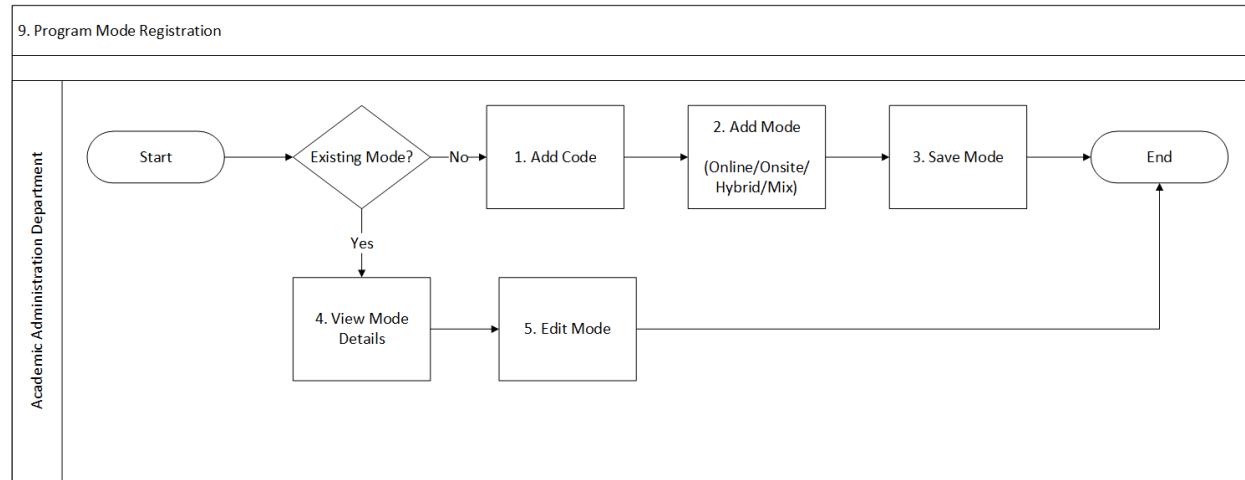
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Program Modes

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.9.2 Description

Click “Add New” Button in right top

Check whether it's an existing Mode or not.

If it's not,

1. Enter Program Mode Code.
2. Select Program Mode (Online/Onsite/Hybrid/Mix).
3. Click “Save” button to save.

If it's an existing mode,

4. Click “View” button in Program Mode list table to view Program Mode.
5. Click “Edit” button in Program Mode list table to edit Program Modes and click “Update” button to save updates.

### 3.9.3 Controls, Types and Defaults

#### 3.9.3.1.1 Table Heading

- Text: Program Modes

#### 3.9.3.1.2 Column Headings

- Column 1: #
- Column 2: Code
- Column 3: Name
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.9.3.1.3 Add / Edit Fields

- Text Field : <Code>\*
- Text Field : <Name>\*
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.9.3.1.4 Assumptions / Decisions

- None.

#### 3.9.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### 3.10 Manage Awards

#### 3.10.1 Use Case/Workflow

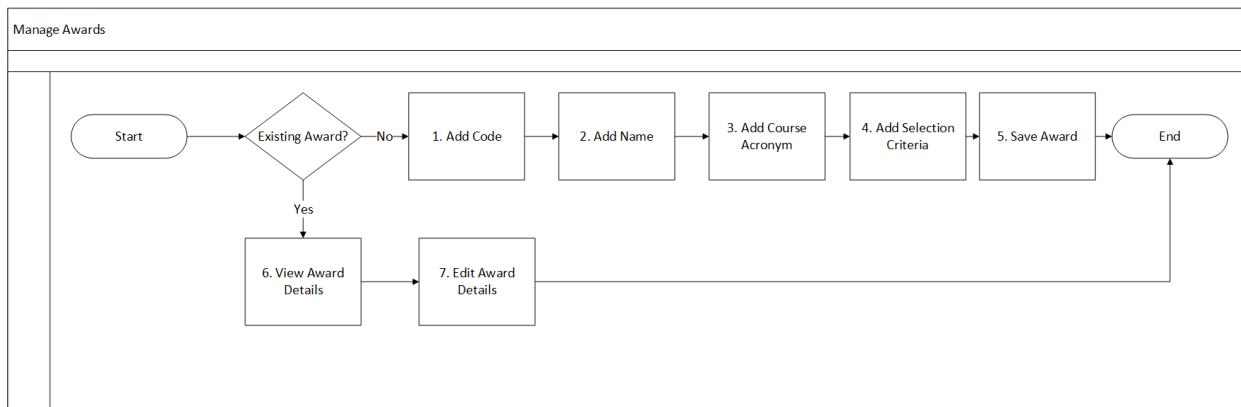
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Award Management

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.10.2 Description

1. If not an existing award, add code
2. Add Award Name
3. Add Course Acronym  
Ex: - Award: Program Certificate (Diploma)  
Name: Diploma in Retail banking  
Acronym: Dip.RB (IBSL)
4. Add Selection Criteria
5. Save Award
6. If existing award, view award details
7. Edit existing award details.

### 3.10.3 Controls, Types and Defaults

#### 3.10.3.1.1 Table Heading

- Text: Manage Awards

#### 3.10.3.1.2 Column Headings

- Column 1: #
- Column 2: Code
- Column 3: Name
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.10.3.1.3 Add / Edit Fields

- Text Field: <Code>\*
- Text Field: <Name>\*
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.10.3.1.4 Assumptions / Decisions

- None.

#### 3.10.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### **3.11 Program Management**

#### **3.11.1 Use Case/Workflow**

Primary Actor: Non-Academic Staff/Admin/Director User

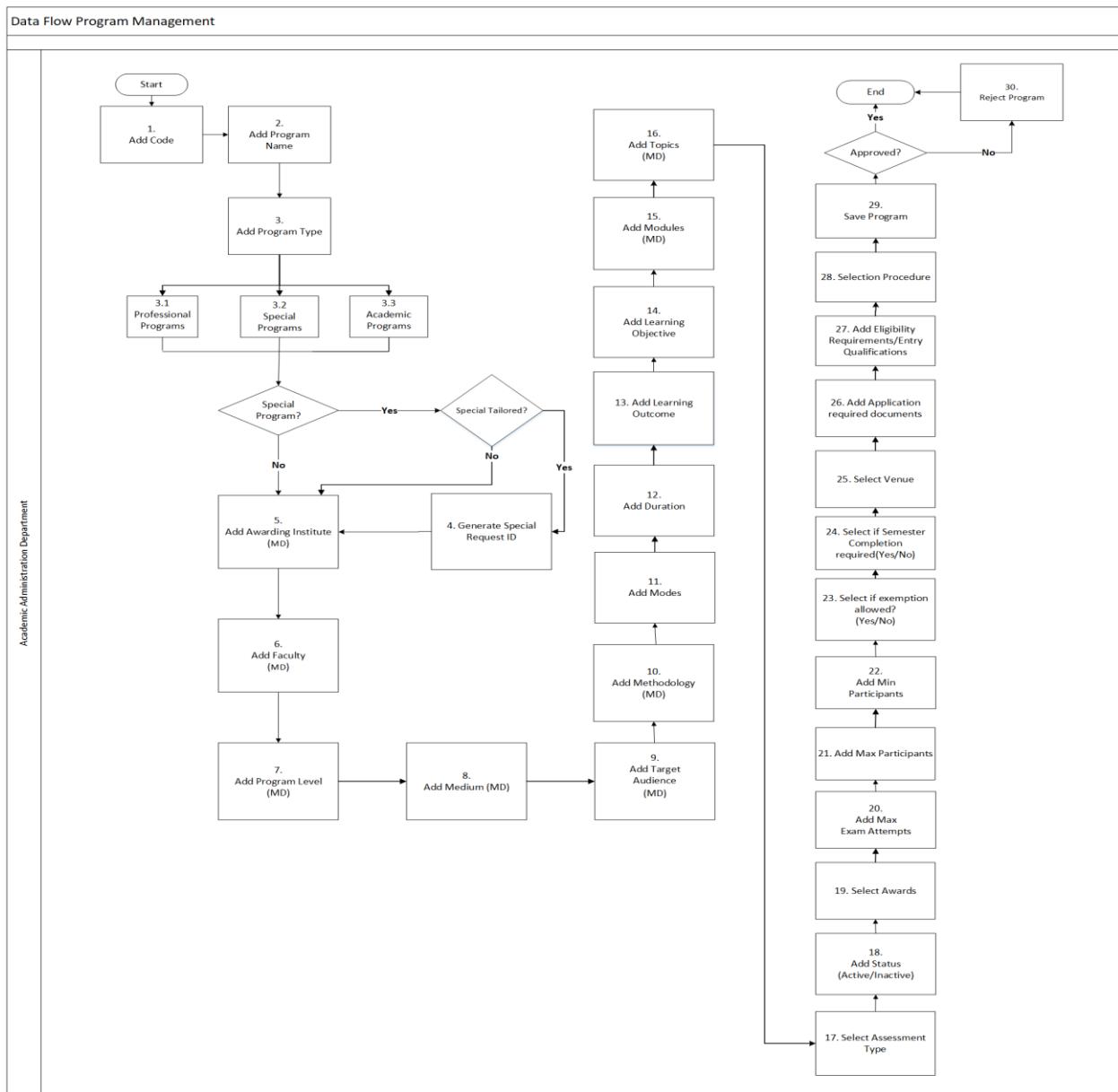
Path: Master Data Select Program Management

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Program Code, Program Name, Program Type, Awarding Institute, Program Faculty, Program Level, Medium, Target Audience, Methodology, Modes, Durations, Modules, Topics, and Statuses should be predetermined.

Main success scenario:



### 3.11.2 Description

Click “Add New” Button in right top

1. Enter Program Code. (ex: - BF/DCL/2022/INTAKE1)
2. Enter Program Name.
3. Select Program Type from master data.

3.1 Professional Programs.

3.2 Special Programs.

3.3 Academic Programs.

4. If select a special program, and the program is special tailored, then generate special request ID.
  5. Select Awarding Institute from master data.
  6. Select Faculty from master data.
  7. Select program Level (Postgraduate / Diploma / Advanced Diploma / Certificate / Degree/ Professional programs) from master data.
  8. Select medium (Sinhala / English /Tamil/ Mix) from master data. (Professional programs conduct in all 3 mediums but separate classes for each medium)
  9. Select target audience from master data.
  10. Select Methodology from master data.
  11. Select Program Modes (Online / Onsite / Mix) from master data.
  12. Select Duration (Months/Days/Hours) and enter number. – (ex: - 3 months (36 hours), 4 months (48 hours)
  13. Enter Learning Outcome.
  14. Enter learning objective.
  15. Select Program Modules from master data.
  16. Select Program Topics from master data.
  17. Select Assessment Type.
  18. Select Status (Active/Inactive) from master data.
  19. Select Awards from master data.
  20. Enter Max Exam Attempts or tick “No Limitations”.
  21. Enter Max Participants for the program or tick “No Limitations”.
  22. Enter Min Participants for the program or tick “No Limitations”.
  23. Select if the relevant program allows exemption (Yes/No)
  24. Select if semester completion required(Yes/No)  
Ex: - PGEDBM: without completing Semester II, can proceed Semester II. Some programs ex: - Professional program (IABF, DABF): must complete part I (IABF) to proceed part II (DABF)
  25. Select Venue. (Can select multiple venues defined in the facility reservation master data – Refer [Add Facility Reservation](#) )
  26. Add Application required documents
  27. Add eligibility requirements/entry qualifications.
  28. Select the selection procedure.  
Option I - None  
Option II - Candidates are required to pass an admission test/s and subsequently an interview for selection.  
Option III - Candidates are required to pass an admission test/s for selection.  
Option IV - Candidates are required to pass an interview for selection.
  29. Click “Save” button to save.
- Once the program is created, details of the program will be passed to entution system.

Check for approval.

30. If not approved, then reject programs.

### 3.11.3 Controls, Types and Defaults

#### 3.11.3.1.1 Table Heading

- Text: Program Management

#### 3.11.3.1.2 Column Headings

- Column 1: #
- Column 2: Code
- Column 3: Name
- Column 4: Faculty
- Column 5: Level
- Column 6: Program Type
- Column 7: Program Mode
- Column 8: Status
- Column 9: Approved Date
- Column 10: Approved Status
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.11.3.1.3 Add / Edit Fields

- Text Field : <Code>\*
- Text Field : <Name>\*
- Drop Down : <Faculty>\*
- Drop Down : <Program Type>
- Drop Down : <Medium>
- Drop Down : <Program Level>\*
- Drop Down : <Target Audience>
- Drop Down : <Program Methodology>\*
- Drop Down : <Program Mode>\*
- Drop Down : <Duration>
- Drop Down : <Awarding Institution>\*
- Drop Down : <Status> (Active / Inactive)
- Number Field : <Maximum Participants>
- Number Field : <Minimum Participants>

- Text Field : <Learning Objectives>
- Text Field : <Learning Outcome>
- Drop Down : <Assessment Type>
- Drop Down : <Award>
- Drop Down : <Venue>
- Text Field : <Eligibility Requirements/Entry Qualifications>
- Drop Down : <Selection Procedure>
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.11.3.1.4 Assumptions / Decisions

- conduct some programs without having the minimum number of participants with special approvals

#### 3.11.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### 3.12 Special Program - Tailored

#### 3.12.1 Use Case/Workflow

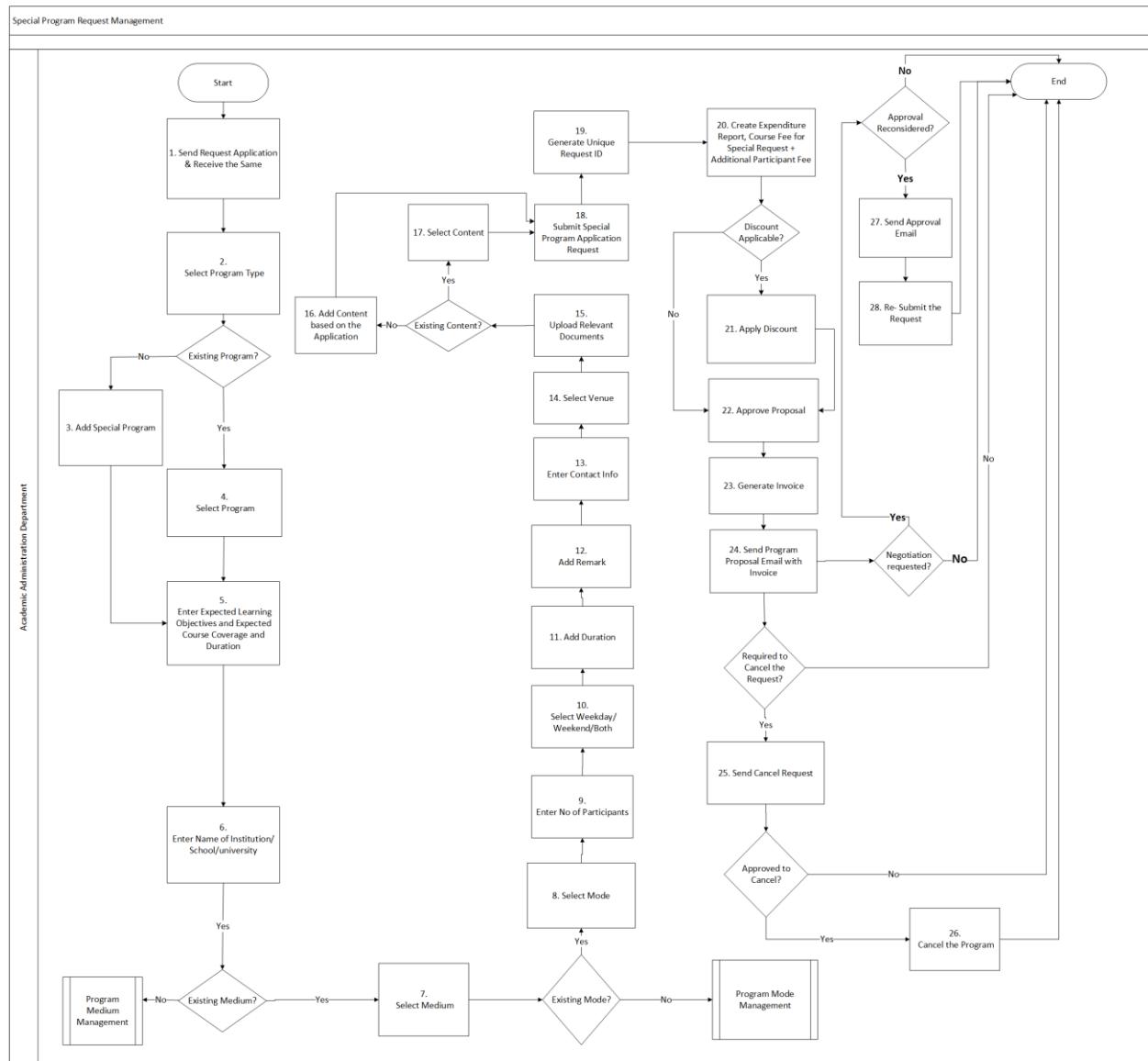
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data > Program > Select Special Program

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.12.2 Description

Click "Add New" Button in right top

1. Send request application and receive the same.
2. Select Program Type. (Already has to be defined in Program Management master data.)  
Check whether if it's an existing program or not.  
If it's not an existing program go to program management to create a new program.
3. If not an existing program, add requested Special Program.
4. If it's an existing program, Select Program from master data.
5. Enter expected Learning objectives and expected course coverage and duration.
6. Enter name of institution / School or University.  
Check whether it's an existing medium or not.  
If it's not, go to "Program medium Management".
7. If it's an existing medium, then select Program Medium from master data.  
Check whether it's an existing mode or not.  
If it's not an existing mode, go to "Program Mode management".
8. If it's an existing mode, select a mode from master data.
9. Enter no of participants.
10. Select program is Weekday/ Weekend/Both.
11. Add Duration.
12. Enter remark.
13. Enter contact information.
14. Select Venue. – The locations which has defined in "Program Management" should suggest here.  
online/ onsite - @IBSL, @requested institution, @a selected premise (sp. for outstations)  
Venue Selection has to depend on program mode.
15. Upload relevant documents.
16. If the content is not existing, add content based on the application. contents should develop as per the requirements mentioned at the program request application by the customer institution.
17. If the content is existing, select content.
18. Click "Save" button to save or submit special program application request.
19. Send Special Request to Program Management with unique request ID.
20. Create expenditure report, course fee for special request + additional participant fee.  
If there's additional fees, can define in [Course Fee](#).  
course fee is recommended by DD, Head of finance and Director. (Course fee and addl. participant fee are included).
21. If discount applicable, apply discount
22. Approve Proposal.

(Payments will be approved by Finance and request is sent for the approval of DG with the course fee and expenditure report)

23. Generate Invoice.
24. Send program proposal email with invoice.
25. If want to cancel request, send request to cancel.
26. If approved cancel request, show cancel status.
27. If a negotiation is requested, and if approval reconsidered, send approval email.
  - 27.1 negotiate if the program proposal is not accepted (request to change duration, contents, fee etc.)
  - 27.2 Approval will be obtained from the management. send revised proposal with the approval email.
28. Re-submit the request.

### 3.12.3 Controls, Types and Defaults

#### 3.12.3.1.1 Table Heading

- Text: Special Program Management

#### 3.12.3.1.2 Column Headings

- Column 1: #
- Column 2: Code
- Column 3: Name
- Column 4: Faculty
- Column 5: Level
- Column 6: Program Type
- Column 7: Program Mode
- Column 8: Status
- Column 9: Approved Date
- Column 10: Approved Status
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.12.3.1.3 Add / Edit Fields

- Text Field : <Code>\*
- Text Field : <Name>\*

- Drop Down : <Faculty>\*
- Drop Down : <Program Type>
- Drop Down : <Medium>
- Drop Down : <Program Level>\*
- Drop Down : <Target Audience>\*
- Drop Down : <Program Methodology>\*
- Drop Down : <Program Mode>\*
- Drop Down : <Duration>
- Number Field : <Number of Duration Period>
- Drop Down : <Awarding Institution>\*
- Drop Down : <Status> (Active / Inactive)
- Number Field : <Maximum Participants>
- Number Field : <Minimum Participants>
- Text Field : <Learning Objectives>
- Action: Clicking save on the bottom will take the user to add or edit.

#### 3.12.3.1.4 Assumptions / Decisions

- None.

#### 3.12.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### 3.13 Manage Module

#### 3.13.1 Use Case/Workflow

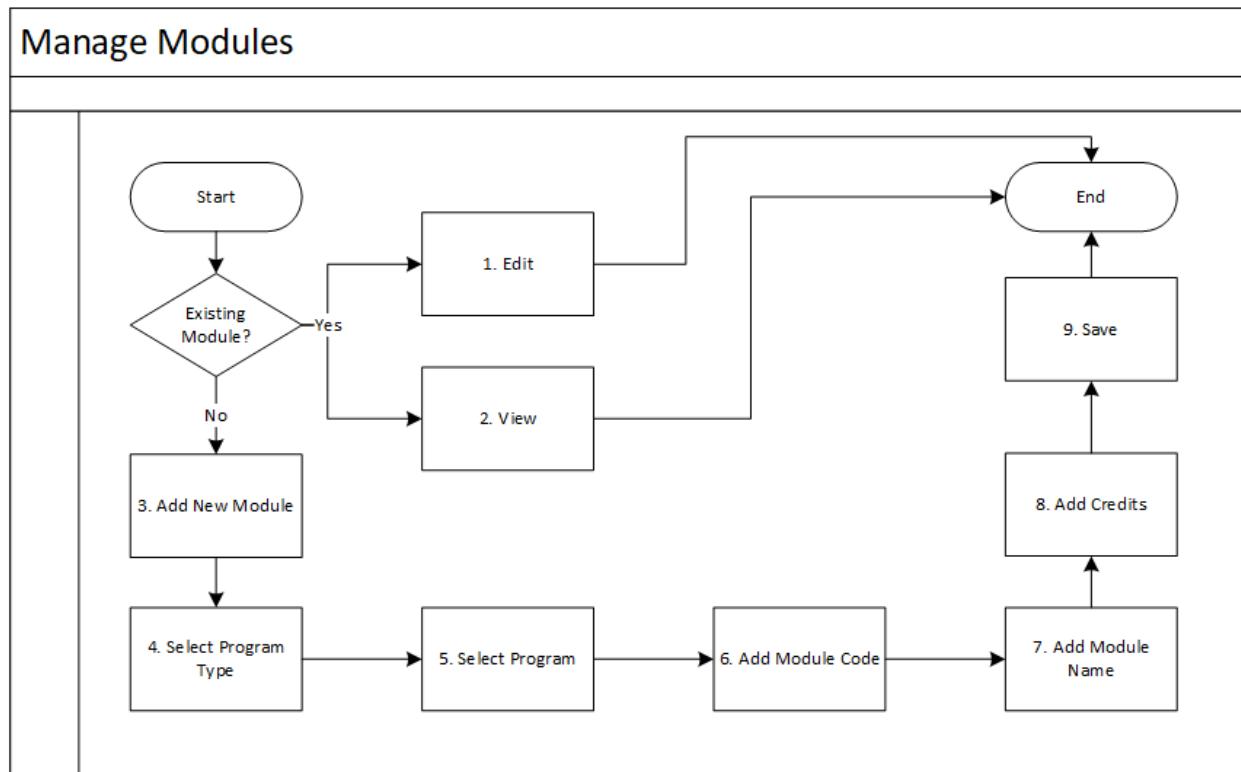
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Manage Modules

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.13.2 Description

1. If it's an existing module, then user can edit module details.
2. If it's an existing module, then user can view module details.
3. If it's not an existing module, then user can Add a New Module by clicking on the "Add New Module" button.  
User can add multiple modules for a one program at the same time.
4. Select program type
5. Select Program
6. Enter Module Code
7. Enter Module Name

8. Add Credits
9. Save Module

### 3.13.3 Control, Types and Defaults

#### 3.13.3.1.1 Table Heading

- Text: Program Module

#### 3.13.3.1.2 Column Headings

- Column 1: #
- Column 2: Code
- Column 3: Name
- Column 4: Credits
- Column 5: Program Type
- Column 6: Program
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.13.3.1.3 Add / Edit Fields

- Text Field : <Code>\*
- Text Field : <Name>\*
- Text Field : <Credits>
- Multiple Drop Down : <Program Type>\*
- Multiple Drop Down : <Program>\*
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.13.3.1.4 Assumptions / Decisions

- None.

#### 3.13.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### 3.14 Program Semester Management

#### 3.14.1 Use Case/Workflow

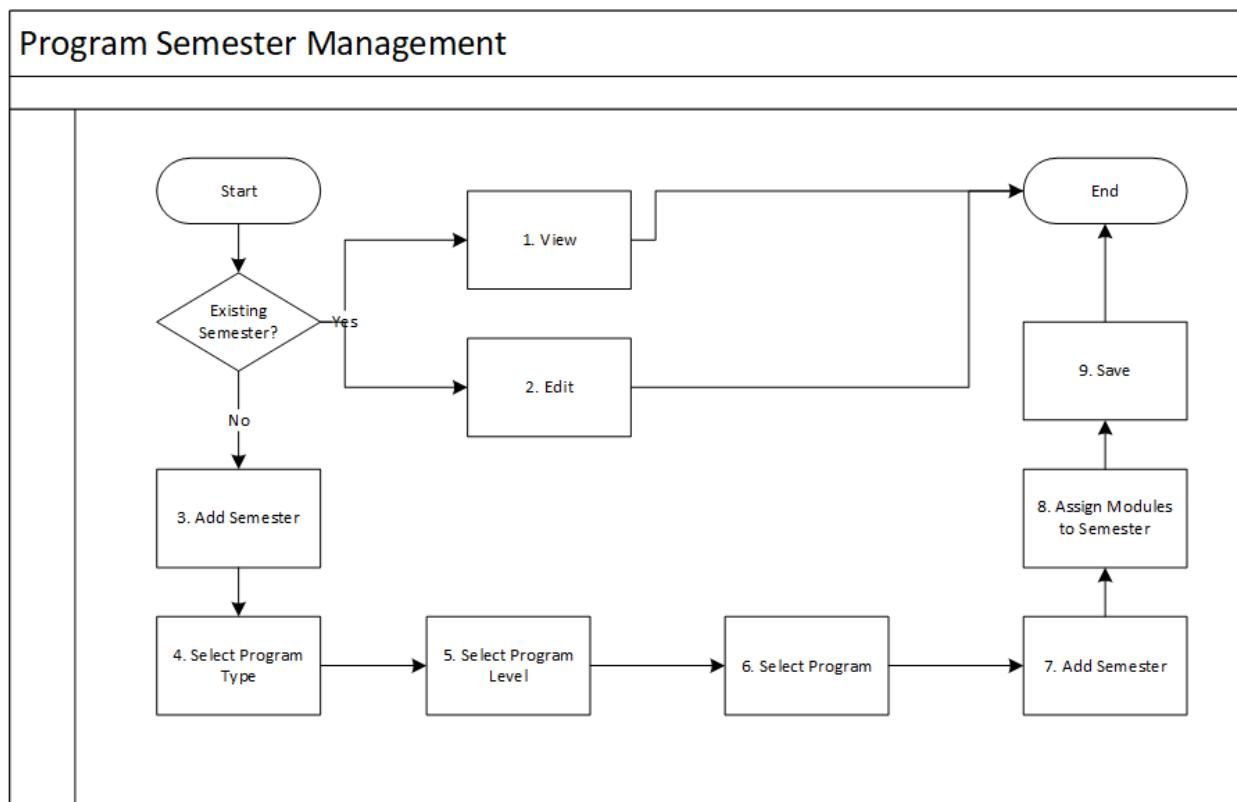
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Program Semester Management

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.14.2 Description

1. If it's an existing semester, user can view semester details
2. User can edit existing semester details
3. If it's not an existing semester, user can add a new semester
4. Select Program Type
5. Select Program Level
6. Select Program
7. Add Semester

## 8. Assign Modules to Semester

(Ex: - Postgraduate Executive Diploma in Bank Management (PGEDBM). Three Semesters. Semester I: 5 modules, Semester II: 4 modules, Semester III: 3 modules to be done out of 5 modules.) According to this example user can assign modules to each semesters.

## 9. Save new semester in the system

### 3.15 Program Topics

#### 3.15.1 Use Case/Workflow

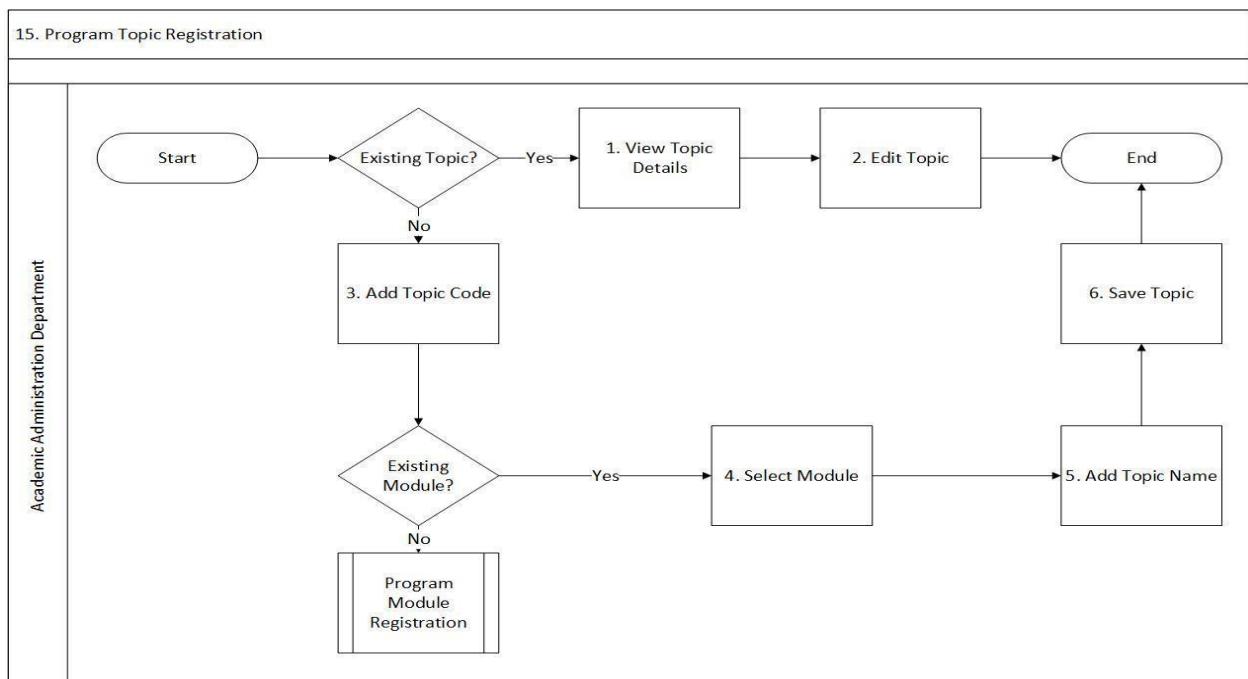
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Program Topics

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.15.2 Description

Check whether if it's an existing topic or not.

If it's an existing topic, then

- Click "View" button in Program Mode list table to view existing Program Topics details.

2. Click "Edit" button in Program Topics list table to edit existing Program Topics and click "Update" button to save updates.

If it's not an existing topic, click "Add New" Button in right top.

3. Enter Program Topic Code.

Check if it's an existing module or not. If not go to "Program Module Registration".

4. If it's an existing module, Select Program Modules.

5. Enter Program Topic Name.

6. Click "Save" button to save.

### **3.15.3 Controls, Types and Defaults**

#### **3.15.3.1.1 Table Heading**

- Text: Program Topics

#### **3.15.3.1.2 Column Headings**

- Column 1: #
- Column 2: Code
- Column 3: Name
- Column 4: Modules
- Column 5: Programs
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### **3.15.3.1.3 Add / Edit Fields**

- Text Field : <Code>\*
- Text Field : <Name>\*
- Multiple Drop Down : <Modules>\*
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### **3.15.3.1.4 Assumptions / Decisions**

- None.

#### **3.15.3.1.5 Validations / Error Handling**

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### 3.16 Master Intake

#### 3.16.1 Use Case/Workflow

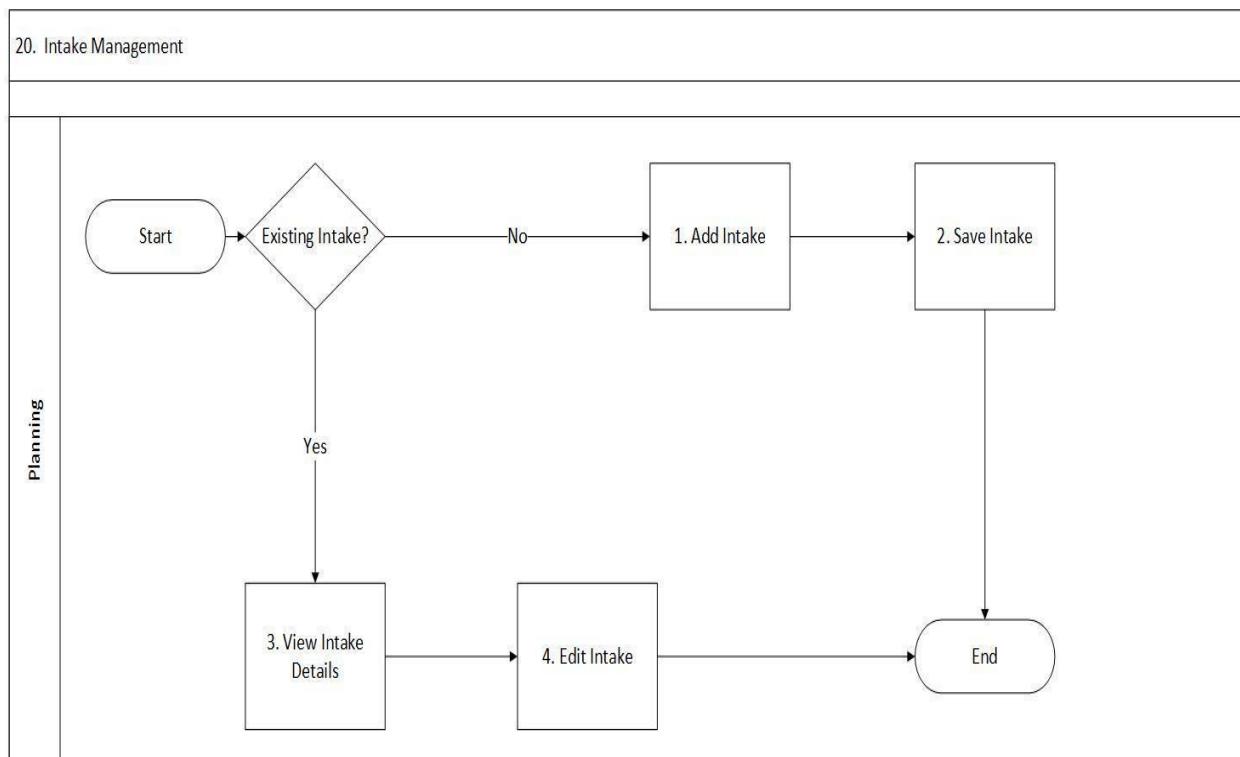
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Intake

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.16.2 Description

Click “Add New” Button in right top

Check whether it's an existing Intake or not.

If it's not,

1. Enter Intake Code/Name/Year/Month.
2. Click “Save” button to save.

If it's an existing intake,

3. Click “View” button in Master Intake list table to view existing Master Intakes.
4. Click “Edit” button in Master Intake list table to edit existing Master Intake and click “Update” button to save updates.

### 3.16.3 Controls, Types and Defaults

#### 3.16.3.1.1 Table Heading

- Text: Program Management

#### 3.16.3.1.2 Column Headings

- Column 1: #
- Column 2: Intake
- Column 3: Code
- Column 4: Program Type
- Column 5: Program
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.16.3.1.3 Add / Edit Fields

- Drop Down: <Program Type>\*
- Drop Down: <Program>\*
- Year Picker: <Intake Year>\*
- Drop Down: <Intake Month>\*
- Text Field: <Code> (Auto generated)
- Button: Clicking save button to save data.

#### 3.16.3.1.4 Assumptions / Decisions

- None.

#### 3.16.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### 3.17 Master Batch

#### 3.17.1 Use Case/Workflow

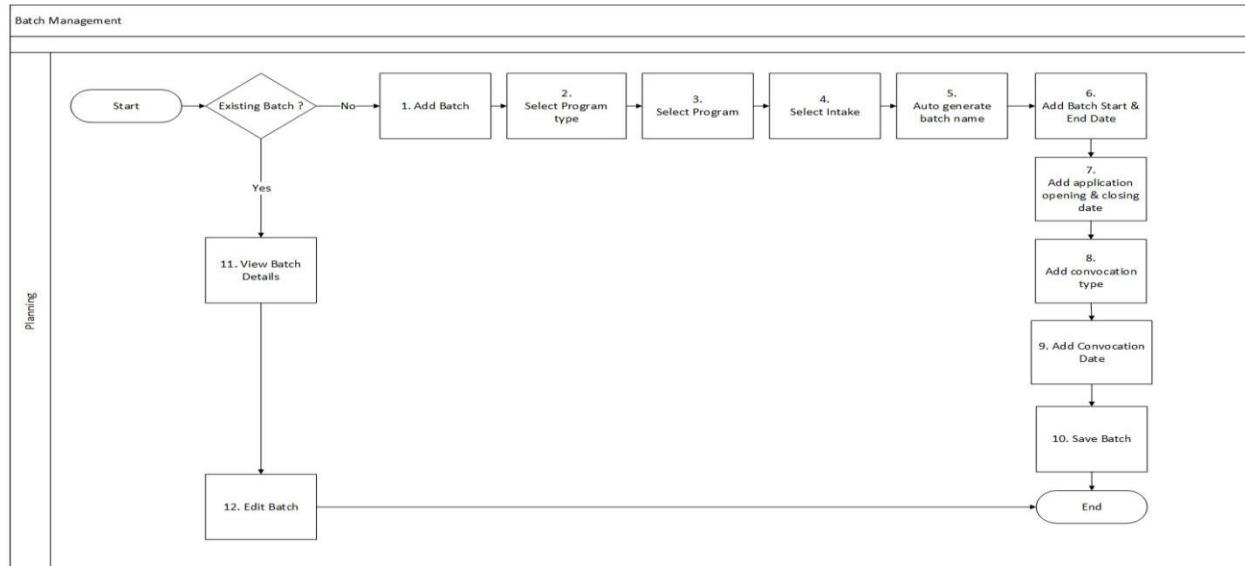
Primary Actor: Academic Staff/Admin/Director User

Path: Master Data Select Batch

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.17.2 Description

Click “Add New” Button in right top

Check whether it’s an existing master batch or not.

If it’s not,

1. Enter Batch Code/Name/Year/Month.
2. Select Program Type from Master Data.
3. Select Program from Master Data.
4. Select Intake from Master Data.
5. Auto generate Batch Name. (ex: - B001)
6. Enter Batch start date and End Date using Date Picker.
7. Enter Application opening and Closing Date using Date Picker.
8. Select Convocation Type.
9. Enter Convocation Date using Date Picker.
10. Click “Save” button to save.

11. Click “View” button in Master Batch list table to view existing Master Batches.
12. Click “Edit” button in Master Batch list table to edit existing Master Batch and click “Update” button to save updates.

### 3.17.3 Controls, Types and Defaults

#### 3.17.3.1.1 Table Heading

- Text: Master Batches

#### 3.17.3.1.2 Column Headings

- Column 1: #
- Column 2: Intake
- Column 3: Code
- Column 4: Name
- Column 5: Program
- Column 6: Start Date
- Column 7: End Date
- Column 8: Application Closing Date
- Column 9: Convocation Date
- Column 10: Signatory
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.17.3.1.3 Add / Edit Fields

- Drop Down: <Program Type>\*
- Drop Down: <Program>\*
- Drop Down: <Intake>\*
- Text Field: <Batch Code>\*
- Text Field: <Batch Name>\*
- Date Picker: <Start Date>
- Date Picker: <End Date>
- Date Picker: <Application Closing Date>
- Date Picker: <Convocation Date>
- Drop Down: <Signatory>
- Drop Down: <Batch Status>
- Button: Clicking save button to save data

3.17.3.1.4 Assumptions / Decisions

- None.

3.17.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

## 3.18 Program Curriculum

### 3.18.1 Use Case/Workflow

Primary Actor: Non-Academic Staff/Admin/Director User

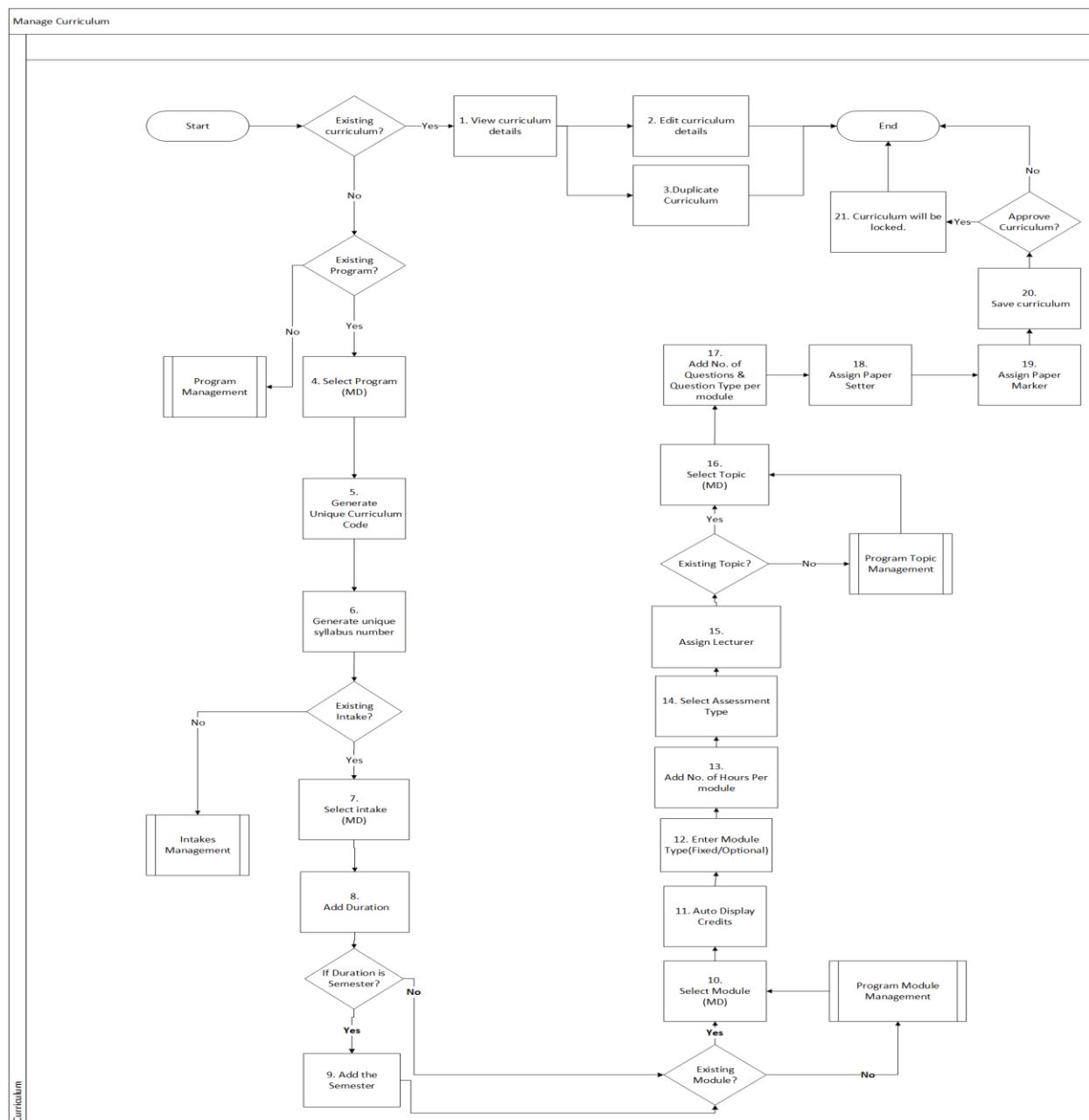
Path: Select Program Curriculum

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Curriculum has to be defined before enrolling student

Main success scenario:



### 3.18.2 Description

Check whether it's an existing Curriculum or not.

If "yes",

1. Click "View" button in Program Curriculum list table to view existing Program Curriculum.
2. Click "Edit" button in Program Curriculum list table to edit existing Program Curriculum details and click "Update" button to save updates.

If it's not an existing Curriculum, Check if it's an existing program,  
If it's not, go to "Programme Management".

3. Click "Duplicate Curriculum" to existing curriculum duplicate to another intake and batch.
4. Select Program from Master Data.

5. Auto generate unique curriculum code. (Ex: - **DITS001** - {ProgramLevel}{Program code}(IT) Syllabus number(S001)) )

6. Auto generate unique syllabus number. (Ex: - Syllabus number S001)

Check if it's an existing intake or not.

If it's not go to "intake management".

If existing intake,

7. Select Intake from Master Data.

8. Enter duration.

9. If the duration is semester, then select the semester.

Check if it's an existing module or not.

If it's not go to "Program Module Management".

10. Select Program Module from Master Data.

11. Auto Display Credits. (User can change if needed)

12. Enter Module Type(Fixed/Optional).

13. Add number of hours per module.

14. Select Assessment Type (percentages of marks allocated will be auto displayed once the assessment type is selected)

Eg. Final exam(s) – 60%, Project report 20%, Assignment(s)10%, presentation(s), viva, attendance etc.

15. Select lecturers for modules.

Check if it's an existing topic or not.

If it is not go to "Program Topic Management".

16. Select Topic from Master Data.

17. Add Number of questions and questions type per Modules.

18. Assign paper setter(s) from the resource person. (This function is separately done by the exam Department for professional programs) based on the question they can assign paper setter.

19. Assign paper marker from the resource person. (This is separately done by the Exam Department)

20. Click "Save" button to save.

21. If curriculum is approved, then curriculum will be locked.

(Status will be auto updated as "Locked". If a user needs to unlock it, person who is approving only can edit)

### 3.18.3 Controls, Types and Defaults

#### 3.18.3.1.1 Table Heading

- Text: Program Curriculum

#### 3.18.3.1.2 Column Headings

- Column 1: #
- Column 2: Code
- Column 3: Program
- Column 4: Version
- Column 5: Status
- Column 6: Lock / Unlock
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.18.3.1.3 Add / Edit Fields

- Drop Down : <Program Type>\*
- Drop Down : <Program>\*
- Text Field : <Code> (Auto generated)
- Text Field : <Version> (Auto generated)
- Multiple Drop Down : <Intake & Batch>\*
- Drop Down : <Module>\*
- Drop Down : <Topic>\*
- Button: Clicking Add button to save data.

#### 3.18.3.1.4 Assumptions / Decisions

- Assign a number of questions and assign a paper maker.
- Professional programs – by Exam department but not at the time of curriculum development.
- Other programs – paper marker is assigned by the exam department at the time of conduct the exam
- Add number of hours for module. (for transcripts)
- Two curriculum for same batch at the same time for students doing different modules.

#### 3.18.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### **3.19 Program Application**

#### **3.19.1 Use Case/Workflow**

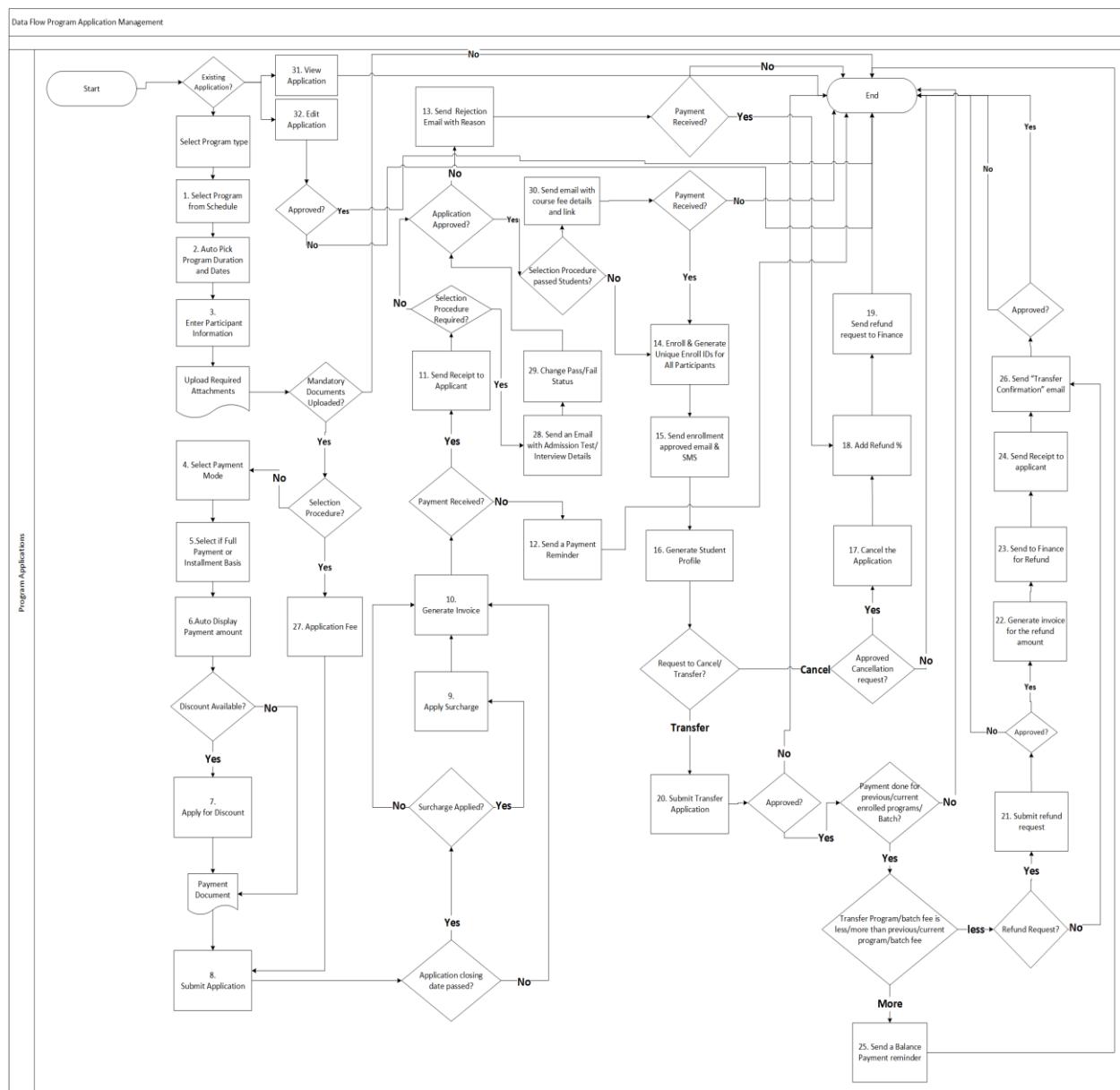
Primary Actor: Non-Academic Staff/Admin/Director User/Student

Path: Program Management > Select Program Application

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.19.2 Description

#### Select Program Type

1. Select Program from Master Data.
2. Auto fill Program Duration and Dates when select program
3. Enter participant information

Upload required docs

Check whether the required mandatory documents have been uploaded or not.

If not, system won't allow to proceed further.

4. If the documents are uploaded, then Select payment mode (Master Data).

User can Active/Inactive payment modes when necessary.

5. Select if full payment or installment

6. Auto fill Program Fee when select program and payment type.

7. If discount is available, apply for discount and upload payment doc

If no, directly upload payment doc

Check

8. Submit Application. (If supporting docs not attached send a reminder with a deadline)

Check whether it's a late submission or not.

If it's a late submission, check whether surcharge is applied or not

9. Apply surcharge if surcharge is applicable.

10. Generate invoice whether the surcharge is applied or not.

Once the invoice is generated, check whether the payment is received or not.

Finance will confirm if the payment is received.

11. If the payment is received, Send the receipt to applicant.

12. If the payment is not received, send a payment reminder and cannot proceed further.

Check whether the application is approved or not.

13. If the application is not approved, then send a rejection email with reason.

14. If application is approved, generate unique ID for All participants and generate class ID card(e-admission).

15. Send enrollment approved email & SMS with the Registration Number( Course admission number).

16. Generate Student Profile. (Personal Details, Academic Details, Documents, Students Performance, Student Progression, Attendance, Employer details and payment details)

Name, Address, Contact No, Email should be able to edit in student profile.

Students should not be allowed to change Name & NIC Number

Check whether the application is required to cancel or transfer.

If the application needs to be canceled, then check whether the cancellation request is approved or not.

17. If the cancellation request is approved, then cancel the application.

18. Add refund if cancel application (only for paid applications). – Refund should be as per IBSL refund policy amount. 100% is not refunded. But Director in Charge can change the percentage if needed.

Send for refund approval and check whether it is approved by a Director/Director General.

19. If refund approved, Send refund request to finance.

20. If the application is regarding a transfer, then submit the transfer application.  
A Transfer can be,
  - Previous batch/program to current batch/program transfer.
  - Current batch/program to future batch/program transfer.
  - Transfer can be to the same programme or a separate programme as requested by the applicant.

Check whether the transfer application is approved or not.  
If it's approved, check if the payments have done for previous/current enrolled programs/batch. (Student can Transfer to future batch after paying the current batch.)

If payments have done for previous/current enrolled programs/batch, then check whether the transferred program/batch fee is less/more than the previous/current program/batch fee.

If it's "less", check for the refund request by the student/member.

  21. If there's a refund request, submit the request and send for approval.
  22. If approved, Generate invoice for the refund amount.
  23. Send to finance for refund.
  24. Send the refund receipt to the applicant.
  25. If the transferred program/batch fee is more than the previous program fee, send a balance payment email reminder to the applicant.
  26. If the payment is done, or if there's no refund request send a "Transfer Confirmation" email. Payment should be approved by Finance.  
Students that are in the "Enrolled" status will be visible in the enrolled students tab. At this point students will receive a confirmation along with the enrollment letter. User will be able to drop student if needed.
  27. If a selection procedure is applicable, then an application fee should be paid before submitting the application.
  28. When a selection procedure is required, send an email with Admission test/Interview Details.
  29. Change Pass/Fail status.
  30. Once the application is approved of selection procedure passed students, send email with course fee details and link.  
Check if the payment is received.
  31. View Application
  32. Edit Application - change participants' details in the internal system with the approval of the Director.

### **3.19.3 Controls, Types and Defaults**

- 3.19.3.1.1 Table Heading
  - Text: Program Application
- 3.19.3.1.2 Column Headings
  - Column 1: #
  - Column 2: Course (Code - Name)
  - Column 3: Intake

- Column 4: Currency
- Column 5: Course Fee
- Column 6: Register Fee
- Column 7: Approve Status
- Column 8: Created Date
- Column 9: Updated Date
- Action:
  - Clicking the edit button on the row will take the user to edit.
  - Clicking the view button for the view.
  - Clicking approves button for approve.
  - Clicking the Reject button for the reject.

#### 3.19.3.1.3 Add / Edit Fields

- Drop Down: <Program>\* | <Corporate Nominee/Individual Applicant>\*
- Auto Pick: <Program Period>(From Date, To Date)
- Drop Down: <Currency>
- Auto Pick: <Program fee>
- Text Field: <Participant Information> (Title | First Name\* | Middle Name\* | Last Name\* | NIC\* | Mobile\* | Email\* | Address\* | City | Postal Code| Designation)
- Text Field: <Employer Information> (Title | First Name\* | Middle Name\* | Last Name\* | Full Name\* | NIC\* | Mobile\* | Email\* | Address\* | City | Postal Code | Designation| Corporate Nominee or Individual Applicant\*)
- Button: Clicking Add button to save data.
- Upload Button: <Supporting Documents>\*

#### 3.19.3.1.4 Assumptions / Decisions

- None.

#### 3.19.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

#### 3.19.3.1.6 Reference

**Special Program Application:** [https://docs.google.com/document/d/1E-EeiQo1IrlFm5DiEQAuVXgn\\_Pge3veM/edit?usp=share\\_link&oid=112462979656134893515&rtpof=true&sd=true](https://docs.google.com/document/d/1E-EeiQo1IrlFm5DiEQAuVXgn_Pge3veM/edit?usp=share_link&oid=112462979656134893515&rtpof=true&sd=true)

**IABF & DABF Application:**  
[https://docs.google.com/document/d/1qlwpNPy819wvXrzlaJxgNHs8wmL0bKPP/edit?usp=share\\_link&oid=112462979656134893515&rtpof=true&sd=true](https://docs.google.com/document/d/1qlwpNPy819wvXrzlaJxgNHs8wmL0bKPP/edit?usp=share_link&oid=112462979656134893515&rtpof=true&sd=true)

**Diplomas, Certificate courses, Seminars and Workshops Application:**  
[https://drive.google.com/file/d/19vhjt-GK5-8ai\\_8TjOdxTQqht0wP7CLR/view?usp=share\\_link](https://drive.google.com/file/d/19vhjt-GK5-8ai_8TjOdxTQqht0wP7CLR/view?usp=share_link)

<https://www.ibsl.lk/college/course-register.php>

**Transfer Application:**



Transfer Application  
Form.docx

## 3.20 Course Fee

### 3.20.1 Use Case/Workflow

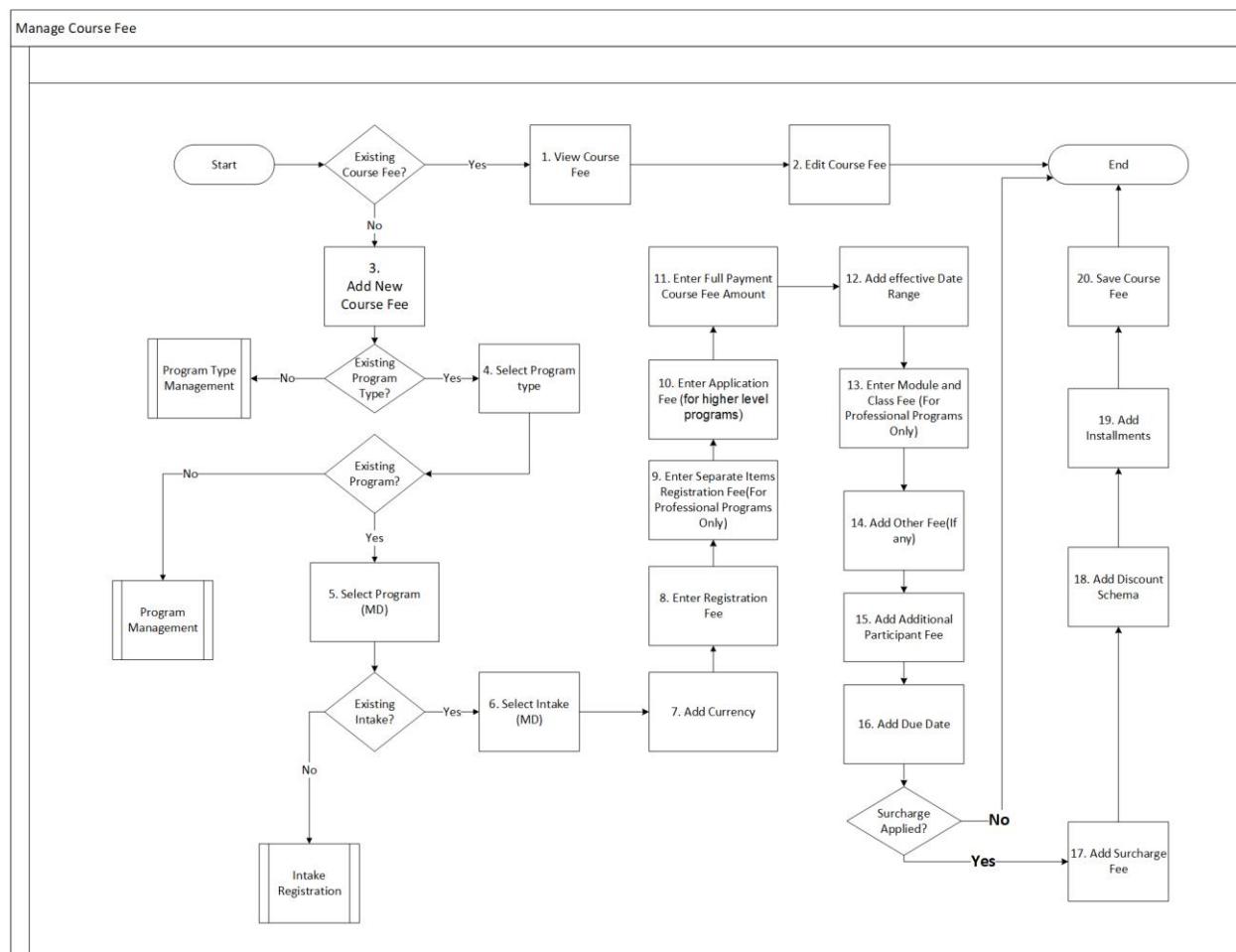
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Program > Select Course Fee

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.20.2 Description

Check whether if it is an existing course fee or not.

If it's an existing course fee,

1. Click "View" button in Course Fee list table to view existing Course Fees.
2. Click "Edit" button in Course Fee list table to edit existing Course Fee and click "Update" button to save updates.

If it's not an existing course fee,

Click "Add New" Button on the top right.

3. Add course fee
4. If it's an existing program type, select program type from master data.  
(If the program type is "Professional", then point 9 and 11 will be applied.)
5. If it is for an existing program, then the user can select a program from master data.

If it is not an existing program, then go to “Program Management”.

User can check whether it is an existing intake or not.

If it is not an existing intake, then go to “Intake Registration”.

6. If it is an existing intake, then select Intake from Master Data.
7. Select Currency from Master Data.
8. Add registration fee (If applicable).
9. Enter Separate Item Registration Fee (For Professional Programs only).
10. Enter Application Fee (For higher level programs) - payment to do at the time of submitting the application for registration
11. Enter Full Payment Course Fee amount.
12. Add effective Date Range.

(If the course fees have been revised in current year, the 2<sup>nd</sup> installment of the previous year programs will not be revised as per the current year revised course fee.)

13. Enter Module and Class Fee (For Professional Programs only).
  14. Add multiple other types of fees (If any) – Ex: - (Exams/ Exemptions/re-corrections, etc.)
  15. Add Additional Participant Fee. (For Special Programs Only) - This is for one applicant. If there are more than one, this should be multiply accordingly.
  16. Enter Due Date from Date Picker.  
Check whether the Surcharge is applied or not.
  17. If the surcharge is applied, add the surcharge fee.
  18. Enter Discount Scheme.
  19. Add Installment details.
    - 15.1 No: of Installments.
    - 15.2 Add Due Date.
    - 15.3 Enter Installment Amount.
- User can define installment amount for the relevant installment.  
Installments should tally with the full amount.
20. Click “Save” button to save.

### **3.20.3 Controls, Types and Defaults**

#### **3.20.3.1.1 Table Heading**

- Text: Course Payment Plan

#### **3.20.3.1.2 Column Headings**

- Column 1: #
- Column 2: Course
- Column 3: Intake
- Column 4: Currency

- Column 5: Course Fee
- Column 6: Register Fee
- Column 7: Approve Status
- Column 8: Created Date
- Column 9: Updated Date
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.
  - Clicking approve button for the approve.
  - Clicking reject button for the reject.

#### 3.20.3.1.3 Add / Edit Fields

- Drop Down : <Program Type>\*
- Drop Down : <Program>\*
- Drop Down : <Intake>\*
- Drop Down : <Currency>\*
- Number Field : <Total course fee>\*
- Number Field : <Registration fee>
- Date Picker : <Registration Due Date>
- Date Picker : <Payment Due Date>
- Text Field : <Note>
- Button: Clicking Add button to save data.

#### 3.20.3.1.4 Assumptions / Decisions

- None.

#### 3.20.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

## 3.21 Timetable Management

### 3.21.1 Use Case/Workflow

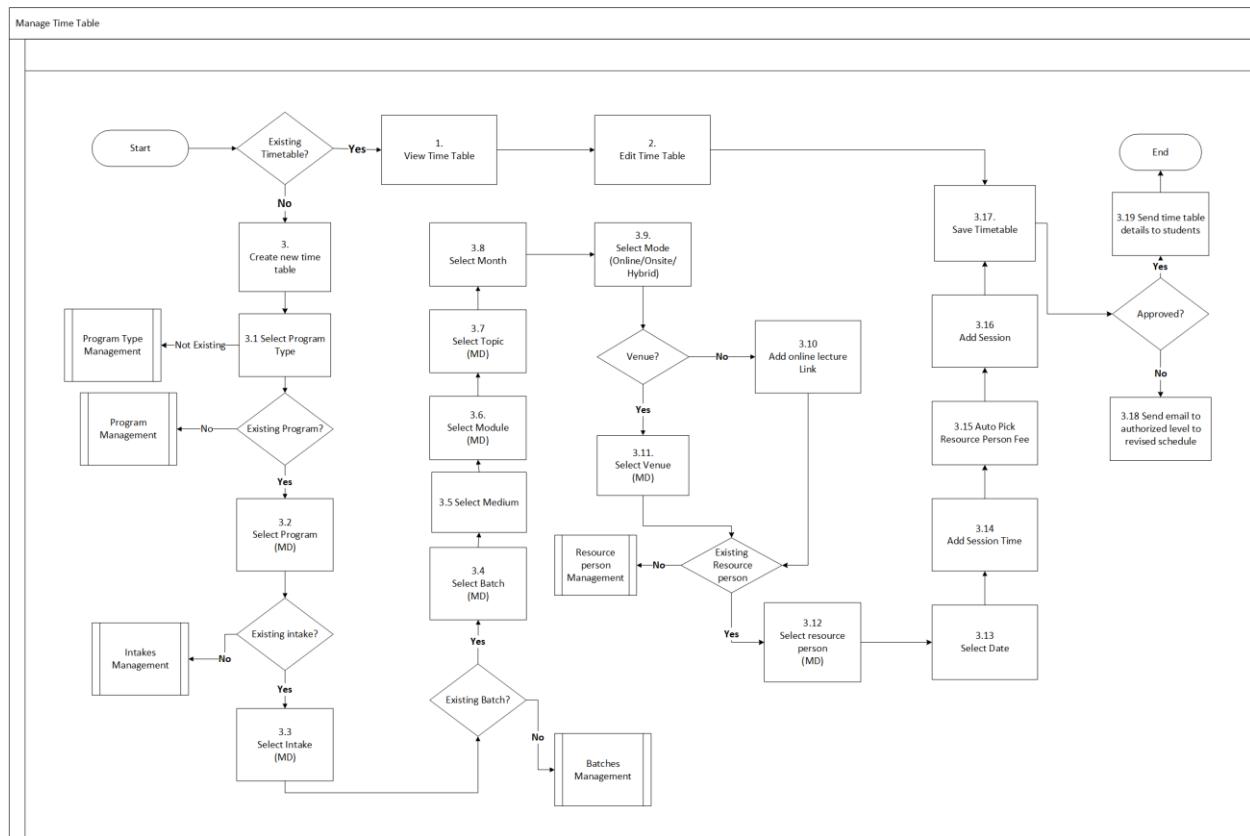
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Timetable Management Select Timetable

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.21.2 Description

- Click "View" button in Timetable list table to view existing Timetable.
- Click "Edit" button in Timetable list table to edit existing Timetable and click "Update" button to save updates.

When a lecture is cancelled, reschedule an extra date and time for the cancelled lecture and assign the same lecturer or another. (This date should not be a recurring date)

Validation should be displayed if the date is duplicated.

- Create new timetable.
  - Select program type from master data
  - Select program from master data.
  - Select Intake from master data.
  - Select Batch from master data.
  - Select Medium from master data
  - Select program modules from master data.

- 3.7 Select topic from master data
- 3.8 Select month using date picker.
- 3.9 Select program mode from master data. (Online / Onsite/ Mix)
- 3.10 If venue is not available, Add online web lecturer link. (Hybrid Lecture Links to be sent to all participants.)
- 3.11 If venue is available, select venue from master data.
- 3.12 If existing resource person, select resource person from master data.
- 3.13 Select date.
- 3.14 Enter session time.
- 3.15 Auto pick lecturer fee.
- 3.16 Click on the add session button
- 3.17 Click "Save" button to save.  
Time Table will be sent for approval
- 3.18 If not approved, Email will be sent to authorized level to revise the time table
- 3.19 If approved, Time table details will be sent to students

## 3.22 Resource Person

### 3.22.1 Use Case/Workflow

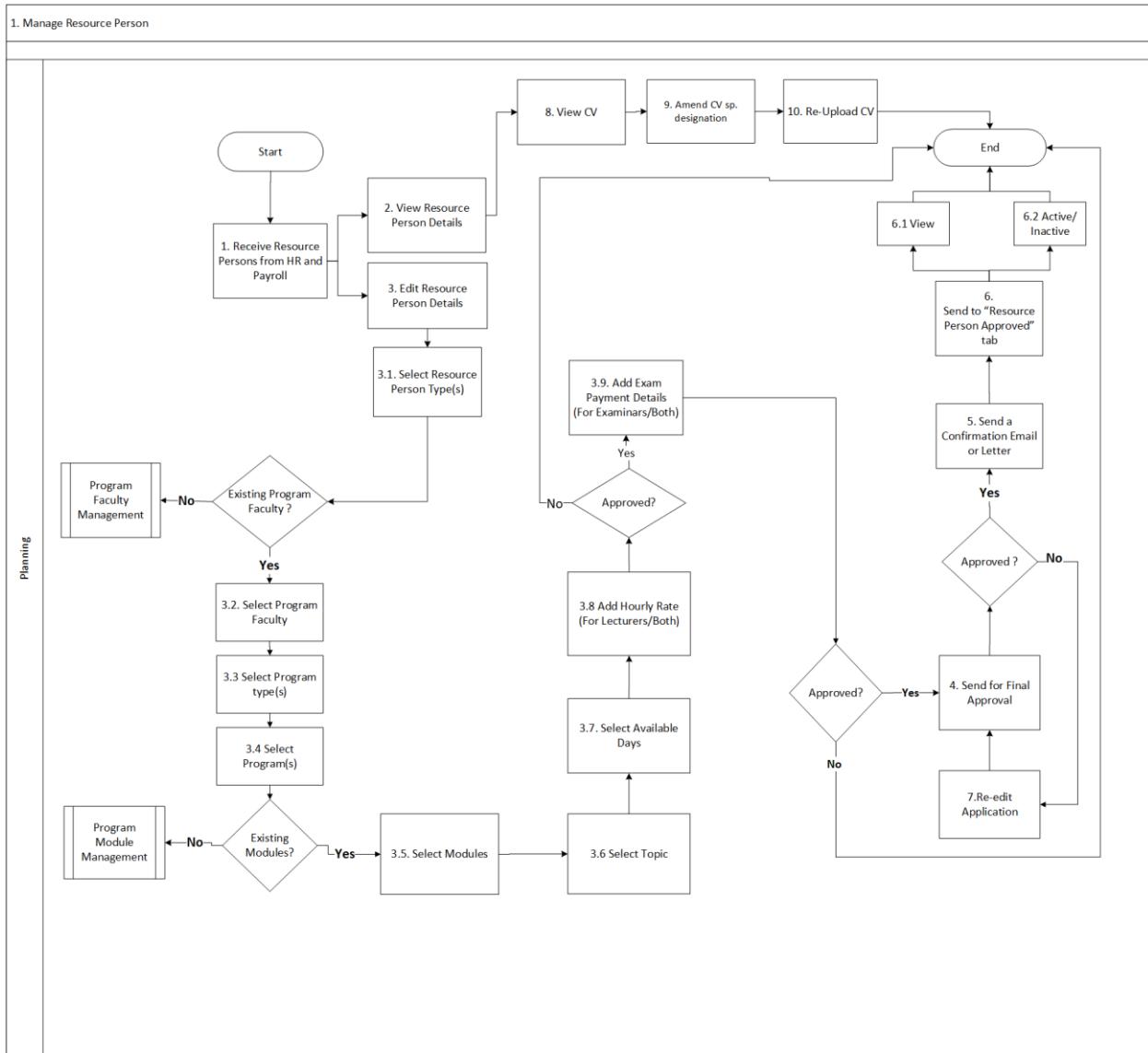
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Resource Person Management - Select Resource Person

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.22.2 Description

1. Receive Resource Persons details from HR & Payroll.
2. Click the “View” button in the Resource Person list table to view existing Resource Persons.
3. Click the “Edit” button in the Resource Person list table to edit existing Resource Person and click the “Update” button to save updates.
  - 3.1 Select Resource Person type(Examiner/Lecturer/Both) – If selects lecturer then hourly rate will be displayed. If select examiner, then exam payment details will be displayed. If select both, then hourly rate and the exam payment details will be displayed.  
Check for existing Faculty.  
If it's not an existing Faculty, then go to “Programme Faculty Management”.  
3.2 If it's an existing Faculty, Select Programme Faculty from master data.
  - 3.3 Select Program Type
  - 3.4 Select Program  
Check whether if it's an existing module or not.  
3.5 If it's an existing module, then Select the programme module master data.  
If it's not an existing module, then go to “Programme Module Management”.  
3.6 Select Topic
  - 3.7 Select Available Days.  
3.8 Add Hourly Rate – Rate will be default taken from category management. User can change the rate if needed. This rate will be used for resource person payments in HR & Payroll based on attendance. Rates differ from program to program. One resource person can be in multiple programs. This is only for Lecturers and when a same person is also an examiner and a lecturer.  
Hourly Rate has to be approved by COBAF.  
3.8 Add Exam Payment Details. This is only for Examinars and when a same person is also an examiner and a lecturer.  
3.8.1 Add Fees - Paper Setting Fees, Paper Marking Fees, Assignment Marking Fees, Project Marking Fees, VIVA Payments, Paper Moderation Fees, Project and Assignment Preparation Fees, Moderator Fees, Category type Translation Fees, Type Setting fees  
Assignment & project report marking and setting fees, presentation, viva payments have to be approved by COBAF.  
User can select and add either hourly rate (Lecturer Fee) or exam payments or both.
4. Send for Final approval.  
Final Approval Levels depends on the amount.
  - Director Approval – 50 000 or below
  - Director General Approval – 51 000 to 200 000
  - Chair Person Approval – above 200 000
5. If approved, Send a Confirmation Email and/or Letter.
6. Send to the “Resource Person Approved” tab.
  - 6.1 View approved Resource Person details.

- 6.2 Active/Inactive Resource Person.
7. If not approved, Re-edit Application.
8. View CV
9. Amend CV sp. Designation. - subject to available of supporting document
10. Re-Upload CV

### **3.22.3 Controls, Types and Defaults**

#### **3.22.3.1.1 Table Heading**

- Text: Feedback Form

#### **3.22.3.1.2 Column Headings**

- Column 1: #
- Column 2: Participant Name
- Column 3: Program
- Column 4: Program Dates
- Column 5: Status
- Action:
  - Clicking the view button for the view.
  - Clicking approves button for approve.
  - Clicking the Reject button for the reject.

#### **3.22.3.1.3 Add / Edit Fields**

- Drop Down : <**Lecturer Type**> (**Internal, External, Volunteer**)
- Auto Pick : <**Resource Person ID**>
- Plus Buttons : <**Add Modules**>
- Drop Down : <**Module**>
- Plus Buttons : <**Add Lecturer Experience**>
- Text Field: <**Institution | Position Held | Duration (years)**>
- Drop Down : <**Available Days**> (**Weekdays, Weekends, All Days**)
- Text Field : <**Bank Account No**>
- Drop Down : <**Bank Name**>
- Drop Down : <**Branch Name**>
- Drop Down : <**Bank Account Status**> (**Approved, Rejected**)
- Number Field : <**Hourly Rate**>
- Drop Down : <**Currency Type**>
- Drop Down : <**Payment Status**> (**Approved, Rejected**)
- Button: Click Add button to save data.

#### 3.22.3.1.4 Assumptions / Decisions

- Paid according to no. of hours, which is handled by finance.
- Application comes to HR> HR approve> Lecturer profile view in SMS.
- Long service Awards for lecturers:
  1. A list of lecturers in 15 years' regular service
  2. A list of lecturers in 14 years' service within last 15 years (The year not in service is also to be indicated)
  3. A list of lecturers in 13 years' service within last 15 years (The years not in service is also to be indicated)Report will be provided for long service lecturers mentioning No: of hours/program lectured in each year.

#### 3.22.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

#### 3.22.3.1.6 Reference

[https://docs.google.com/document/d/1oCacIFVOBF4jBXu2BXODiXsvuJTWHa\\_/edit?usp=sharing&ouid=118262445384605855385&rtpof=true&sd=true](https://docs.google.com/document/d/1oCacIFVOBF4jBXu2BXODiXsvuJTWHa_/edit?usp=sharing&ouid=118262445384605855385&rtpof=true&sd=true)

### 3.23 Feedback

#### 3.23.1 Use Case/Workflow

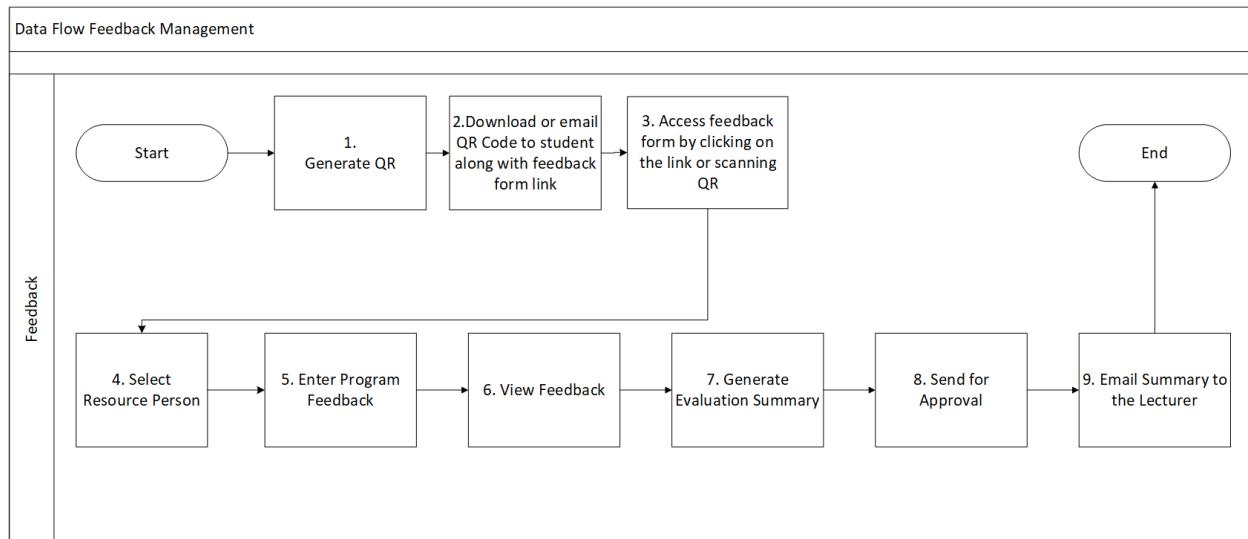
Primary Actor: Student/Admin/Director User

Path: Feedback Management Select Feedback

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.23.2 Description

1. Generate QR Code – Select Program, Module, Medium
2. Download or email QR to student along with feedback form
3. Access feedback form by clicking on the link or scanning QR.
4. Select resource person.
5. Enter Program Feedback.
6. Click “View” button in Feedback list table to view existing Feedbacks.
7. Generate evaluation summary.
8. Send form to approval.
9. Send email summary to the lecturer.

### **3.23.3 Controls, Types and Defaults**

#### **3.23.3.1.1 Table Heading**

- Text: Feedback Form

#### **3.23.3.1.2 Column Headings**

- Column 1: #
- Column 2: Program
- Column 3: Program Dates
- Column 4: Program Period (From Date – To Date)
- Column 5: Status
- Action:
  - Clicking the view button for the view.
  - Clicking approves button for approve.
  - Clicking the Reject button for the reject.

#### **3.23.3.1.3 Add / Edit Fields**

- Drop Down : <Program>\*
- Auto Pick : <Program Date>(From Date, To Date)
- Radio Buttons : < Excellent, Very Good, Good, Average, Below expected, Poor >
- Text Field : <Comments >
- Button: Clicking Add button to save data.

#### **3.23.3.1.4 Assumptions / Decisions**

- None.

#### **3.23.3.1.5 Validations / Error Handling**

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

#### **3.23.3.1.6 Reference**

<https://docs.google.com/forms/d/e/1FAIpQLScnYnqghBDvdujHoVWWw7yngNedSYje6sGFF9rC5ZEuZhBFQ/viewform>

Seminars & Workshops evaluation form:



Evaluation Form.doc

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DABF Evaluation link: <https://forms.gle/HEdhUZUh8y6emeT9>

All other programs except seminars & workshops Evaluation Link:  
<https://forms.gle/HEdhUZh8y6emeT9>

**Note:** This is the same link for DABF. Contents will be developed as follows.

1. Facility to add the program name to the coordinator instead of Diploma in applied banking and Finance.
2. Facility to add the name of the resource person and the item 2 of the above link, "medium" should be removed.

IABF Evaluation Link: <https://forms.gle/qLL5ZnQP9BhGgjse8>

### 3.24 Membership Category

#### 3.24.1 Use Case/Workflow

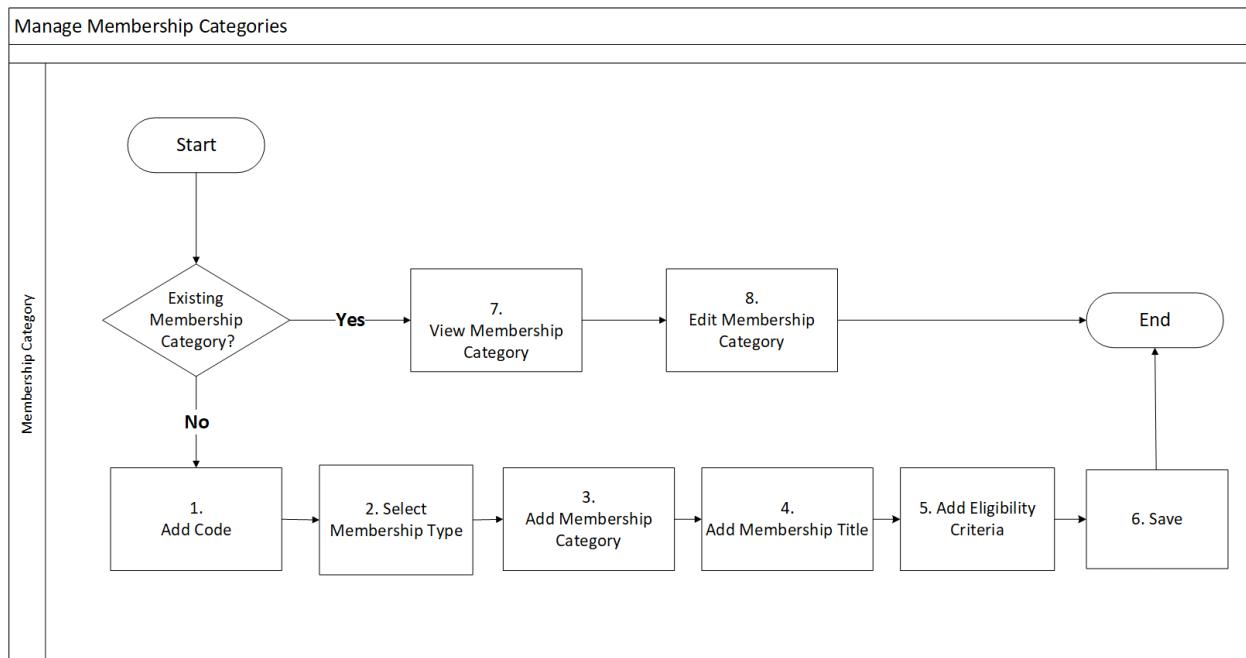
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Membership Management Select Membership Category

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.24.2 Description

Click “Add New” Button in right top.

Check whether if it's an existing membership category or not.

If not,

1. Enter Membership Code.
2. Select Membership Type(Life/Annual)
3. Add Membership Category.
  - 2.1 Associate Membership
  - 2.2 Senior Associate Membership
  - 2.3 Fellow Membership
  - 2.4 Senior Fellow Membership
  - 2.5 Hon. Fellow Membership

4. Enter membership title.

5. Add Eligibility criteria.

5.1 Add maximum five questions and (Yes/No) answers.

5.2 Status(Active/Inactive) to active or inactive relevant questions.

6. Click “save” button to save or submit.

If it's an existing membership category,

7. Click “View” button in Membership Category list table to view existing Membership Categories.
8. Click “Edit” button in Membership Category list table to edit existing Membership Category and click “Update” button to save updates.

### 3.24.3 Controls, Types and Defaults

#### 3.24.3.1.1 Table Heading

- Text: Membership Categories

#### 3.24.3.1.2 Column Headings

- Column 1: #
- Column 2: Membership Category
- Column 3: Membership Title
- Column 4: Status
- Action:
  - Clicking the view button for the view.
  - Clicking approves button for approve.
  - Clicking the Reject button for the reject.

#### 3.24.3.1.3 Add / Edit Fields

- Text Field : <Membership Category>\*
- Text Field : <Membership Title>\*
- Plus Buttons : <Add Criteria>
- Text Field: <Describe Membership Criteria>
- Drop Down : <Status>(Approved, Rejected)
- Button: Click Add button to save data.

#### 3.24.3.1.4 Assumptions / Decisions

- None.

#### 3.24.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

#### 3.24.3.1.6 Reference

<https://www.ibsl.lk/classes-of-members.php>

## 3.25 Membership Category Rates

### 3.25.1 Use Case/Workflow

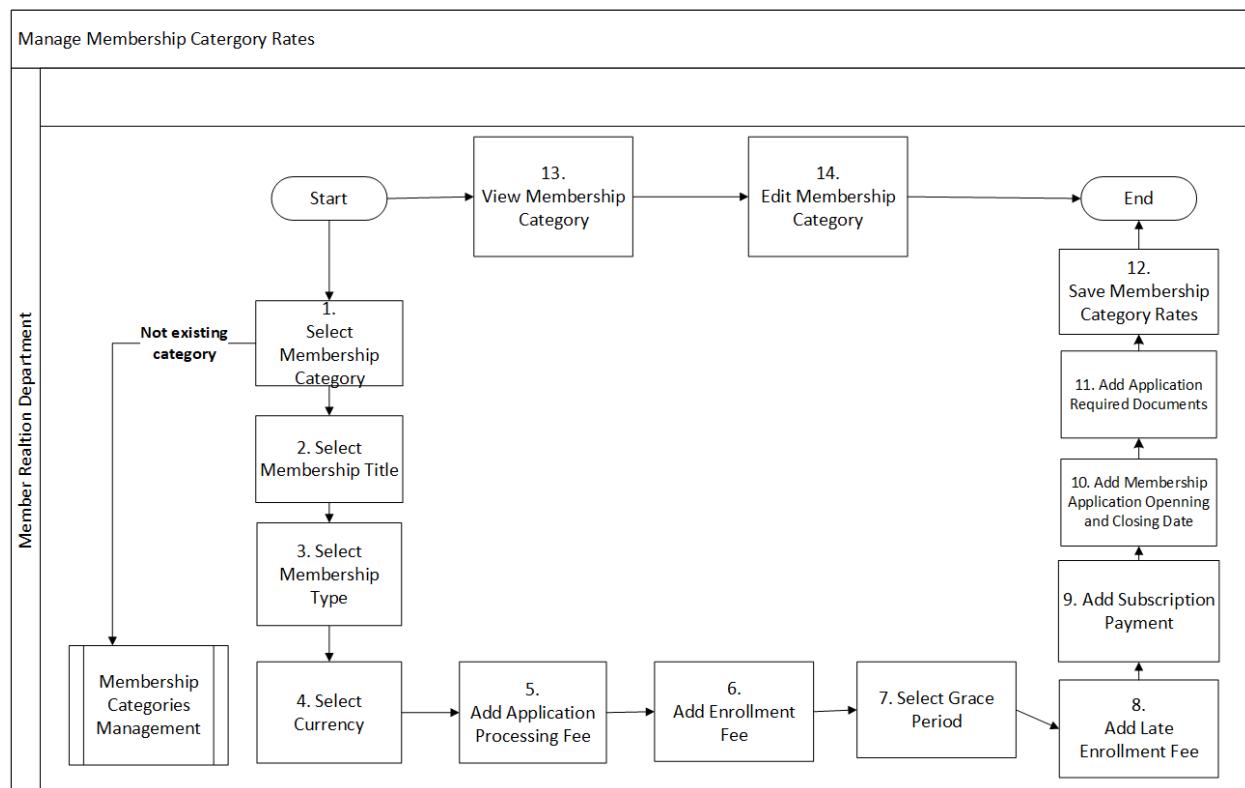
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Membership Category Rates

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.25.2 Description

Click “Add New” Button in right top.

1. Select Membership Category from master data.

If the category is not existing, go to “Membership Category Management”.

2. Select Membership Title (AIB – Sri Lanka/ FIB – Sri Lanka/ FIBs Sri Lanka/ FIB (Hon.) Sri Lanka)
3. Select Membership Type(Annual/Life)

4. Select Currency.

5. Enter Application Processing Fee.

6. Enter Enrollment Fee.

7. Select Grace Period.

5.1 Default show the grace period as two months.

5.2 An alert should go saying need to do a renewal.

8. Enter Late Enrollment Fee.

9. Enter Subscription Fee.

10. Add Membership Application Opening and Closing Date

11. Add Application required documents

12. Click “save” button to save or submit.

13. Click "View" button in Membership Category list table to view existing Membership Categories.
14. Click "Edit" button in Membership Category list table to edit existing Membership Category and click "Update" button to save updates.

### 3.25.3 Controls, Types and Defaults

#### 3.25.3.1.1 Table Heading

- Text: Membership Category Rates

#### 3.25.3.1.2 Column Headings

- Column 1: #
- Column 2: Membership Category
- Column 3: Membership Title
- Column 4: Membership Type
- Column 5: Currency
- Column 5: Application Processing Fee
- Column 6: Enrollment Fee
- Column 6: Subscription Fee
- Column 7: Status
- Action:
  - Clicking the view button for the view.
  - Clicking approves button for approve.
  - Clicking the Reject button for the reject.

#### 3.25.3.1.3 Add / Edit Fields

- Drop Down : <Membership Category-Membership Type>\*
- Drop Down : <Membership Title>\*
- Drop Down : <Membership Type >\*
- Drop Field : <Select Currency Fee>
- Number Field : <Application Processing Fee>
- Number Field : <Late Fee>
- Number Field : <Enrollment Fee/Title Fee>\*
- Drop Field : <Grace Period>
- Number Field : <Subscription Fee>\*
- Drop Down : <Status>(Approved, Rejected)
- Button: Click Add button to save data.

3.25.3.1.4 Assumptions / Decisions

- None.

3.25.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

3.25.3.1.6 Reference

<https://www.ibsl.lk/membership-fees.php>

## 3.26 Membership

### 3.26.1 Use Case/Workflow

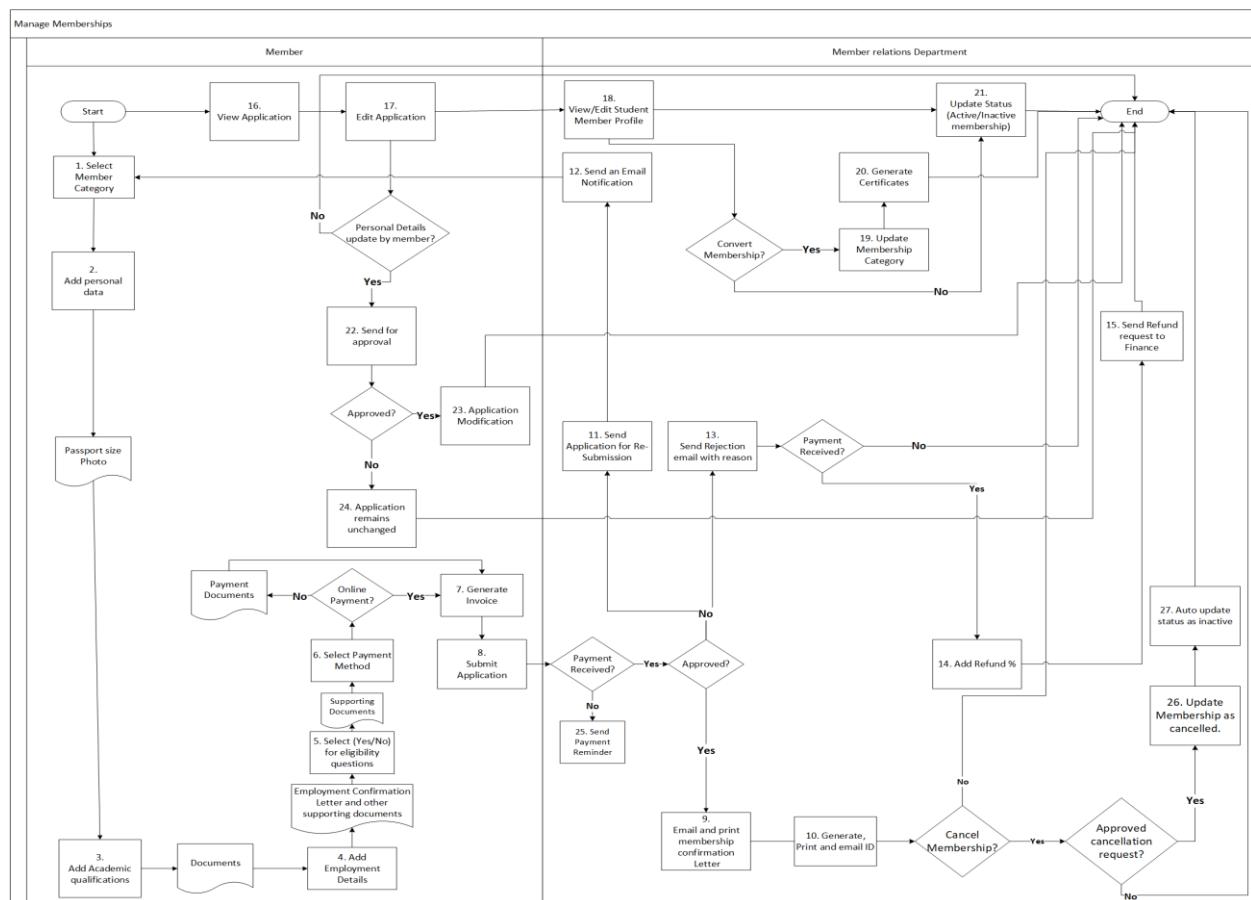
Primary Actor: Student/Admin/Director User

Path: Membership Management Select Membership

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.26.2 Description

Click "Add New" Button in right top.

**Notes:** -

- Student ID should be – SM0000000001 (10 digits) (Letters and Numbers)**  
(Student ID number will change according to member category. Ex: Associate – AM 000001, Fellow- FM 000001, Senior Fellowship 000001)
- System will capture the Application Closing Date from Membership Category Rates and will automatically inactive the application submission option.**

1. Select member Category from master data (Student/ Associate / Fellow/ Senior Fellow)  
Membership categories format based on number of categories.

- Issuing date should be auto generated.
- Students should pay annual subscriptions.
- Other members(Associate/Fellows) are life/annual subscription based members.
- Change Membership status as Active / Inactive manually. If Inactive user can inactive the membership with the reason.

- Membership will be auto inactive if the student has payment arrears.
2. Enter personal data.  
(Upload passport size photo JPG, PNG).
  3. Enter academic qualifications.  
(Upload relevant documents Ex: - NIC, Certificates)
  4. Add Employment Details. (Not Mandatory)  
Upload Employment Confirmation/Service letter and other supporting documents.  
(Associate / Fellow members' details of employment working experience, Contribution to the Banking & Finance Services industry and employer certification related documents can be uploaded here)
  5. Select (Yes/No) for eligibility questions.
  6. Select Payment Method.  
Check whether it's an online payment or Bank Deposit/Fund Transfer/Card Payment to the IBSL.
  7. If it's an online transfer generate invoice for the online payment.  
If it's not an online transfer, upload payment document and generate invoice.
  8. Click "save" button to save or submit the application.  
"Payment Received" has to be approved by finance and Payment receipt to be sent to the applicant by Finance Department.  
Check whether the application is approved or not.
  9. If Approved, email and print membership confirmation letter.
  10. Generate, Print and email ID. (e-admission)  
Generate e-admission with a photograph and send via email.  
User will be able to select delivery method (email/register post)
  11. If not Approved, Send application for resubmission. (Send an email / SMS to the student requesting pending information or documents).
  12. Send an Email Notification.
  13. If application is not approved, then send rejection email with reason once the rejection is approved.  
Check whether the payment is received or not.
  14. If the payment is received, then add refund. (Refund is not a full refund and it will be based on the refund policy)
  15. Send refund request to finance.
  16. Click "View" button in Membership list table to view existing members applications.
  17. Click "Edit" button in Membership list table to edit existing Membership and click "Update" button to save updates. Edit details after requesting via email.  
Can change personal details of members (Students/AIB/FIB/FIBs) such as Name, NIC, Address, Email, Contact No.
  18. View or Edit Student/Member profile.  
All student record and details will be maintained in the student profile.

User will be able to change fields in the student profile NIC, Name, Contact and Email.

If students profile details are changed it has to go through approval.

Also all payment details and arrears will be maintained here.

User is able to print Student ID – (User will be able to print ID cards for all types of memberships)

If student is marked as restricted from examinations in his/her student profile they will not be able to apply for examination until it is released.

CPD records to be maintained in Associate/Fellow membership profile – (This will be maintained only for members).

User can go to student/member profile and convert the member category.

19. Update the membership category, if converted to a higher membership category.

20. Generate Certificates for upgraded membership category.

21. Update status (Active/ Inactive memberships), if membership converted or not.

20.1 If any arrears, membership will be auto inactivated until all arrears are paid.

20.2 Send Annual Subscription Reminders.

22. If personal details update by member, send for approval.

23. If approved, application modified.

24. If not approved, application remains unchanged.

25. Once the application is submitted and the payment is not received, send a payment reminder.

26. When the membership cancellation is requested by a student member and if it is approved, update the membership as cancelled.

Membership cancelled, when there's not valid exam results.

27. Auto update status as inactive.

### 3.26.3 Controls, Types and Defaults

#### 3.26.3.1.1 Table Heading

- Text: Membership Management

#### 3.26.3.1.2 Column Headings – Received Application

- Column 1: #
- Column 2: Temporary ID
- Column 3: Name
- Column 4: Phone
- Column 5: NIC
- Column 6: Email
- Column 7: Designation
- Column 8: Membership Type
- Action:

- Clicking edit button on the row will take the user to the Edit.
- Clicking view button for the view.
- Clicking approve button for the approve.
- Clicking reject button for the reject with reason.

#### 3.26.3.1.3 Column Headings – Memberships

- Column 1: #
- Column 2: Membership ID
- Column 3: Name
- Column 4: Phone
- Column 5: NIC
- Column 6: Email
- Column 7: Designation
- Column 8: Membership Type
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.26.3.1.4 Add / Edit Fields

- Drop Down : <Title>\*
- Text Field : <Name with initials>\*
- Text Field : <Name in full>\*
- Text Field : <Official Address>\*
- Text Field : <Resident Address>\*
- Drop Down: <Student Type>\* (International / Local)
- Drop Down : <District>\*
- Text Field : <NIC>\*
- Text Field : <Passport>
- Date Picker : <Date of Birth>
- Drop Down: <Gender>
- Text Field : <Email>\*
- Text Field : <Phone>
- Text Field : <Mobile>\*
- Drop Down : <Medium>\*
- Date Picker: <Date of Birth>\*
- Drop Down : <Heard IBSL By>
- Upload Button : <Upload Passport Size Photo>\*
- Upload Button : <Upload NIC/Passport>

- Upload Button : <Employment Supporting Documents>
- Text Field : <University / Institute / Other>
- Drop Down : <Type> (Degree / Diploma / Certificate / Other)
- Text Field : <AL Sri Lanka or Other>
- Text Field : <Year>
- Multiple Text Fields : <Module>
- Multiple Text Fields : <Grade>
- Text Field : <OL Sri Lanka or Other>
- Text Field : <Year>
- Multiple Text Fields : <Module>
- Multiple Text Fields : <Grade>
- Drop Down : <Membership Category>\*
- Text Field : <Bank / Institute / Company>
- Text Field : <Branch>
- Text Field : <CPD Records>
- Text Field : <Designation>
- Drop Down : <Payment Method>
- Drop Down: <Bank>\*
- Date Picker: <Date of Payment>\*
- Number Field: <Amount Paid>\*
- Number Field: <Payment Authentication Number>\*
- Password Field: <Password>
- Password Field: <Confirm Password>
- Button: Clicking save button to save data.

#### 3.26.3.1.5 Assumptions / Decisions

- None.

#### 3.26.3.1.6 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

#### 3.26.3.1.7 Reference

[https://www.ibsl.lk/admin/uploads/refdocuments/memRegFormnew\\_1632051865.pdf](https://www.ibsl.lk/admin/uploads/refdocuments/memRegFormnew_1632051865.pdf)

Sample Application Forms



Registration  
Form.pdf

- Student Membership:



Application for  
Associate Membershi

- Associate Membership:



Application for  
Fellowship.pdf

- Fellow Membership:



Application for  
Senior Fellowship- 201

- Senior Fellow Membership:

### 3.27 Manage Facilities

#### 3.27.1 Use Case/Workflow

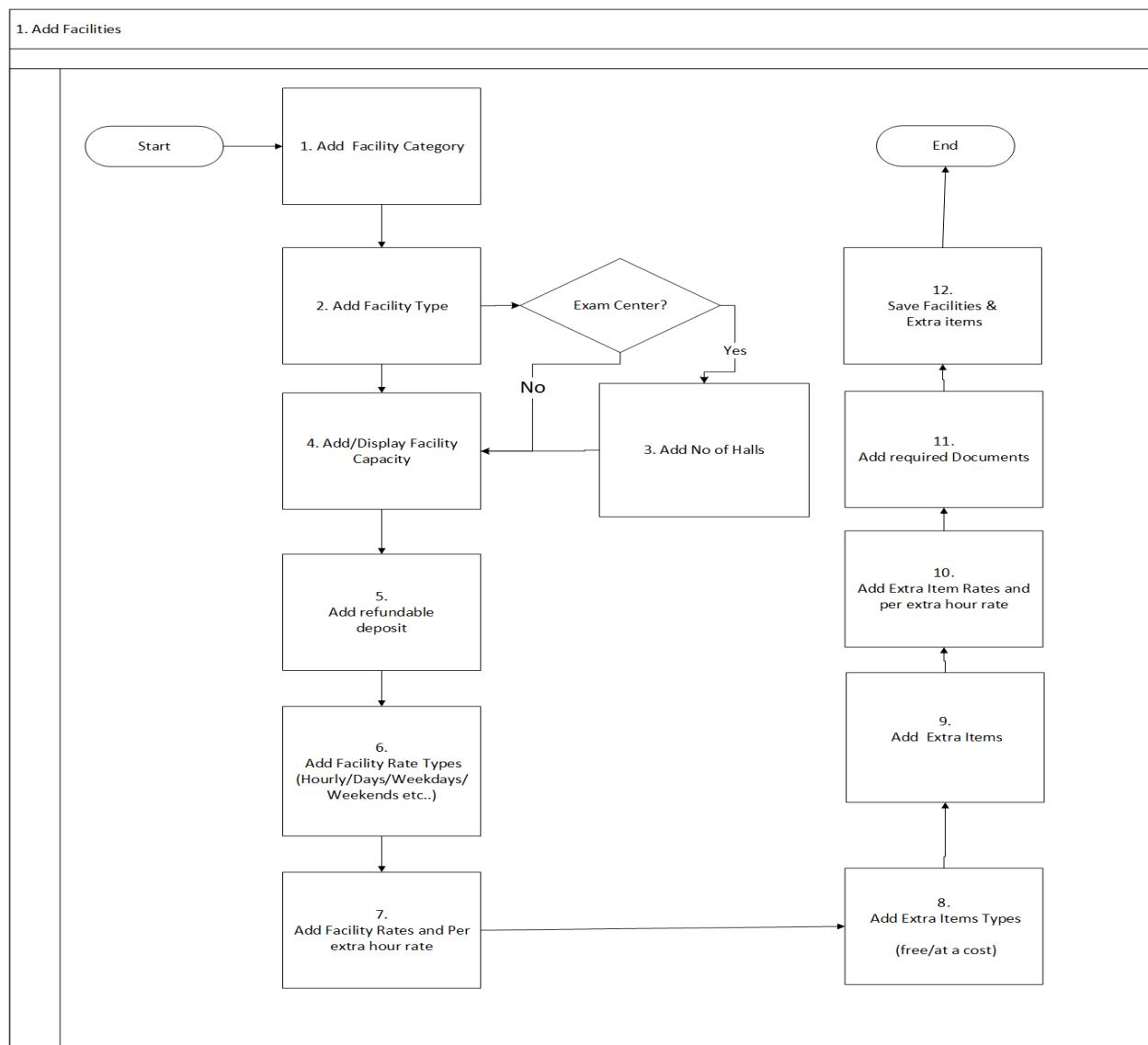
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Manage Facilities

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### **3.27.2 Description**

Click “Add New” Button in right top.

1. Enter facility category (Internal/External).
2. Add facility type (I.e: Auditorium/Halls/Exam Center etc,)
3. If exam center, add no of halls.
4. Add/Display facility capacity
5. Enter refundable deposit.
6. Select Facility Rates Type from master data. (Hourly /Days/ Weekdays / Weekends etc...)
7. Enter facility rates and per extra hour rate.
8. Select extra items type from master data (Free/at a cost)
9. Select extra items from master data.
10. Enter extra item rates and per extra hour rate for items.
11. Add required documents
12. Click “Save” button to save facility and extra items.

## 3.28 Make Facility Reservation

### 3.28.1 Use Case/Workflow

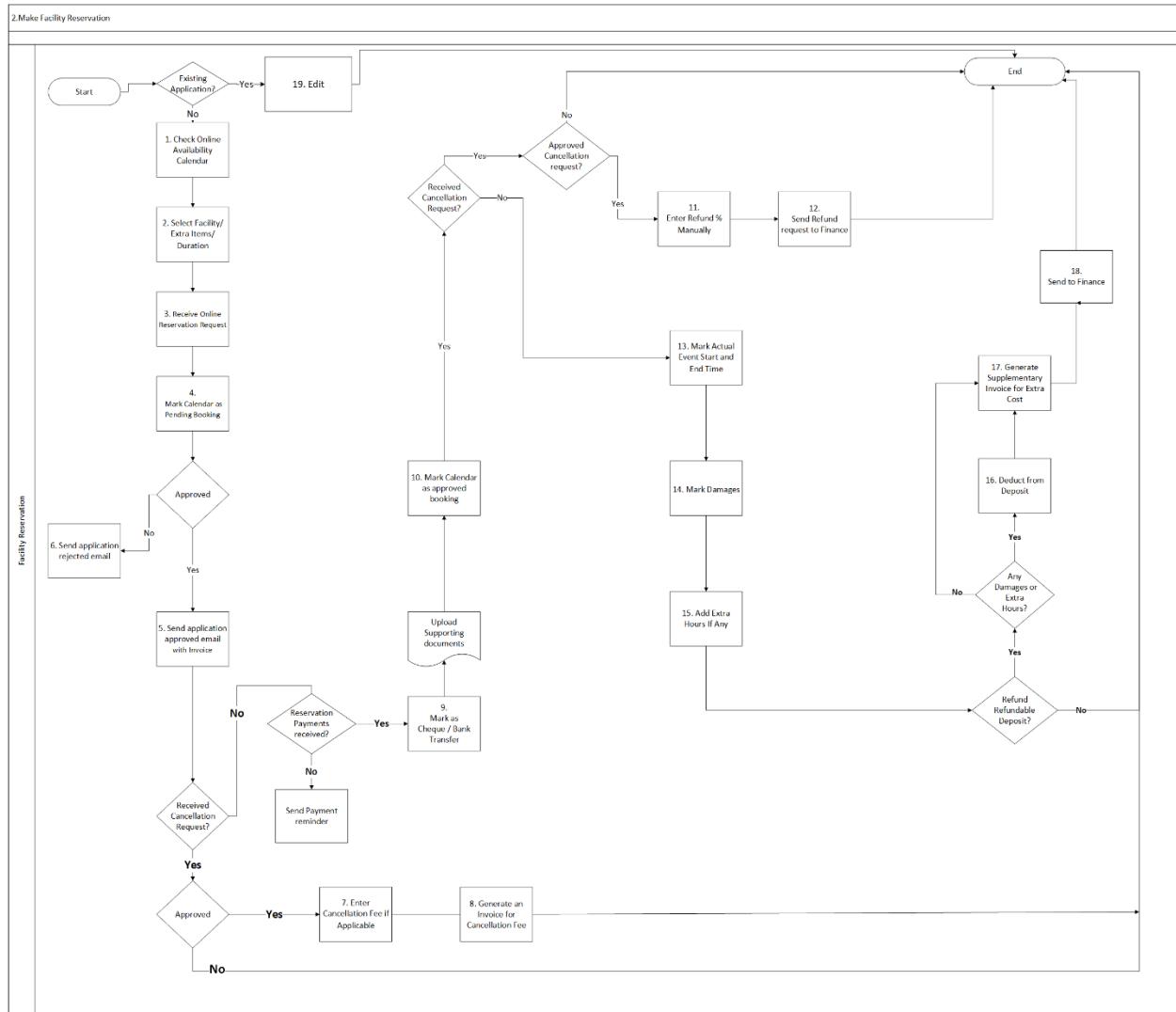
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Facility Reservation Management Select Make Facility Reservation

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.28.2 Description

If it's not an existing application, Open Facility Reservation application using web site link or Facility reservation Interface.

1. Check facility availability from online reservation calendar.
2. Select facility reservation and duration using date and time pickers. Also, select extra items from master data.

Facility that is required to reservation, Duration, Date, Time, Extra Items(if any), Personal details of the requesting person, Upload attachments(if any) and add comments.

3. After submission of the application, receive online reservation request to facility reservation table.

4. Show pending booking in online facility reservation calendar.

5. If approved reservation application, send application approve email with invoice.

Payments has to be approved by finance

6. If not approved reservation application, send application rejection email.

7. If approved facility cancellation request, Enter cancellation fee if applicable.

8. Generate invoice for cancellation request.

9. If reservation payment received, Mark payment as Cheque or bank transfer with upload supporting documents.

If the payment is not received, send a payment reminder.

10. Marked reservation as approved booking.

11. After approved reservation, if received cancellation request.

- a. If approved cancellation, Enter refund percentage manually.

12. After approval, send refund request to finance.

13. After approved reservation, if received cancellation request.

- a. If not approved cancellation, Mark actual start and end time.

14. Mark damages reserved location.

15. Add additional hours (if any). – For the supplementary invoice

16. If refundable deposit,

- a. If any extra hours or damages, deduct from the deposit.

17. Generate supplementary invoice for extra cost.

18. Send to finance after approval.

19. If it's an existing application, Open Facility Reservation application using web site link or Facility reservation Interface and user can edit application if needed.

User can assign Discount through the "Edit" function which has to be approved by Director General.

### 3.29 Exam Types

#### 3.29.1 Use Case/Workflow

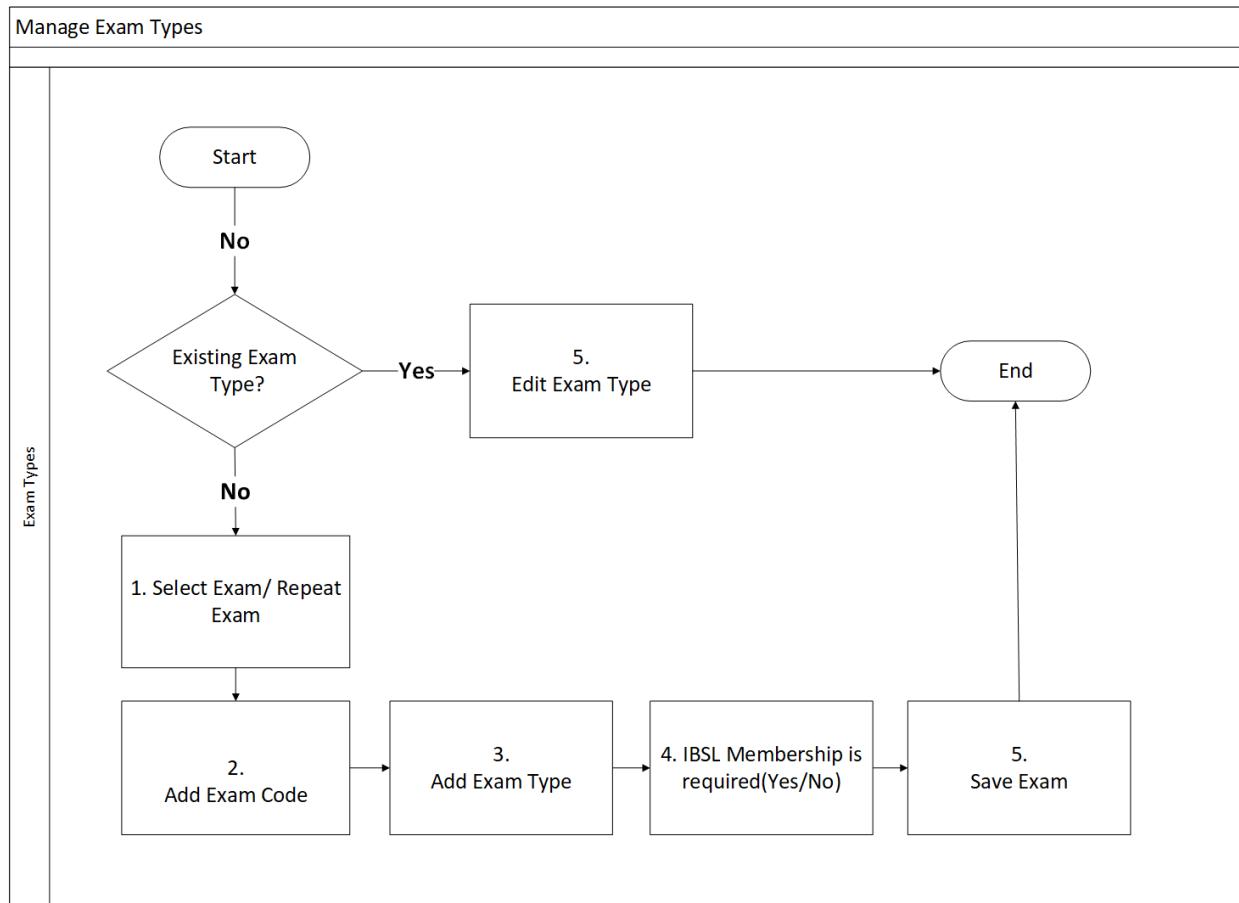
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Exam Types

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.29.2 Description

Check whether if it's an existing exam type or not.

If it's not an existing exam type,

Click the "Add New" Button on the right top.

1. Select Exam/Repeat Exam. (This is to identify that when selecting Exam Fee, whether the Fee is for an Exam or Repeat Exam)
2. Enter Exam Code.

3. Enter Exam Type Name
4. Select whether the IBSL membership is required or not.
5. Click the “save” button to save or submit.

If it's an existing exam type,

6. Click “Edit” button in Exam Type list table to edit and click “Update” button to save updates.

### 3.29.3 Controls, Types and Defaults

#### 3.29.3.1.1 Table Heading

- Text: Exam Types

#### 3.29.3.1.2 Column Headings

- Column 1: #
- Column 2: Code
- Column 3: Name
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.29.3.1.3 Add / Edit Fields

- Text Field : <Code>\*
- Text Field : <Name>\*
- Button: Clicking save button to save data.

#### 3.29.3.1.4 Assumptions / Decisions

- None.

#### 3.29.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### 3.30 Manage Exam Fees

#### 3.30.1 Use Case/Workflow

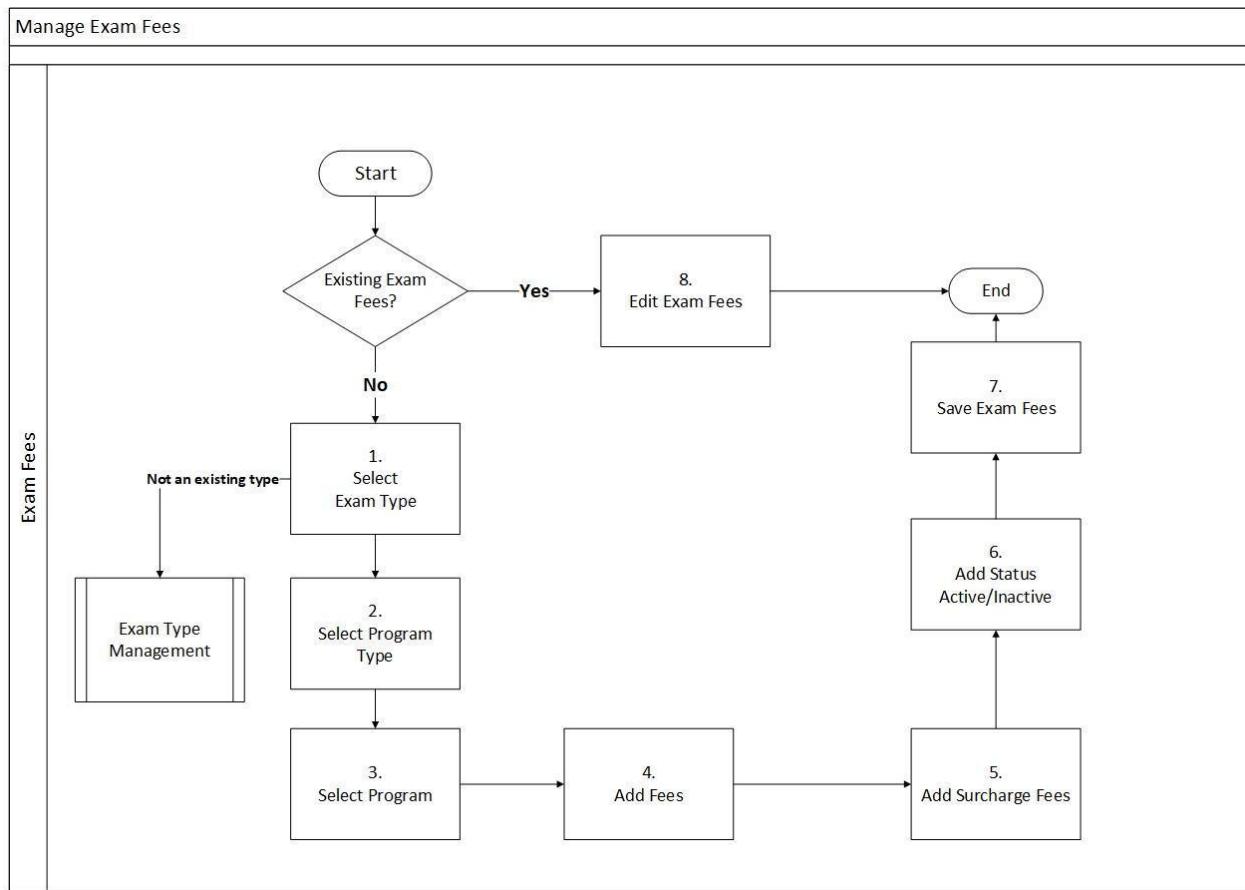
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Manage Exam Fee

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.30.2 Description

Check whether if it's an existing exam fee or not.

If it's not,

Click the "Add New" Button on the right top.

1. Select exam type from master data (i.e.: Exam/Exam Repeat/Assignment etc.) – If it's not an existing exam type, go to "Exam Type Management".
2. Select Program Type from master data.

3. Select Program from master data.
4. Add exam fees.  
If it's the Exam Type is "Repeat Examination", then user has to add the "Exam/Assignment/Project Report Fees/etc." here.  
If it's the Exam Type is "Examination", then user has to add the "Exam/Assignment/Project Report Fees/etc." here.
5. Add surcharge fees (%)
6. Select status (Active / Inactive)
7. Click the "save" button to save or submit.
8. Click "Edit" button in Exam Fee list table to edit existing Exam Fee and click "Update" button to save updates.

### **3.30.3 Controls, Types and Defaults**

#### **3.30.3.1.1 Table Heading**

- Text: Manage Exam Fees

#### **3.30.3.1.2 Column Headings**

- Column 1: #
- Column 2: Program Type
- Column 3: Program
- Column 4: Currency Type
- Column 5: Exam Fee
- Column 6: Surcharge Fee
- Column 7: Status
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### **3.30.3.1.3 Add / Edit Fields**

- Drop Down : <Program Type>\*
- Drop Down : <Program>\*
- Drop Down: <Currency Type>\*
- Number Field : <Exam Fee>\*
- Number Field : <Surcharge Fee>
- Drop Down: <Status> (Active / Inactive)
- Button: Clicking save button to save data.

#### **3.30.3.1.4 Assumptions / Decisions**

- None.

3.30.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

## 3.31 Exam Paper Generation

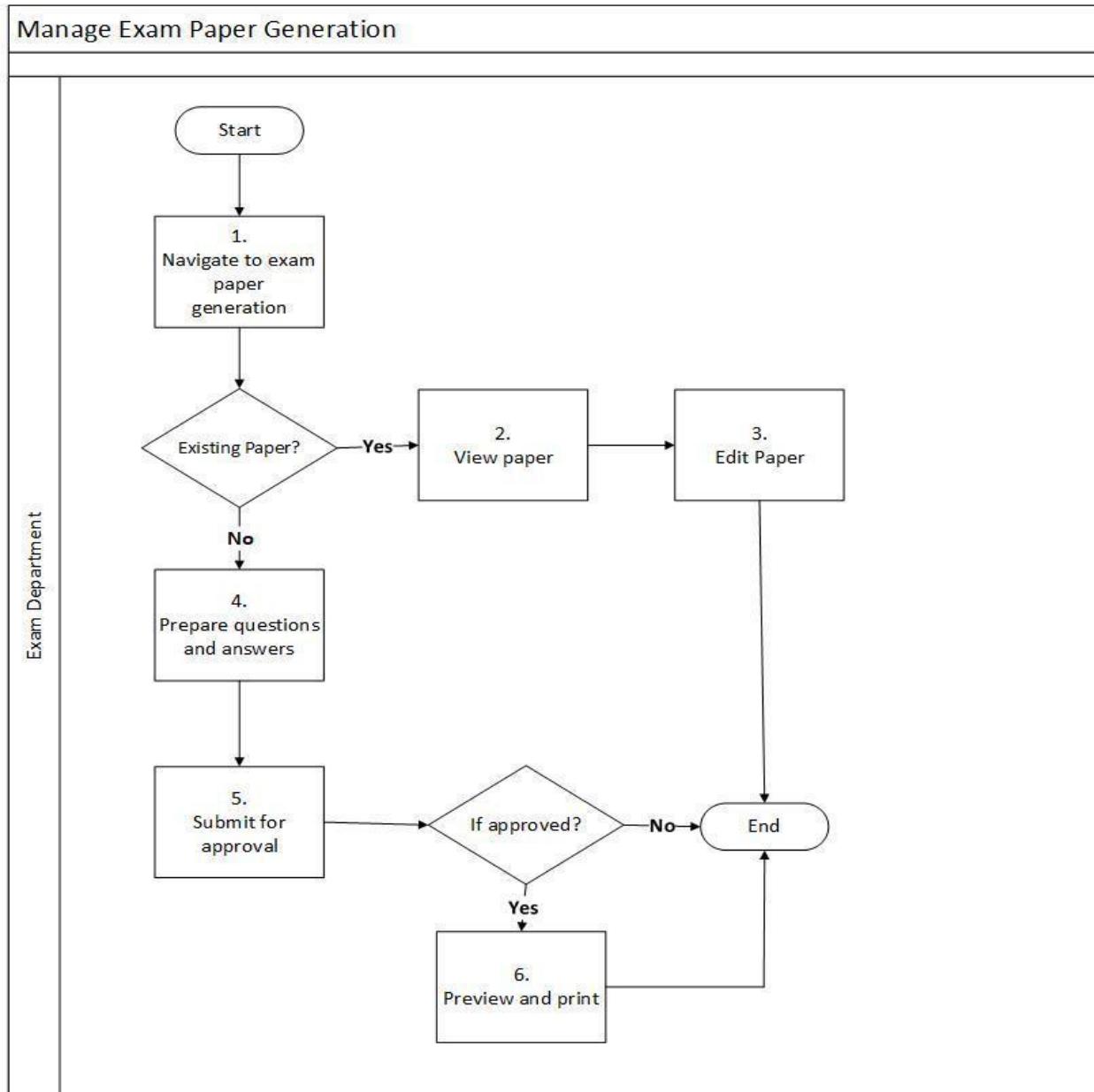
### 3.31.1 Use Case/Workflow

Primary Actor: Non-Academic Staff/Admin/Director User

Path: Examination Select Exam Paper Generation

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:**3.31.2 Description**

1. Navigate to “exam paper generation” tab.  
Check if it’s an existing paper or not.
2. Click “View” button in Exam Paper Generation list table to view existing Exam Paper Generation.
3. Click “Edit” button in Exam Paper Generation list table to edit existing Exam Paper Generation and click “Update” button to save updates.

4. At the same time, if it's not an existing paper, create questions and answers using tools.
5. Click the "save" button to save or submit to approval.
6. If approved by moderator, preview only questions authorized person and print exam papers.

### 3.31.3 Controls, Types and Defaults

#### 3.31.3.1.1 Table Heading

- Text: Manage Exam Paper Generation

#### 3.31.3.1.2 Column Headings

- Column 1: #
- Column 2: Program Type
- Column 3: Program
- Column 4: Exam
- Column 5: Description
- Column 6: Status
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.
  - Clicking reject button for the reject paper with reason.
  - Clicking approve button for the approve paper.

#### 3.31.3.1.3 Add / Edit Fields

- Drop Down : <Program Type>\*
- Drop Down : <Program>\*
- Drop Down: <Exam>\*
- Edit Tool : <Questions Formats> (MCQ, Essay , Structured Essay, Short Answer Questions)
- Drop Down: <Status> (Active / Inactive)
- Button: Clicking save button to save data.

#### 3.31.3.1.4 Assumptions / Decisions

- Lecturer creates the examination paper and edits it after the paper is submitted.
- When the lecturer submits a paper moderator can change any questions of the paper and convert to other languages like Sinhala and Tamil.
- After approval, send it to print.
- Academic Program - Request the lecturer/lecturers to create an examination paper or questionnaire.

- when print exam papers additional print 5 papers according to the medium.(default 5 papers, automated calculate additional papers Ex: - 0-10 - two papers, 11- 50 - three papers, more than 50 - five papers).
- Created questions visible only for relevant lecturer and after submitting paper visible to moderator.

3.31.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### **3.32 Schedule Exam**

#### **3.32.1 Use Case/Workflow**

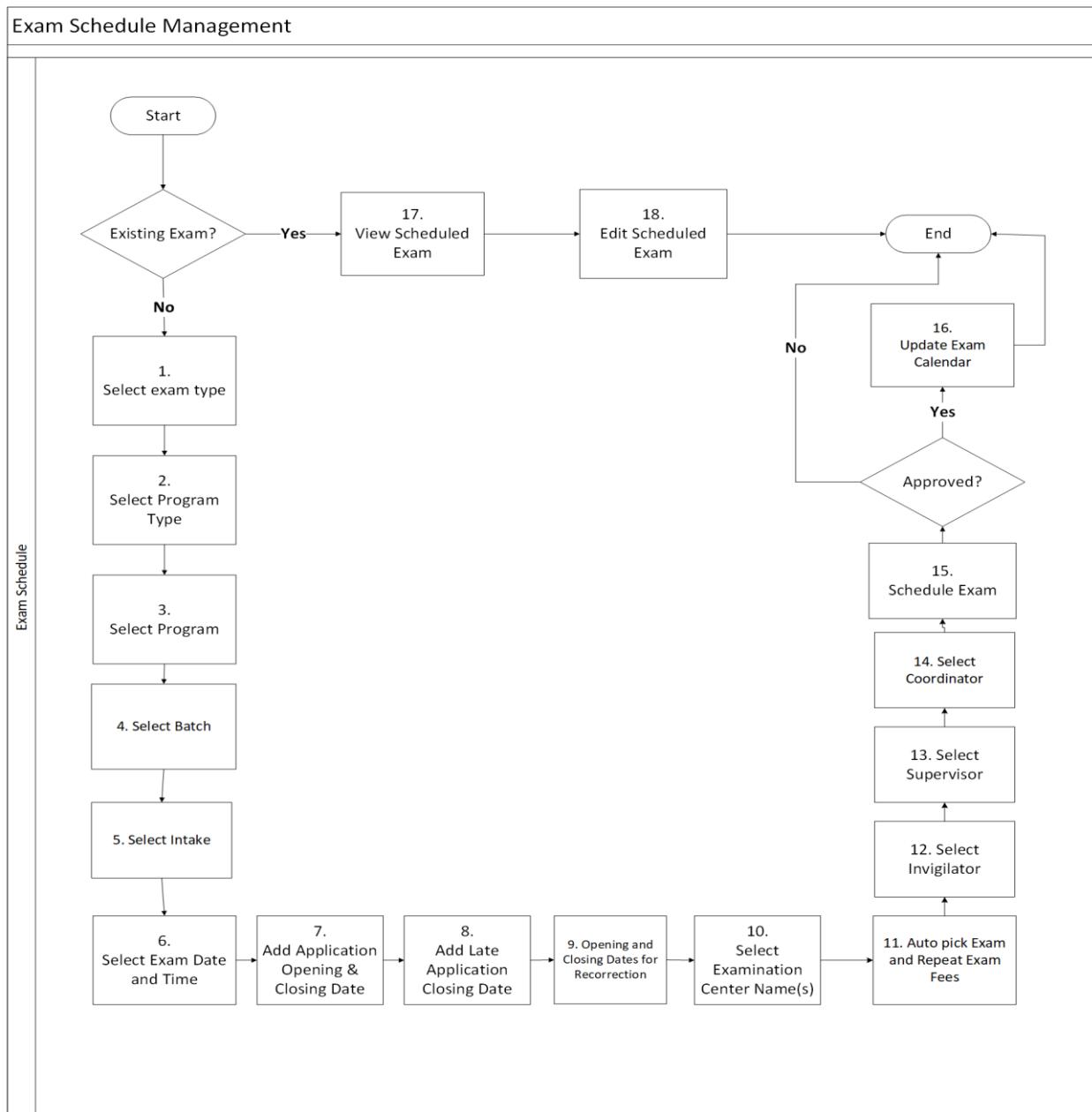
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Examination Select Schedule Exam

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.32.2 Description

Check whether if it's an existing exam or not.

If it's not, Click the "Add New" Button on the right top.

1. Select exam type from master data.
2. Select Program Type from master data.
3. Select Program from master data.

(For Recruitment and Promotional Examinations, there is no lecture program. Not mandatory to select program for this type)

4. Select Batch.
5. Select Intake
6. Select Exam Date using Date picker and Exam Time using Time picker.
7. Select Application opening and closing date using Date Picker.  
(Recruitment and professional programs and COBAF open and closing date is not mandatory)
8. Select late application closing date using Date Picker.
9. Select Re - correction Application Opening and Closing Date.
10. Select examination center name(s) from master data.  
Multiple venue selection is allowed.  
Venue (exam centers) are not mandatory can be added by an authorized level even after approving but venue field should be definitely added before generating admissions  
Admission generation will be blocked if venue is not selected.
11. Auto pick exam fees and repeat exam fees from master data. (If user needs it can be changed)
12. Select Invigilator.
13. Select Supervisor.
14. Select Coordinator.
15. Save and schedule the exam  
Check for approval.
16. If approved schedule exam, Update exam calendar.
17. Click "View" button in Schedule Exam list table to view existing Schedule Exam.
18. Click "Edit" button in Schedule Exam list table to edit existing Schedule Exam and click "Update" button to save updates.

### 3.32.3 Controls, Types and Defaults

#### 3.32.3.1.1 Table Heading

- Text: Schedule Exams

#### 3.32.3.1.2 Column Headings

- Column 1: #
- Column 2: Exam Type
- Column 3: Program Type
- Column 4: Program
- Column 5: Venue
- Column 6: Date
- Column 7: Start Time

- Column 8: End Time
- Column 9: Invigilator
- Column 10: Supervisor
- Column 11: Coordinator
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.32.3.1.3 Add / Edit Fields

- Auto Pick : <Exam Code>\*
- Drop Down : <Program Type>\*
- Drop Down: <Program>\*
- Drop Down : <Venue>\*
- Date Picker: <Date>\*
- Time Picker: <Start Time>\*
- Time Picker: <End Time>\*
- Drop Down: <Invigilator>
- Plus Button: <Add Percentage>
- Drop Down: <Type> (Exam, Assignment, Attendance)
- Number Field: <Percentage>
- Button: Click the save button to save data.

#### 3.32.3.1.4 Assumptions / Decisions

- Fail students should be sent an email automatically when scheduling examinations for the next batch.
- When scheduled, the exam assigns a paper questionnaire to the lecturer with number of questions.

#### 3.32.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### 3.33 Examination Management

#### 3.33.1 Use Case/Workflow

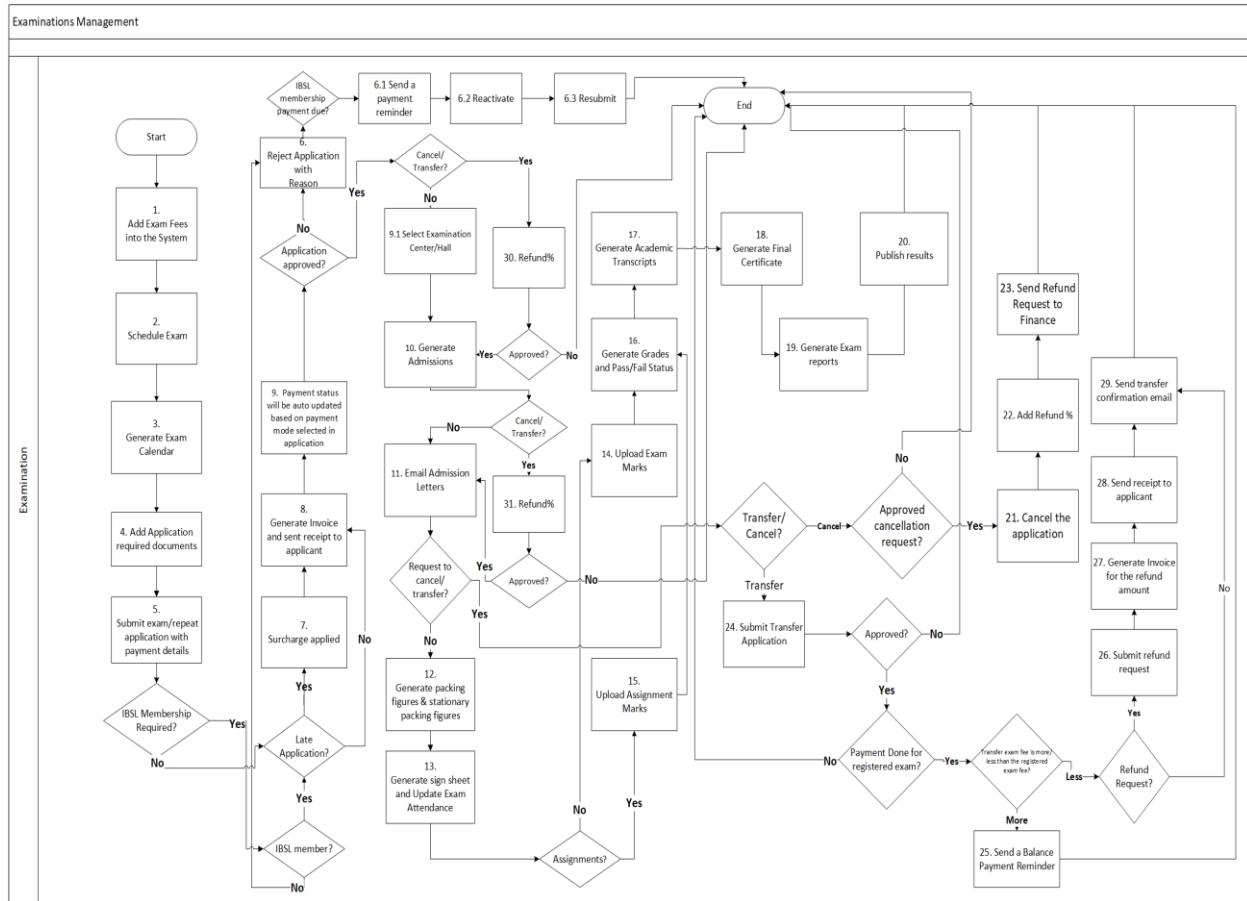
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Select Examination Management

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.33.2 Description

Click the “Add New” Button on the right top.

1. Add examination fees.
2. Schedule exam
3. Generate Examination Calendar.
4. Add Application Required Documents
5. User can submit the exam/repeat application along with payment details (cheque or slip number and also payment documents)
  - 5.1 - Applicant should be able to update the application until due date via student portal and ims will be updated.
  - 5.2 - Exam department should be able to update any application, before approval of application, and before generating admissions.
  - 5.3 – Repeat Examination Fee Type has to be selected from master data.
  - 5.4 – If there are payment dues, user will be able to update the unapproved application and resubmit. Validation will be given.
  - 5.5 – User will have to select “Yes/No” for eligibility questions.
  - 5.6 - Exemptions applied students can be identified with the applied subjects when entering exam application.
  - 5.7 - Previously passed subjects of the relevant Examination will be detected when entering exam application.
  - 5.8 – Payments will be approved by finance
  - 5.9 - There will be No Examination fee for some of the examinations.
6. Reject Application with reason.
  - 6.1 If IBSL membership payment due, Send a payment reminder
  - 6.2 reactivate
  - 6.3 resubmitIf IBSL membership is required,  
Check whether this is an IBSL member or not. And if it's not an IBSL member, reject the application with reason.  
if it's an IBSL member, then also reject the application with reason. This will check with “Exam Types” master data.  
If IBSL membership is not required,  
reject the application with reason.
7. Surcharge Applied.
  - 7.1 If IBSL membership is required,
    - 7.1.1 If it's an IBSL member , but if it's a late submitted application, then Surcharge cost is applied.
  - 7.2 If IBSL membership is not required,
    - 7.2.1 if it's a late application, then Surcharge cost will be applied.

8. If it's a late application or not, then the invoice will generate.  
If "approved applications" are more than capacity that is mentioned in the exam center/facility master. Alert will be displayed.
9. Payment mode and status will be auto updated from what the applicant has selected in the application  
IBSL member can pay via (Online / Cash / Cheque / Bank Transfer).  
These payment modes can be defined via master data.  
Upload option to upload pay slips or bank transfer documents.
- 9.1 Select Examination Center/Hall
10. After successful payment, generate admissions for students that are selected as "eligible".  
(Generated in Serial order. Includes, Medium, Center type etc )  
User can also ineligible student that is eligible.  
After admissions are generated "Exam Center" can be edited before approval.
11. Send generated admission to students via email.
12. If not requested to cancel/transfer, Generate packing figures & stationary packing figures  
User will be able to select the index range when printing the packing figures and stationary packing figures and can obtain subject wise, hall wise, medium wise, center wise.  
User will be able to allocate papers to the paper marker.
13. Generate Admission and Update exam attendance into the system by selecting the scheduled exam details  
Select program details
  - 12.1 Program type
  - 12.2 Program
  - 12.3 Scheduled Exam
  - 12.4 Exam Type
  - 12.5 Marking Scheme
  - 12.6 Add student attendance details into the Sign Sheet
  - 12.7 Save
  - 12.8 Send for approvalIf payment done and unavailability is notified before deadline exam attendance status in exam attendance will be changed as "notified before".  
Also if payment is done previously, and unavailability is notified before deadline there will be no charge for the applicant. This will be captured from exam attendance "Notified before" status.
14. If exam type is assignment, add assignment marks.
15. If exam type is exam, add exam marks format
16. Generate Grades and Pass/Fail status according to the marks.
17. Generate Academic Transcripts. (Based on the approved final result, this will be generated and can print in bulk or individually)

18. Generate final certificate. (Based on the approved final result, this will be generated and can print in bulk or individually)
19. Generate exam reports. (Based on the approved final result, this will be generated and can print in bulk or individually)
20. Publish results via website. (Only results that are approved will be published.)
21. If cancellation request approved, cancel the application
22. Add refund %
23. Send refund request to finance
24. If transfer, submit transfer application
25. Send a balance payment reminder, if the previous exam payments is less.
26. Submit refund request when the previous exam fee is more and requested for a refund.
27. Generate invoice for the refund amount
28. Send receipt to applicant
29. Send transfer confirmation mail
30. Before the generation of the application, if there's an exam cancellation or a transfer, then 25% refunded from the Exam Fees.
31. After generation of admission transfers to the next examination / cancellation are accommodated subject to deduction of 50% of the Exam fees.

### **3.33.3 Controls, Types and Defaults**

#### **3.33.3.1.1 Table Heading**

- Text: Examination Management

#### **3.33.3.1.2 Column Headings**

- Column 1: #
- Column 2: Program
- Column 3: Currency Type
- Column 4: Exam Fee
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### **3.33.3.1.3 Add / Edit Fields**

- Drop Down : <Program>\*
- Drop Down: <Currency Type>\*
- Number Field : <Exam Fee>\*
- Button: Clicking save button to save data.

#### **3.33.3.1.4 Assumptions / Decisions**

- Unlimited attempts for repeat exam.
- If student is blocked from examinations they will not be able to apply for examinations until it is released (Student exam block and amount years will be captured from student profile)

### 3.33.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

## 3.34 Transfer Student Exam Location/Medium/Module

### 3.34.1 Use Case/Workflow

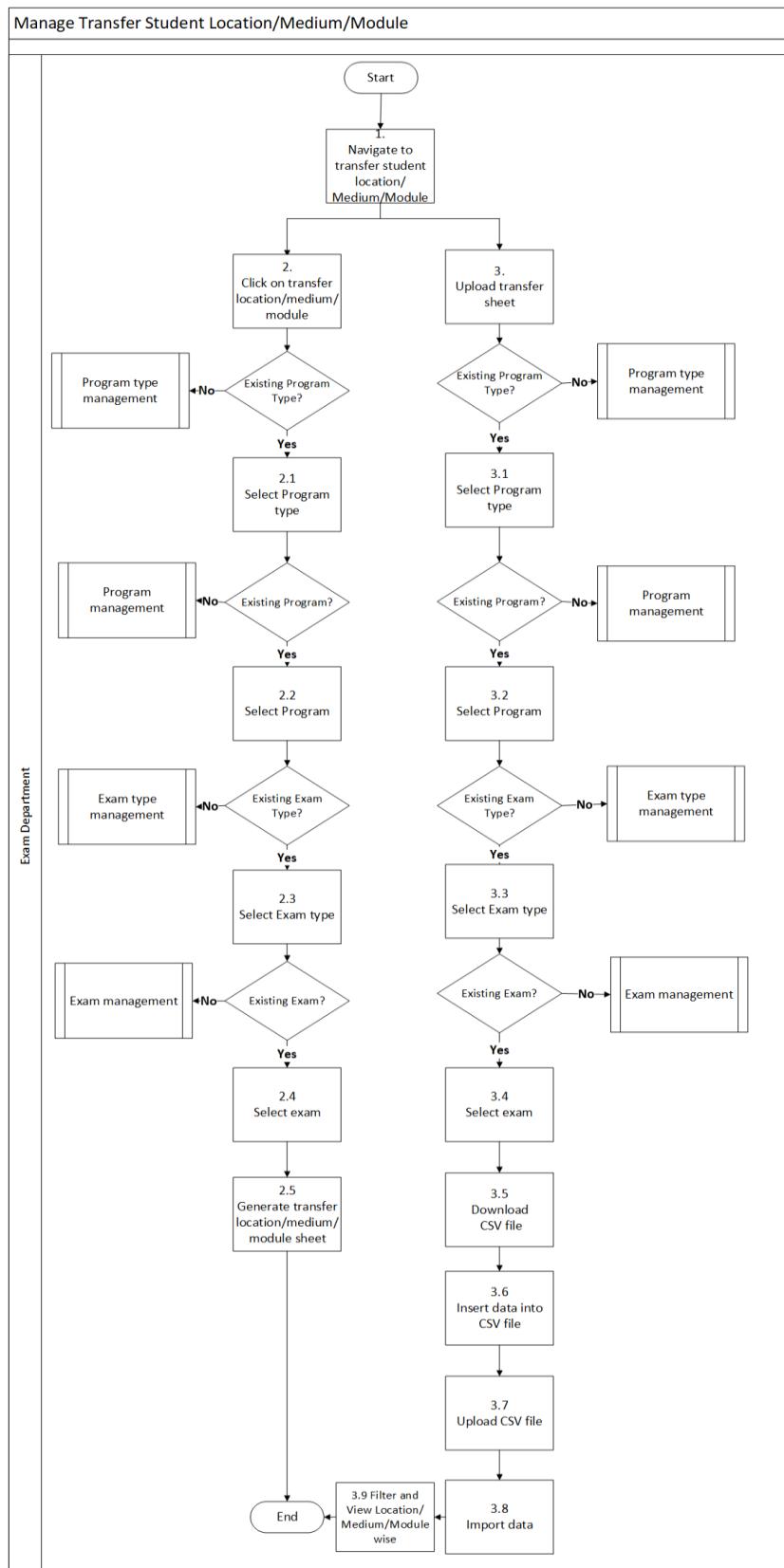
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Examination Select Transfer Student Exam Location/Medium/Module

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.34.2 Description

1. Navigate to transfer student location/medium/module. user will be able to add details of which the student has been transferred to.
2. Click the “Add New Transfer Location/Medium/Module” Button on the right top.  
Check if it's an existing program type.  
If “No”, go to “Programme Type Management”.  
If “Yes”,
  - 2.1 Select Program Type from master data.  
Check if it's an existing program.  
If “No”, go to “Programme Management”.  
If “Yes”,
  - 2.2 Select Program from master data.  
Check if it's an existing exam type.  
If “No”, go to “Exam Type Management”.  
If “Yes”,
  - 2.3 Select exam type from master data.  
Check if it's an existing exam.  
If “No”, go to “Exam Management”.  
If “Yes”,
  - 2.4 Select exam from master data.
- 2.5 Generate transfer location/medium/module sheet and print.
3. Click the “Upload Transfer Sheet” on the right top.  
Check if it's an existing program type.  
If “No”, go to “Programme Type Management”.  
If “Yes”,
  - 3.1 Select Program Type from master data.  
Check if it's an existing program.  
If “No”, go to “Programme Management”.  
If “Yes”,
  - 3.2 Select Program from master data.  
Check if it's an existing exam type.  
If “No”, go to “Exam Type Management”.  
If “Yes”,
  - 3.3 Select exam type from master data.  
Check if it's an existing exam.  
If “No”, go to “Exam Management”.  
If “Yes”,
  - 3.4 Select exam from master data.
- 3.5 Click download button and download the CSV file.
- 3.6 Insert data into the CSV file.

- 3.7 Upload CSV file again to the system.
- 3.8 Click Process button to import data.
- 3.9 Filter and View Location/Medium/Module Wise.

### 3.35 Request Type

#### 3.35.1 Use Case/Workflow

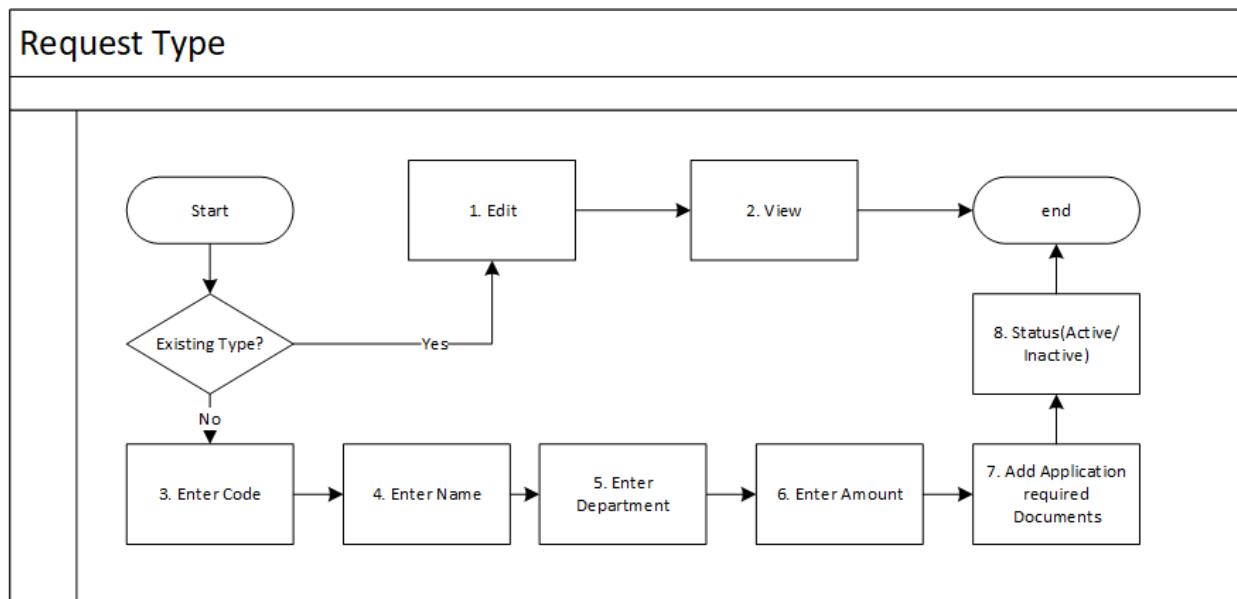
Primary Actor: HR Staff/Admin/HR Admin User/Employee User.

Path: Master Data → Select Request Type.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:



#### 3.35.2 Description

1. If it's an existing request type, user can Edit.
2. If it's an existing request type, user can view.
3. If it's not an existing Type, Enter Code
4. Enter Name.
5. Enter Department.
6. Enter Amount.
7. Add Application required Documents
8. Select Status(Active/Inactive)

### 3.36 Request Management

#### 3.36.1 Use Case/Workflow

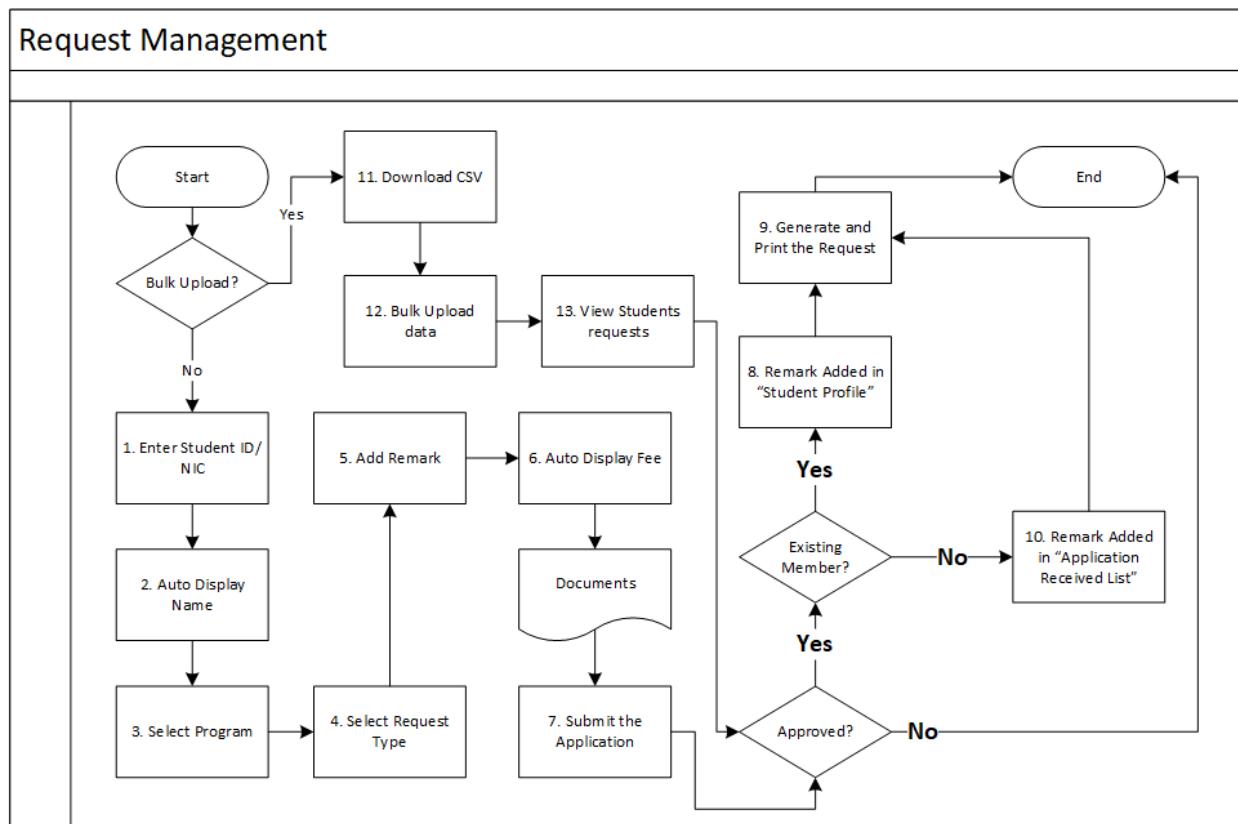
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Request Management

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.36.2 Description

1. Enter Student ID/NIC.
2. Auto display Student Name.
3. Select Program.
4. Select Request Type from master data.

##### 4.1 Requesting a Duplicate Academic Transcript

(Academic Transcripts will be printed with a watermark mentioning the duplication)

##### 4.2 Requesting a Payment Confirmation Letter

#### 4.3 Any Other Request

5. Add remark
6. Auto Display Fee (This can be defined in Request Type Master data)  
Upload relevant documents
7. Submit the Application

Once the Application comes into the system they will review it for the approval. Payments will be approved by finance.

If the application is not approved, then the process will end.

If the Application is approved, then check whether it's of an existing student or not.

Approval for the request application will be sent based on the department.

8. If it's an existing member, remark will be added in the "Student Profile" mentioning that this particular student has requested for an academic transcript/payment confirmation letter.
9. Option to Generate & print the Request.
10. If it's not an existing student (Student who's from an old batch), then A remark will be added in the "Application Received List" in the system.
11. If it's a bulk upload, download the CSV file
12. Bulk upload data.
13. View students request and send it for approval.

### 3.36.3 Controls Types and Defaults

#### 3.36.3.1.1 Table Heading

- Text: Student Request Management

#### 3.36.3.1.2 Column Headings

- Column 1: #
- Column 2: Student ID
- Column 3: Name
- Column 4: Program
- Column 5: Reason
- Column 6: Remark
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.36.3.1.3 Add / Edit Fields

- Drop Down : <[Program Type](#)>\*
- Download Button : <[Download CSV File](#)>\*
- CSV File: <[Student ID, Student Name](#)>
- Upload Button : <[Upload CSV File](#)>\*
- Button: Click the import button to save data.

3.36.3.1.4 Assumptions / Decisions

3.36.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

## 3.37 Re-correction Exam Management

### 3.37.1 Use Case/Workflow

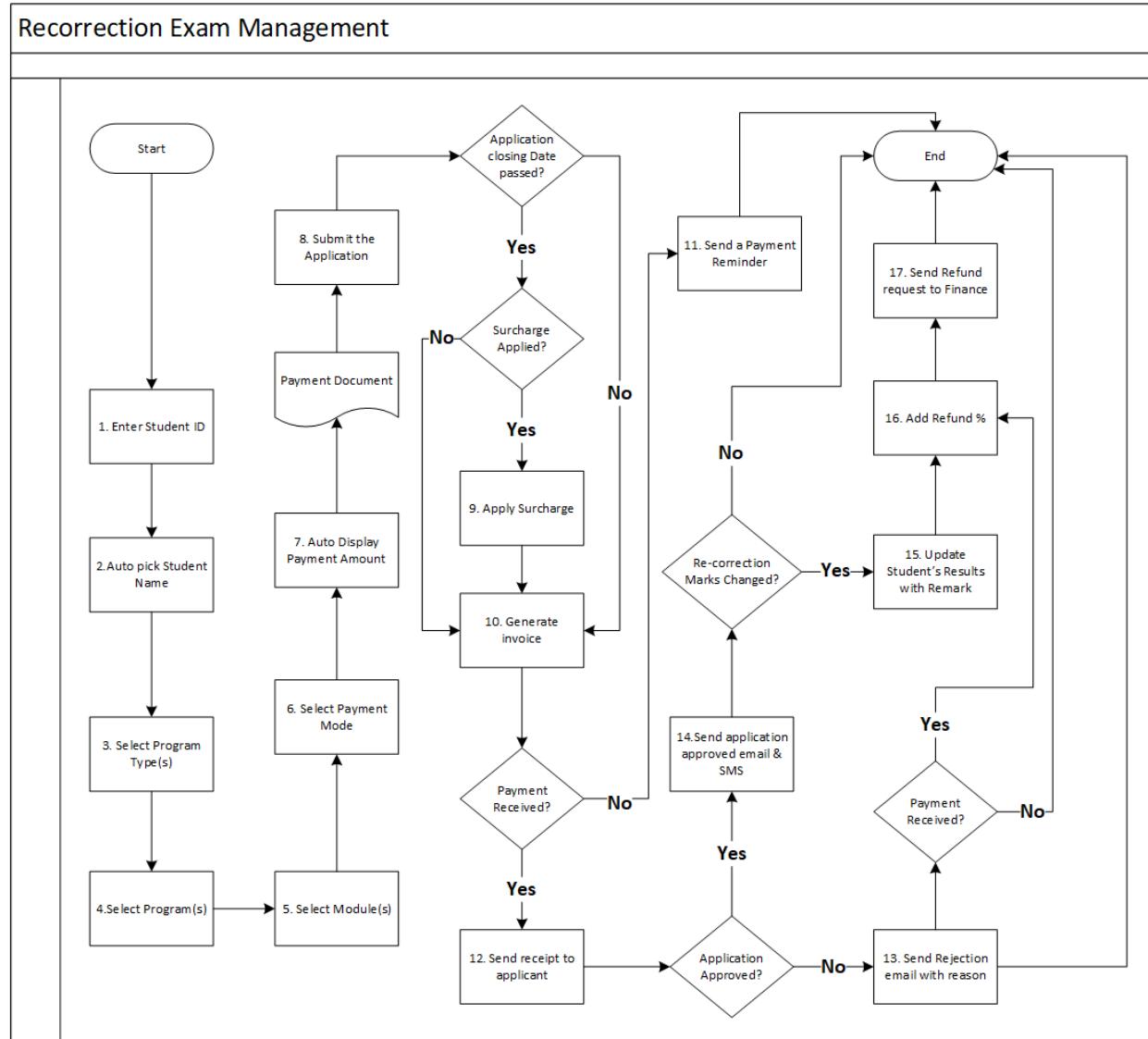
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Examination > Select Re-correction exam

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.37.2 Description

1. Enter Student ID.
2. Auto Pick Student Name.
3. Select Program Type(s) from master data. – Only display program types that the student has been enrolled for.
4. Select Program(s) from master data. – Only display programs that the student has been enrolled for.
5. Select Modules (s) from master data.
6. Select Payment Mode.

7. Once the payment mode is selected, payment amount will be auto displayed.  
Upload the payment document.
8. Submit the application.  
Check whether if the application closing date is passed or not.  
If the due date is passed, check whether if the surcharge is applied or not.
9. If surcharge is applied, apply surcharge.
10. Generate invoice when the surcharge is applied or not and generate invoice when the application closing date is not passed.  
Check whether the payment is received or not. Payment is approved by finance
11. If the payment is not received, then send a payment reminder.
12. If the payment is received, send receipt to applicant.  
Check for application approval.
13. If the application is not approved, send rejection email with reason.
14. If the application is approved, send the application approved email and SMS.
15. If the application is approved and re-correction marks changed, Update Student's results with remark.  
All "Re - correction results" will be updated and displayed in separate tab.
16. Add full refund.
  - 16.1 If the application approved and re-correction marks changed give full refund.
  - 16.2 if the application is not approved and payment is received give full refund.
17. Send refund request to finance.

### 3.37.3 Controls Types and Defaults

#### 3.32.1.1.1 Table Heading

- Text: Re-Correction Exam Management

#### 3.37.3.1.1 Column Headings

- Column 1: #
- Column 2: Student ID
- Column 3: Name
- Column 4: Program Type
- Column 5: Program
- Column 6: Module
- Column 7: Payment Mode
- Column 8: Approved Status

- Action:
  - Clicking the edit button on the row will take the user to edit.
  - Clicking the view button for the view.
  - Clicking approves button for approve.
  - Clicking the Reject button for the reject.

#### 3.37.3.1.2 Add / Edit Fields

- Text Field: <Student Name>
- Text Field: <Student ID>\*
- Drop Down: <Program Type>\*
- Drop Down: <Program>\*
- Drop Down: <Module>\*
- Drop Down: <Payment Mode>\*
- Upload Button: <Payment Document>\*
- Button: Click the import button to save data.

#### 3.37.3.1.3 Assumptions / Decisions

None.

#### 3.37.3.1.4 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### 3.38 Master Grade

#### 3.38.1 Use Case/Workflow

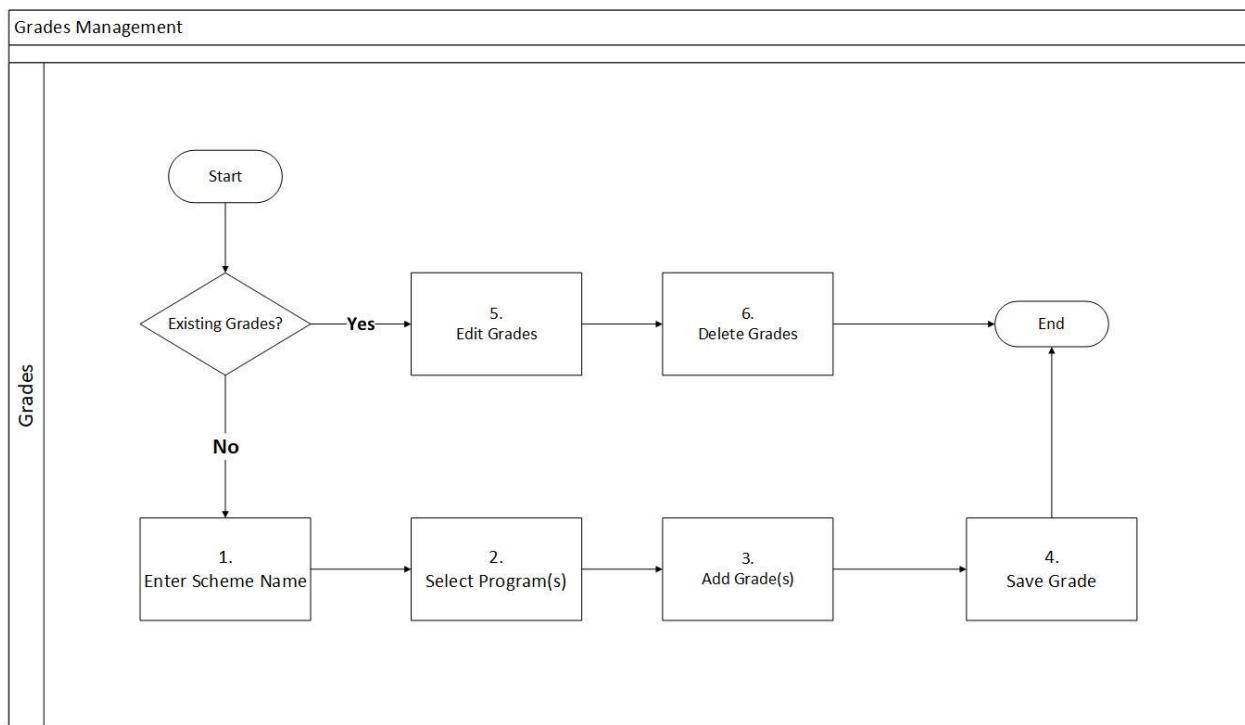
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Grade

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.38.2 Description

Check whether it's an existing grade or not.

If it's not,

1. Enter Scheme Name.
2. Select Program from Master Data.
3. Enter Grade using plus button. (Ex: - A, B, C...)
4. Click "Save" button to save.

If it's an existing grade,

5. Click "Edit" button in Master Grade list table to view existing Master Grades.
6. Click "Delete" button in Master Grade list table to edit existing Master Grade if needed to delete.

## Controls, Types and Defaults

3.38.2.1.1 Table Heading

- Text: Master Grades

3.38.2.1.2 Column Headings

- Column 1: #
- Column 2: Scheme Name
- Column 3: Created At
- Column 4: Updated At
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

3.38.2.1.3 Add / Edit Fields

- Drop Down : <Scheme>\*
- Multiple Drop Down : <Program>\*
- Button : <Add Grade>
- Text Field : <Grade>
- Text Field : <Mark From>
- Text Field : <Mark To>
- Button: Clicking save button to save data.

3.38.2.1.4 Assumptions / Decisions

- None.

3.38.2.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### 3.39 Results Management

#### 3.39.1 Use Case/Workflow

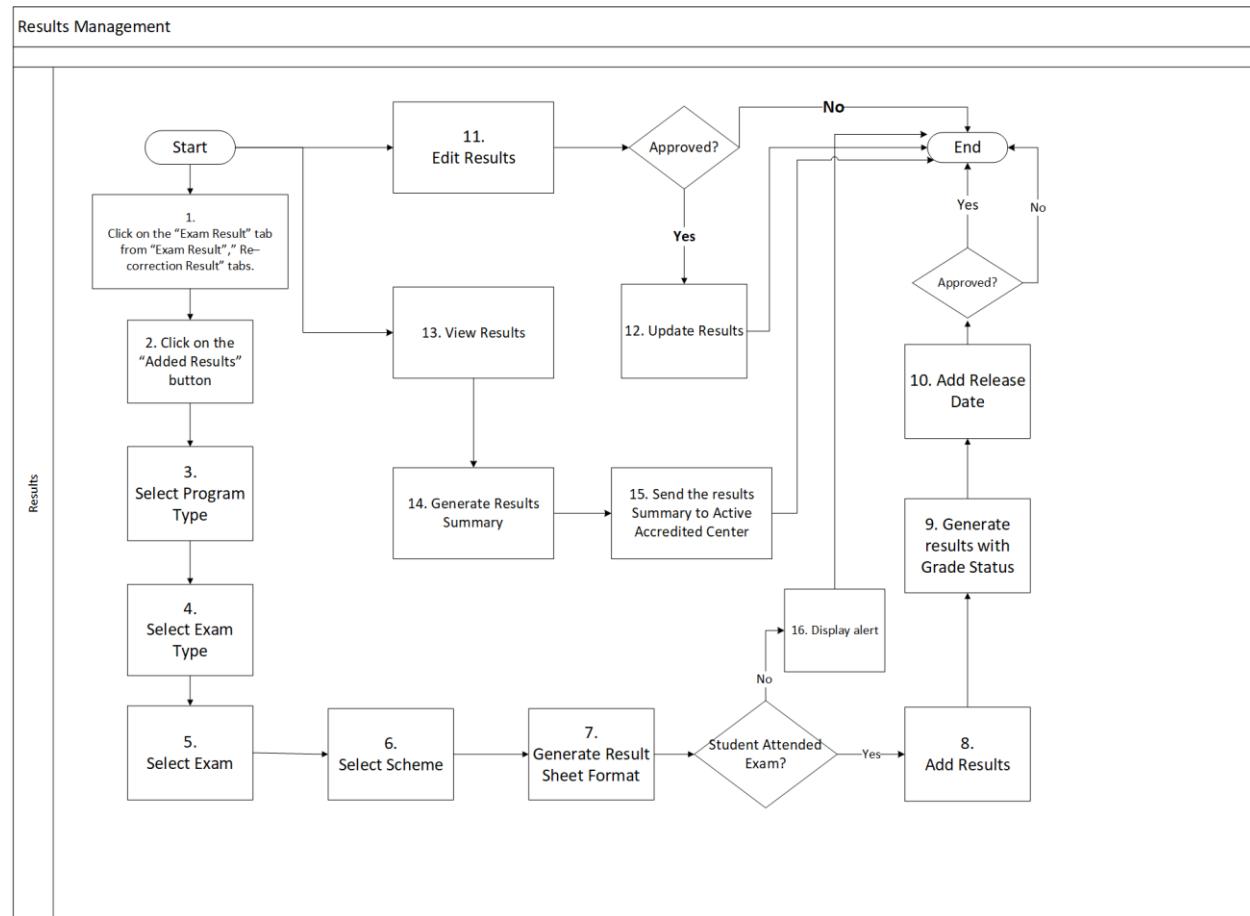
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Examination Select Results

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.39.2 Description

Students' pass rate (with grading) of each class(subject/medium) on each exam will be maintained here.

1. Click on the "Exam Result" tab from "Exam Result", "Re-correction Result" tabs.
2. Click on the "Add Result" button.
3. Select Program Type from master data.

4. Select Exam type from master data.
5. Select Exam from master data.
6. Select Scheme from master data.
7. Generate result sheet format. (Format in uploading marks will be changed according to type)
8. Check exam attendance and Add results.  
(Attendance will be checked relevant to the exam module.)
9. Generate Results with grade status.
10. Add Release date and get approval.
11. Click “Edit” button in Results list table to edit existing Results and click “Update” button to save updates. (Borderline marks can be filtered by selecting a range and manually rounded off if needed.)  
“Hold” button in the “Action” column will give the option to hold the results of a student with a reason and reason will be updated in the student profile.
12. Only after approval results will be updated. Original results will display and updated results will be displayed separately in “New Results” column.
13. User can view results by clicking on the “View” button provided.
14. Click on the “Generate Results Summary” button to generate a summary of results.
15. User will be able to send the result summary to active accredited center.
16. If student is not attended to an exam display an alert.

### **3.39.3 Controls, Types and Defaults**

#### **3.39.3.1.1 Table Heading**

- Text: Results Management

#### **3.39.3.1.2 Column Headings**

- Column 1: #
- Column 2: Student ID
- Column 3: Name
- Column 4: Program
- Column 5: Exam
- Column 6: Signatory
- Column 7: Type
- Column 8: Marks
- Column 9: Grade
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### **3.39.3.1.3 Add / Edit Fields**

- Drop Down : <Program Type>\*

- Drop Down: <Exam Type>\*
- Drop Down : <Exam>\*
- Drop Down : <Scheme>\*
- Download Button : <Download CSV File>\*
- CSV File: <Student ID, Student Name, Mark>
- Upload Button : <Upload CSV File>\*
- Button: Click the import button to save data.

#### 3.39.3.1.4 Assumptions / Decisions

- Fail students should be sent an email automatically when scheduling examinations for the next batch.
- After passed the professional program auto link to next batch.
- Marks should be 45.00 (with double) / 45 (decimals).
- If the mark is between 44.5 to 44.9 marks round up to 45 and give a “Pass” mark.(calculation if result mark behind the 1 mark from the pass mark should be count 1 mark and give “Pass” mark).
- Need borderline report incremented by one mark.
- Original results should be stored separately.

#### 3.39.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### 3.40 Other Payment Categories

#### 3.40.1 Use Case/Workflow

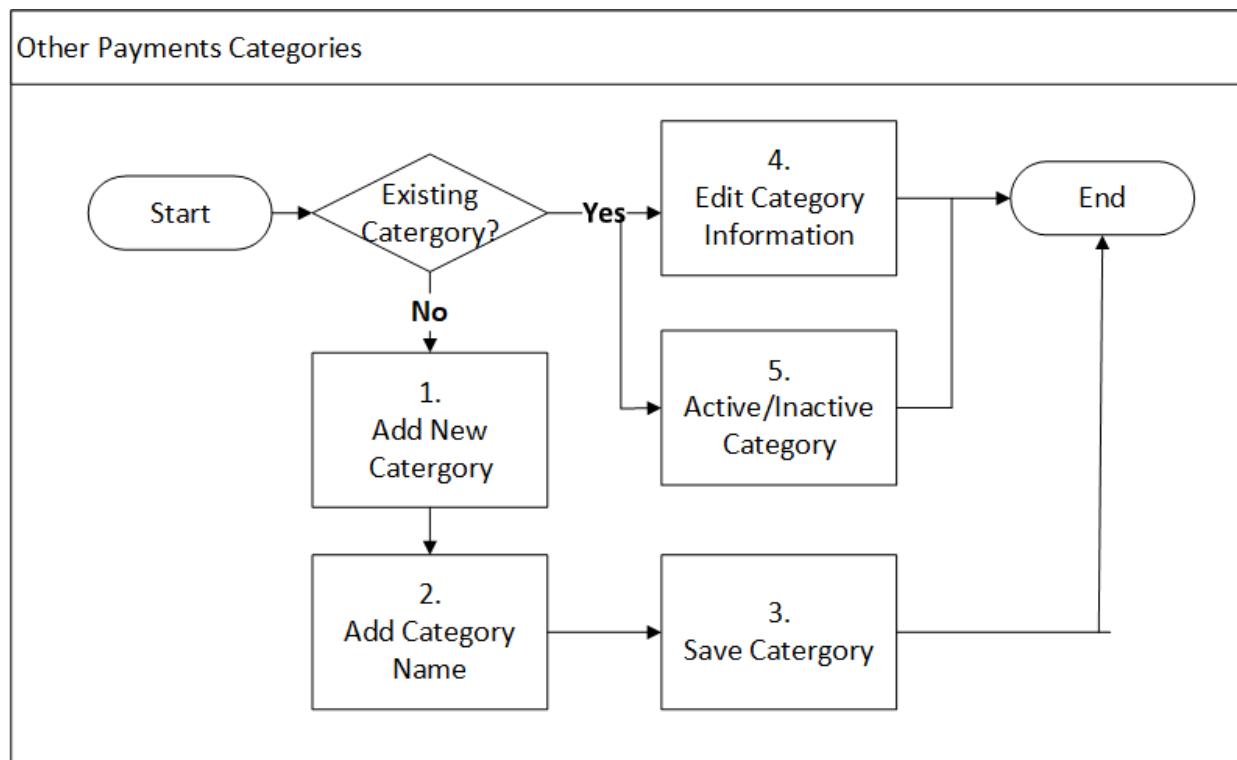
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Other Payment Categories

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.40.2 Description

Check whether it's an existing category or not.

If not an existing category,

1. Click "Add New Category" Button in right top.
2. Enter category name.
3. Click "Save" button to save.

If it's an existing category,

4. Click "Edit" button in Course Fee list table to edit existing Course Fee and click "Update" button to save updates.
5. Active/Inactive Other Payment Category.

### 3.41 Other Payment List

#### 3.41.1 Use Case/Workflow

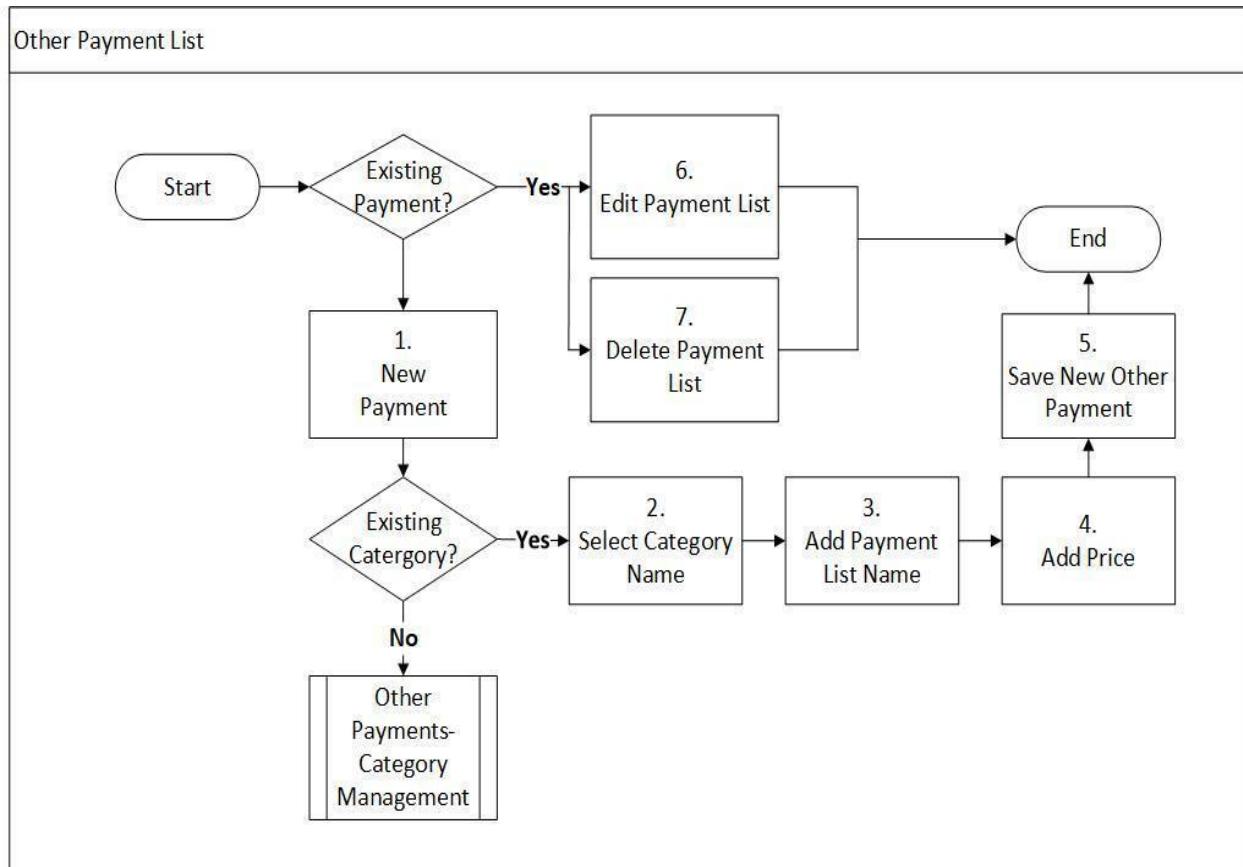
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Payment Management Select Other Payment List

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.41.2 Description

Check whether it's an existing payment or not.

If not an existing payment,

1. Click "Add New" Button in right top.

Check whether it's an existing category or not.

If not an existing category, go to "Other Payments Category Management".

If it's an existing category,

2. Select Category Name from master data.

3. Enter Payment List Name.

4. Enter Payment Price.

5. Click "Save" button to save.

If it's an existing payment,

6. Click "Edit" button in other payment list table to edit existing other payment and click "Update" button to save updates.

7. Click "Delete" button in other payment list table to view existing other payment list.

## 3.42 Accredited Centers subscription types

### 3.42.1 Use Case/Workflow

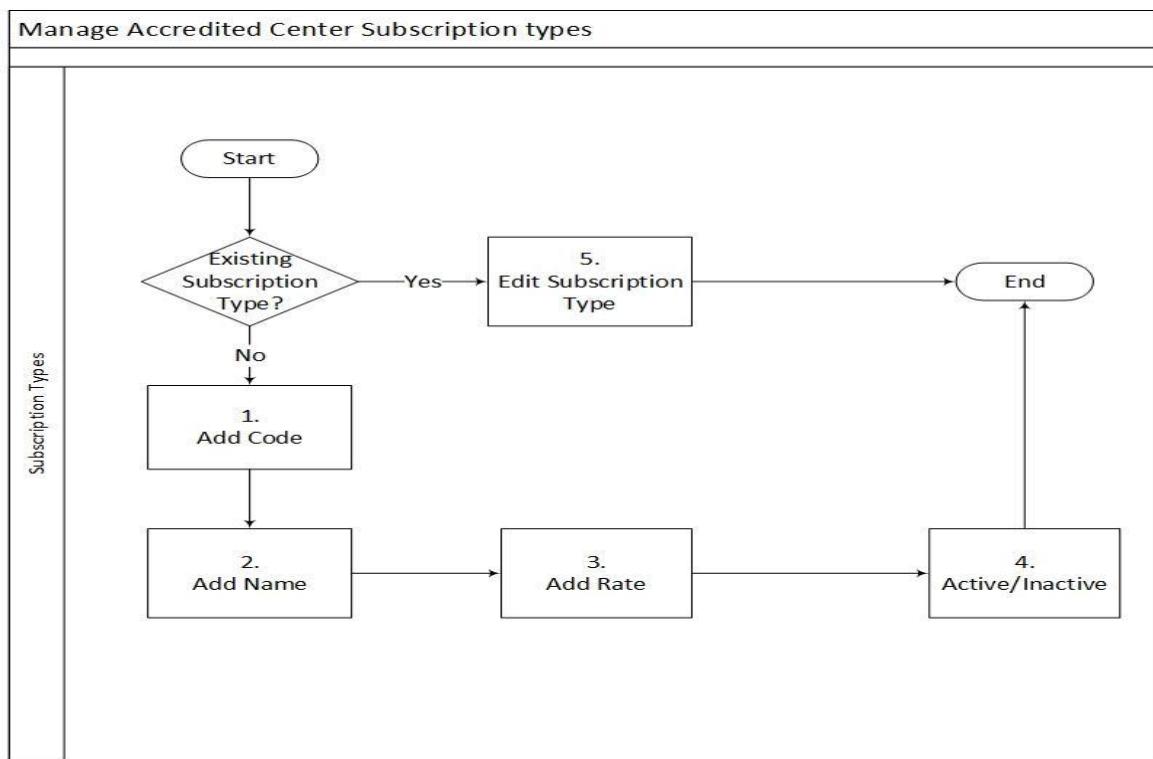
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master data > Accredited Subscription Types

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.42.2 Description

1. Add code
2. Add subscription name.
3. Add rates
4. Active/Inactive
5. Edit Subscription type

## 3.43 Exemption Management

### 3.43.1 Use Case/Workflow

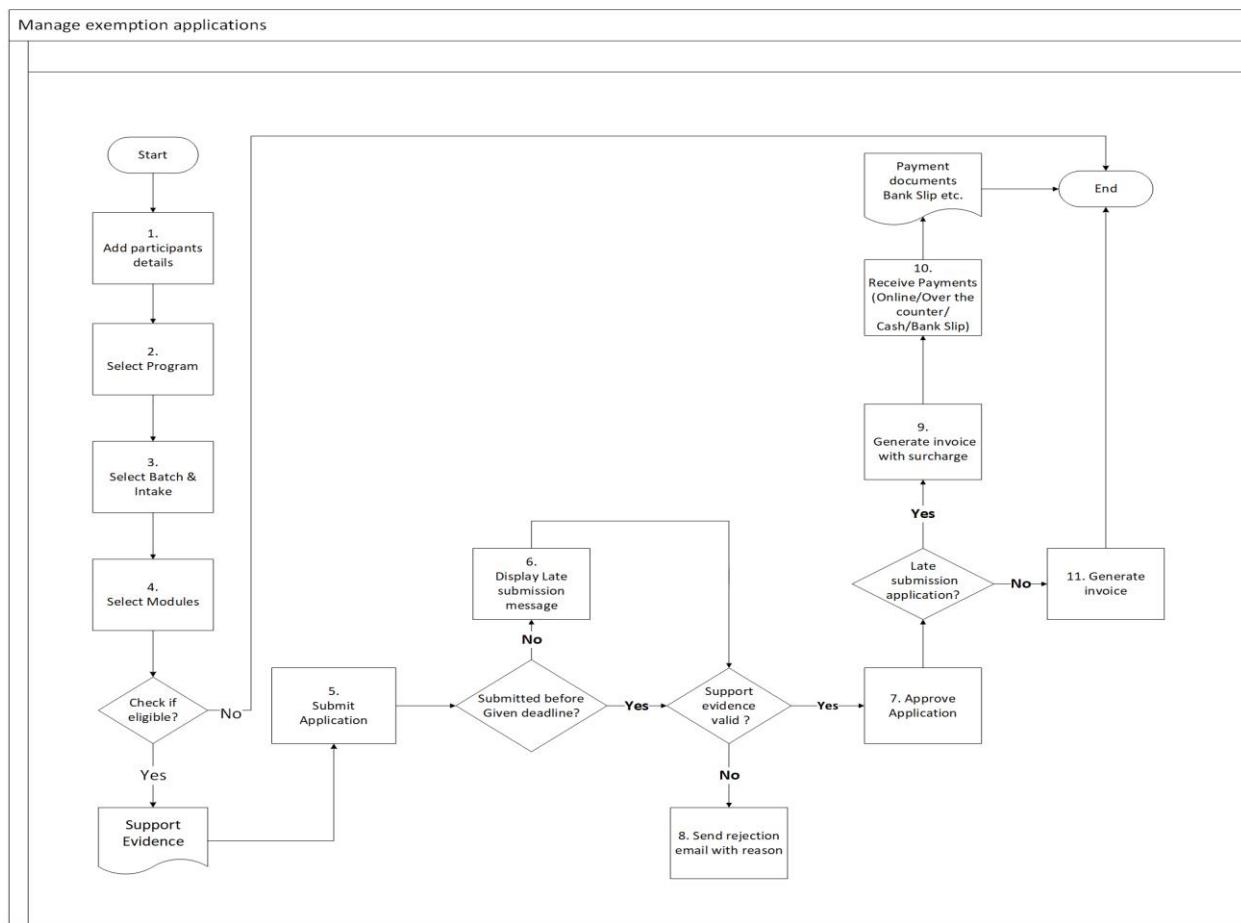
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Select Exemption Management

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.43.2 Description

1. Enter participant details.
2. Select program from master data.  
No exemption fee for postgraduate programs.
3. Select Intake and Batch from master data.
4. Select modules from master data.  
Check if eligible. (Ex: - Postgraduate Executive Diploma - Eligibility requirements for the exemptions: - Exemptions are granted for the post graduate diploma based on the DABF (IBSL) qualification.)

If eligible, Upload Support Evidence.

5. Click “Save” button to save or submit application.

Check application submitted before given deadline.

6. If late, Display late submission message.

Check if the support document is valid.

7. If valid, approve application.

- 7.1 Automatically approve within the system and approved email will be sent

- 7.2 Email will be sent to College and Exam department saying "System Approved". Postgraduate diploma email will only be sent to college and the rest will be sent to exam department.
- 7.3 Exemptions applied students can be identified with the applied subjects when entering exam application.
- 8. If not valid, send application rejection email with reason.
- 9. If late submitted application, Generate invoice with surcharge. (Surcharge fee depends on the program)
- 10. Receive payments(Payments has to be approved by finance)  
Upload payment documents
- 11. If the application is not a late submission, then generate invoice.

### 3.44 Exemption fee master

#### 3.44.1 Use Case/Workflow

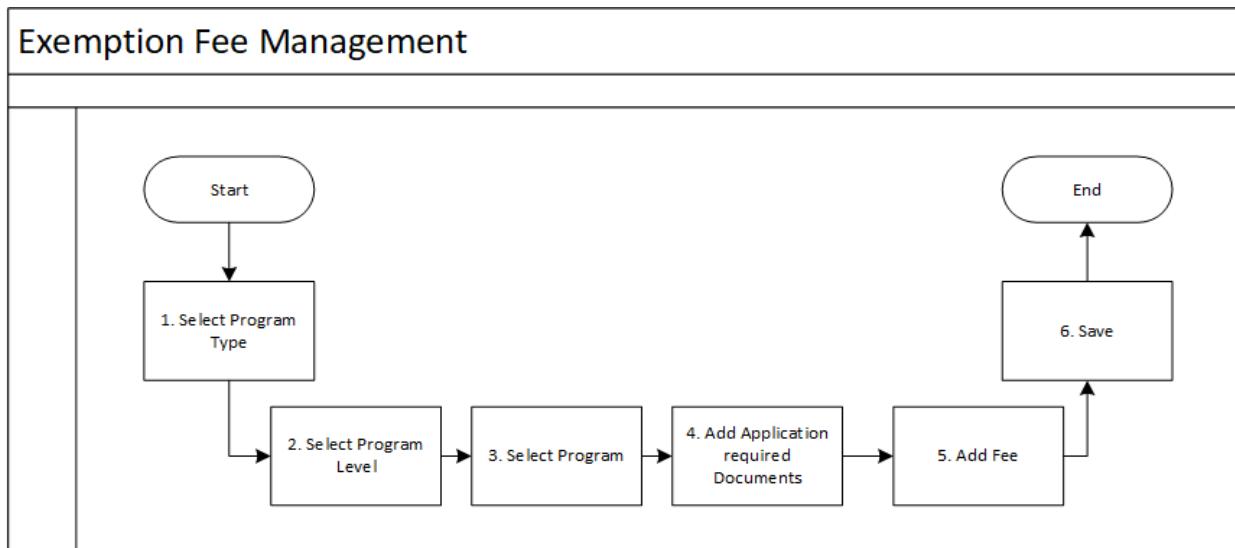
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Exemption Fee Management

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.44.2 Description

1. Select Program type
2. Select Program Level
3. Select Program

4. Add Application required Documents
5. Add Exemption Fee – (If Fee is not applicable add as zero)
6. Save

### 3.45 Exemption Eligibility Criteria Master

#### 3.45.1 Use Case/Workflow

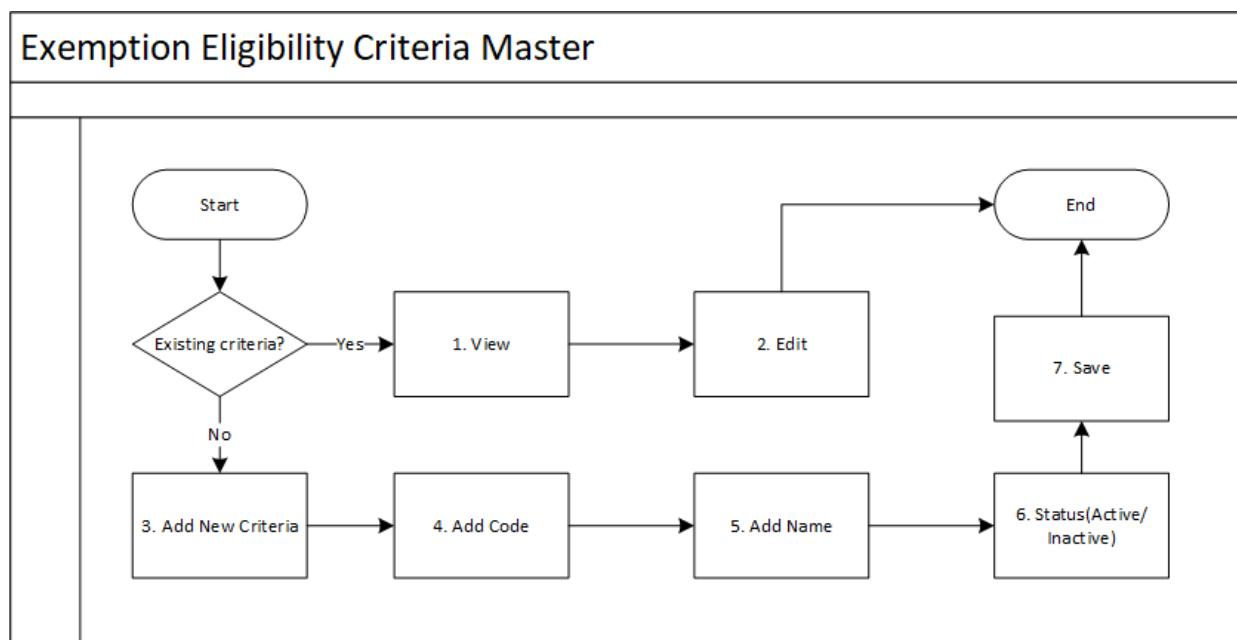
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Exemption Eligibility Criteria

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.45.2 Description

1. If existing criteria, view
2. Edit
3. If not an existing criteria, add new eligibility criteria.
4. Add Code
5. Add Name
6. Add Status(Active/Inactive)
7. Save

### 3.46 LEAD Management

#### 3.46.1 Use Case/Workflow

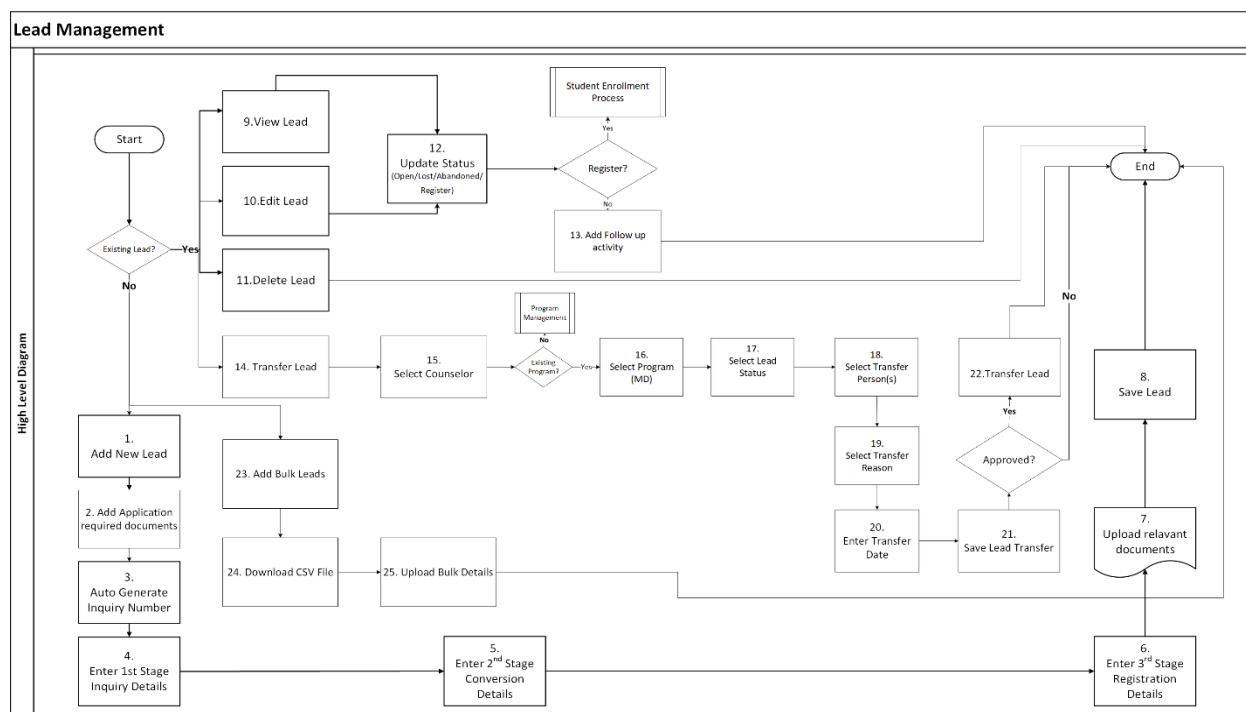
Primary Actor: Non-Academic Staff/Admin/Director User

Path: LEAD Management → Select LEAD

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

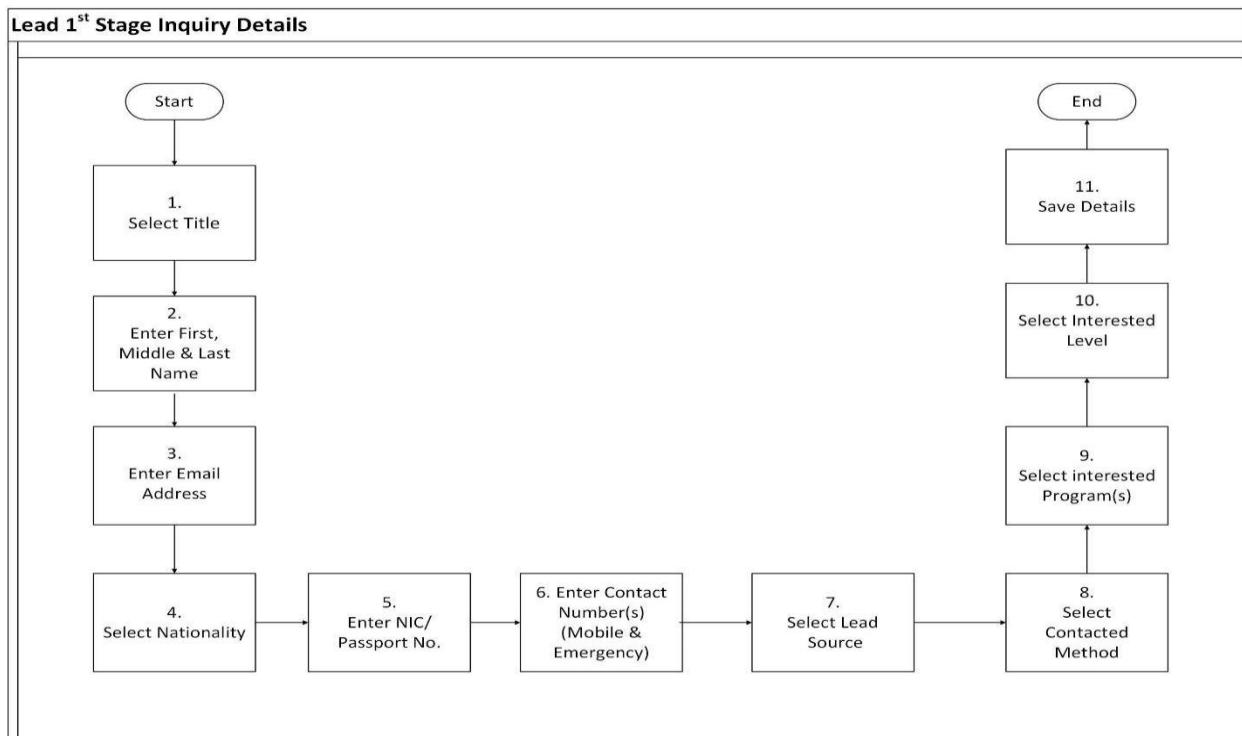
Main success scenario:



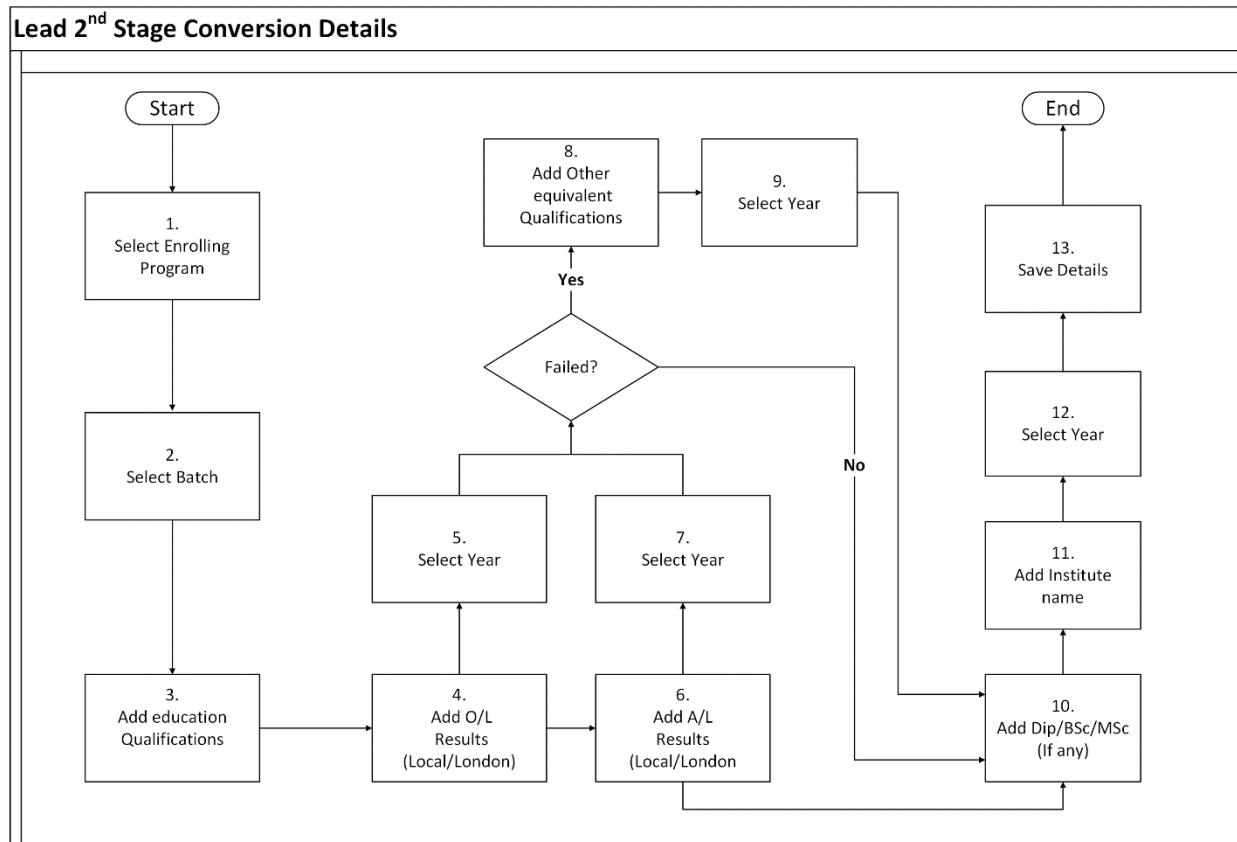
#### 3.46.2 Description

1. Click "Add New" Button in right top.
2. Add Application required documents.

3. Auto generate Inquiry Number when open application form.

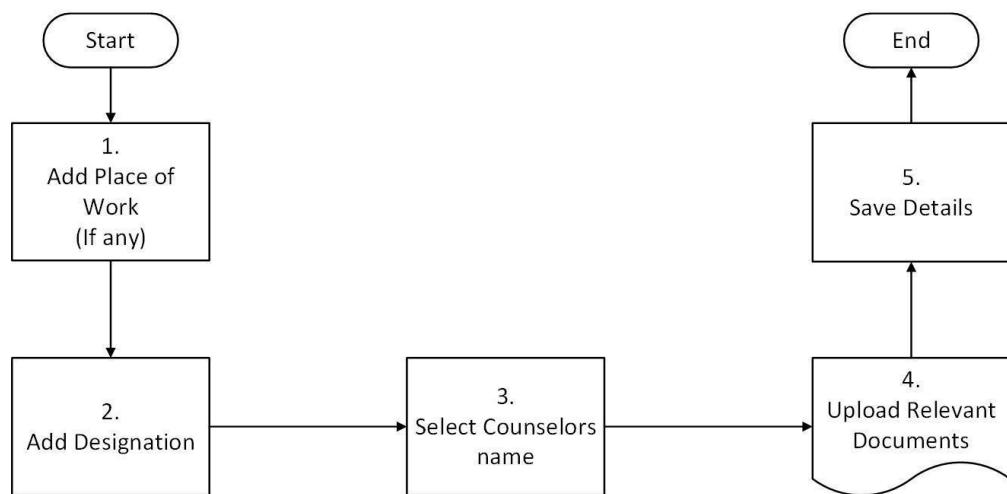


4. Enter 1<sup>st</sup> Stage Inquiry details.
- 4.1. Select Title from master data. (Mr. / Mrs. etc..)
  - 4.2. Enter First, Middle and Last Name.
  - 4.3. Enter email address.
  - 4.4. Select nationality from master data.
  - 4.5. Enter NIC / Passport no.
  - 4.6. Enter contact information (Mobile / Telephone / Emergency)
  - 4.7. Select Lead source (Facebook, Gmail etc..)
  - 4.8. Select contacted method from master data.
  - 4.9. Select interested programs from master data.
  - 4.10. Select interested level from master data.
  - 4.11. Click "Save" or "Next" to next step.



5. Enter 2<sup>nd</sup> Stage Conversion details.
- 5.1. Select enrolling program from master data.
  - 5.2. Select Batch from master data.
  - 5.3. Enter education qualifications.
  - 5.4. Enter O/L results. (Local/London).
  - 5.5. Select year using date picker.
  - 5.6. Enter A/L results. (Local/London).
  - 5.7. Select year using date picker.
  - 5.8. If failed, enter equivalent qualifications.
  - 5.9. Select year using date picker.
  - 4.10. Select Diploma / BSc / MSc from master data.
  - 4.11. Select institute name from master data.
  - 4.12. Select year using date picker.
  - 4.13. Click "Save" button to save.

### Lead 3<sup>rd</sup> Stage Registration Details



6. Enter 3<sup>rd</sup> Stage Registration.
    - 6.1. Enter place of work.
    - 6.2. Select designation from master data.
    - 6.3. Select counselors name from master data.
    - 6.4. Upload relevant documents.
    - 6.5. Click "Save" button to save.
  7. Upload relevant documents.
  8. Click "Save" button to save or submit application.
  9. View Lead
  10. Edit Lead
  11. Delete Lead
  12. Update Status (Open/Lost/Abandoned/Register)
  13. If not register, add follow up activity.
- If registered, go to "Student Enrollment Process".

14. If existing lead, click on the “Transfer Lead” button
15. Select counselor
16. If it’s an existing program, select program
17. Select Lead Status
18. Select Transfer Person
19. Select Transfer Reason
20. Select Transfer Date
21. Save Lead Transfer
22. If approve, then transfer lead.
23. If it’s not an existing lead, add bulk lead.
24. Download CSV file
25. Upload Bulk details and save

### **3.47 LEAD Master Data**

#### **3.47.1 Lead Titles**

##### **3.47.1.1 Use Case/Workflow**

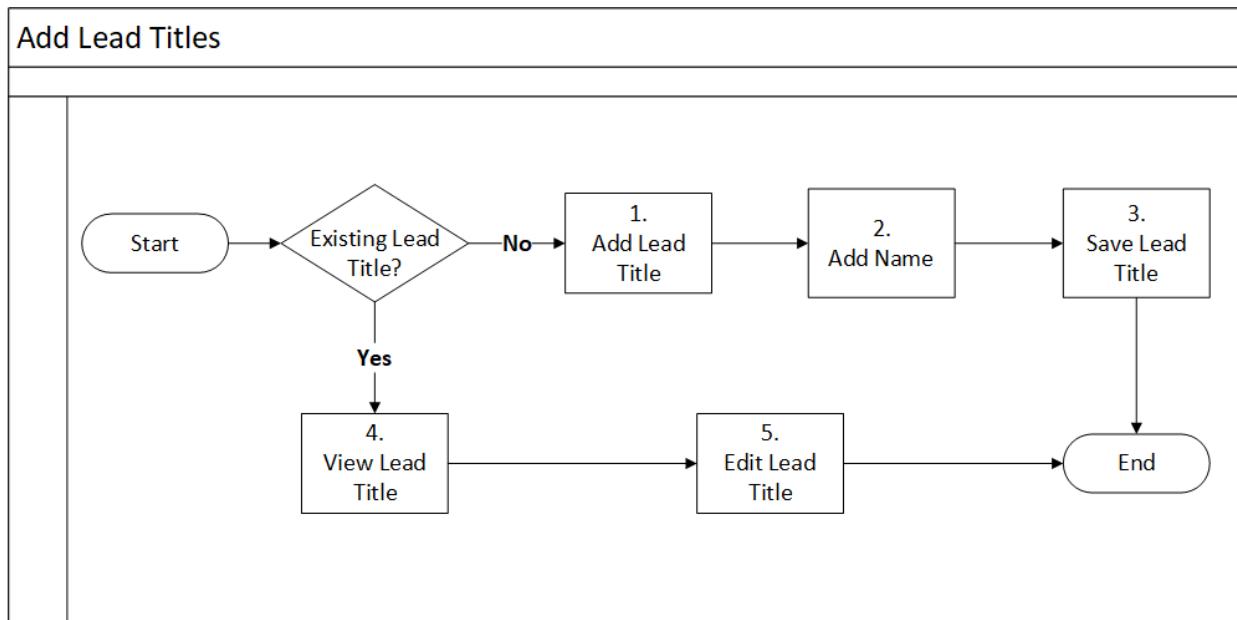
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data → Select LEAD titles

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.47.1.2 Description

1. If not an existing lead title, add lead title
2. Enter name
3. Save lead title
4. If existing, view lead title
5. Edit lead title

## 3.47.2 Lead Source

### 3.47.2.1 Use Case/Workflow

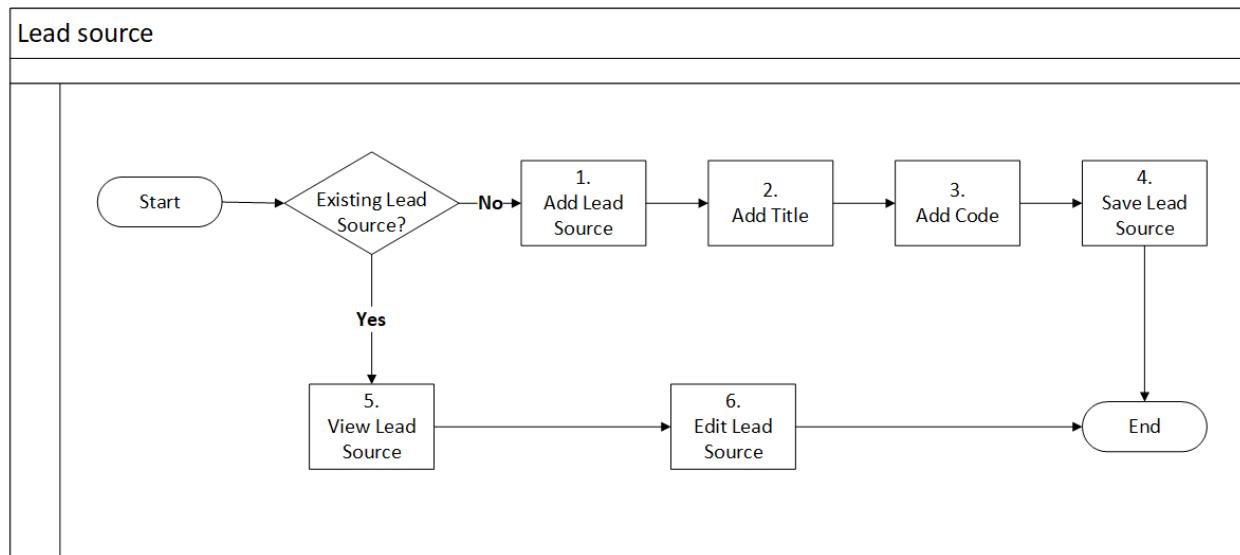
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data → Select LEAD source

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.47.2.2 Description

1. If not an existing lead title, add lead source
2. Enter title
3. Add Code
4. Save lead source
5. If it's an existing lead source, view lead source
6. Edit lead source

### 3.47.3 Add School

#### 3.47.3.1 Use Case/Workflow

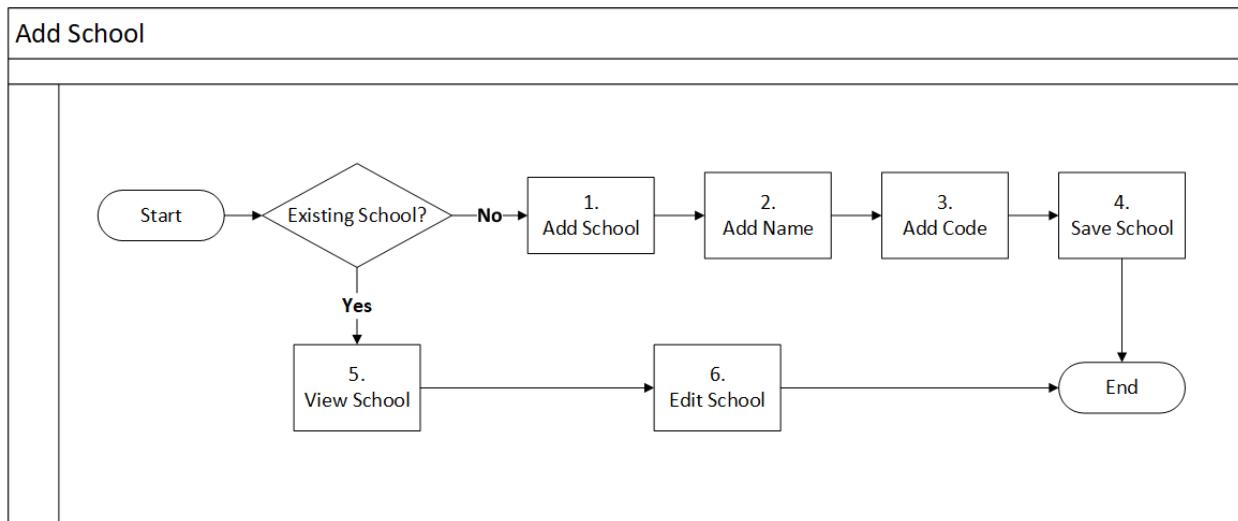
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master data □ Select Add School

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.47.3.2 Description

1. If not an existing school, add school
2. Add Name
3. Add Code
4. Save school
5. If an existing, view school
6. Edit school

## 3.47.4 Add A Level Stream

### 3.47.4.1 Use Case/Workflow

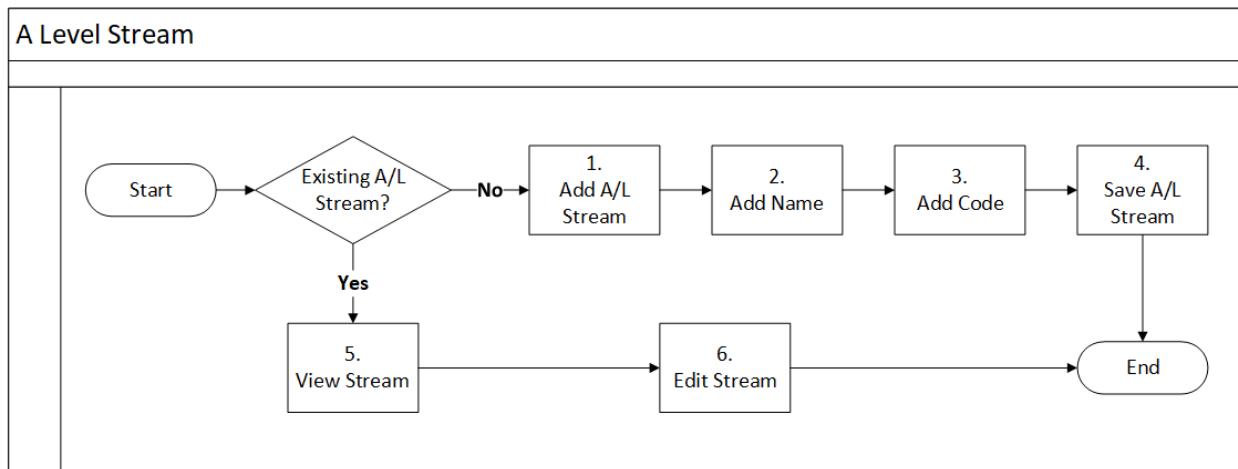
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data □ Select Add A/L Stream

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.47.4.2 Description

8. If not an existing a/l stream, add a/l stream
9. Add name
10. Add code
11. Save a/l stream
12. If it's an existing stream, view stream
13. Edit stream

### 3.47.5 Add Work Place

#### 3.47.5.1 Use Case/Workflow

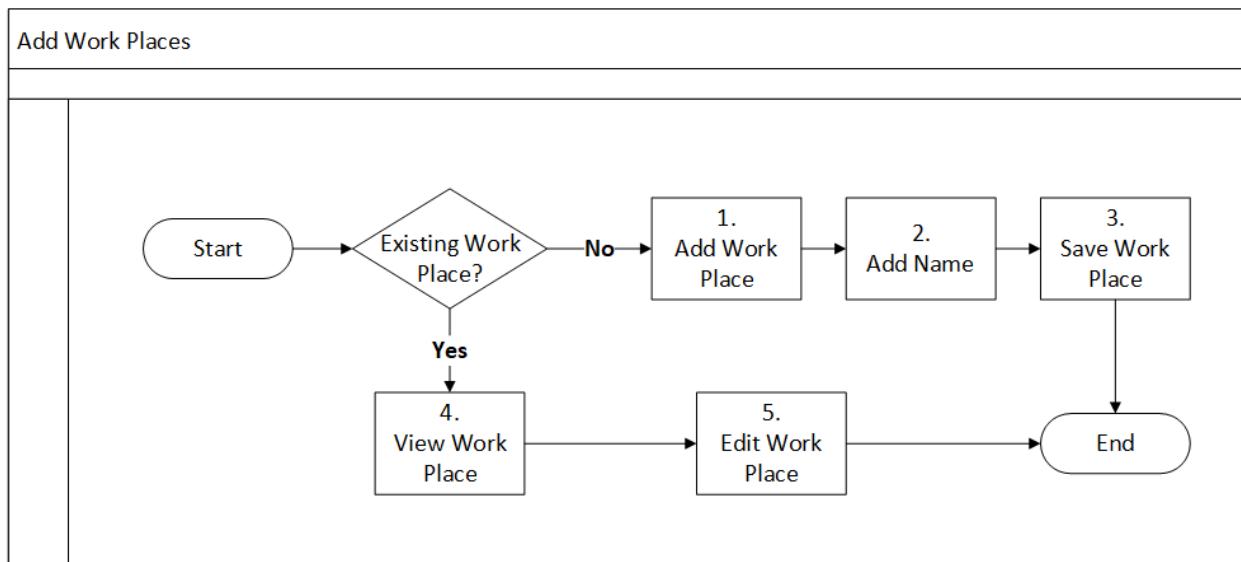
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data → Select Add work place

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.47.5.2 Description

1. If not an existing work place, add new work place
2. Add name
3. Save work place
4. If an existing work place, view work place
5. Edit work place

### 3.47.6 Add Interest

#### 3.47.6.1 Use Case/Workflow

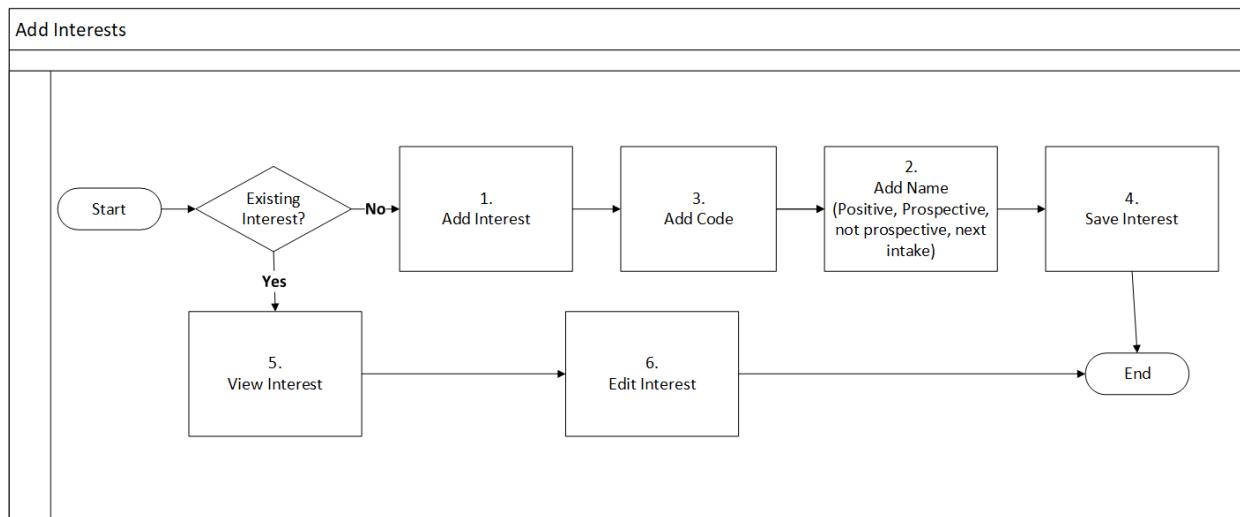
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data □ Select Add Interest

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.47.6.2 Description

1. If not an existing Interest, add new interest.
2. Add Code
3. Add Name (Positive, Prospective, Not Prospective, Next Intake)
4. Save Interest
5. If existing interest, view interest
6. Edit interest

### 3.47.7 Add Follow Up Activity

#### 3.47.7.1 Use Case/Workflow

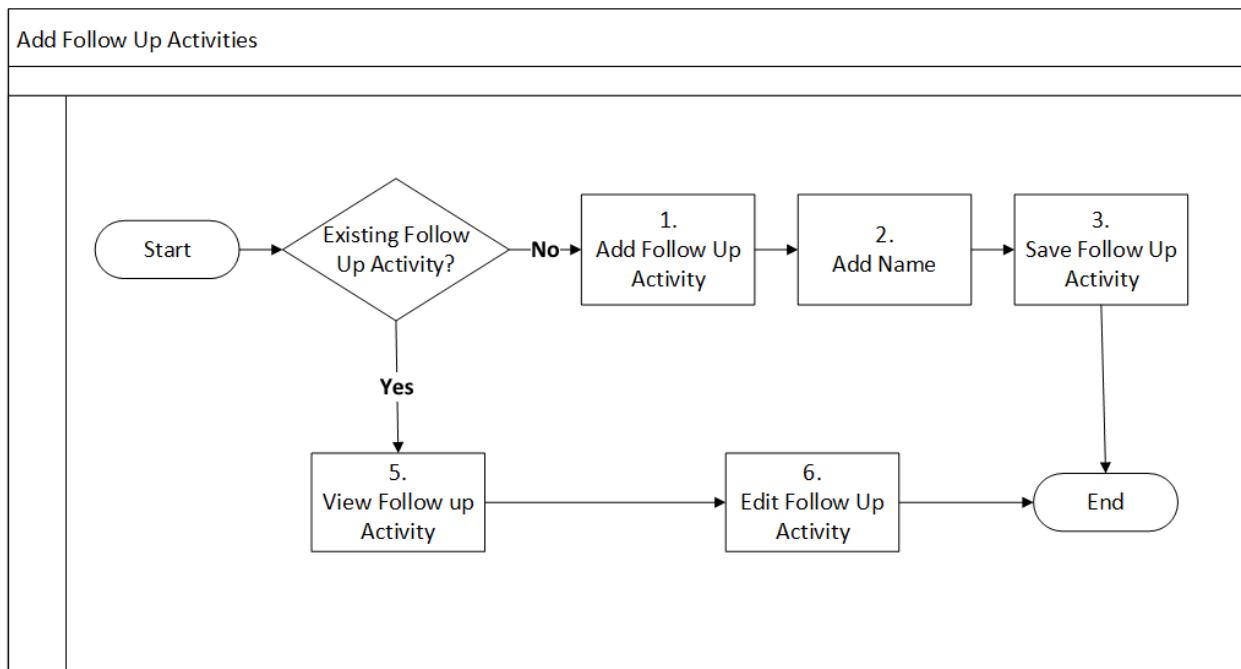
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data ↳ Select Add Follow Up Activity

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.47.7.2 Description

1. If not an existing follow up activity, Add new follow up activity.
2. Add Name
3. Save follow up activity
4. View existing follow up activities.
5. Edit existing follow up activities.

### 3.47.8 Add Follow Up Activity Called Status

#### 3.47.8.1 Use Case/Workflow

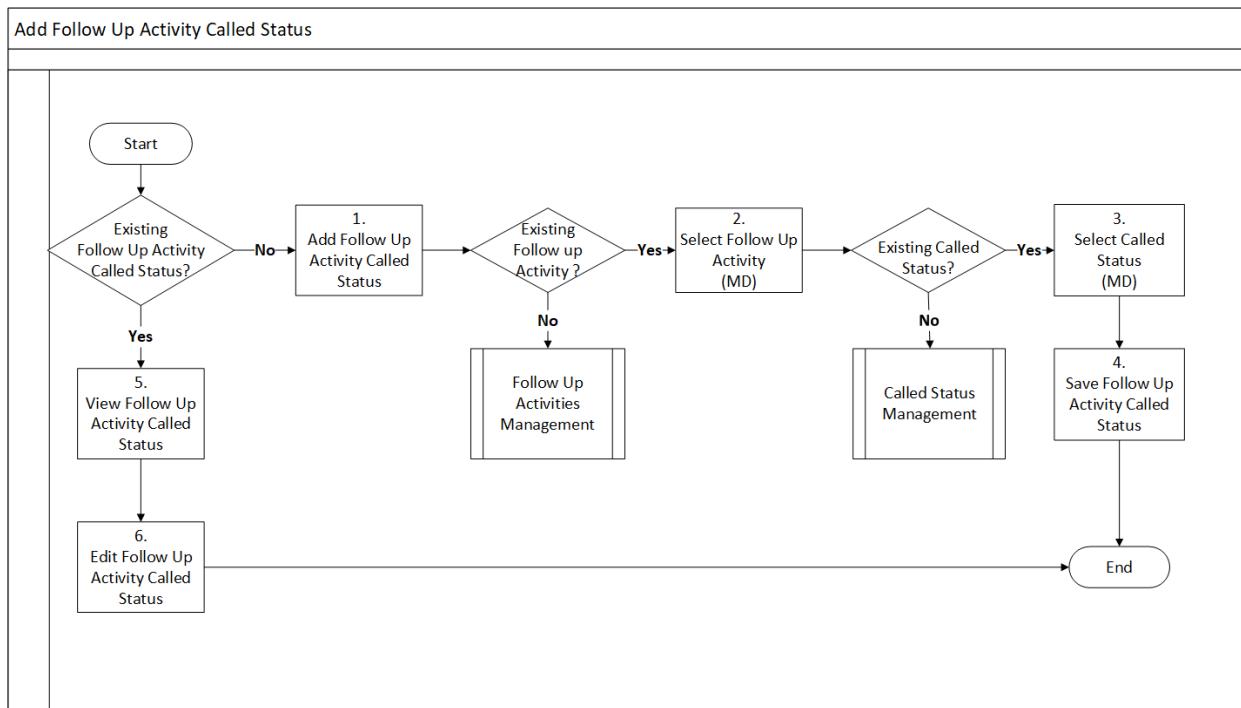
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data → Select Add Follow Up Activity Called Status

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.47.8.2 Description

1. If existing follow up activity called status, Add called status
2. If existing follow up activity, select follow up activity. If not go to follow up activity management
3. If existing called status, select called status. If not go to “Called Status Management”
4. Save follow up activity called status
5. If existing follow up activity called status, then user can view.
6. If existing follow up activity called status, then user can edit.

### 3.47.9 Add Contact Method

#### 3.47.9.1 Use Case/Workflow

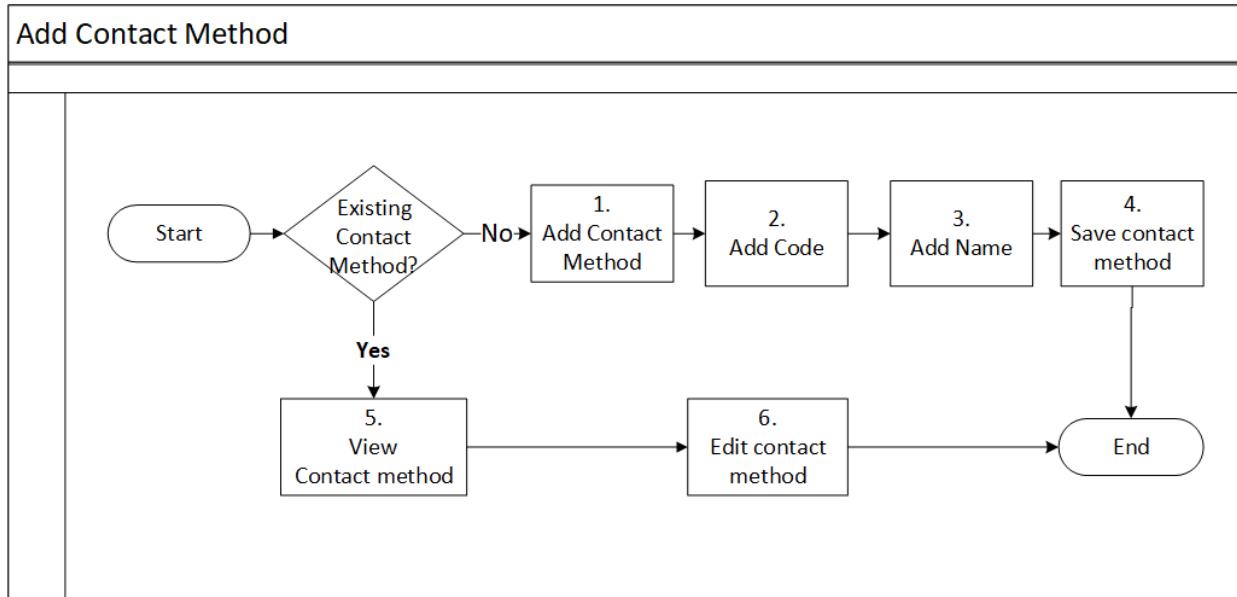
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data → Select Add contact method

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.47.9.2 Description

1. If not an existing contact method, add contact method
2. Add code
3. Add name
4. Save contact method
5. If existing contact method, view contact method
6. Edit contact method

### 3.47.10 Add Called Status

#### 3.47.10.1 Use Case/Workflow

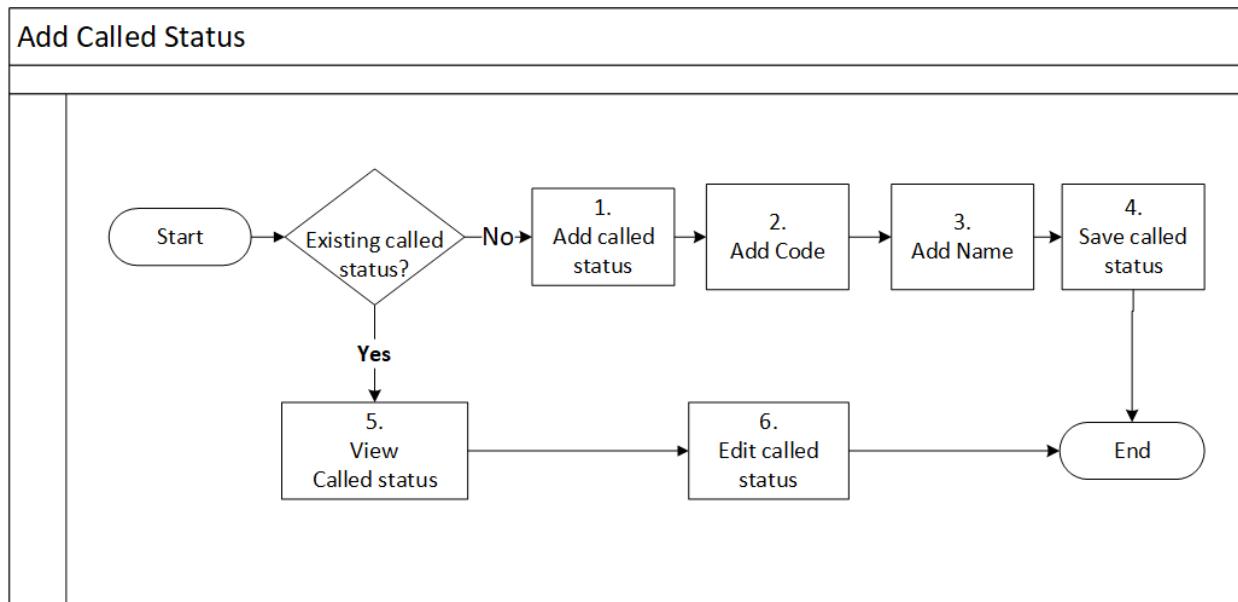
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master data → Select Add called status

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.47.10.2 Description

1. If not an existing called status, add new called status
2. Add code
3. Add name
4. Save called status
5. If an existing called status, view called status
6. Edit called status

## 3.48 Transfer Credit Management

### 3.48.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User/Employee User/exam department.

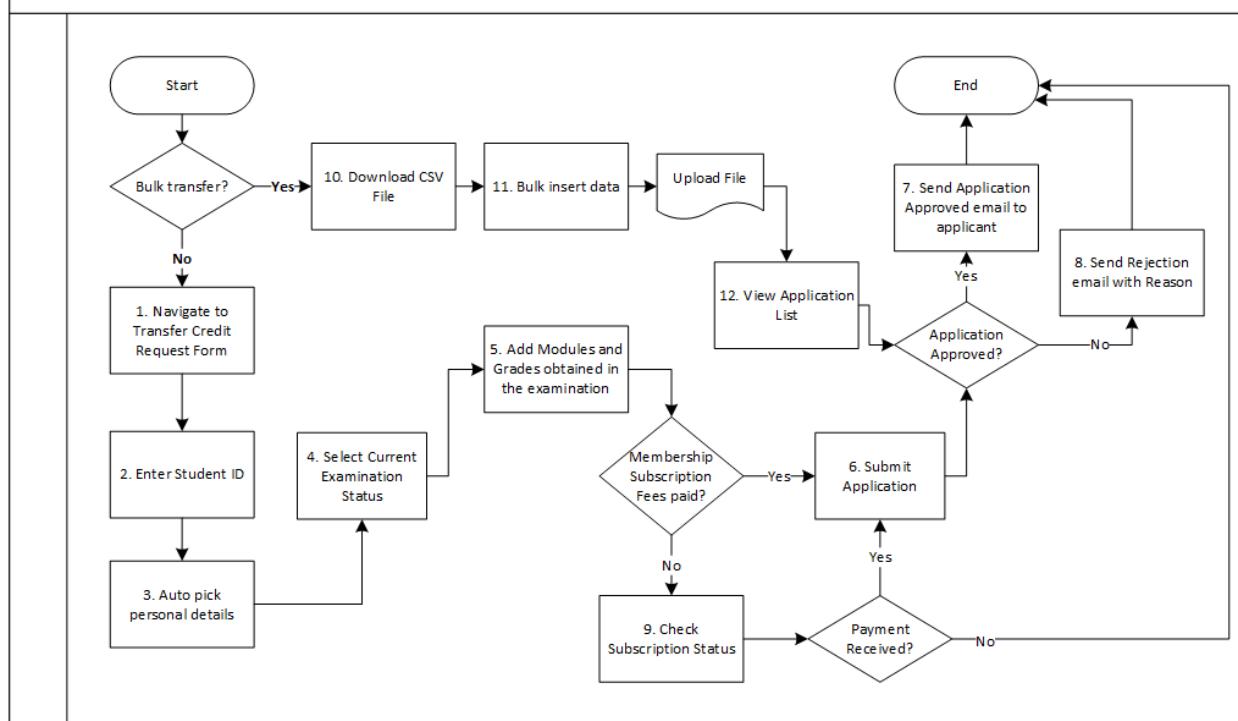
Path: Select Transfer credit management.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

### Transfer Credit Management



#### 3.48.2 Description

1. Navigate to transfer credit request form.
2. Enter Student ID. (IBSL Registration No).
3. Enter Name.
4. Select Current Examination Status.
5. Add Modules and Grades obtained in the examination.  
(Program will not be changed; Curriculum/Syllabus Version will be changed.)
6. If Membership Subscription is paid, Submit application.  
Payments will be approved by finance.
7. If the application is approved, send application approved email to applicant.
8. If application is not approved, send application rejection email with reason.
9. If membership subscription fees not paid, then check subscription status from the member login of the IBSL website and can make the payment.
10. If it's a bulk upload, then download the CSV file
11. Insert data as a bulk  
Upload the CSV file into the system
12. View application list and approve/disapprove

References:



Transfer Credits  
Requirement for New



Application for  
Transfer Credits for D



Letter Format 1  
informing TRC-DBF,HI

### **3.49 Manage Convocations**

#### **3.49.1 Use Case/Workflow**

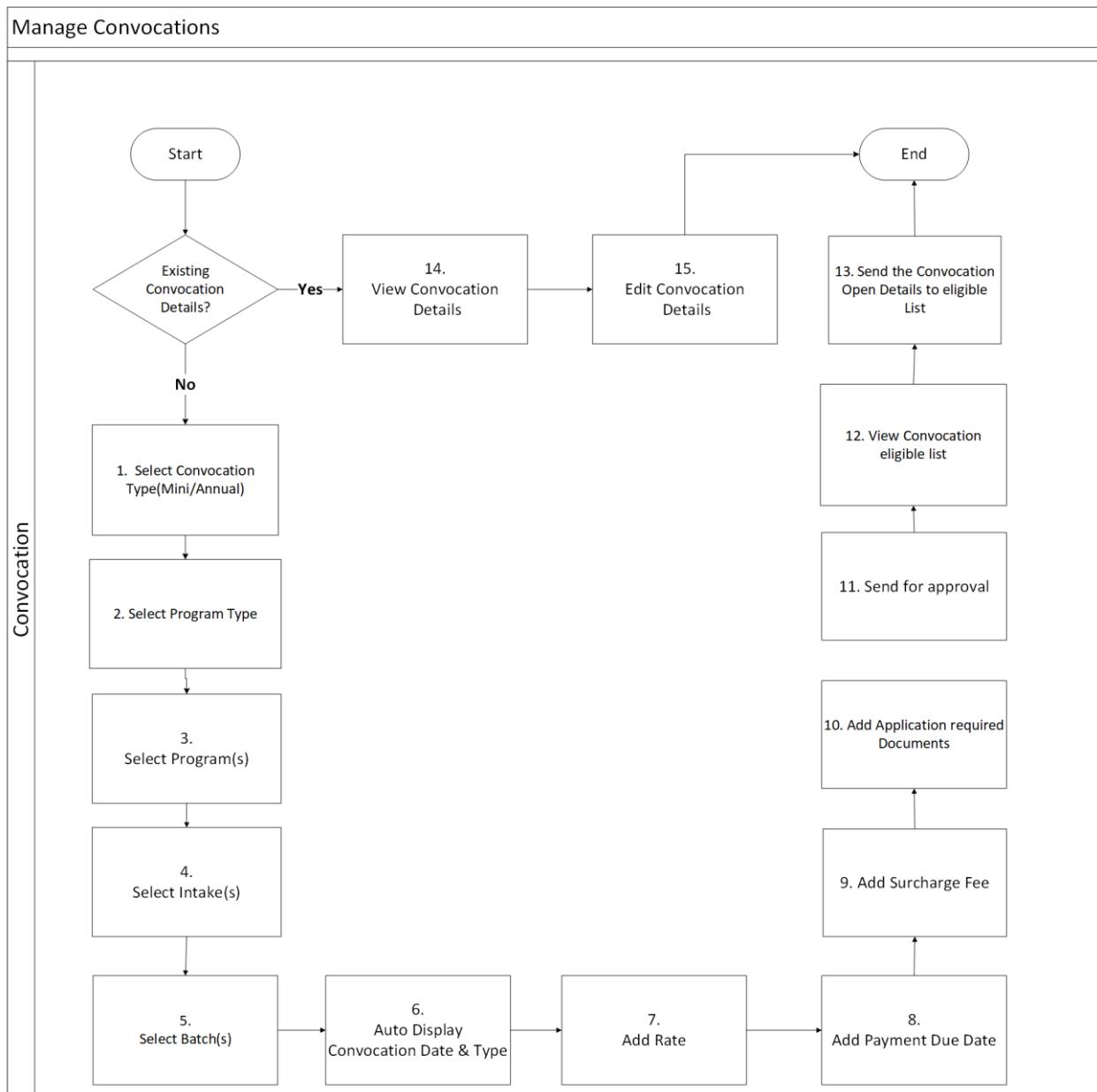
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data → Select Manage Convocations.

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.49.2 Description

1. Select Convocation Type(Mini/Annual)
2. Select Program Type from master data.
3. Select program(s) from master data.
4. Select Intake(s) from master data.
5. Select Batch(s) from master data.
6. Auto pick convocation date and type through the system.

Give an option to change if needed.

7. Enter rates for convocation.
8. Enter payment due date using date picker.
9. Add Surcharge Fee.
10. Add Application required documents
11. Send for approval.
12. View convocation eligible list.
13. Send the Convocation Open Details to eligible list.
14. Click “View” button in Convocation Details list table to view existing Convocation Details.
15. Click “Edit” button in Edit Convocation Details list table to edit existing Convocation Detail and click “Update” button to save updates.

### 3.50 Convocation Application Management

#### 3.50.1 Use Case/Workflow

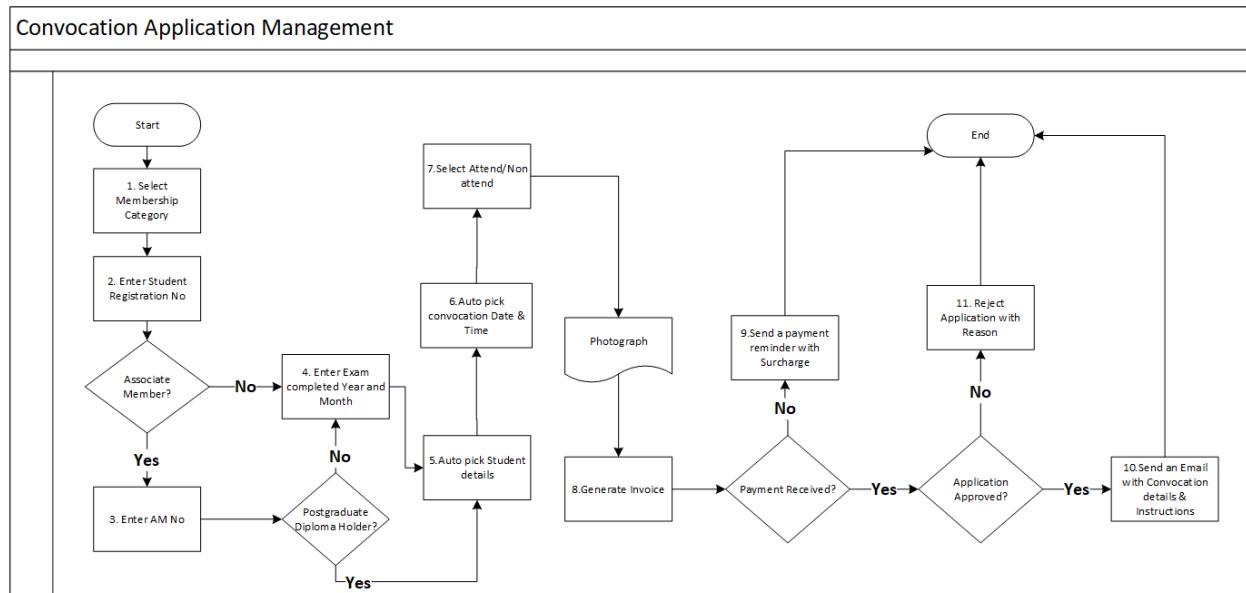
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Select Convocation Application Management.

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.50.2 Description

1. Select Membership Category
2. Enter student registration number  
If an associate member,
3. Enter associate member Number
4. Enter exam completed year and month  
Once the user entered the exam completed year and month,
5. Auto pick student details
6. Auto pick convocation date and time
7. Select if attend/non attend  
Upload photograph
8. Generate invoice to make payments. (Online Payments only)

- If received payment, payment status will be updated  
(Payments has to be approved by finance and Generate receipt by Finance)
9. If not received payment, check exceed due date and send payment reminder with Surcharged applied.
  10. If application is approved, an email will be sent with convocation details and instructions.
  11. If application is not approved, send an application rejection email with reason.

### 3.50.3 Controls, Types and Defaults

#### 3.50.3.1.1 Table Heading

- Text: Convocation Management

#### 3.50.3.1.2 Column Headings

- Column 1: #
- Column 2: Student ID
- Column 3: Name
- Column 4: Membership No
- Column 5: NIC
- Column 6: Employer
- Column 7: Status of Attendance
- Action:
  - Clicking the edit button on the row will take the user to the Edit.
  - Clicking the view button for the view.
  - Clicking approves button for the approve.
  - Clicking the rejects button for the reject with reason.

#### 3.50.3.1.3 Add / Edit Fields

- Drop Down : <Title>\*
- Text Field : <Name in full>\*
- Text Field : <NIC>\*
- Text Field : <Student Registration No>\*
- Drop Down : <Type of Awards>\* (Associateship / Diplomatic / PGEDBM)
- Text Field : <Associate Membership No>\*
- Drop Down : <Examination Completed>\*
- Text Field : <Year of Completion>\*
- Drop Down: <Month of Completion of the Examination>\* (Month – Jan / March / Sep)
- Text Field : <Employer>\*

- Text Field : <Employer Address>\*
- Text Field : <Residential Address>\*
- Text Field : <Mobile>\*
- Text Field : <Residence/Office Number>\*
- Text Field: <Email>
- Drop Down: <Status of the attendance>\*
- Upload Button : <Upload Pay Slip>
- Upload Button : <Upload Passport Size Photo>\*
- Button: Clicking the save button to save data.

#### 3.50.4 Assumptions / Decisions

- None.

#### 3.50.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

#### 3.50.6 Reference

<https://docs.google.com/forms/d/e/1FAIpQLScyubD7-GNid1-dyoMSkIVMHRHRhK4sE4cKLWojB5Teui0A/formResponse>

### 3.51 Attendance Management

#### 3.51.1 Use Case/Workflow

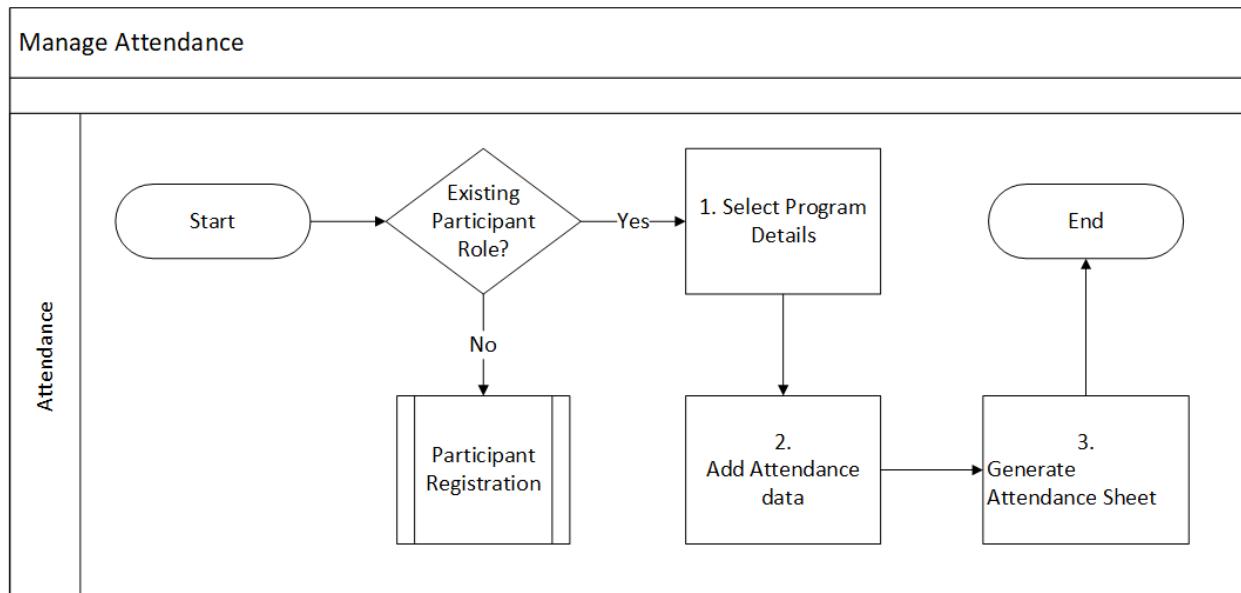
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Select Attendance Management

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.51.2 Description

Check whether if it's an existing participant role or not.

If it's not an existing participant role, go to "Participant Registration".

If it's an existing participant role,

1. Select Program Details.
2. Add Students Attendance Data.

User can add student attendance data by marking IN and OUT times or by scanning barcodes.  
These attendance data will be checked with the scheduled program time table.

3. Generate attendance sheet.

## 3.52 Manage Students Payments

### 3.52.1 Use Case/Workflow

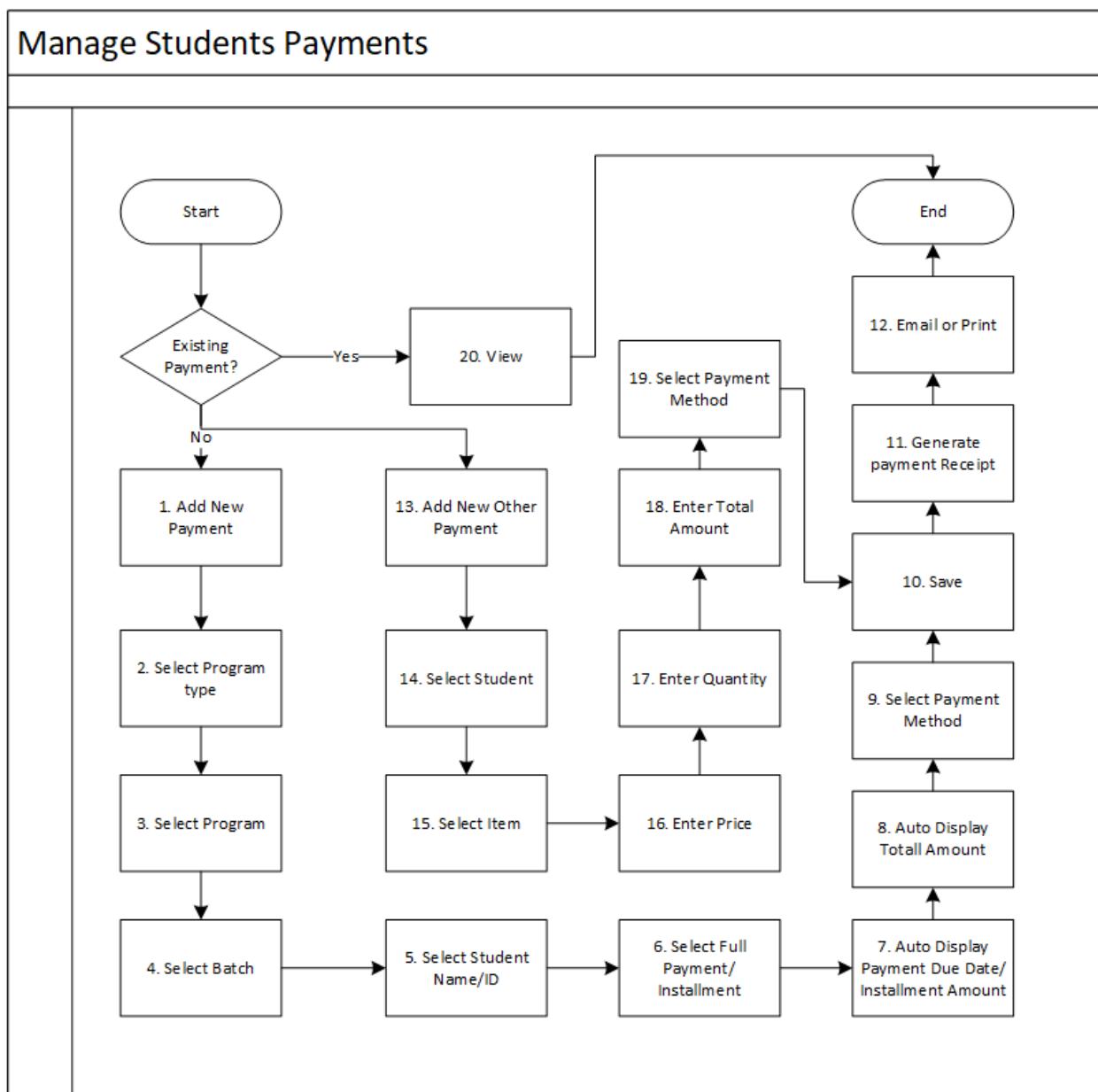
Primary Actor: HR Staff/Admin/HR Admin User/Employee User

Path: Payments → Select Student Payments

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:



### 3.52.2 Description

1. If it's not an existing payment, Add New Payment.
2. Select Program Type
3. Select Program
4. Select Batch

5. Select Student Name/ID  
(Payment Date, Student Batch No, Student NIC No will be auto displayed.)
6. Option to select Full Payment or Installment
7. Auto Display Payment Due Date and Installment Amount
8. Auto Display Total Amount
9. Select payment method (Cash/ Card/Bank)
10. Save  
(Once the Student Payment is completed, there should be a pop up message)
11. Generate Payment Receipt.
12. Email or Print Receipt
13. Add New Other Payment
14. Select Student
15. Select Item
16. Enter Price
17. Enter Quantity
18. Enter Total Amount
19. Select Payment Method
20. User can View an existing payment.  
(Select Program type, Select Program, Select Status(Paid/Pending/All) to view an existing payment

### 3.53 User Management

#### 3.53.1 Use Case/Workflow

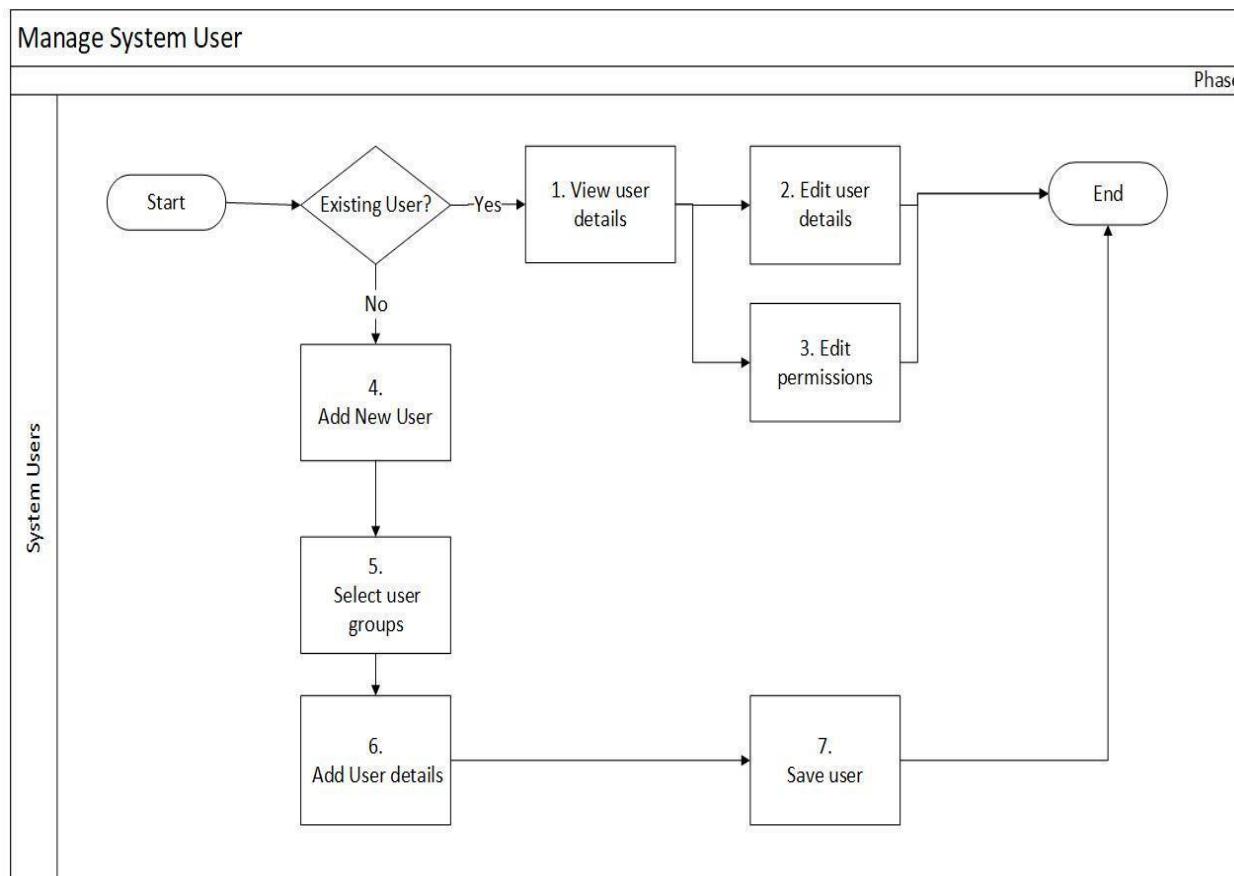
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Administration Management → Select System users.

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.53.2 Description

1. Click “View” button in system users’ list table to view existing system user management.
2. Click “Edit” button in Edit user list table to edit existing user and click “Update” button to save updates.
3. Change permissions for users.
4. Click “Add New” Button in right top.

5. Select user groups.
6. Enter user details.
7. Click "Save" button to save or submit application.

### 3.54 Manage Email/SMS Template Types

#### 3.54.1 Use Case/Workflow

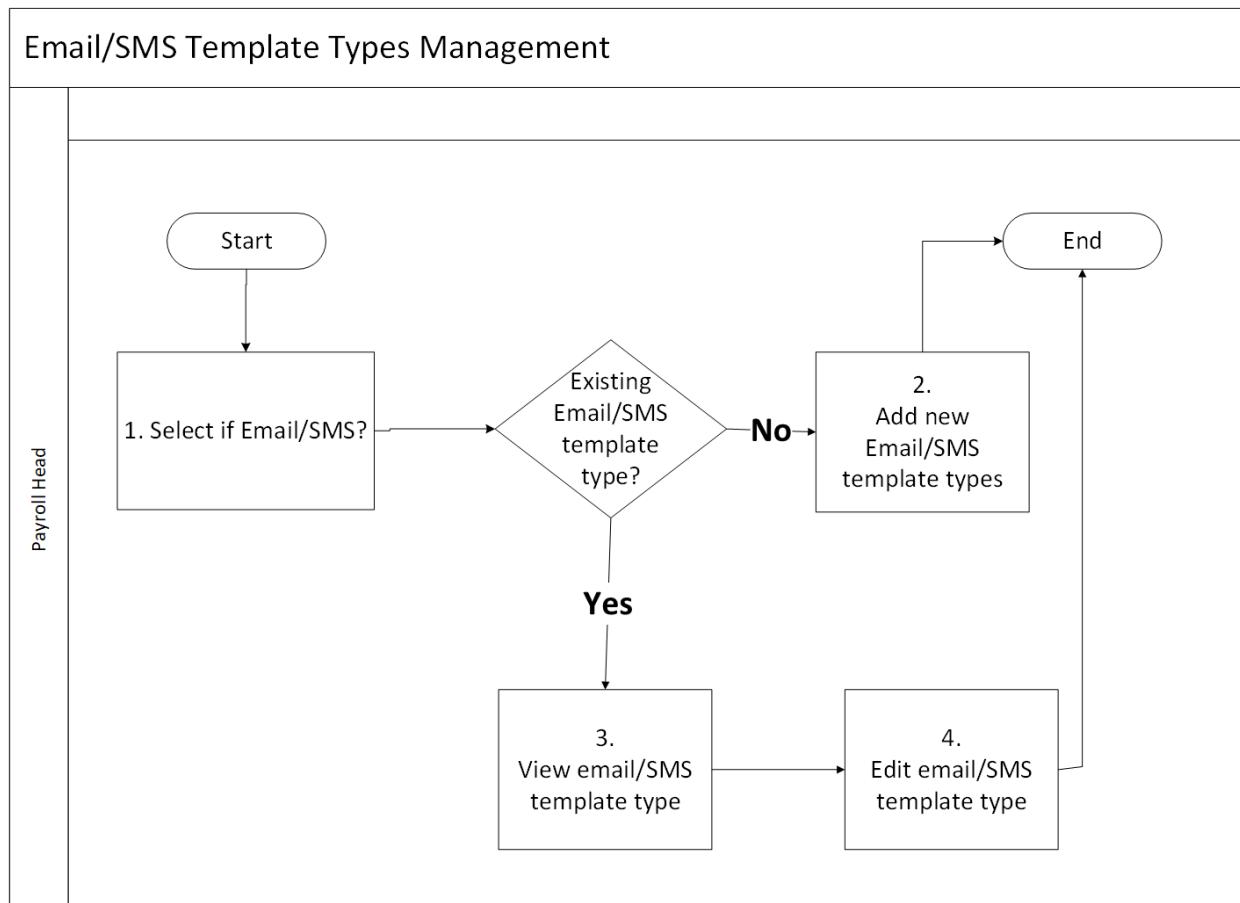
Primary Actor: HR Staff/College Staff/Admin/HR Admin User/Employee User/exam department/IT department.

Path: Master Data → Select template Type.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:



### 3.54.2 Description

1. Select if SMS/Email.
2. If it's not an existing Email/SMS Template type, then Add New Email/SMS Template type.
3. If it's an existing Email/SMS Template Type, then user can view existing template types.
4. User can edit existing template types.

## 3.55 Manage Templates

### 3.55.1 Use Case/Workflow

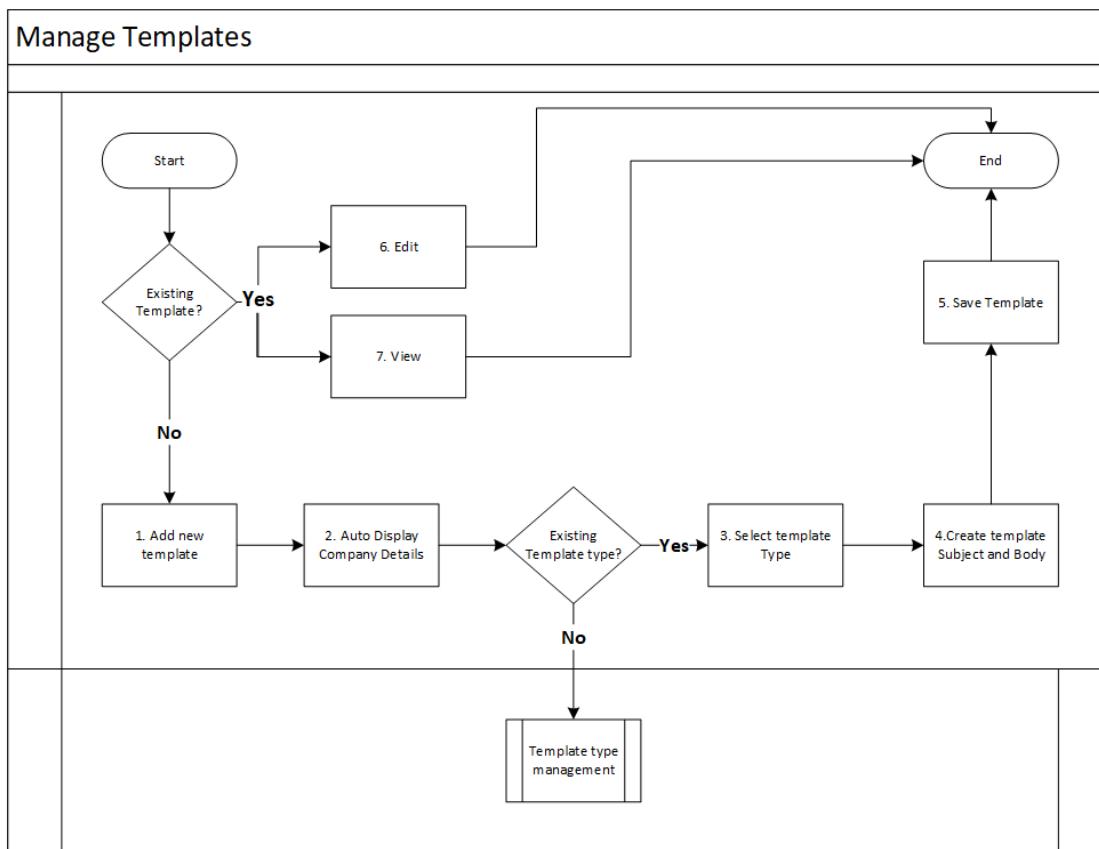
Primary Actor: HR Staff/Admin/HR Admin User/Employee User.

Path: Select Templates Management.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:



### 3.55.2 Description

1. If it's not an existing template, then create a new template.
2. Company details will be auto displayed.
3. If it's an existing template type, then select template type.  
If not go to "Template Type Management".
4. Create Template Subject and Body.
5. Save Template

## 3.56 Assessment Type

### 3.56.1 Use Case/Workflow

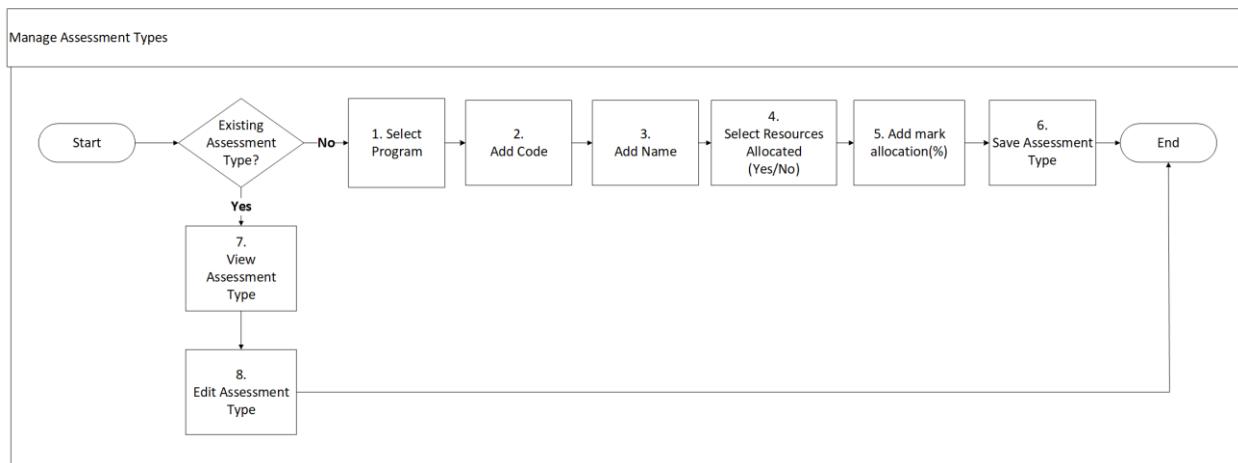
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Assessment Type

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.56.2 Description

Click "Add New" Button in right top

Check if it is an existing Assessment Type or not.

If it's not,

1. Select Program.
2. Enter Assessment Type Code.
3. Enter Assessment Type Name.
4. Select Resources Allocated (Yes / No)

5. Add mark allocation (%)
6. Click “Save” button to save.  
If it's an existing assessment type,
7. Click “View” button in Assessment Type list table to view existing Assessment Types.
8. Click “Edit” button in Assessment Type list table to edit existing Assessment Type and click “Update” button to save updates.

### 3.56.3 Controls, Types and Defaults

#### 3.56.3.1.1 Table Heading

- Text: Assessment Types

#### 3.56.3.1.2 Column Headings

- Column 1: #
- Column 2: Code
- Column 3: Name
- Column 4: Resources Allocated
- Action:
  - Clicking edit button on the row will take the user to the Edit.
  - Clicking view button for the view.

#### 3.56.3.1.3 Add / Edit Fields

- Text Field : <Code>\*
- Text Field : <Name>\*
- Drop Down : <Resources Allocated>\* (Yes / No)
- Button: Clicking Add button to save data.

#### 3.56.3.1.4 Assumptions / Decisions

- None.

#### 3.56.3.1.5 Validations / Error Handling

- Fail validation: **The <mandatory field name> field is required.**
- Success Validation: **Saved Successfully!**

### 3.57 Subscription Payment Management

#### 3.57.1 Use Case/Workflow

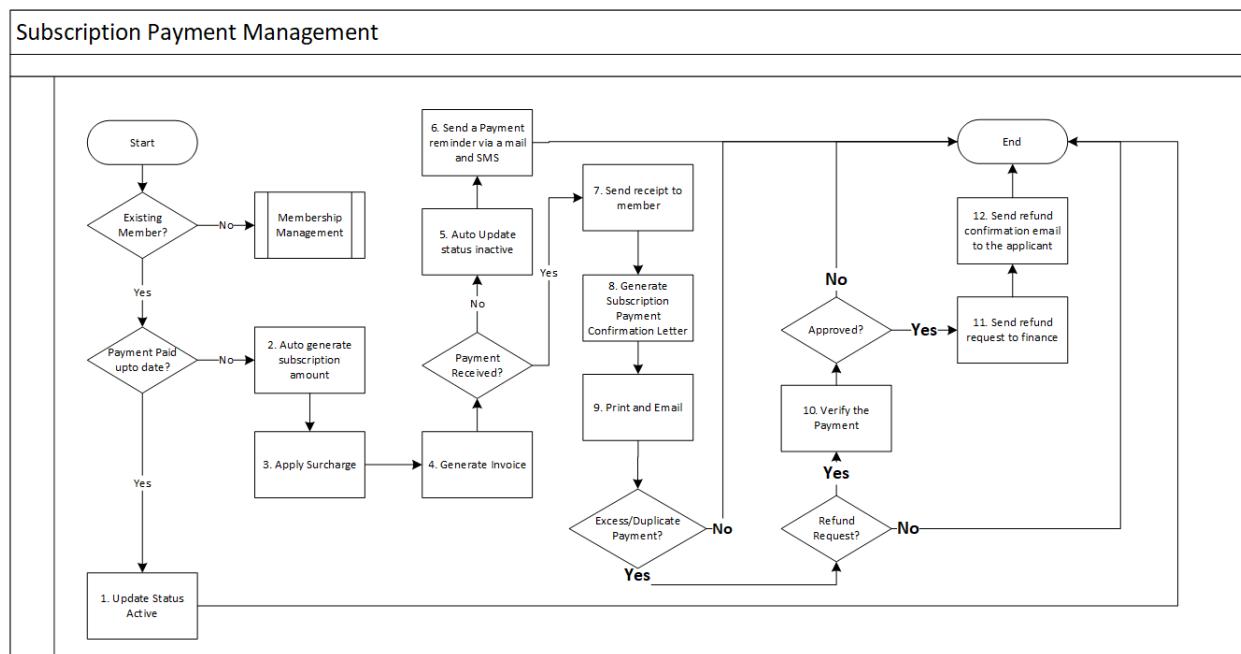
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Payment > Select Subscription management

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.57.2 Description

1. If an existing member has paid, then status will remain unchanged. It will display as "Active"
2. If not paid up to date, auto generate subscription amount.
3. Apply Surcharge
4. Generate Invoice
5. If payment is not received, auto update status as "Inactive"
6. Send a payment reminder via a mail and SMS
7. If payment is received, send receipt to member. Payments has to be approved by finance
8. Generate Subscription Payment Confirmation letter for a given period.
  - 8.1 Enter Registration Number and the period
  - 8.2 Letter will be auto generated with Name with initials, IBSL registration number, NIC number, Associate/Fellow No( For Associate/Fellow Members only), Subscription paid – Annually, Surcharge paid (total), Total paid for the given period

9. Print and Email as a system generated letter.
10. If there's an excess/duplicate payment and applicant submitted a request for a refund, verify the payment by finance department and confirm the excess/duplicate payment.
11. Once the Director in charge is approved the refund, request will be send to finance to make the refund.
12. Send refund confirmation email to the applicant.

### **3.58 Student Allocation**

#### **3.58.1 Use Case/Workflow**

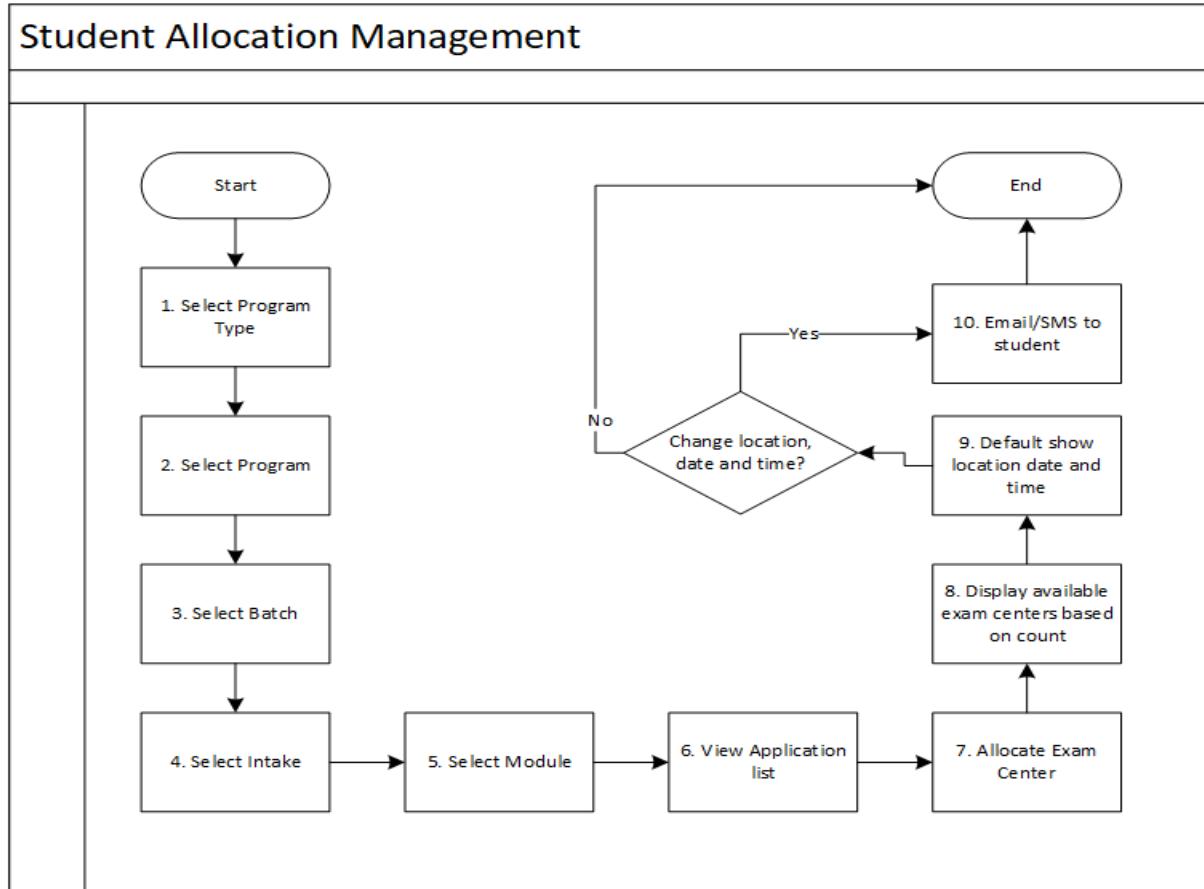
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Examination Select Student Allocation

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.58.2 Description

1. Select Program Type
2. Select program
3. Select batch
4. Select intake
5. Select module
6. View application list
7. Allocate Exam Center
8. Display available exam centers based on count. if professional or academic module count has to be considered.
9. Default show location, date and time
10. If want to change location, date and time user will be able to change it and an email/SMS will be sent to the student.

### 3.59 Manage Lecturer Attendance

#### 3.59.1 Use Case/Workflow

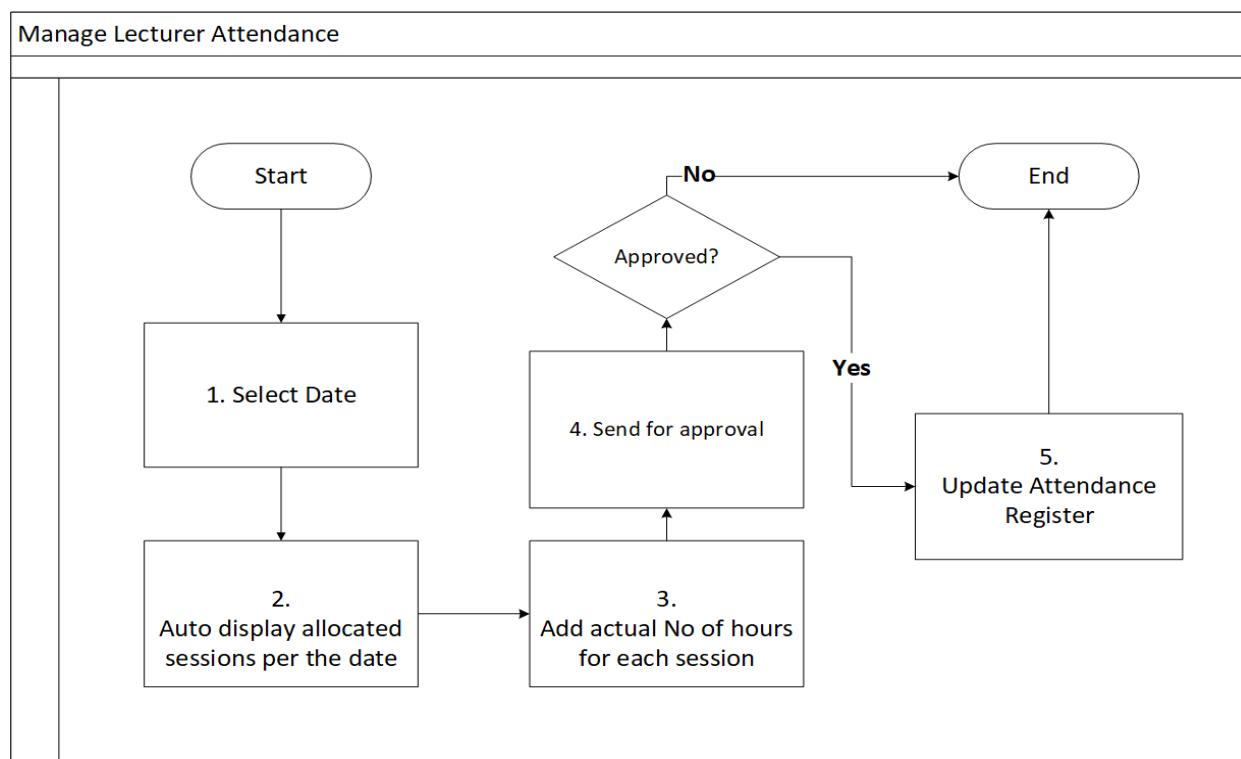
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Attendance > Lecturer Attendance

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.59.2 Description

1. Select date
2. Once the date is selected, no: of allocated sessions will be auto displayed.
3. Add actual No: of hours for each session according to the time table.
4. Send for approval.
5. Once it approved, update attendance register. – All approved actual hours will go to HR & Payroll Employee Attendance Register and displays in a column.  
(Attendance of a lecturer is captured based on this not from the iN/OUT time.)

If contract basis payment will be done according to the sessions. If permanent, payment will be done according to the iN/Out time.

### 3.60 Manage Districts

#### 3.60.1 Use Case/Workflow

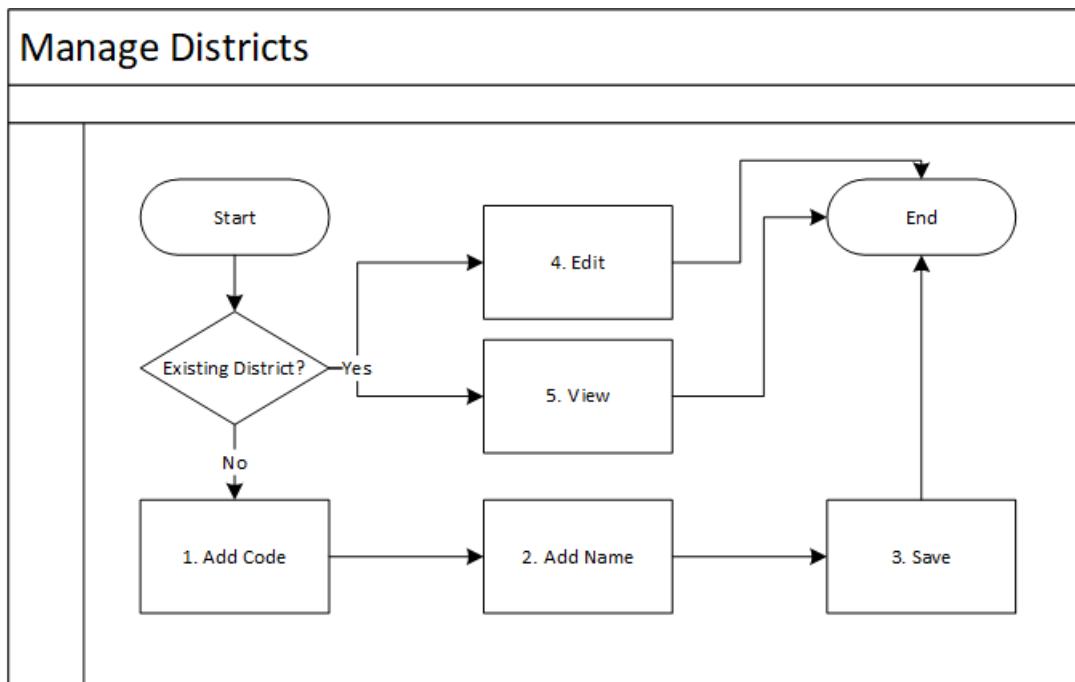
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select District

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.60.2 Description

1. If not an existing district add code
2. Add name
3. Save
4. If existing, edit
5. view

### 3.61 Manage Centers(Venues)

#### 3.61.1 Use Case/Workflow

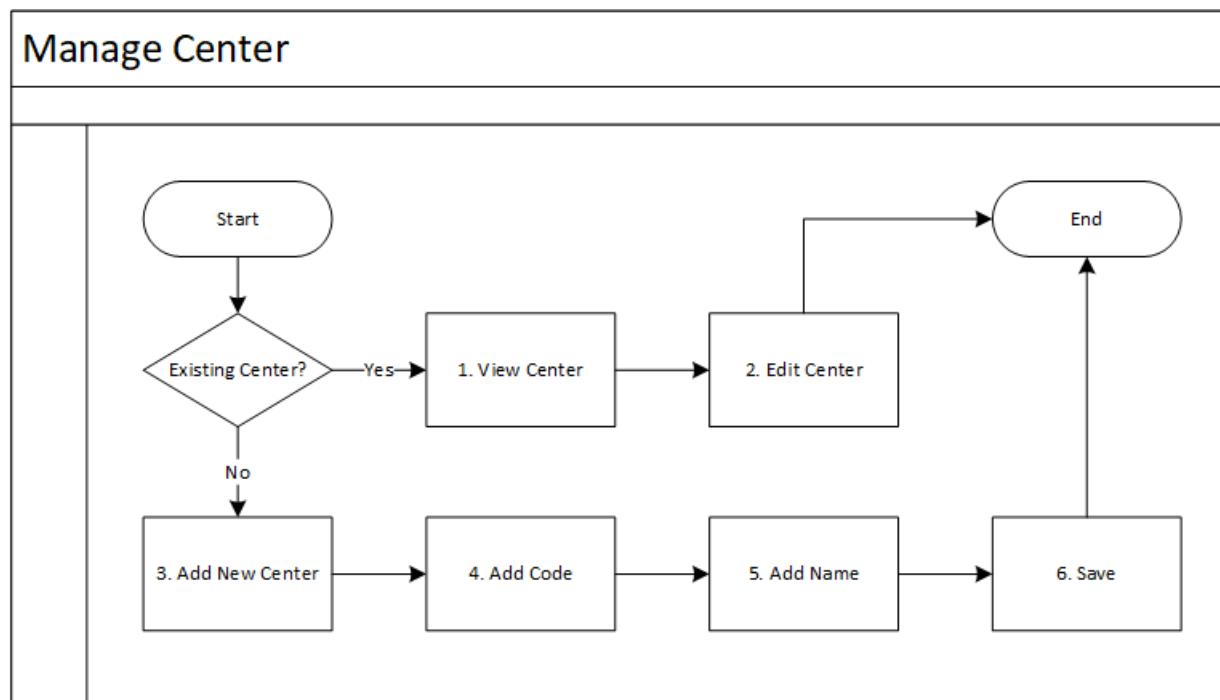
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Master Data Select Centers

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



#### 3.61.2 Description

1. If existing, view center.
2. Edit center
3. If not existing, add new center
4. Add Code
5. Add Name
6. Save

### **3.62 Accredited Centers**

#### **3.62.1 Use Case/Workflow**

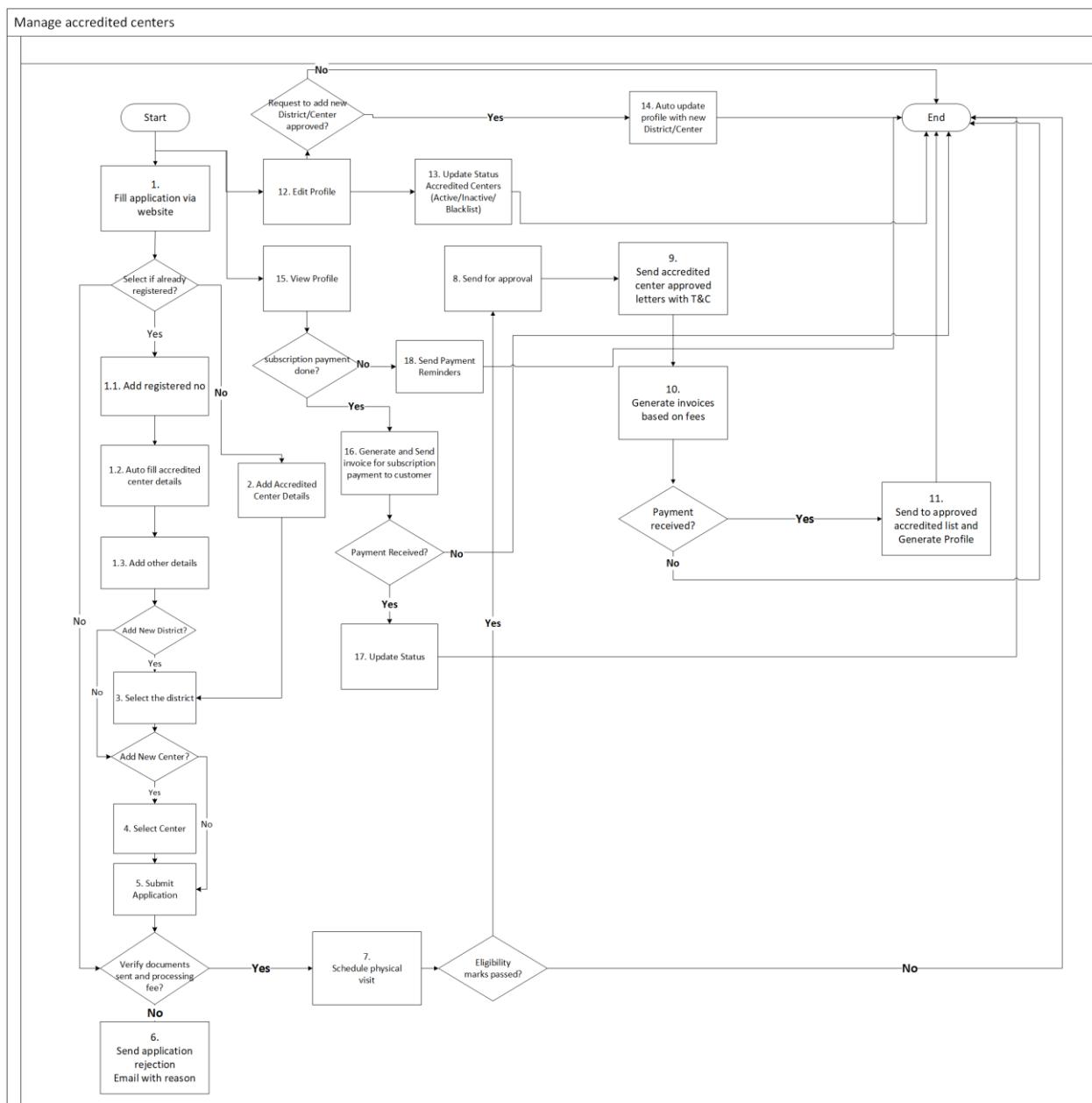
Primary Actor: Non-Academic Staff/Admin/Director User

Path: Select Accredited Centers

Priority: Essential

Precondition: Need internet connection and log in to the web application using own username and password.

Main success scenario:



### 3.62.2 Description

1. Fill applications via web site
  - 1.1 If already registered, add registration no
  - 1.2 Auto fill accredited center details
  - 1.3 Add Other Details
2. If not already registered center, then add accredited center details.
  3. If want to add new district, select the district

If a member is applying for a new center and it is not an already registered member, then display validation "Please register as a registered center and add Registration No"

4. If want to add a new center, select a center from master data. (can select multiple)
  5. Submit application
  6. If not verified, send application rejection email with reason.
  7. If verified, schedule physical visit with date / time and location.
  8. If Eligible, send for approval to authorized level
  9. Generate approval letters and send with Terms and conditions.
  10. Generate invoice based on fees  
 Check whether the Payment is received or not.  
 If not received, then auto inactive the particular accredited center.
  11. If received payments, send to approved accredited list and generate profile.  
 Subscription History should be maintained in the accredited center profile.
  12. User can edit already registered accredited center details  
 Also, download CSV format to upload student registered at the accredited centers
  13. Update status of the accredited center (Active/Inactive/Blacklisted)  
 Accredited Center will be auto Inactivated when the subscription period is over depending on the subscription type. It can be activated by paying the current year and arrears of subscriptions.
- When an institute that already has an accreditation requires an Accreditation to a different district/center,
14. If the request to add new district/center is approved, auto update profile with new district/center.
  15. If an existing profile, user will be able to view the profile.
  16. If a subscription payment has been made, generate and send invoice for subscription payment to customer. Invoice should be generated on center(venue) basis. Payments has to be approved by finance
  17. Once the payment is received, update the status in the profile.  
 Subscription Type (Annual/Monthly), Subscription Date
  18. If subscription payment is not received, Send subscription payment reminders.  
 Two Payment Reminders – 6 months' payment reminder and 9 months' payment reminder

a. Add / Edit Fields

Accredited Application

- Drop Down: <District>\* (Colombo/Gampaha/...)
- Auto Generated : <Center Code>
- Text Field : <Center Name>\*
- Text Field : <Telephone >\*
- Text Field : < Mobile>\*
- Text Field : <Email>

## Accredited Application for a New District

- Text Field : <Center Code>
  - Auto Pick : <Center Name | Current District| Telephone | Mobile | Email >
  - Drop Down: <Change District>\* (Colombo/Gampaha/...)
- b. Assumptions / Decisions
- Auto Inactive if the renewal payment has not done.

### 3.63 Payment Mode

#### 3.63.1 Use Case/Workflow

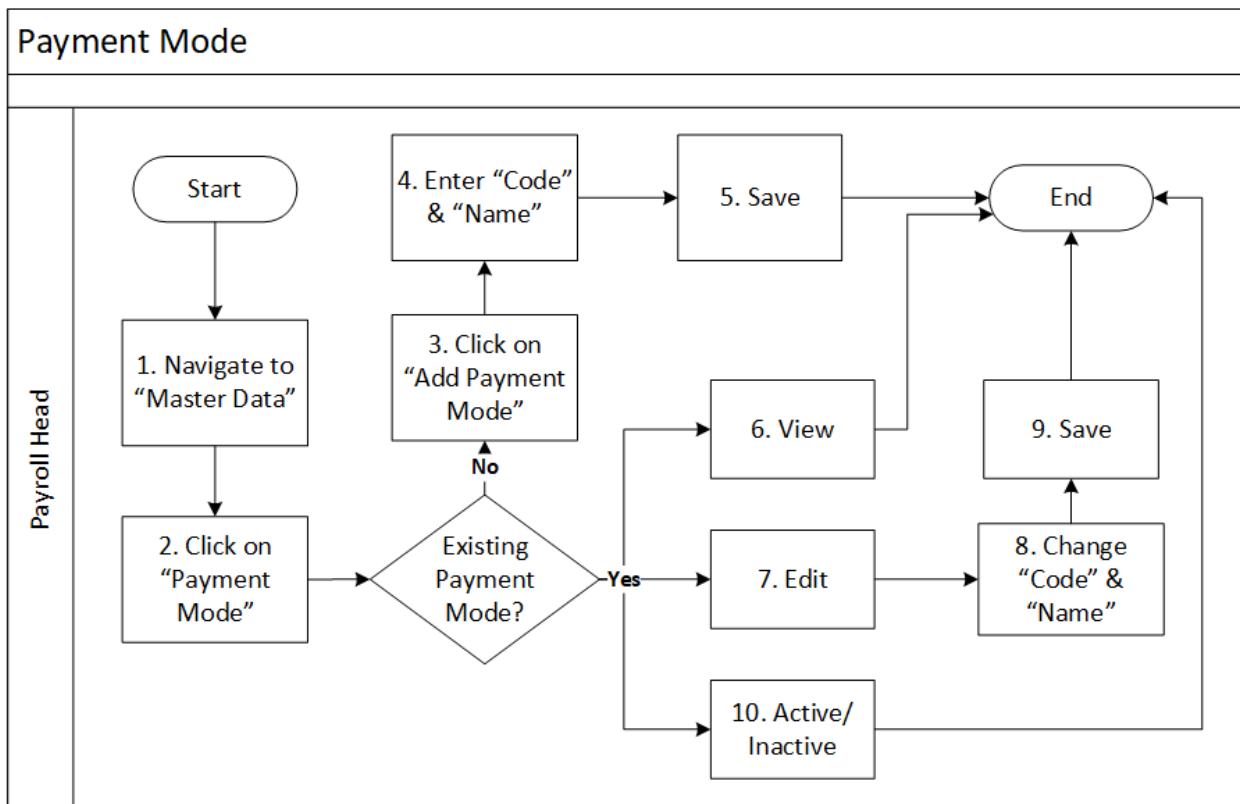
Primary Actor: HR Staff/Admin/HR Admin User/Employee User.

Path: Master Data → Select Payment Mode.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

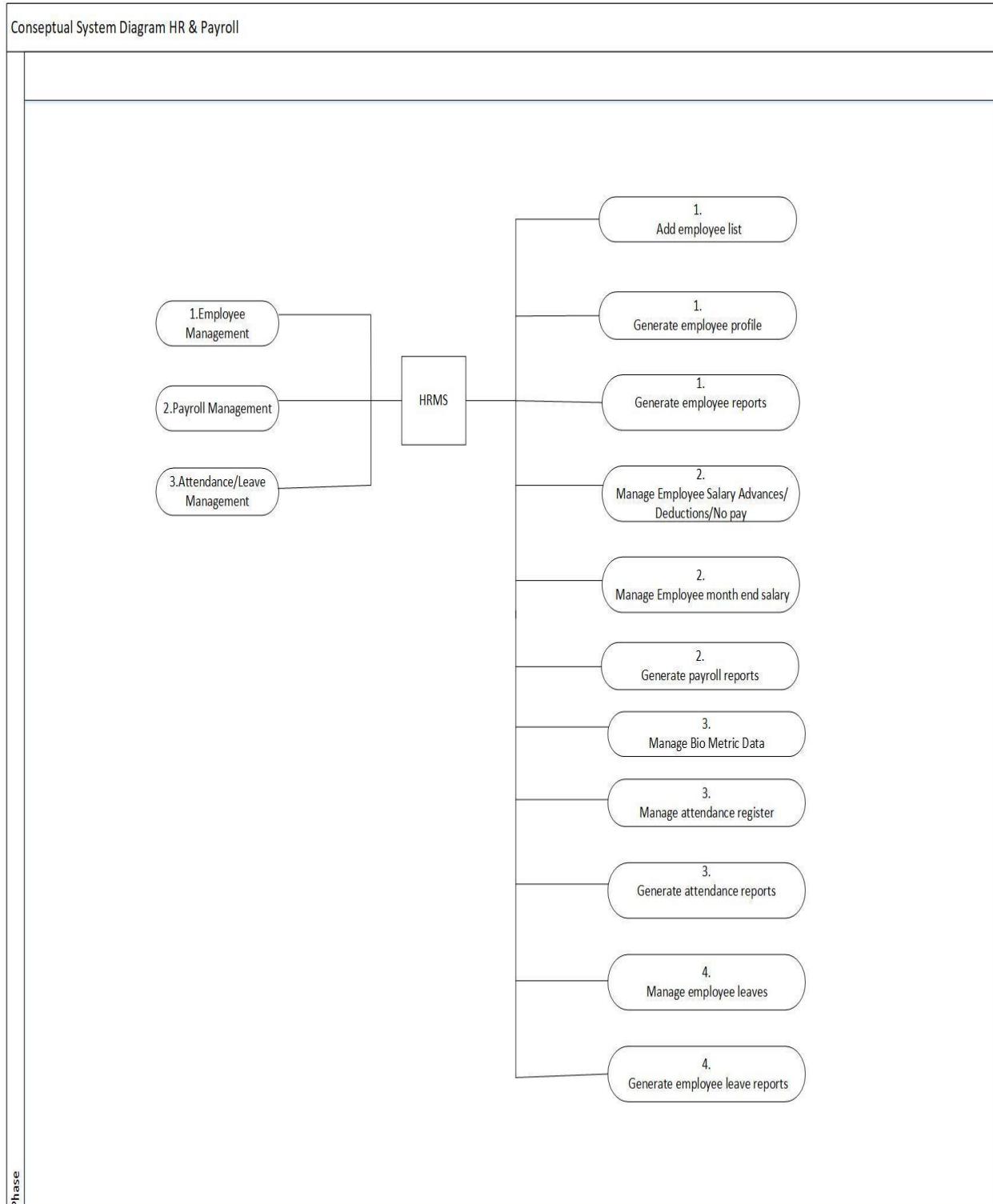


### 3.63.2 Description

1. User can navigate to “Master Data” menu.
2. Click on the “Payment Mode” sub menu.  
Check whether it’s an existing payment mode or not.
3. If it’s not an existing payment mode, then click on the “Add Payment Mode” button.
4. Enter a Code and a Name.
5. Save the new payment mode as a master data.  
If it’s an existing payment mode,
6. User can view a particular payment mode details by clicking on the “View” button relevant to the selected payment mode.
7. Click on the “Edit” button to edit.
8. Change the code and the name.
9. Save updates.
10. Click on the “Active/Inactive” button to Active or Inactive a payment mode.

### 3.64 HR & Payroll Management

#### 3.64.1 Conceptual System Diagram for HR & Payroll



### 3.65 Department

#### 3.65.1 Use Case/Workflow

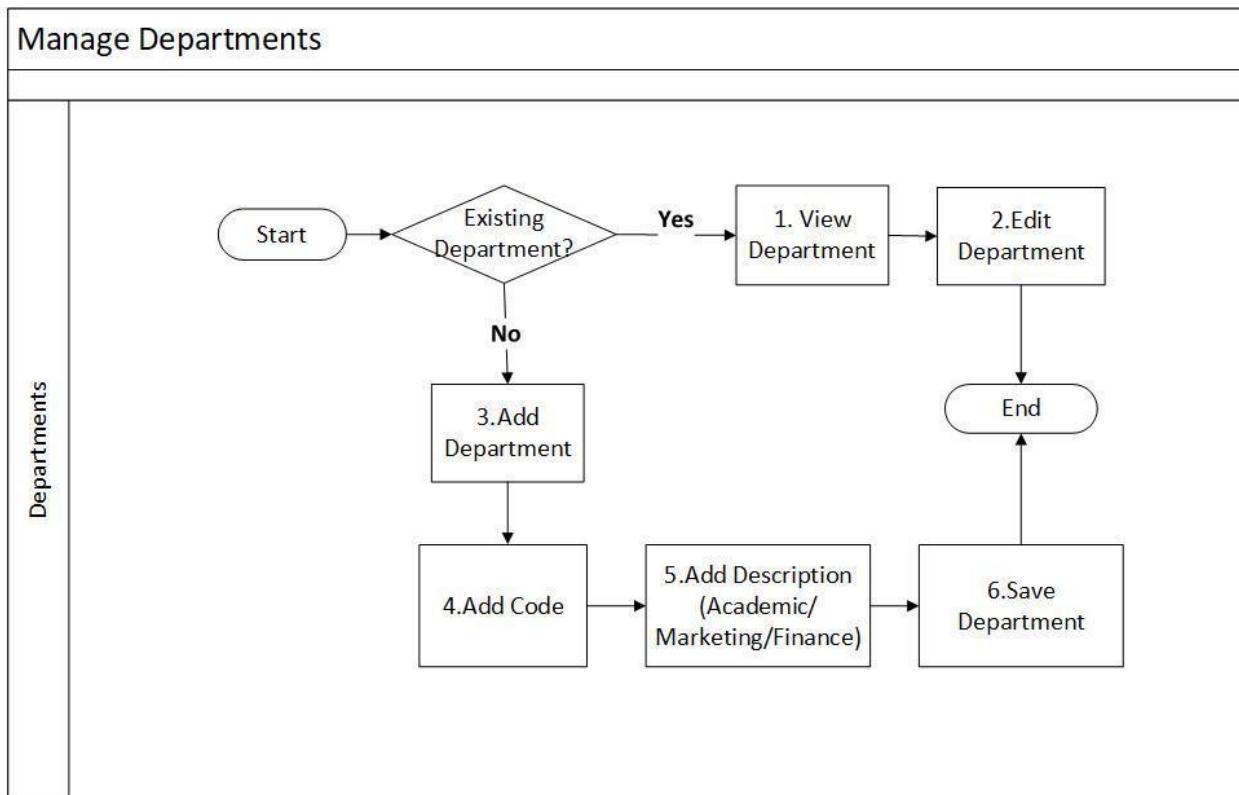
Primary Actor: HR Staff/Admin/HR Admin User

Path: Master Data Select Department.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:



#### 3.65.2 Description

1. Click “View” button in department list table to view existing departments.
2. Click “Edit” button in Edit department list table to edit existing department and click “Update” button to save updates.
3. Click “Add New” Button in right top.
4. Enter unique code.
5. Enter description (academic, marketing, finance)
6. Click “Save” button to save.

### 3.66 Sub Department

#### 3.66.1 Use Case/Workflow

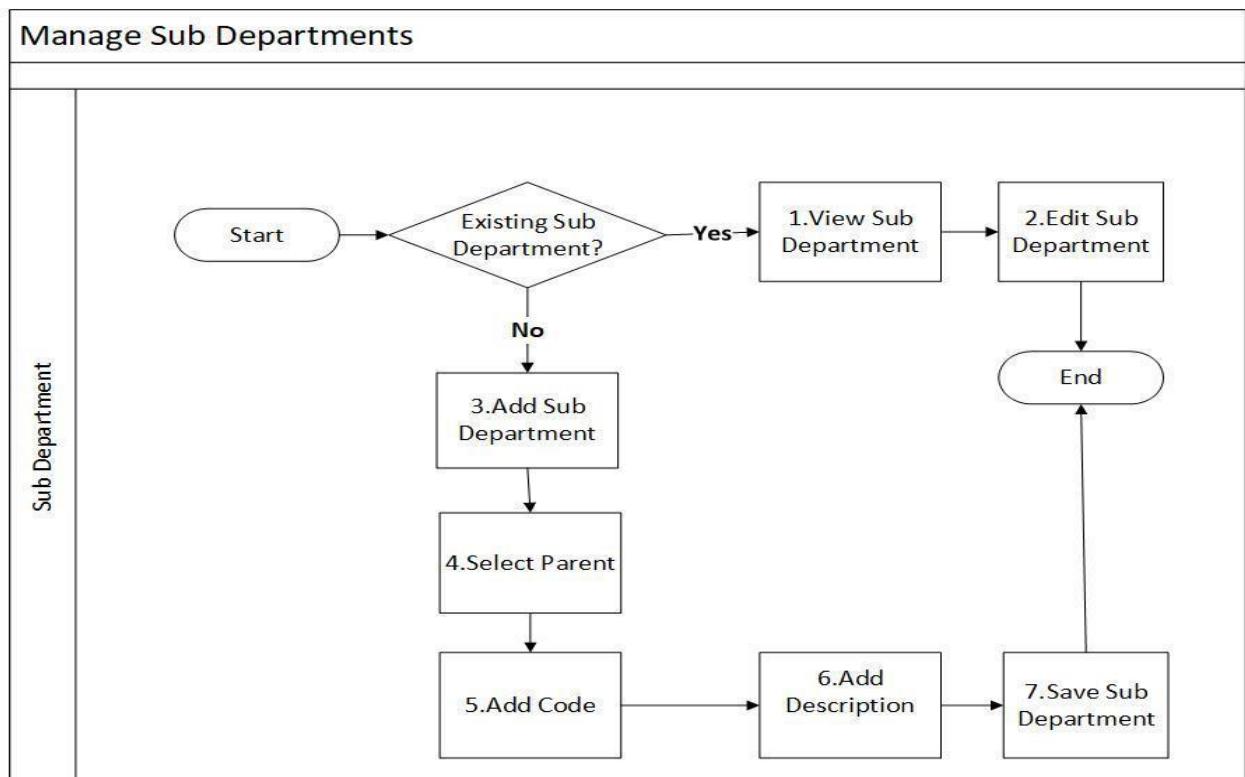
Primary Actor: HR Staff/Admin/HR Admin User

Path: Master Data Select Sub Department.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:



#### 3.66.2 Description

1. Click "View" button in sub department list table to view existing sub departments.
2. Click "Edit" button in Edit sub department list table to edit existing sub department and click "Update" button to save updates.
3. Click "Add New" Button in right top.
4. Select parent department from entered department.
5. Enter unique code.
6. Enter description.
7. Click "Save" button to save.

### 3.67 Document Type

#### 3.67.1 Use Case/Workflow

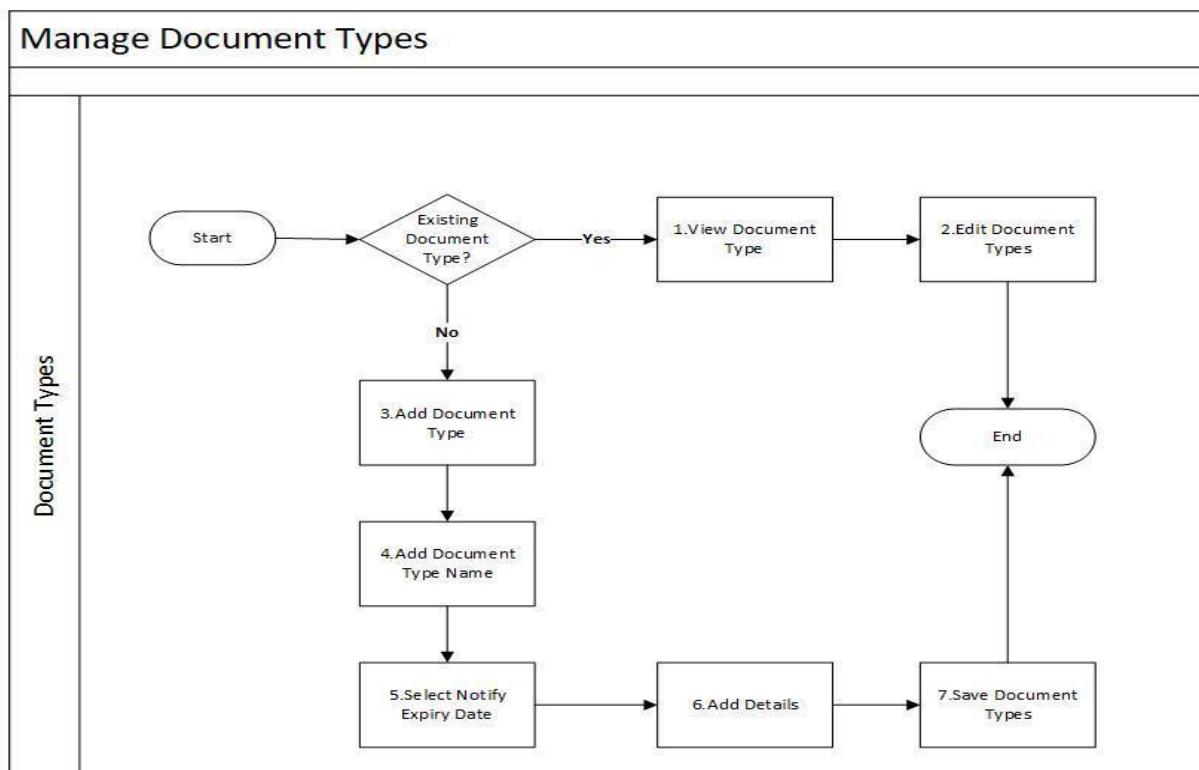
Primary Actor: HR Staff/Admin/HR Admin User

Path: Master Data Select Document Type.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:



#### 3.67.2 Description

1. Click "View" button in document type list table to view existing document types.
2. Click "Edit" button in Edit document type list table to edit existing document type and click "Update" button to save updates.
3. Click "Add New" Button in right top.
4. Enter document type name.
5. Select notify expiry (yes / no).
  - 5.1 Notify before 1 month.
  - 5.2 Notify before 1 week.

- 5.3 Notify before 1 day.
6. Enter details in text box.
  7. Click "Save" button to save.

### 3.68 Education

#### 3.68.1 Use Case/Workflow

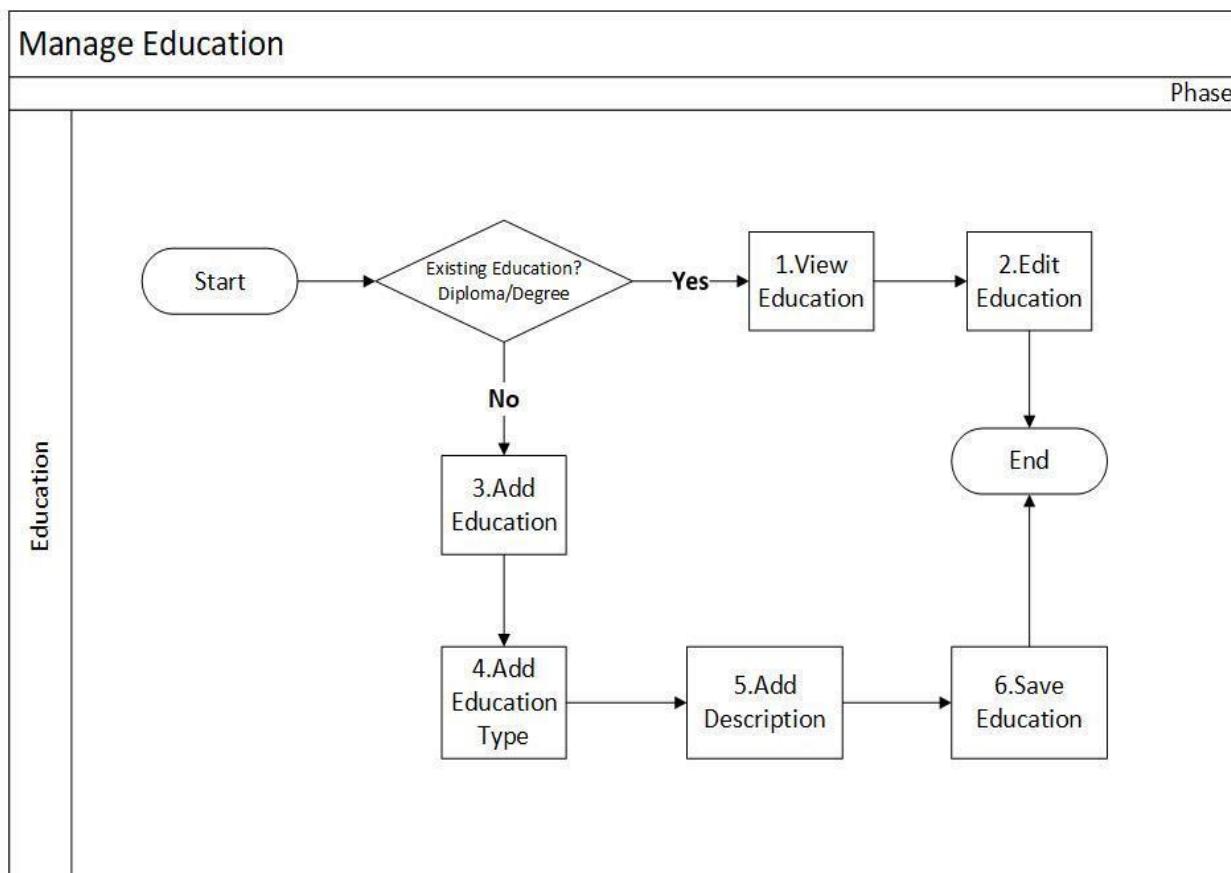
Primary Actor: HR Staff/Admin/HR Admin User

Path: Master Data Select Education.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:



### 3.68.2 Description

1. Click "View" button in education list table to view existing educations.
2. Click "Edit" button in Edit education list table to edit existing education and click "Update" button to save updates.
3. Click "Add New" Button in right top.
4. Enter education code.
5. Enter education Description.
6. Click "Save" button to save.

## 3.69 Experience

### 3.69.1 Use Case/Workflow

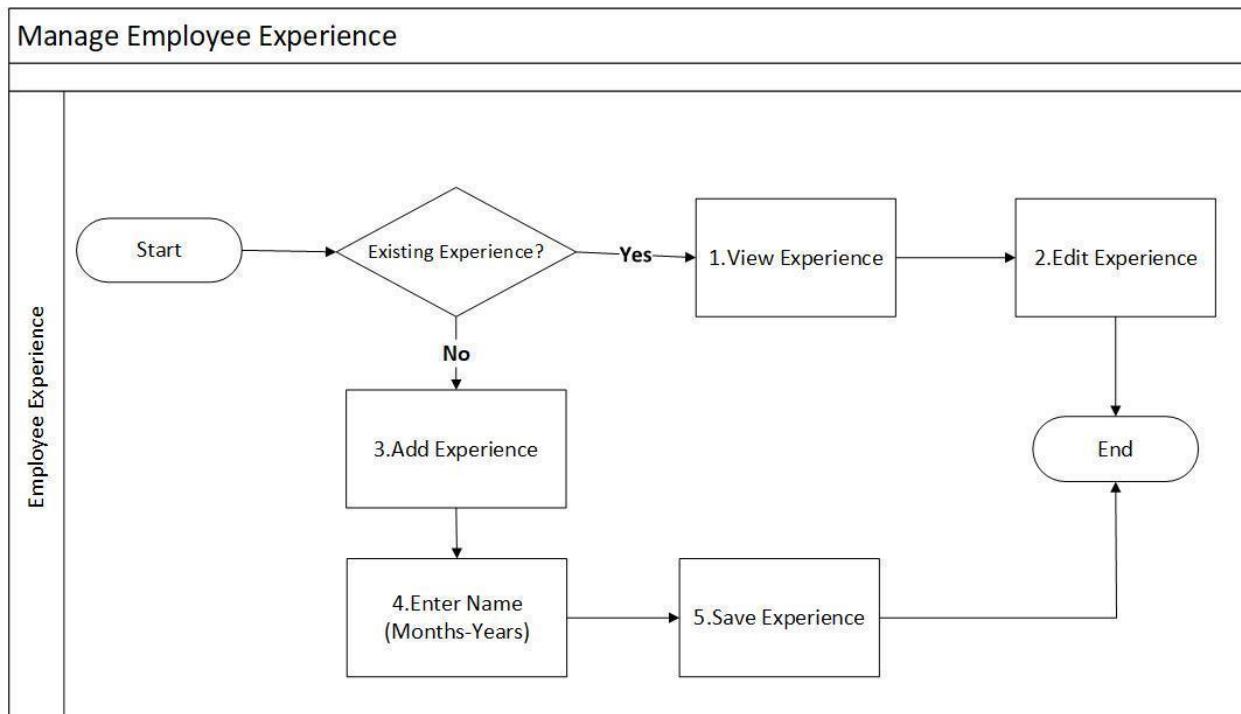
Primary Actor: HR Staff/Admin/HR Admin User

Path: Master Data Select Experience.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:



### 3.69.2 Description

1. Click "View" button in Experience list table to view existing Experiences.
2. Click "Edit" button in Edit Experience list table to edit existing Experience and click "Update" button to save updates.
3. Click "Add New" Button in right top.
4. Enter Experiences Years or Months.
5. Click "Save" button to save.

## 3.70 Skill Management

### 3.70.1 Use Case/Workflow

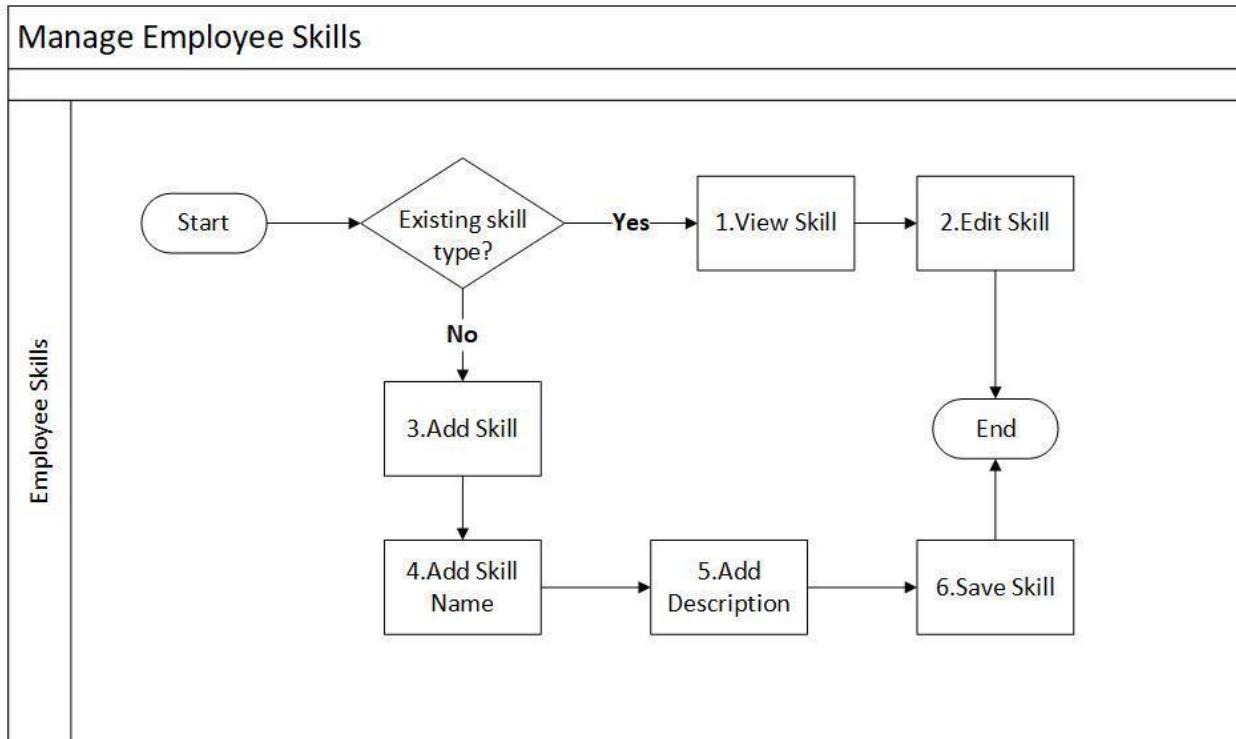
Primary Actor: HR Staff/Admin/HR Admin User

Path: Master Data Select Skill.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:



### 3.70.2 Description

1. Click "View" button in Skill list table to view existing Skills.
2. Click "Edit" button in Edit Skill list table to edit existing Skill and click "Update" button to save updates.
3. Click "Add New" Button in right top.
4. Enter Skill Name
5. Enter Skill Description.
6. Click "Save" button to save.

### 3.71 Sports Management

#### 3.71.1 Use Case/Workflow

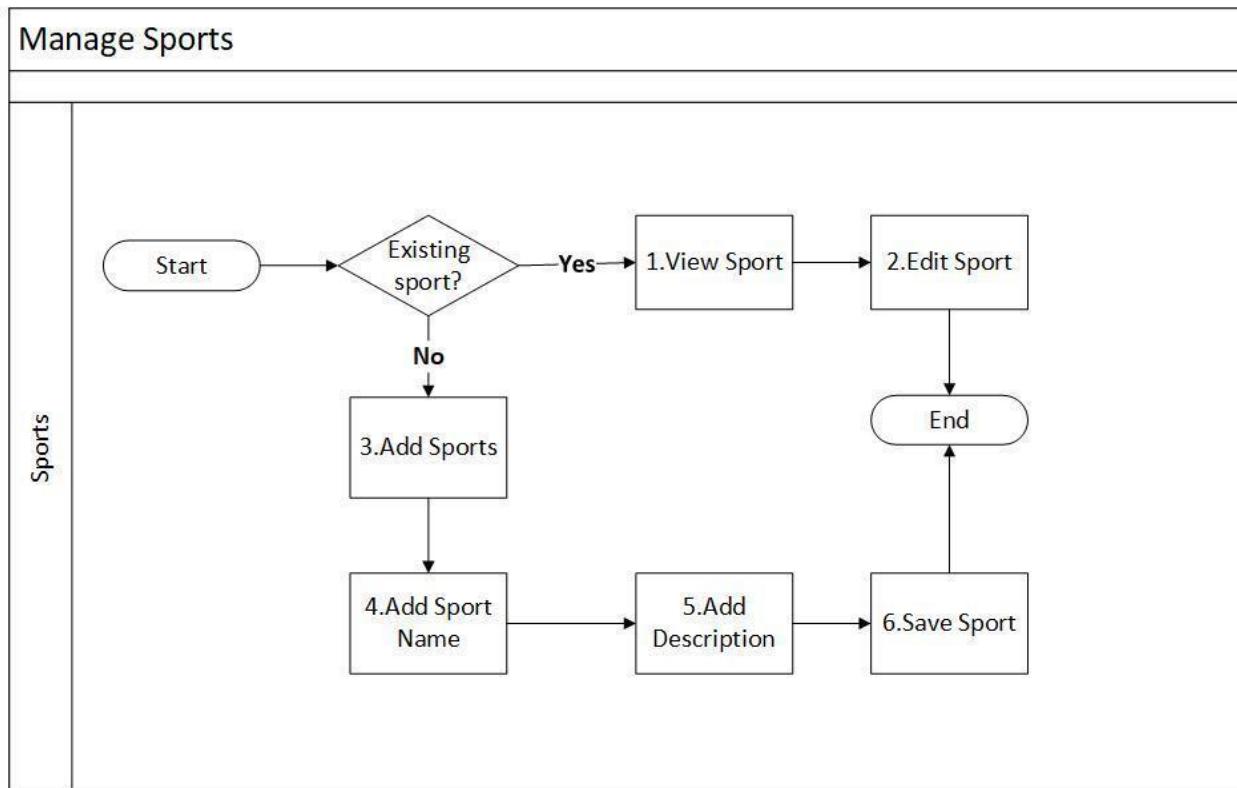
Primary Actor: HR Staff/Admin/HR Admin User

Path: Master Data Select Sports.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:



#### 3.71.2 Description

1. Click "View" button in Sports list table to view existing Sports.
2. Click "Edit" button in Edit Sports list table to edit existing Sports and click "Update" button to save updates.
3. Click "Add New" Button in right top.
4. Enter Sports Name
5. Enter Sports Description.
6. Click "Save" button to save.

### 3.72 Religion

#### 3.72.1 Use Case/Workflow

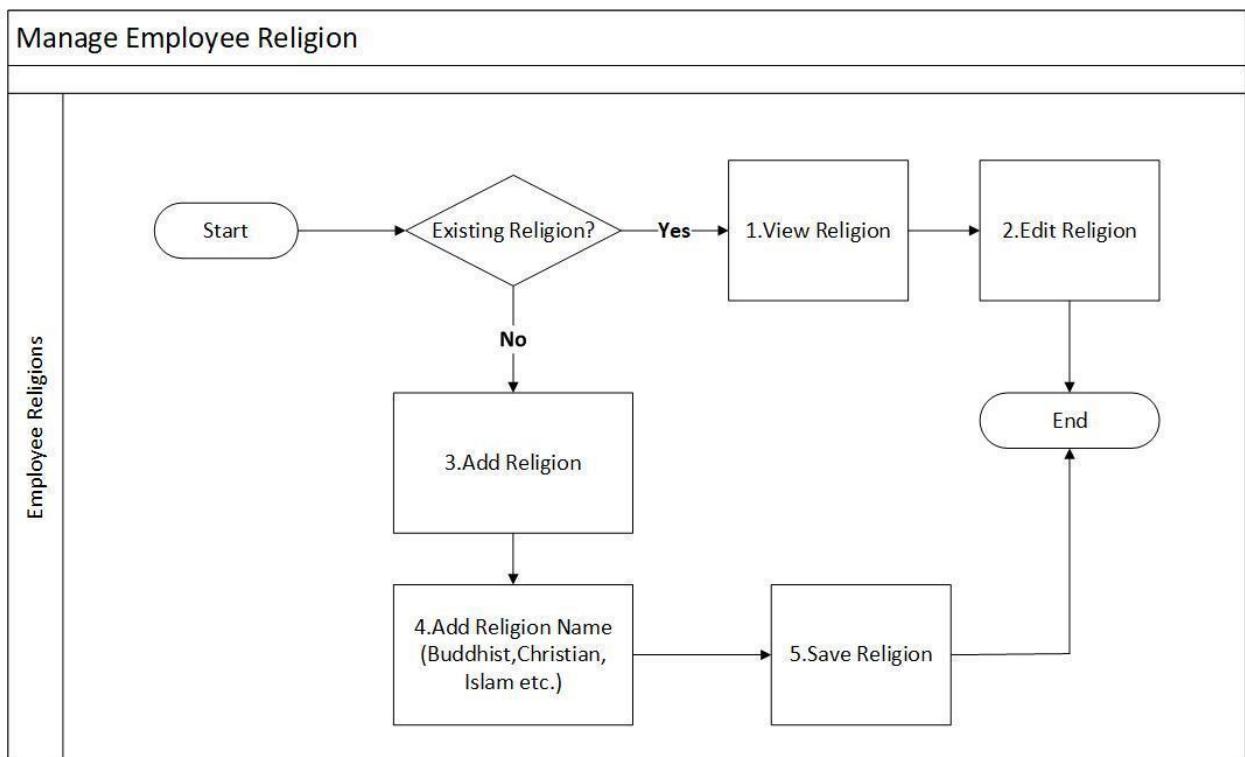
Primary Actor: HR Staff/Admin/HR Admin User

Path: Master Data Select Religion.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:



#### 3.72.2 Description

1. Click "View" button in Religion list table to view existing Religion.
2. Click "Edit" button in Edit Religion list table to edit existing Religion and click "Update" button to save updates.
3. Click "Add New" Button in right top.
4. Enter Religion Name. (Buddhist, Christian, Islam etc...)
5. Click "Save" button to save.

### 3.73 Job Titles

#### 3.73.1 Use Case/Workflow

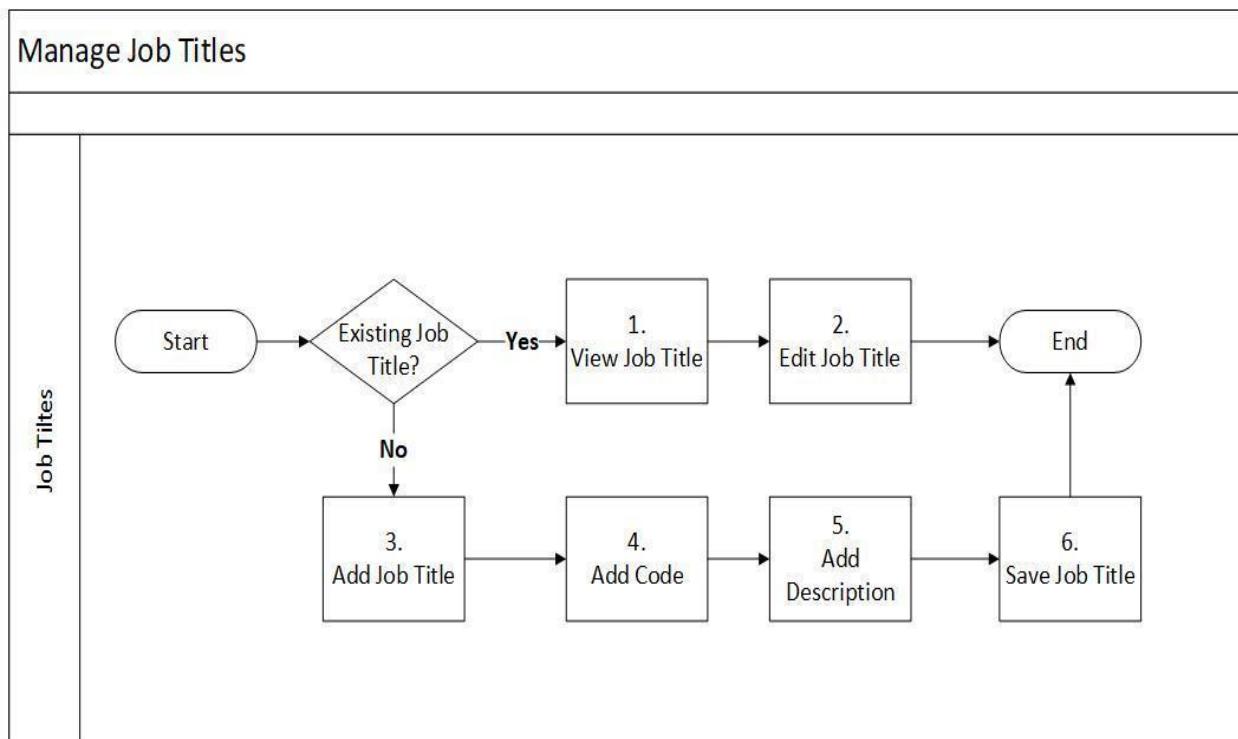
Primary Actor: HR Staff/Admin/HR Admin User

Path: Master Data Select Job Titles.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:



#### 3.73.2 Description

1. Click "View" button in Job Titles list table to view existing Job Titles.
2. Click "Edit" button in Edit Job Titles list table to edit existing Job Titles and click "Update" button to save updates.
3. Click "Add New" Button in right top.
4. Enter Job Title Code.
5. Enter Job Title Description.
6. Click "Save" button to save.

### 3.74 Nationality

#### 3.74.1 Use Case/Workflow

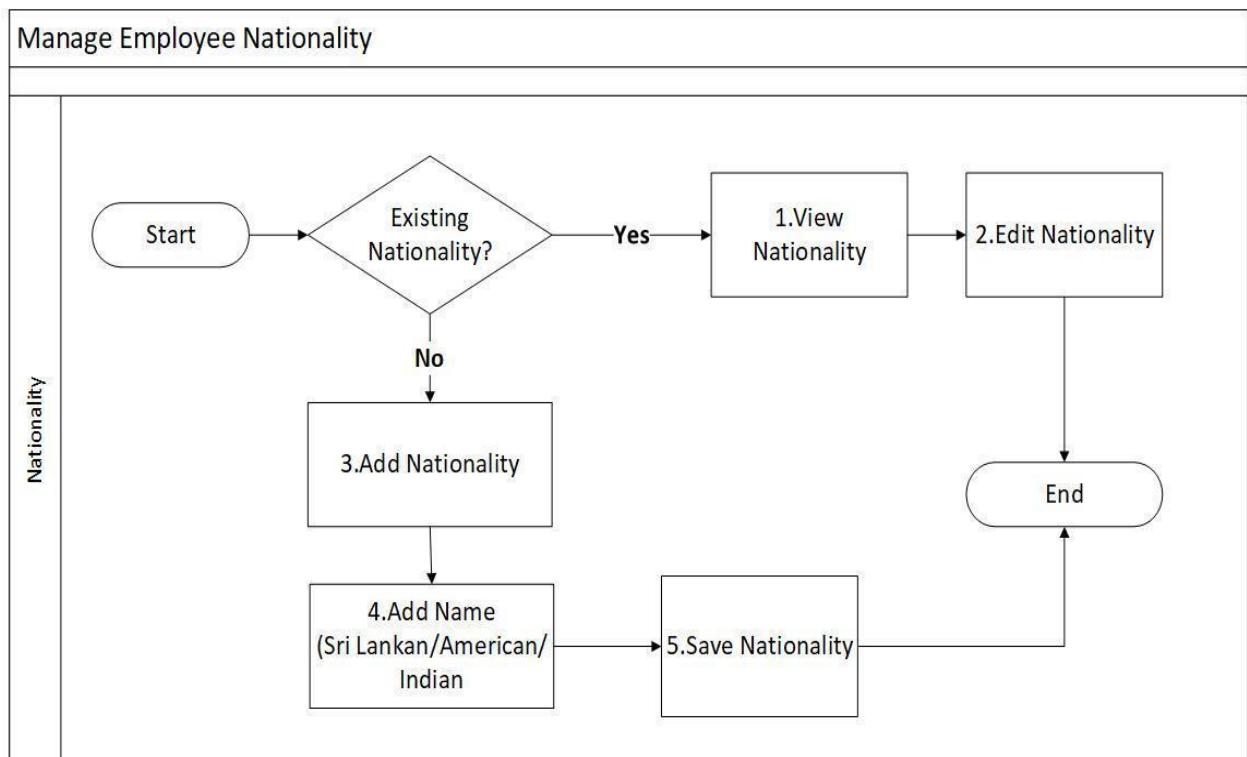
Primary Actor: HR Staff/Admin/HR Admin User

Path: Master Data Select Nationality.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:



#### 3.74.2 Description

1. Click “View” button in Nationality list table to view existing Nationalities.
2. Click “Edit” button in Edit Nationality list table to edit existing Nationality and click “Update” button to save updates.
3. Click “Add New” Button in right top.
4. Enter Nationality Name. (Sri Lankan, American, Indian etc.)
5. Click “Save” button to save.

### 3.75 Employee Categories

#### 3.75.1 Use Case/Workflow

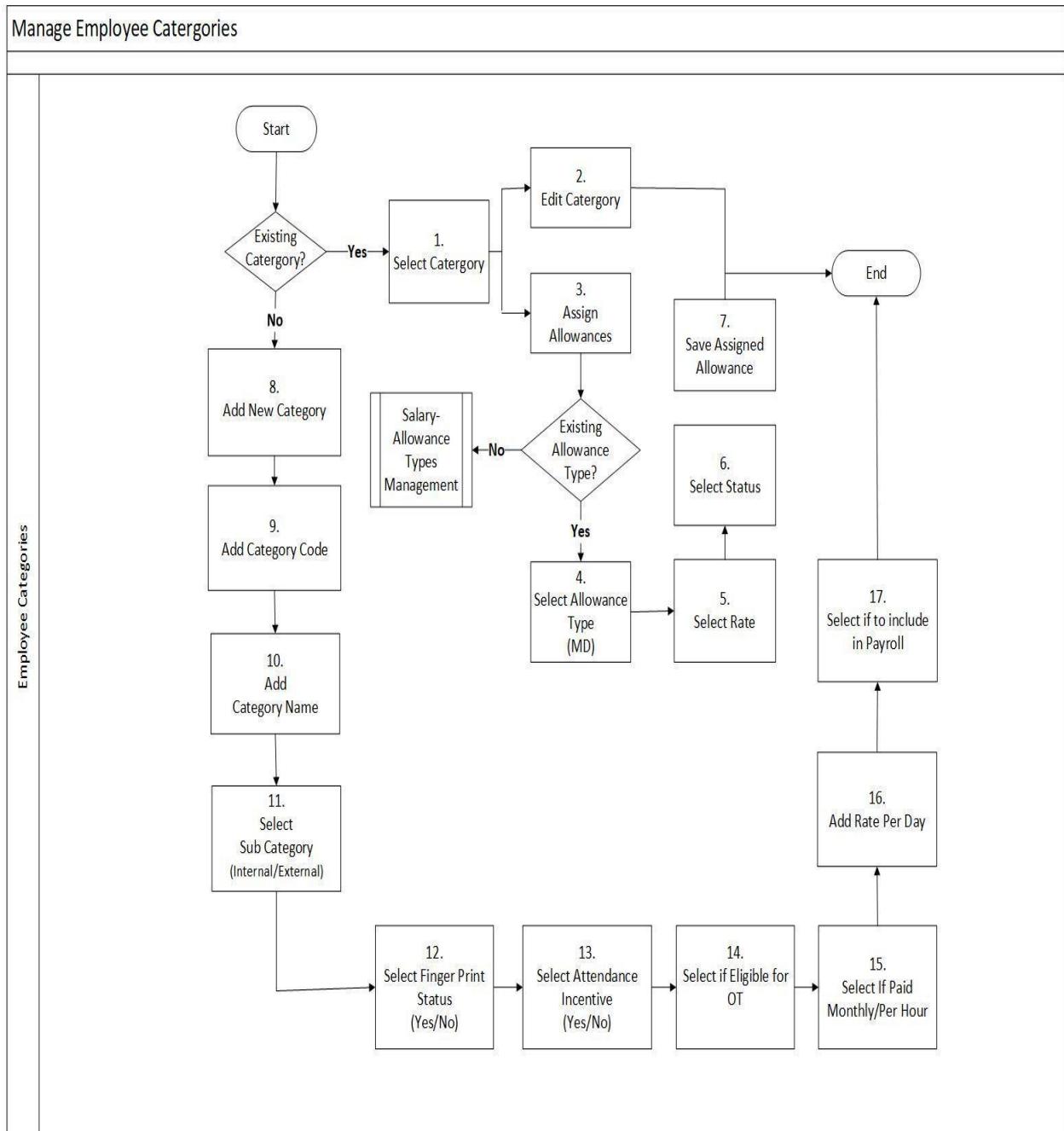
Primary Actor: HR Staff/Admin/HR Admin User

Path: Master Data Select Employee Categories.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:



### 3.75.2 Description

1. Click "Edit" button in Edit Employee Category list table.
2. Edit existing Edit Employee and click "Update" button to save updates.
3. Assign allowances for existing Employee Categories.
4. If existing allowance type, select allowance type from master data.
5. Enter rate for allowance type.
6. Change status as Active / Inactive.
7. Click "Save" button to save.
8. Click "Add New" Button in right top.
9. Enter Employee Category Code.
10. Enter Employee Category Name.
11. Select Sub Employee Category. (Internal / External)
12. Select Finger print status. (Yes / No)
13. Select Attendance Incentive. (Yes / No)
14. Select if Eligible for OT. (Yes / No)
15. Select if Eligible for OPA (Yes/No)  
Those who are applicable for OT not eligible for OPA
16. Select if Paid. (Monthly / Per Hour)
17. If paid per hour, add rate per hour.
18. Select if to include in payroll.
19. Click "Save" button to save.

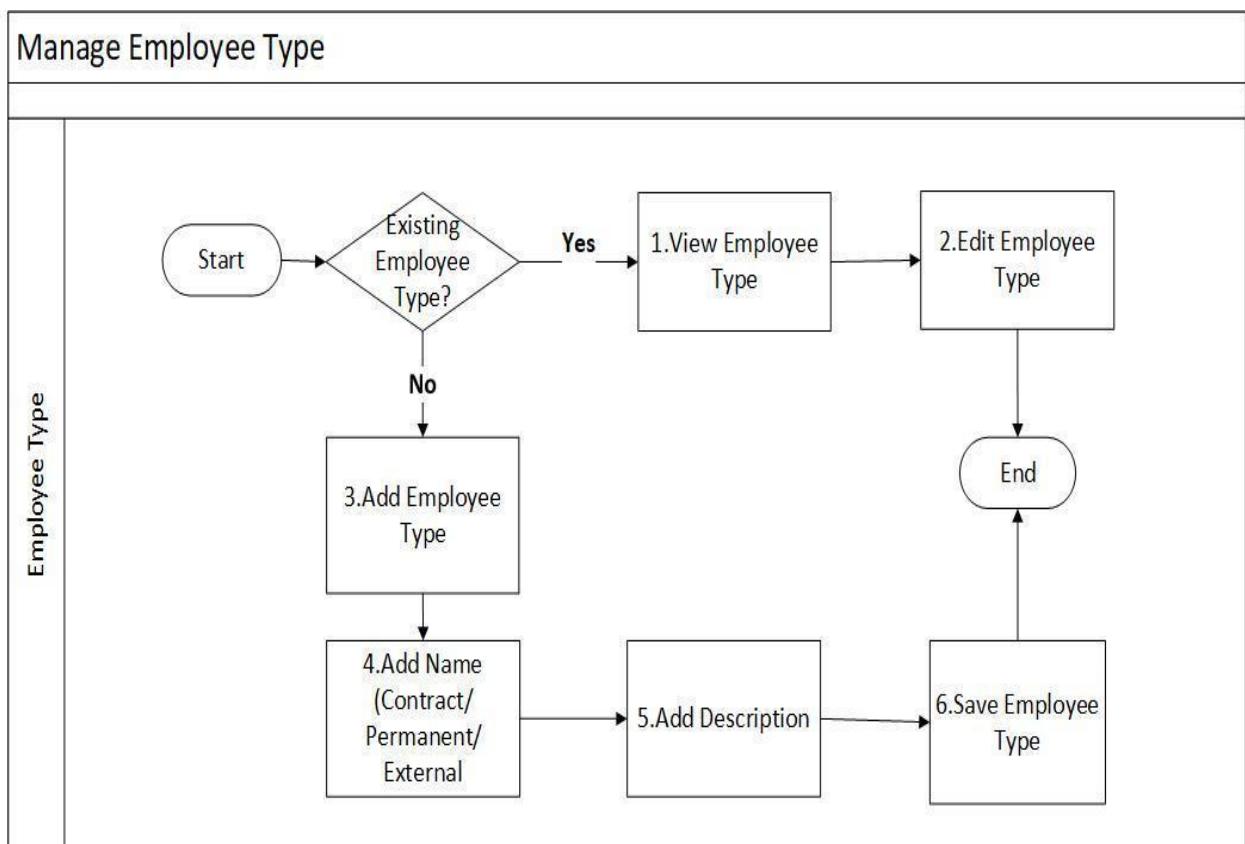
### 3.76 Employee Type

#### 3.76.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User

Path: Master Data Select Employee Type.

Priority: Essential



Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

#### 3.76.2 Description

1. Click "View" button in View Employee Type list table.
2. Click "Edit" button in Edit Employee Type list table, Edit existing Employee type, and click "Update" button to save updates.
3. Click "Add New" Button in right top.

4. Enter Employee Type. (Contract / Permanent / External)
5. Enter Employee Type description.
6. Click "Save" button to save.

### 3.77 Prospective Candidates

#### 3.77.1 Use Case/Workflow

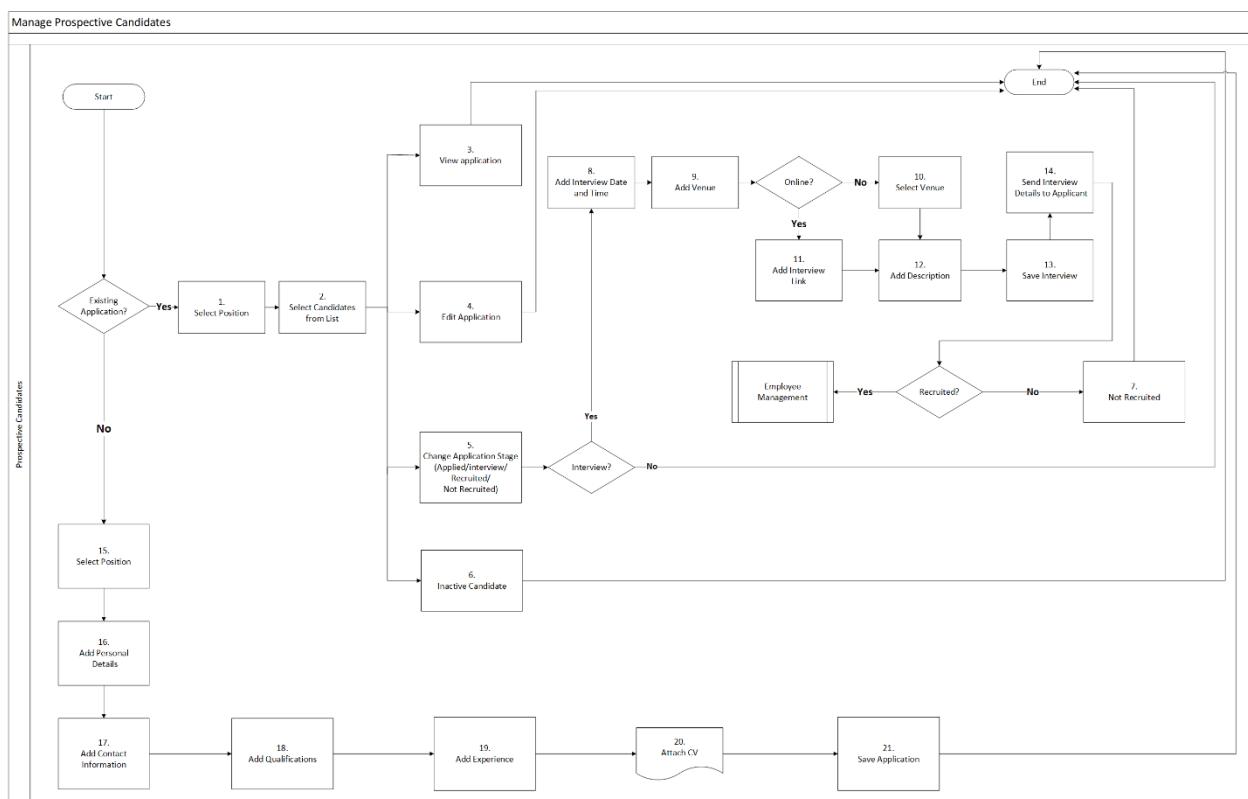
Primary Actor: HR Staff/Admin/HR Admin User/Candidate

Path: Select Prospective Candidates.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:



#### 3.77.2 Description

1. Select position from master data (position should be approved)
2. Select submitted candidates' applications.
3. Click the "View" button in the View candidate applications list table.
4. Click the "Edit" button in the candidate applications list table, Edit existing candidate applications, and click the "Update" button to save updates.

5. Change application stage as (Applied / Interview/ Examination / Recruited / Not Recruited)
6. Change status as Inactive.
7. Candidate is not recruited.
8. If the stage is an interview, schedule the interview with interview panel, date and time.
9. Add an interview venue.
10. If the venue is not online, select location.
11. If the venue is online, generate a meeting link and add.
12. Enter description about the interview.
13. Click the “Save” button to save.
14. Send email notification to candidates with interview information.  
If it's not an existing application, application can be submitted internally and externally.
15. Select position from master data.
16. Enter personal details.
  - 18.1 First Name
  - 18.2 Last Name
  - 18.5 Full Name with initials
  - 18.6 NIC No
  - 18.7 Birthday
  - 18.8 Gender
17. Enter contact information.
  - 19.1 Permanent Address
  - 19.2 Personal Mobile
  - 19.3 Email
18. Enter qualifications.
  - 20.1 Skills
  - 20.2 Education
  - 20.3 Certifications
  - 20.4 Sports
  - 20.5 Experiences
19. Enter working experience.
20. Attach CV using upload button.
21. Click the “Save” button to save.

## 3.78 Employee Management

### 3.78.1 Use Case/Workflow

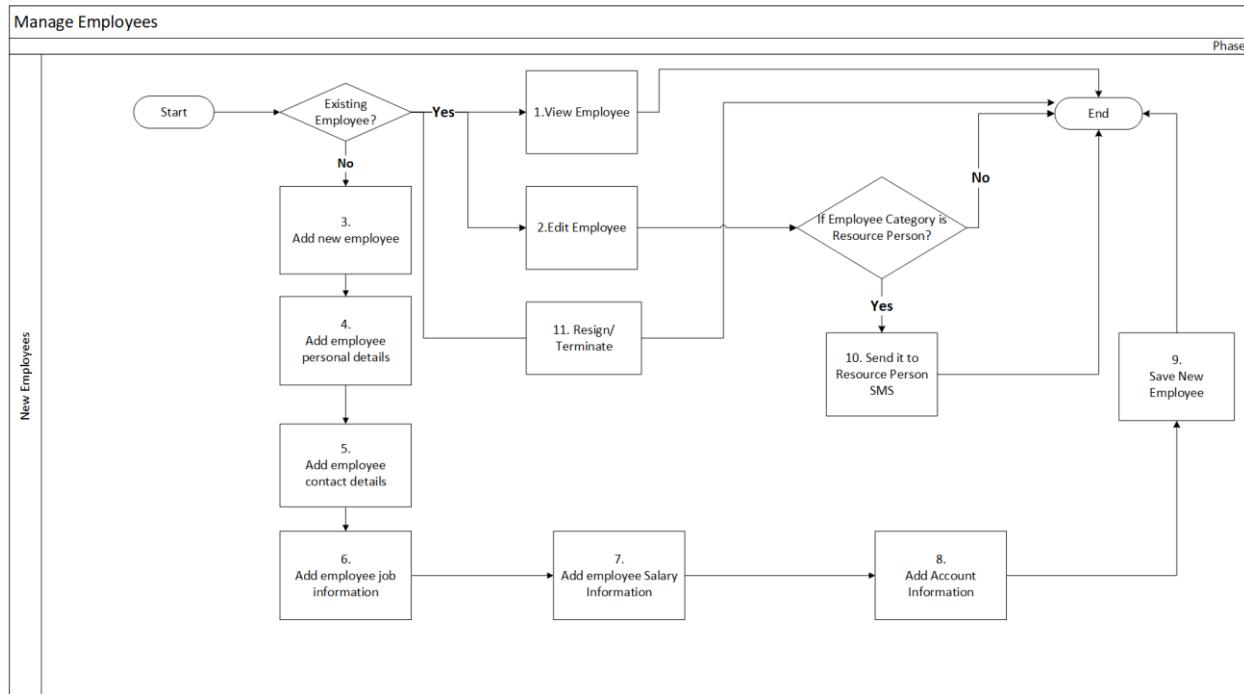
Primary Actor: HR Staff/Admin/HR Admin User

Path: Employee Management. > Employee List

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

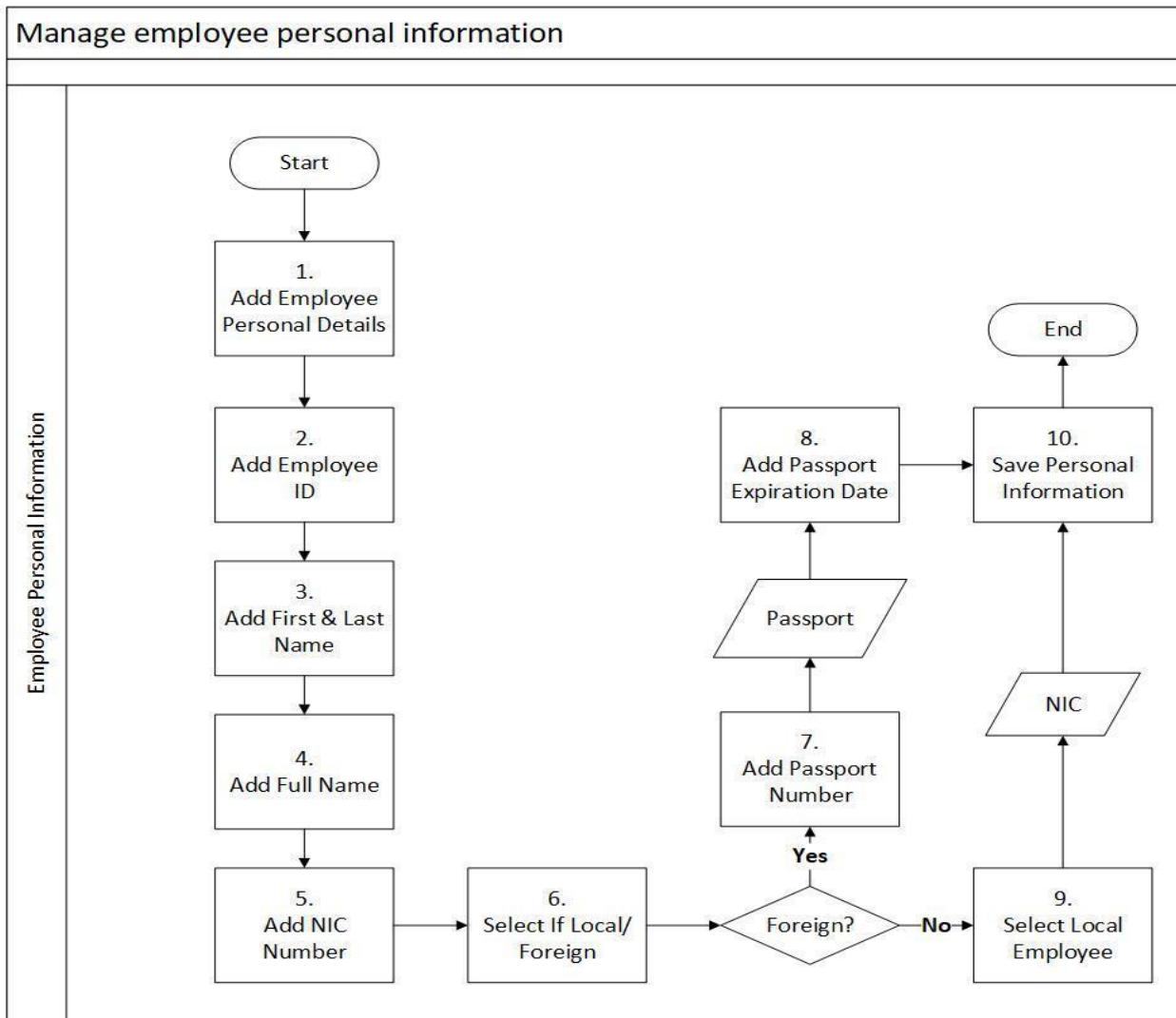
Main success scenario:



### 3.78.2 Description

1. If it's an existing employee, then "view employee profile."
2. If it's an existing employee, then edit the employee profile.
  - 2.1 Edit Personal Details.
  - 2.2 Edit Contact Details.
  - 2.3 Edit Job Details.
  - 2.4 Edit Salary Details.
  - 2.5 Edit Account Details.

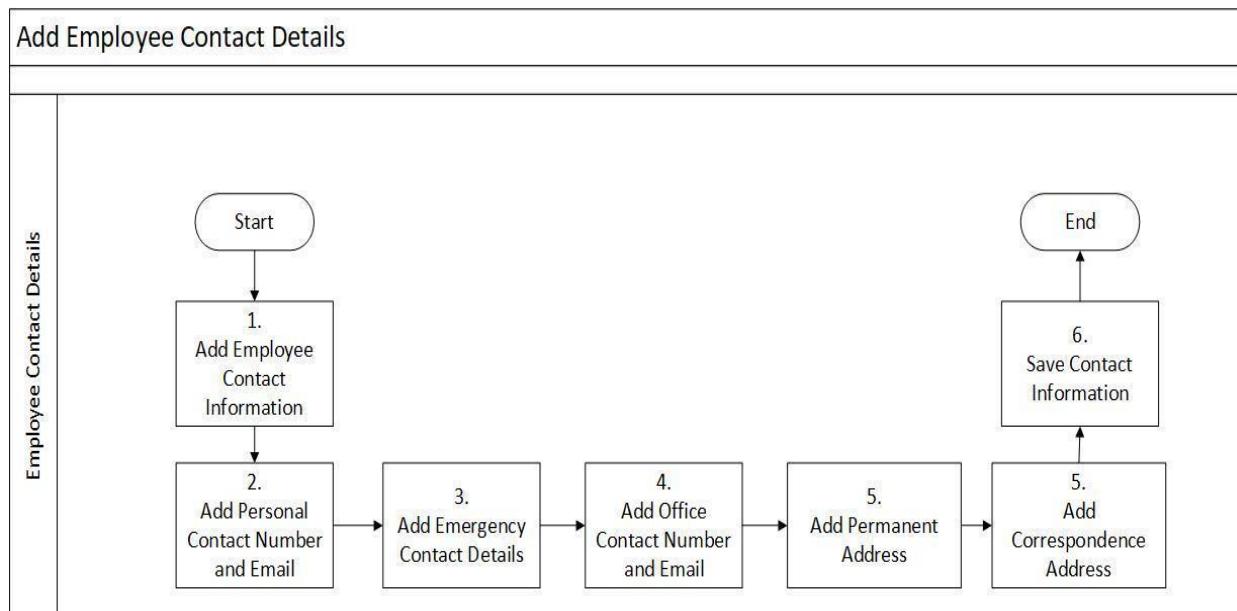
3. If it's not an existing employee, then Add a new employee.
4. Add employee personal details.
5. Add employee Contact Details.
6. Add employee Job details.
7. Add employee salary details.
8. Add employee account details.
9. Click on "Save" to save the new employee details.
10. Once employee details are edited, and then check whether the employee category is "Resource Person". If "Yes" then send it to Resource Person SMS
11. Terminate/Resign Employee.



12 Add Employee personal details.

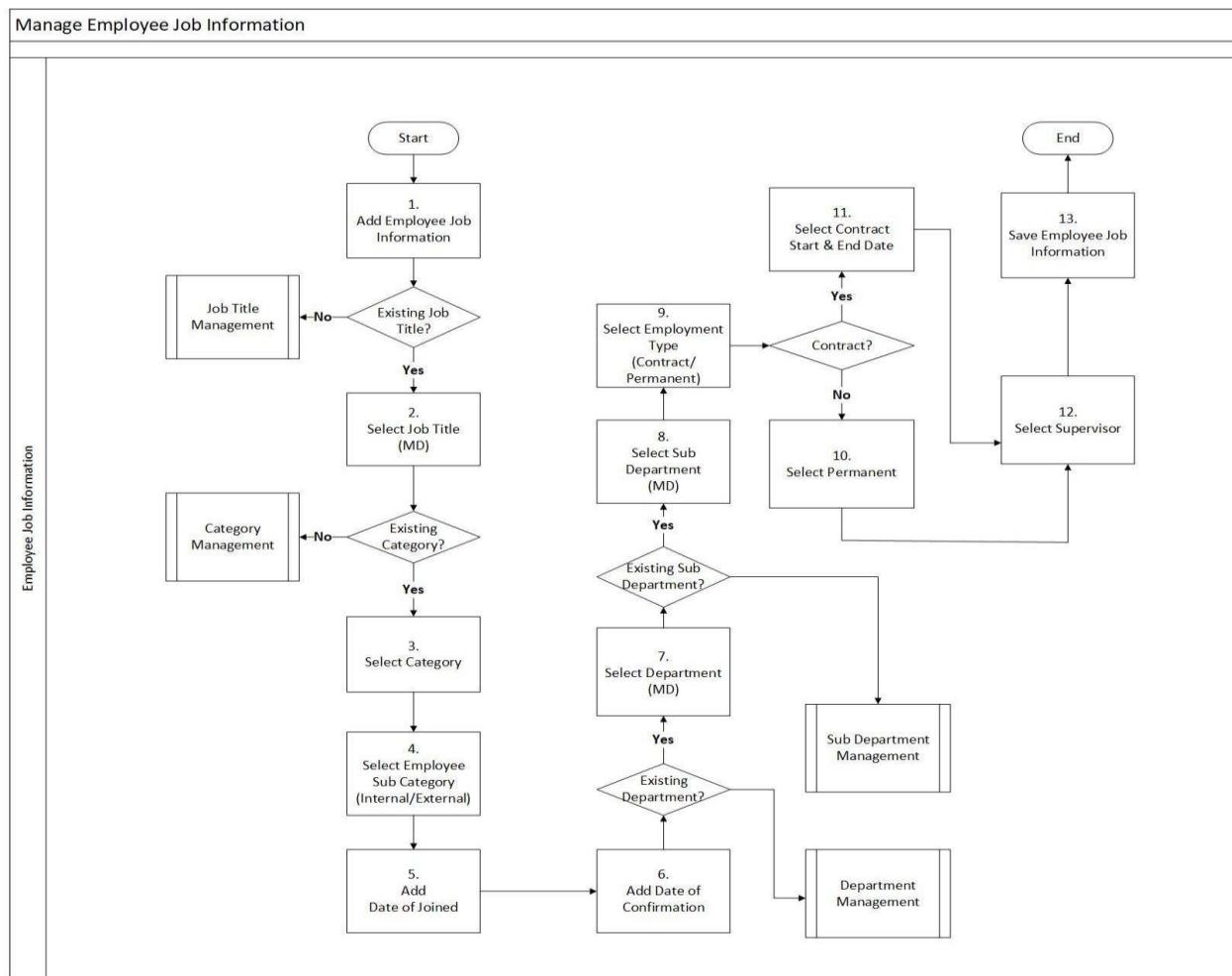
12.1 Add Employee personal details.

- 12.2 Enter employee ID.
- 12.3 Enter First Name and Last Name.
- 12.4 Enter Full Name.
- 12.5 Enter NIC Number.
- 12.6 Select employee Local or Foreign.
- 12.7 If Employee is Foreign, Enter passport number.
- 12.8 Enter passport expiration date.
- 12.9 If Employee is Local, Enter NIC Number.
- 12.9.1 Save or Click Next button.



### 13 Add Employee contact details.

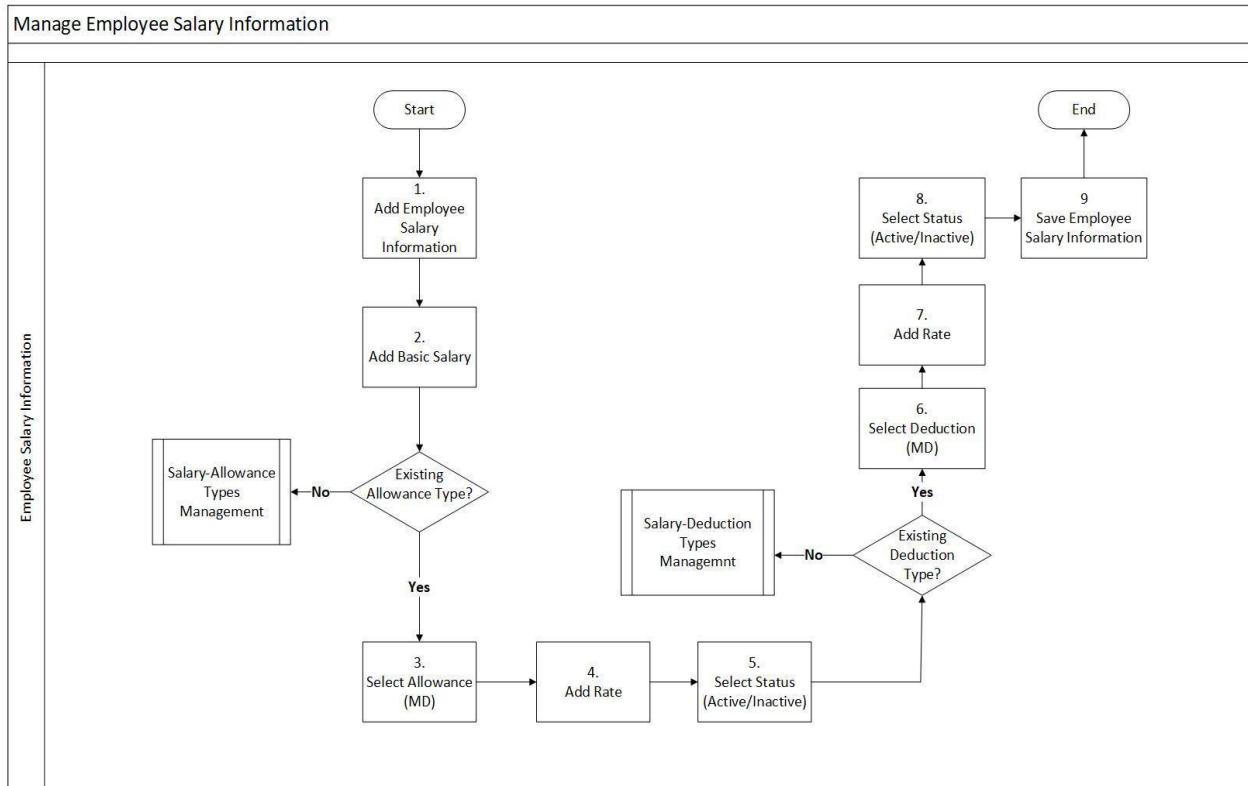
- 13.1 Select employee contact information tab.
- 13.2 Enter contact number and email address.
- 13.3 Enter emergency contact details. (Name / Mobile / Address)
- 13.4 Enter office contact number and email.
- 13.5 Enter permanent address.
- 13.6 Enter correspondence address.
- 13.7 Save or Click Next button.



#### 14 Add Employee Job information.

- 14.1 Select employee job information tab.
- 14.2 Select job title from master data.
- 14.3 Select employee category from master data.
- 14.4 Select employee sub category from master data. (Internal / External)
- 14.5 Enter joined date using date picker.
- 14.6 Enter date of confirmation using date picker.
- 14.7 Select department from master data.
- 14.8 Select sub department from master data.
- 14.9 Select employee type from master data. (contract / permanent)
- 14.10 If permanent, select permanent.
- 14.11 If contract, open two new date pickers for contract start date and end date.
- 14.12 Select supervisor from the entered active employees.

- 14.13 Select alt supervisor
- 14.14 Add Other Benefits.
- 14.15 If OPD add entitled rate
- 14.16 Save or Click Next button.

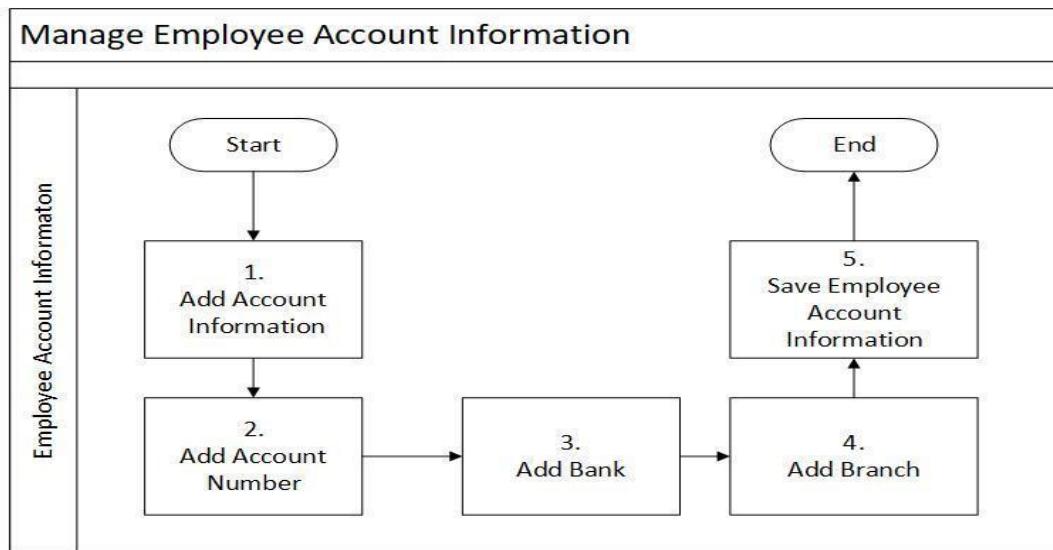


## 15 Add Employee salary information.

- 15.1 Select employee salary information tab.
- 15.2 Enter employee basic salary.
- 15.3 Select allowances from master data.
- 15.4 Enter rates for selected allowances.
- 15.5 Select allowance status for employee. (Active / Inactive)
- 15.6 Select deductions from master data.
- 15.7 Enter rates for selected deductions.
- 15.8 Select deduction status for employee. (Active / Inactive)

15.9 Option to hold salary with reason.

15.10 Save or Click Next button.



16 Add Account information.

16.1 Select employee account information tab.

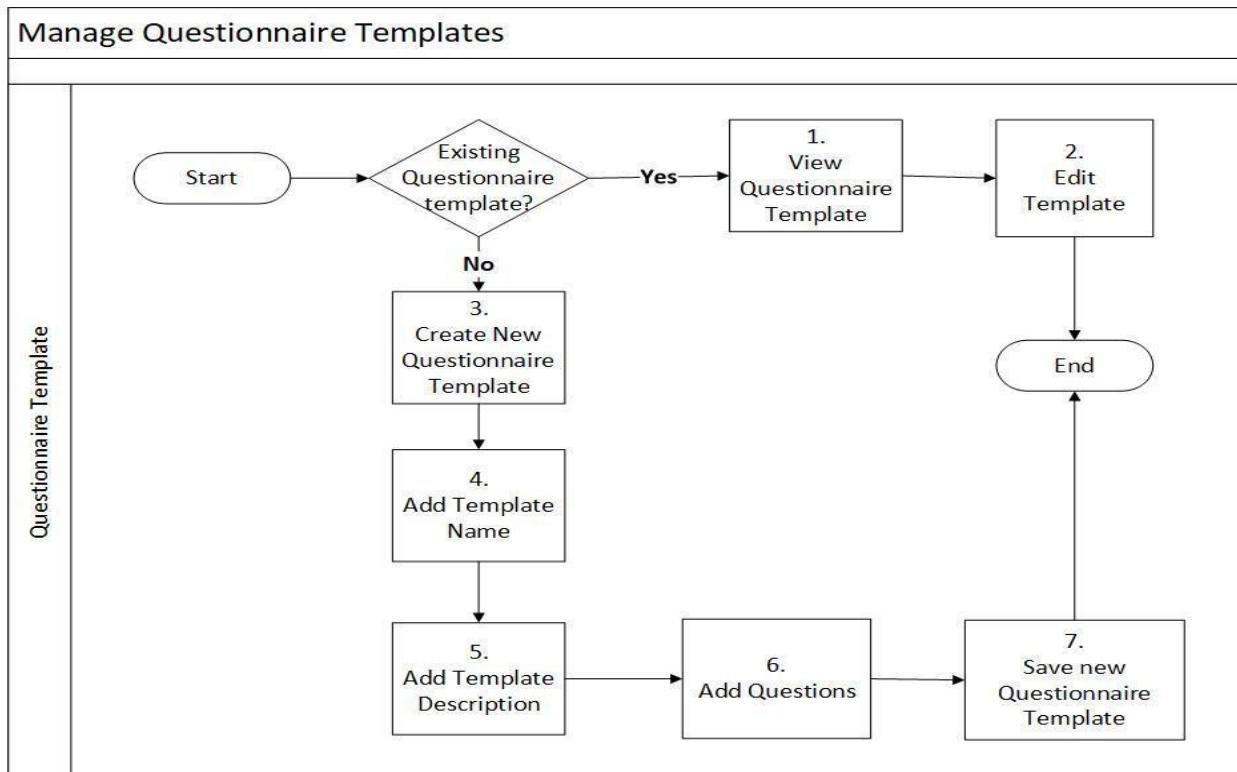
16.2 Enter employee account number.

16.3 Select bank from bank master data.

16.4 Select relevant bank branch from bank branch master data.

16.5 Save or Click Next button.

17 Click "Save" button to save.



### 3.79 Questionnaire Management

#### 3.79.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User

Path: Employee Management Select Questionnaire Management.

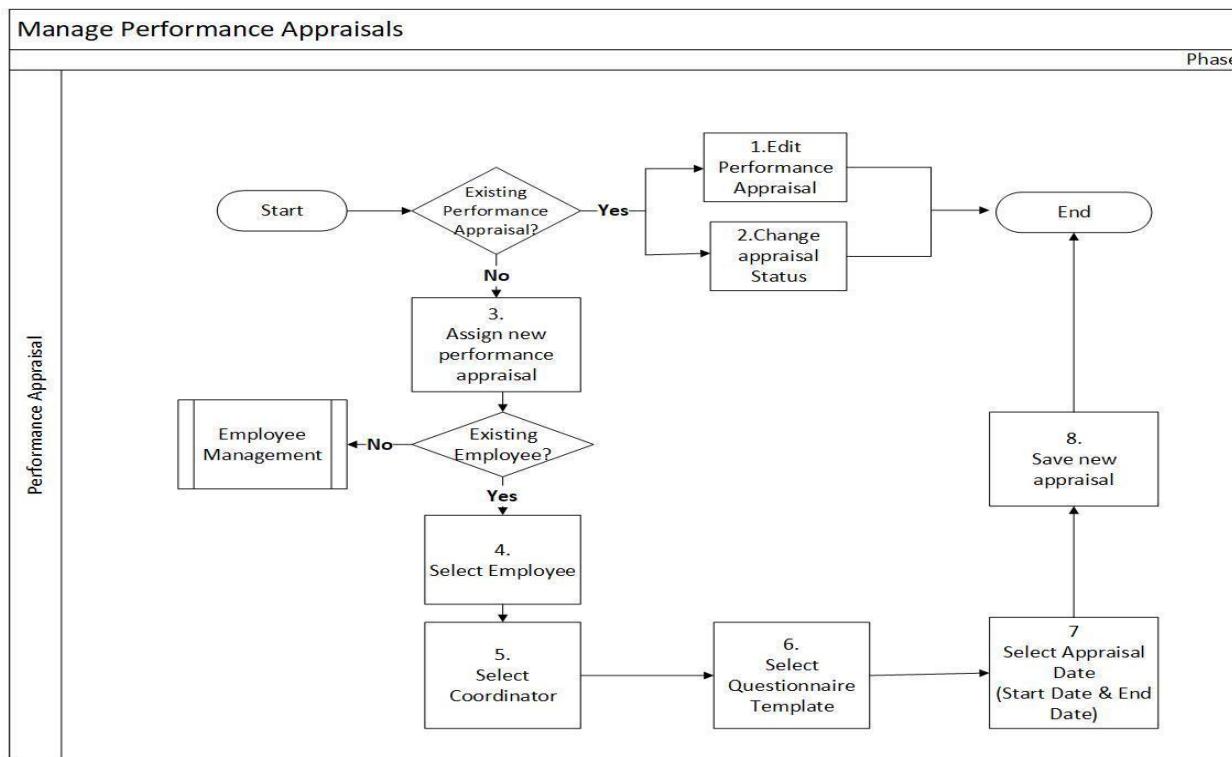
Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

### 3.79.2 Description

1. Click "View" button in View Questionnaire Management list table.
2. Click "Edit" button in Edit Questionnaire Management list table, Edit existing Questionnaire Management, and click "Update" button to save updates.
3. Click "Add New" Button in right top.
4. Enter template name.
5. Enter template description.
6. Add Questions using word sheet.
7. Click "Save" button to save.



## 3.80 Performance Appraisals

### 3.80.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User

Path: Employee Management Select Performance Appraisals.

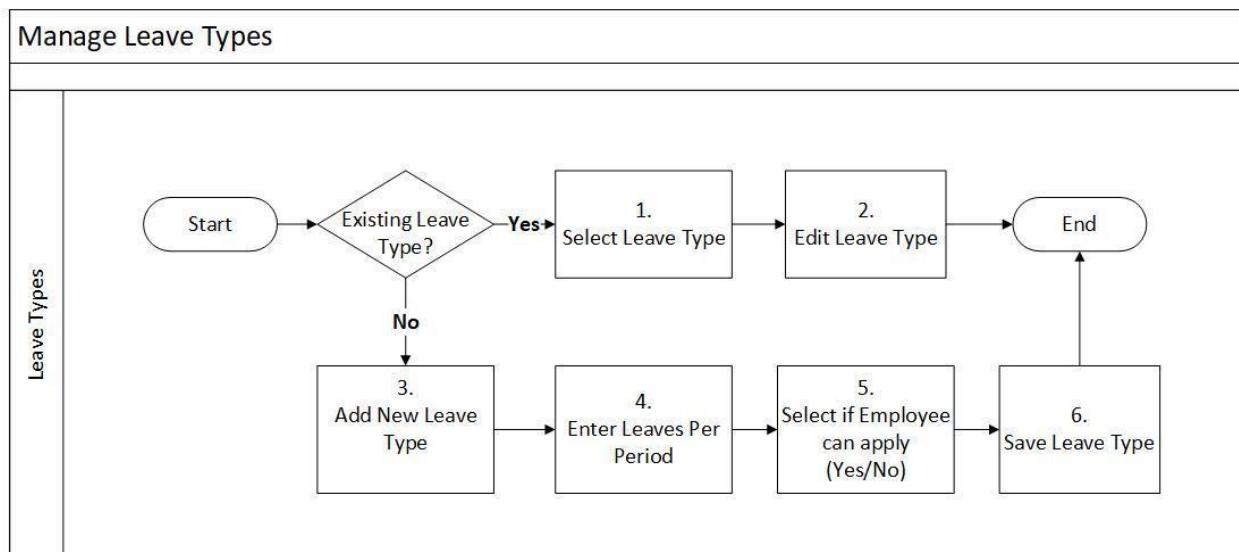
Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

### 3.80.2 Description

1. Click "Edit" button in Edit Performance Appraisals list table, Edit Performance Appraisals, and click "Update" button to save updates.
2. Change Performance Appraisals status.
3. Click "Add New" Button in right top.
4. Select employee from added active employees.
5. Select coordinator from added active employees.
6. Select Questionnaire Template.



7. Enter appraisal Date (Start date and End Date)
8. Click "Save" button to save.

## 3.81 Leave Types

### 3.81.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User

Path: Attendance Management Select Leave Types.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

### 3.81.2 Description

Click "Add New" Button in right top.

1. Select Leave Type from Leave Type list in table.
2. Edit Leave Type Name.
3. Click “Add New” Button in right top.
4. Enter leaves per period.
5. Select status Employee can apply. (Yes / No)
6. Click “Save” to save.

### **3.82 Leave Period**

#### **3.82.1 Use Case/Workflow**

Primary Actor: HR Staff/Admin/HR Admin User

Path: Attendance Management Select Leave Period.

Priority: Essential

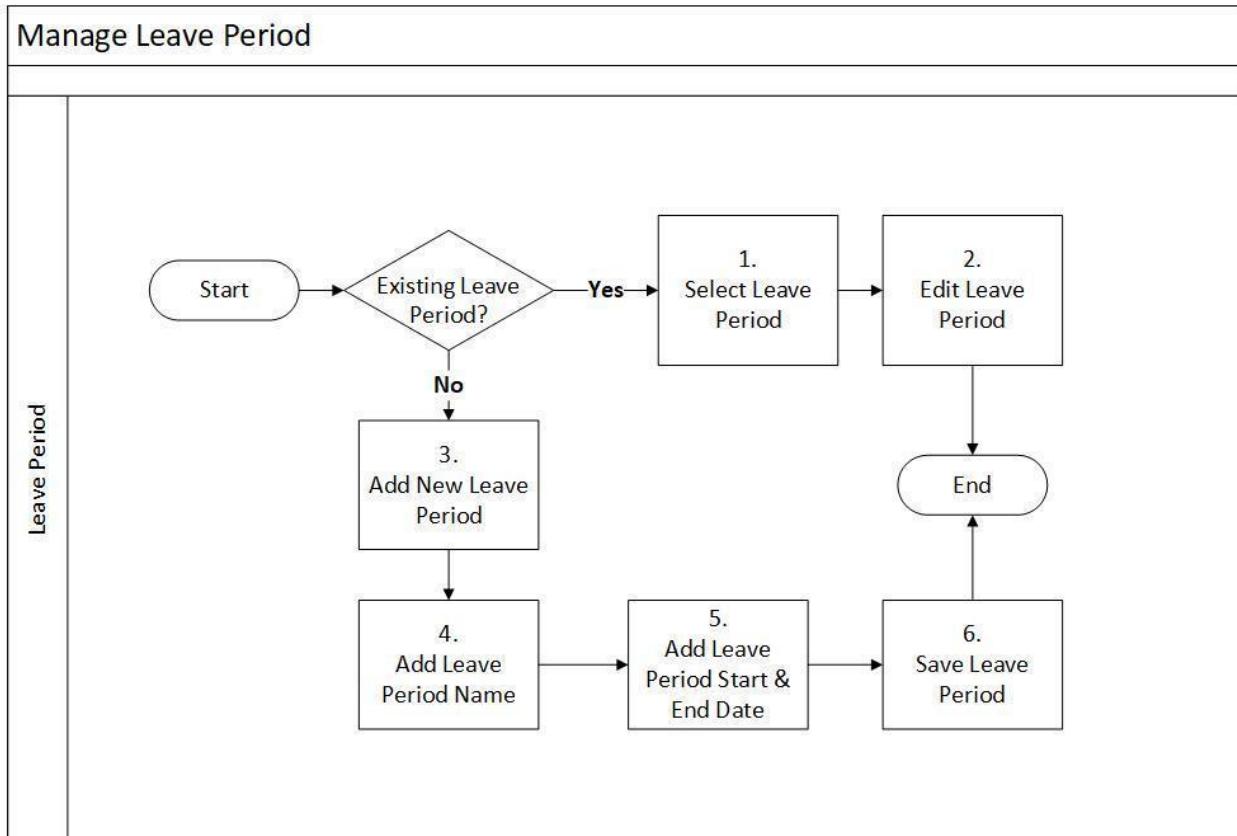
Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

### 3.82.2 Description

Click "Add New" Button in right top.

1. Select Leave Period from Leave Period list in table.
2. Edit Leave Period.
3. Click "Add New" Button in right top.
4. Enter Leave Period Name.
5. Enter Leave period start and end date.



6. Click "Save" to save.

## 3.83 Leave Rules

### 3.83.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User

Path: Attendance Management Select Leave Rules.

Priority: Essential

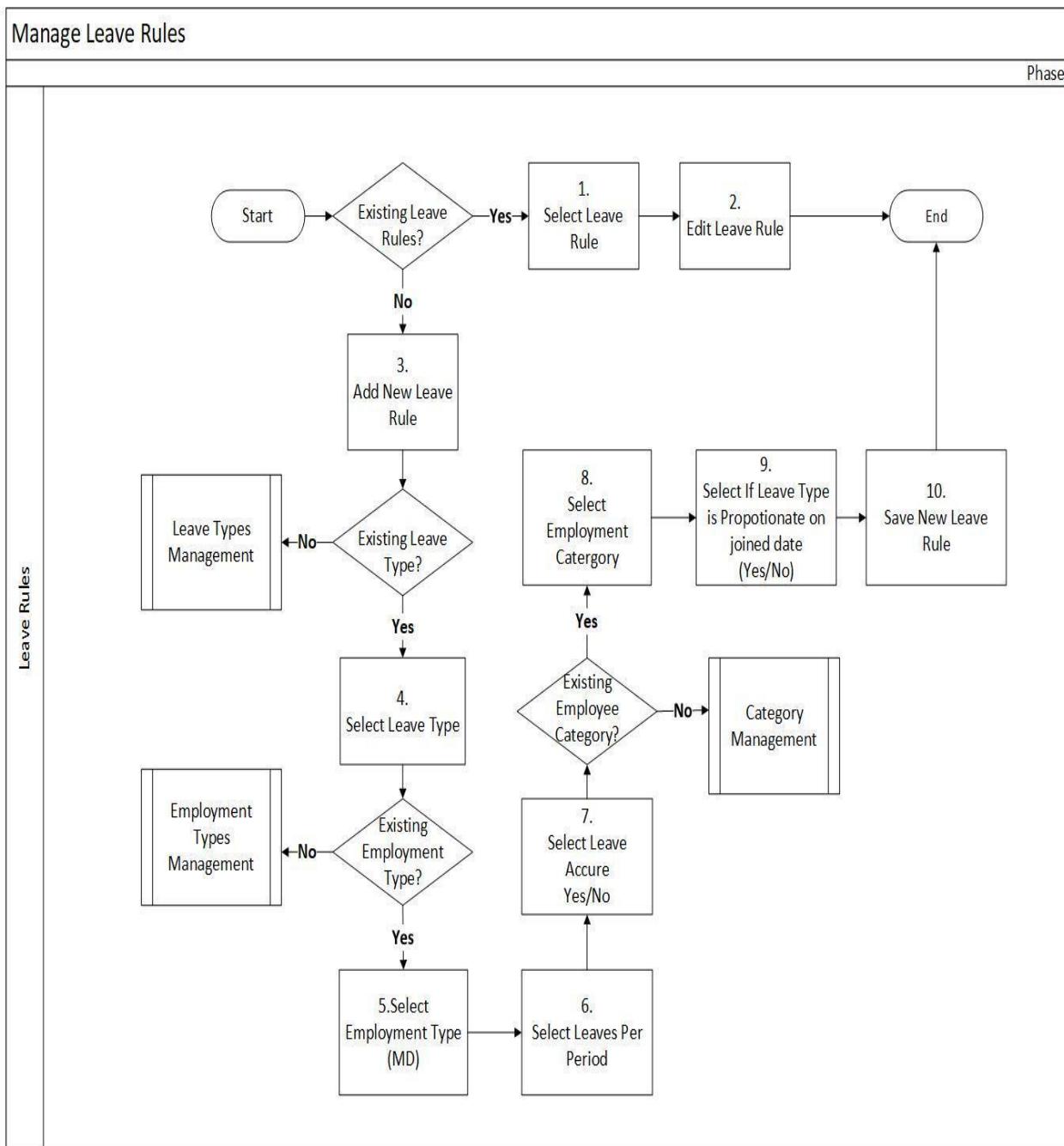
Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

### 3.83.2 Description

Click "Add New" Button in right top.

1. Select Leave Rules from Leave Rules list in table.
2. Edit Leave Rules.
3. Click "Add New" Button in right top.



4. Select Leave Type from master data.
5. Select employment type from master data.
6. Select leaves per period.
7. Select leave accrue as Yes / No.
8. Select employment category from master data.
9. Select if leave type is proportionate on joined date (Yes/ No)
10. Click "Save" to save.

### 3.84 Shift Schedule

#### 3.84.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User

Path: Attendance Management Select Shift Schedule.

Priority: Essential

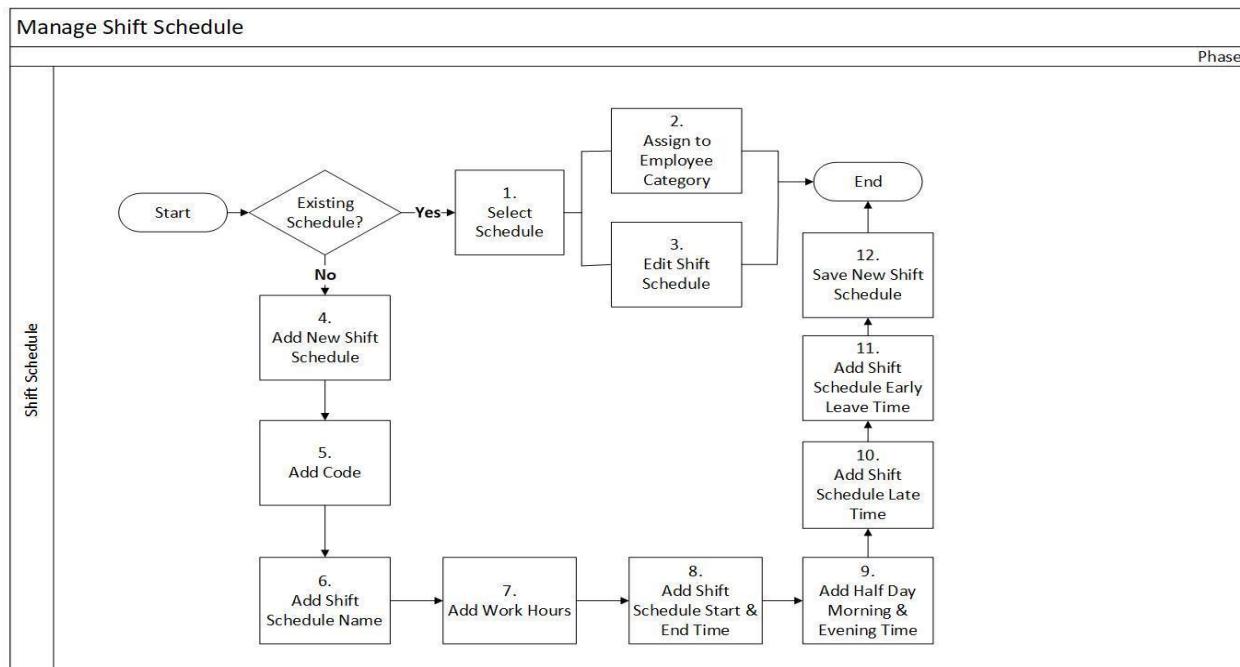
Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

#### 3.84.2 Description

Click "Add New" Button in right top.

1. Select Shift Schedule from Leave Rules list in table.
2. Shift schedule assign to Employee Category.
3. Edit Shift Schedule.



4. Click "Add New" Button in right top.
5. Enter Shift Schedule code.
6. Enter Shift Schedule name.
7. Enter Shift Schedule work hours.
8. Enter Shift Schedule Start & End Time using time picker.
9. Enter Shift Schedule half-day morning & evening time using time picker.
10. Enter Shift Schedule Late time using time picker.
11. Enter shift schedule early leave time using time picker.
12. Click "Save" to save.

### 3.85 Leave general options

#### 3.85.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User

Path: Attendance Management Select Leave general options.

Priority: Essential

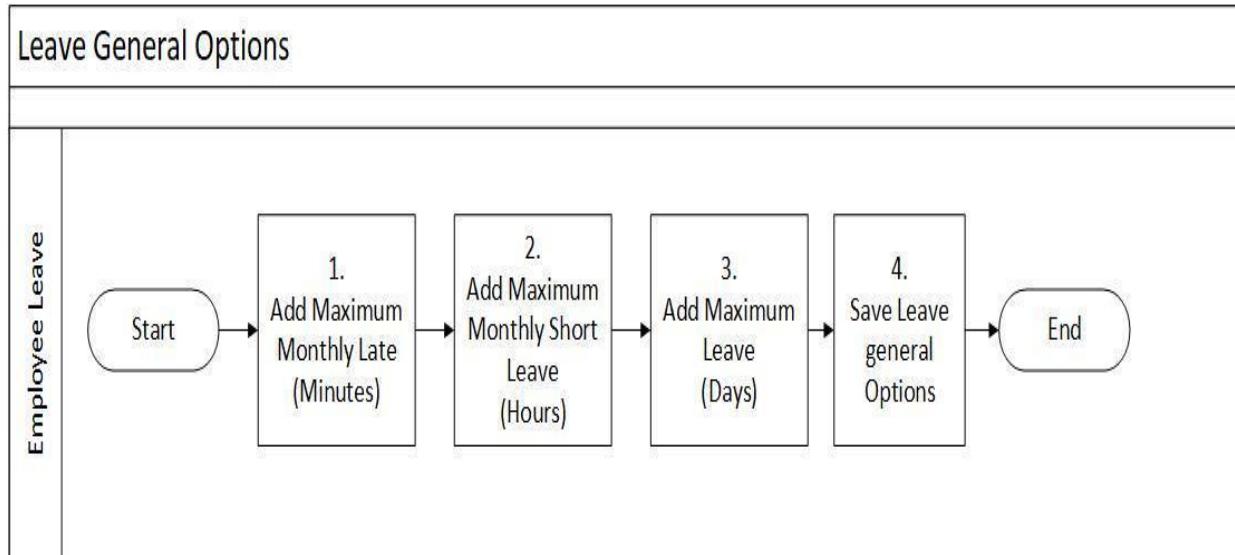
Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

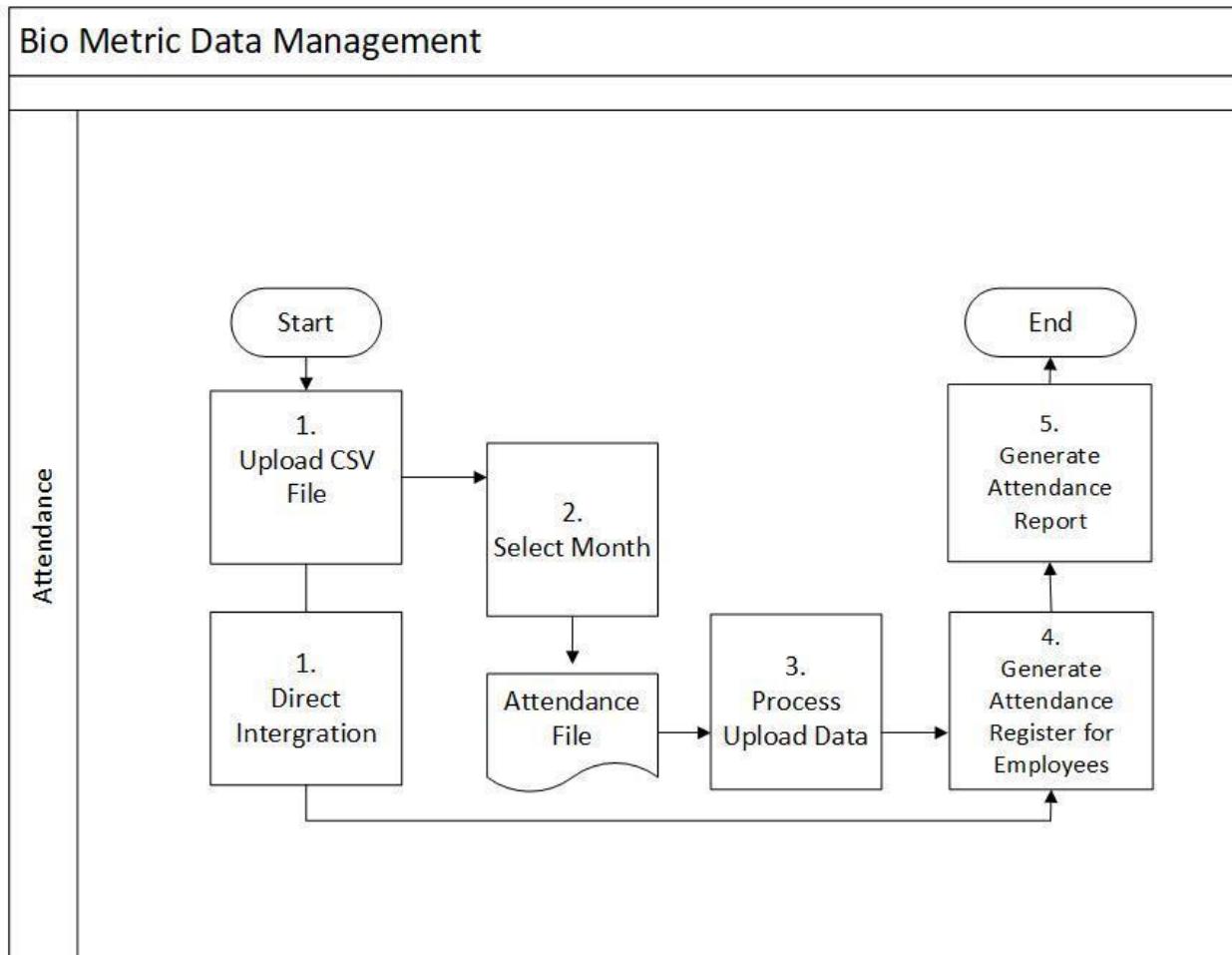
#### 3.85.2 Description

Click "Add New" Button in right top.

1. Enter maximum number of monthly Late (minutes).
2. Enter maximum number of monthly Short Leave (hours).
3. Enter maximum number of monthly Leave (days).



4. Click "Save" button to save.



### 3.86 Bio Metric Data Management

#### 3.86.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User

Path: Attendance Management Select Bio Metric Data Management.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

### 3.86.2 Description

Click "Add New" Button in right top.

1. Upload CSV file given format.
2. Select month for upload attendance. Get attendance file from the file location.
3. Process uploaded data using process button.
4. Generate attendance register for employees.
5. Generate attendance report.

## 3.87 Employee Attendance Register

### 3.87.1 Use Case/Workflow

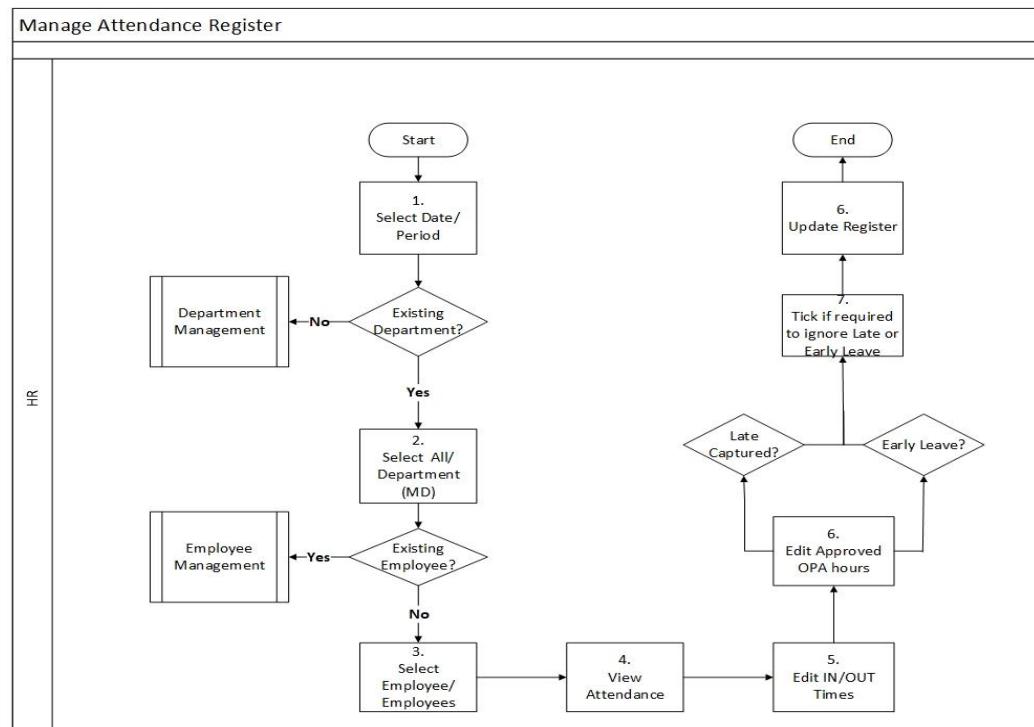
Primary Actor: HR Staff/Admin/HR Admin User/Employee User.

Path: Attendance Management Select Employee Attendance Register.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:



### 3.87.2 Description

1. Select Date Range using Date picker.
2. Select Department or All department from master data.
3. Select employee or employees from active employee list.
4. View attendance in edit sheet.  
 (All actual lecturer hours that are approved in Student Management System, comes here and display in a column)
5. Change In and out time using time picker.
6. Approve OT hours for OT applicable employees
7. Approve OPA hours (OPA is only captured for categories that are eligible for OPA)
8. If late or early leave is captured, tick in the attendance register to ignore the early leave or late but time in and time out will remain unchanged
9. Update Register

## 3.88 Manage Company Attendance Settings

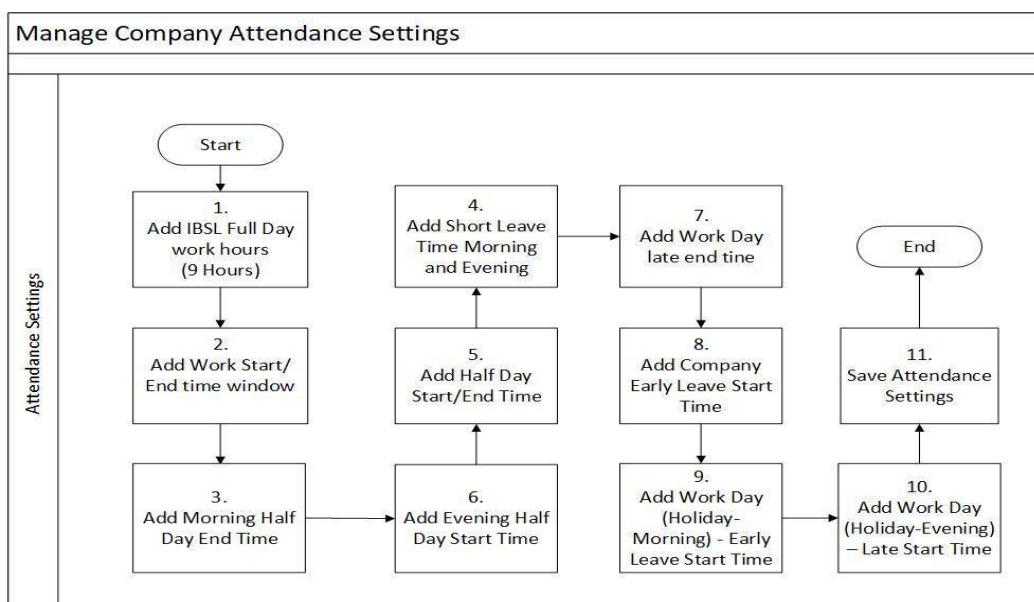
### 3.88.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User

Path: Attendance Management Select Company attendance settings.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.



### 3.88.2 Description

- Click "Add New" Button in right top.
1. Enter IBSL full day work hours in the day.
  2. Enter day work start date and end date using time picker.
  3. Enter morning half day end time using time picker.
  4. Enter short leave time morning and evening using time picker.
  5. Enter half-day start and end time using time picker.
  6. Enter evening half-day start time using time picker.
  7. Enter workday late end time.
  8. Enter early leave start time using time picker.
  9. Enter working day(holiday morning) early leave start time.
  10. Enter working day (holiday-evening) late start time.
  11. Click "Save" button to save.

## 3.89 Manage Work Week

### 3.89.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User

Path: Attendance Management Select Work Week.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

### 3.89.2 Description

- Click “Add New” Button in right top.
1. Edit workweek using edit button.
  2. Select days from Monday to Sunday.
  3. Select status as (Full Day/ Half Day/ Non-Working Day) according to the Company.
  4. Click “Save” button to save.

## 3.90 Manage Employee Holidays

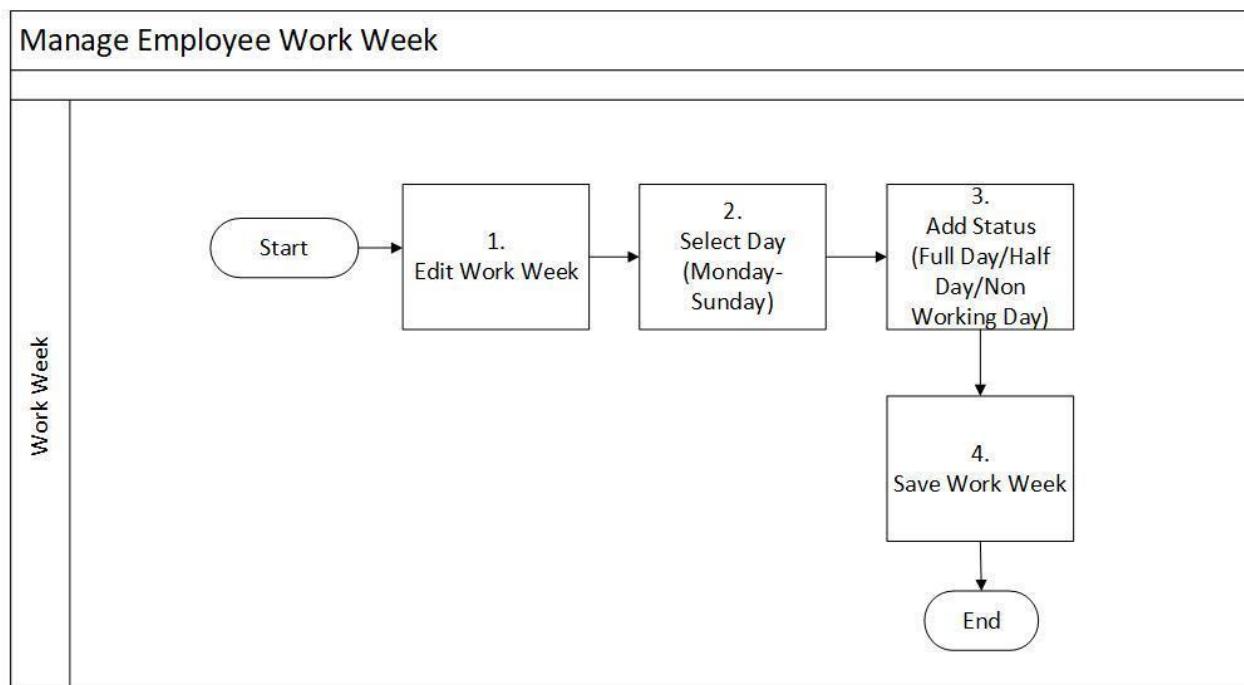
### 3.90.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User

Path: Attendance Management Select Employee Holidays.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.



Main success scenario:

### 3.90.2 Description

1. Edit Holiday using edit button.
2. Click "Add New" Button in right top.
3. Enter holiday name.
4. Enter holiday date using date picker.
5. Select leave status as (Full Day/ Half Day Morning/ Half Day Evening)
6. Select Holiday Type as (Mercantile / Poya Day)

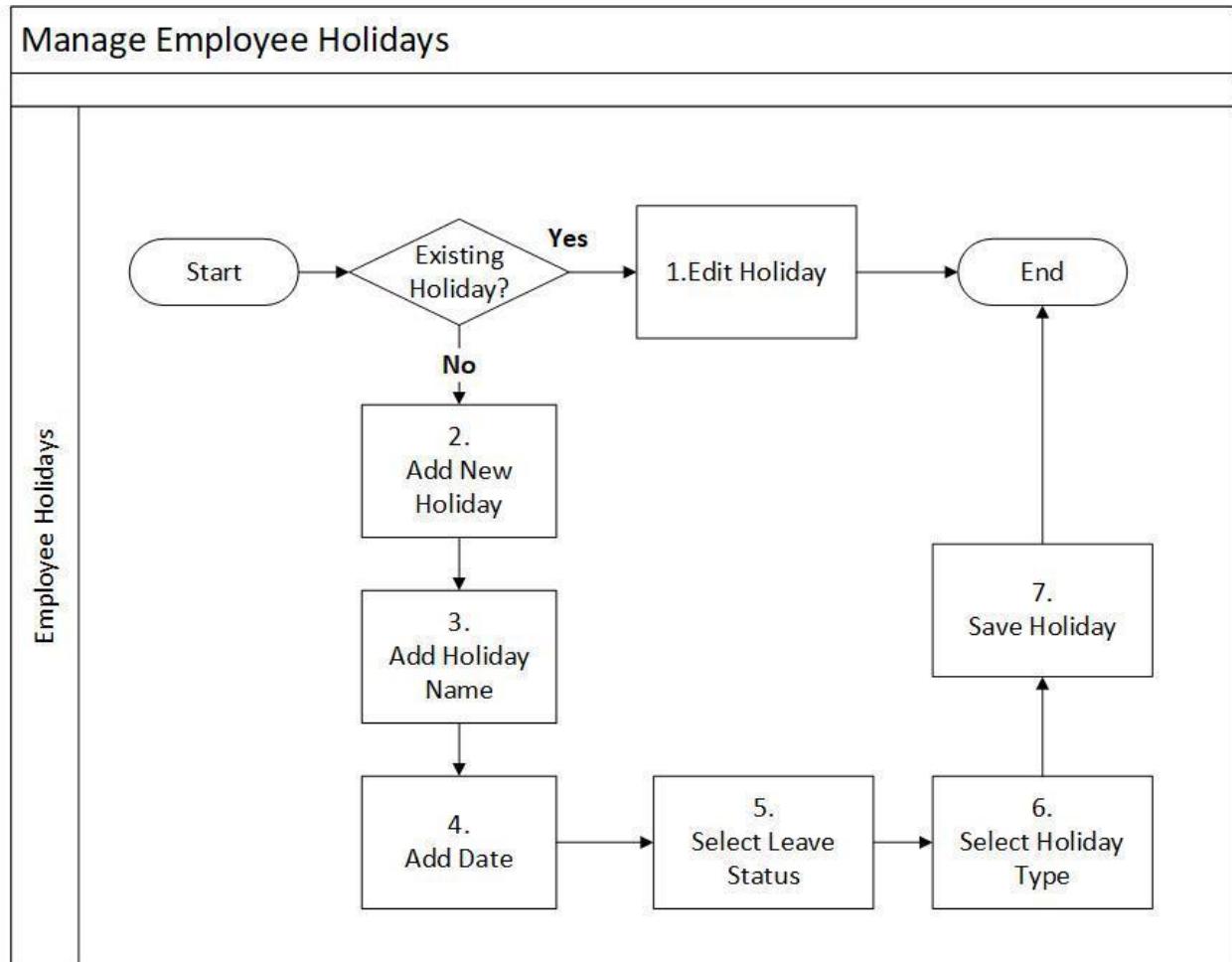
## 3.91 Employee Leave Management

### 3.91.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User/Employee User.

Path: Attendance Management → Select Employee Leave Management.

Priority: Essential

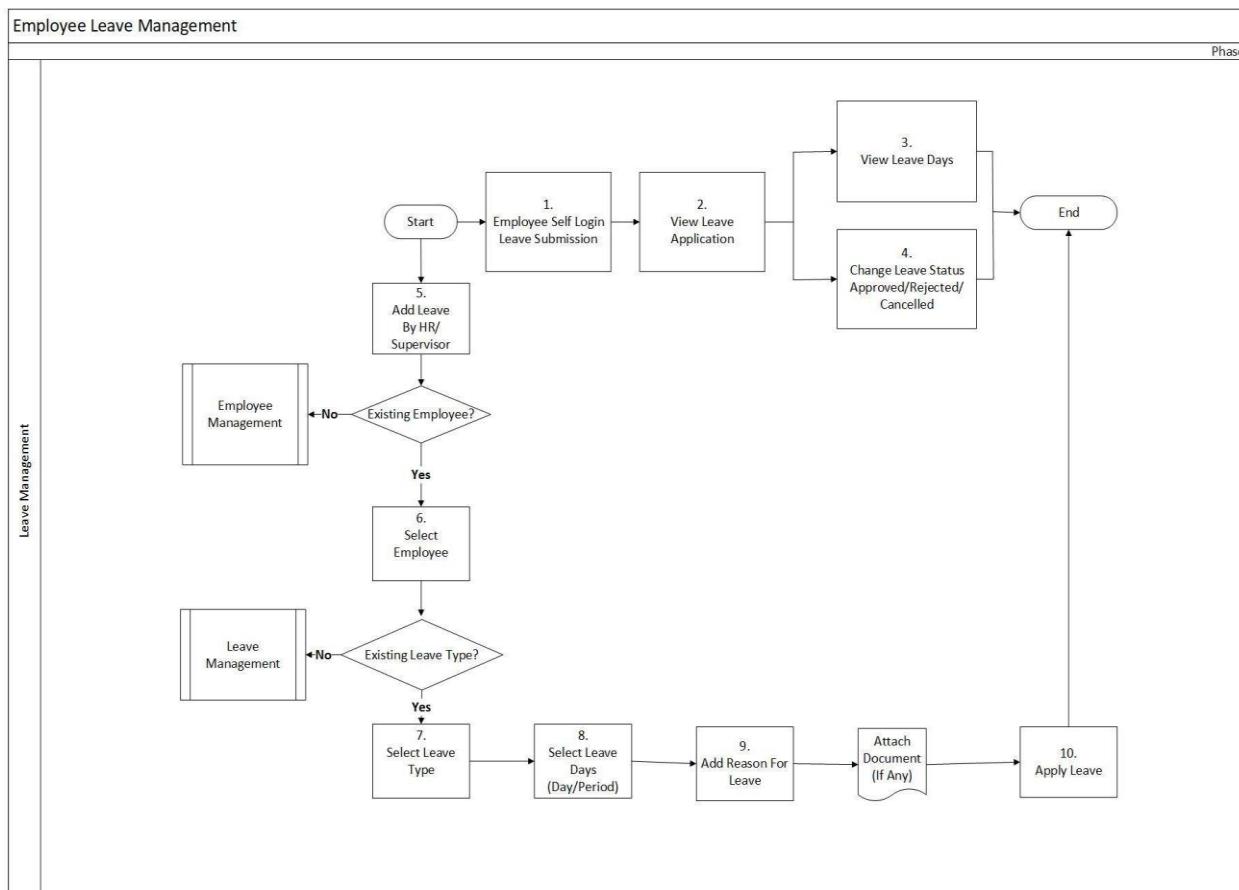


Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

### 3.91.2 Description

1. Login to the system using employee self-login credentials and submission leave.
2. View leave application from the entered leave application list.
3. View leave days.
4. Change leave status as (Approved/ Rejected/ Cancelled).
5. Enter employee leave by supervisor.
6. If existing employee, Select employee.
7. If existing leave type, Select leave type from drop down. After selecting leave type shows leave entitlement, leave taken and leave balance.
8. Select leave day or days using date picker.
9. Enter reason for leave. If has attachment upload to the system.
10. Click "Save" button to save.



### 3.92 Teachers Preference Management

#### 3.92.1 Use Case/Workflow

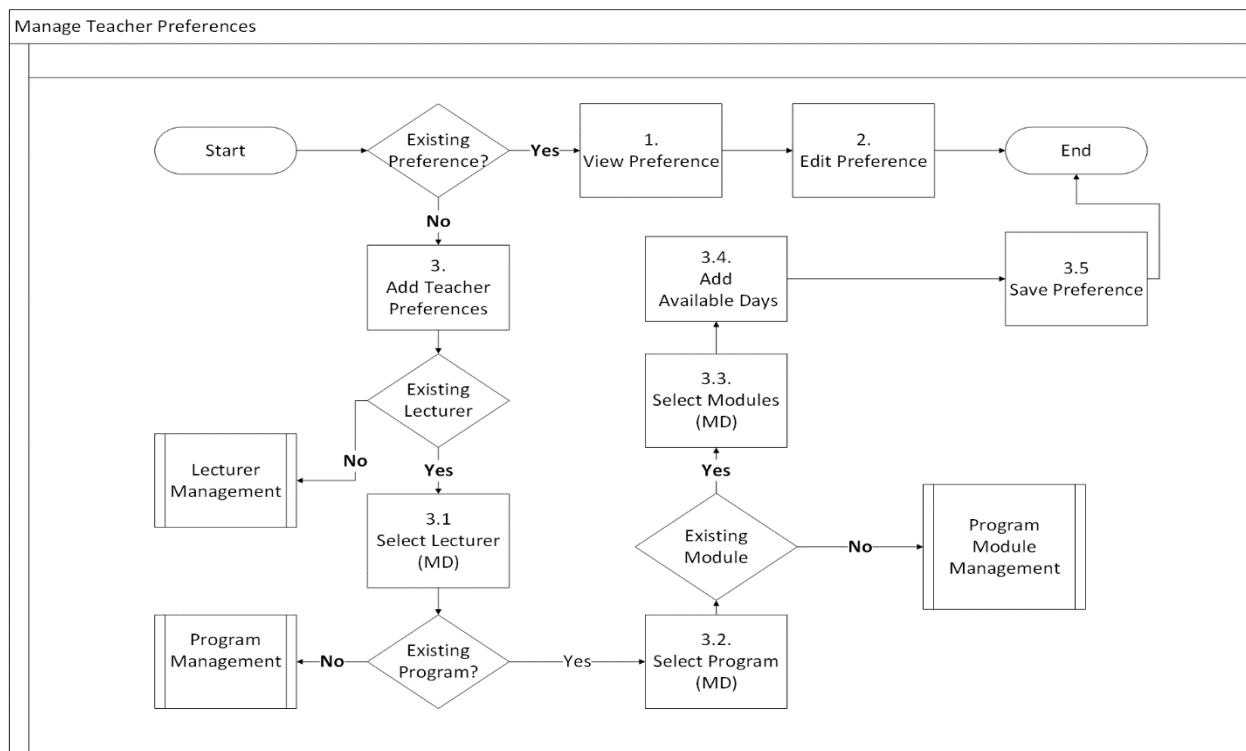
Primary Actor: Academic Staff/Admin/Director User

Path: Timetable Select Teachers Preferences Management

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

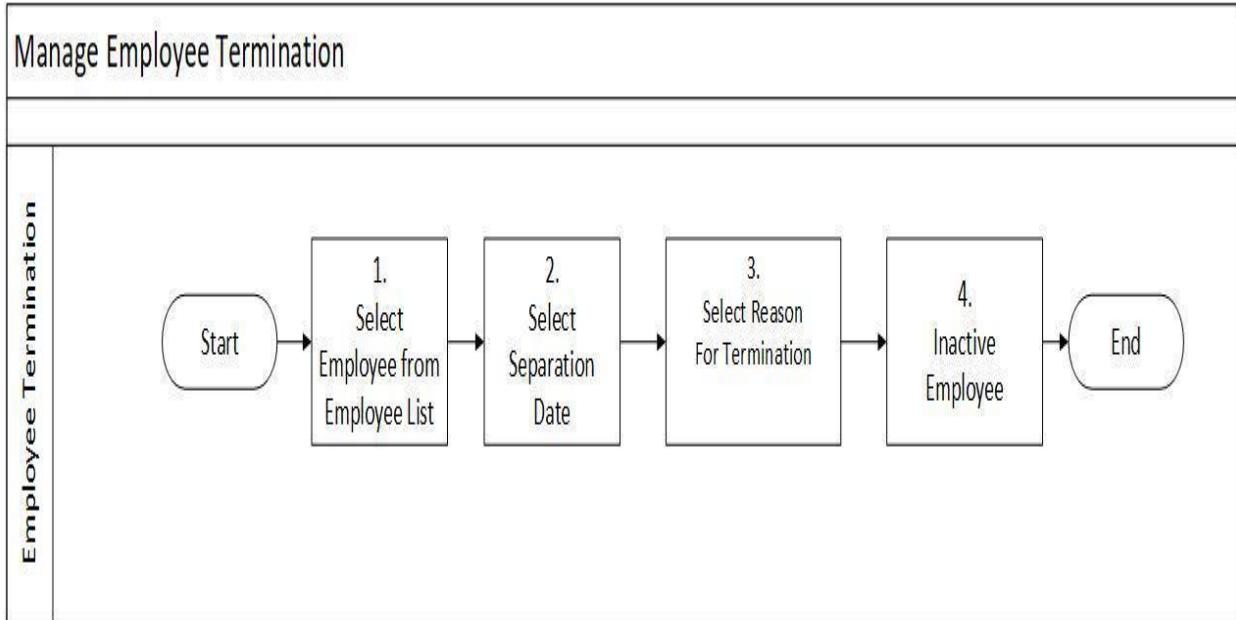
Main success scenario:



#### 3.92.2 Description

1. Click "View" button in Teachers Preferences list table to view existing Teachers Preferences.
2. Click "Edit" button in Teachers Preferences list table to edit existing Teachers Preferences and click "Update" button to save updates.
3. Add Teacher Preferences.
  - 3.1 Select Lecturer from master data.
  - 3.2 Select program from master data.
  - 3.3 Select program modules from master data.
  - 3.4 Enter teachers' available days.
  - 3.5 Click "Save" button to save.

### 3.93 Employee Termination



#### 3.93.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User

Path: Employee Management Select Employee Termination.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

#### 3.93.2 Description

Click “Add New” Button in right top.

1. Select employee from added active employees.
2. Select separation date using date picker.
3. Select Reason for termination.
4. Inactive employee.

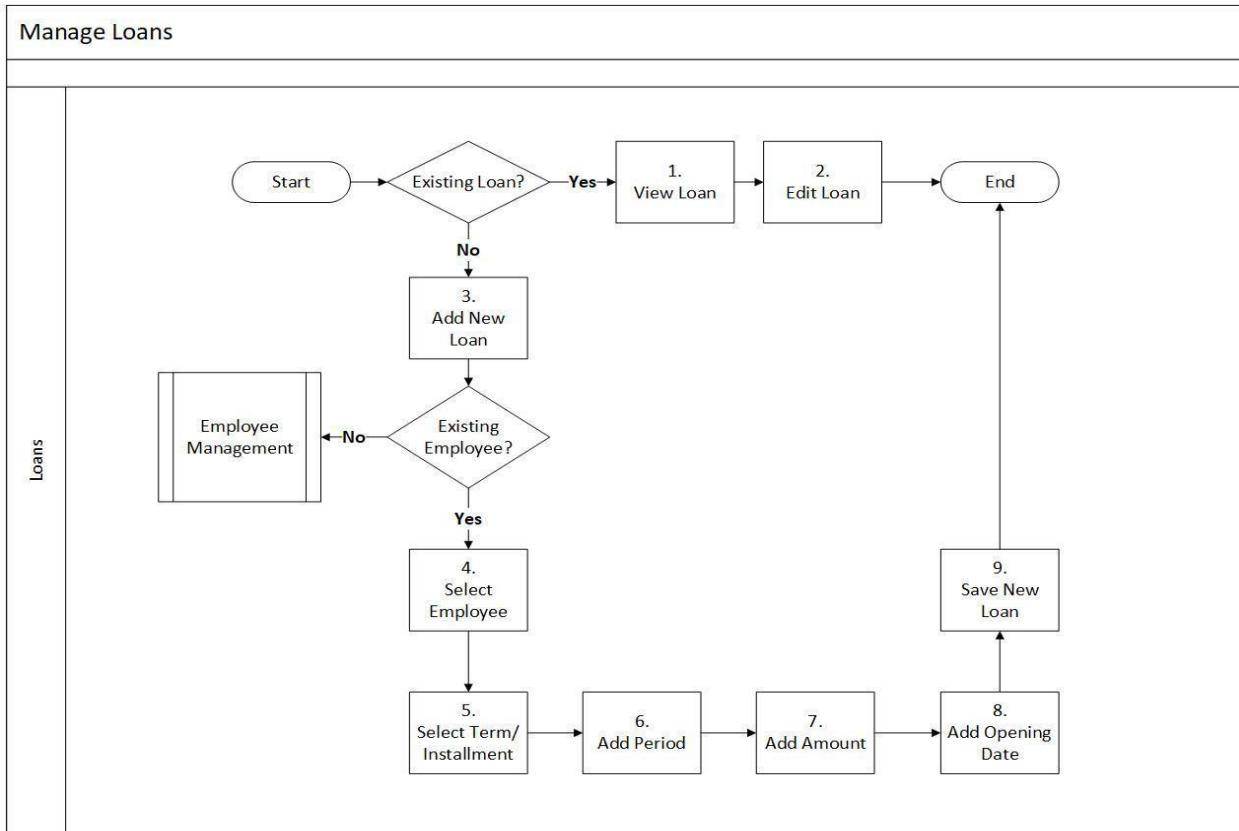
System User will be auto inactive after termination.

### 3.94 Loan Management

#### 3.94.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User/Employee User.

Path: Payroll Management Select Loan.



Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

### 3.94.2 Description

1. View loan from the entered loan list.
2. Edit loan from the entered loans list.
3. Click “Add New” Button in right top.
4. Select employee or employees from active employee list.
5. Enter Term / Installment.
6. Enter period as from date and to date using date picker.
7. Enter loan amount.
8. Enter loan-opening date using date picker.
9. Click “Save” button to save.

### 3.95 Monthly Allowance type

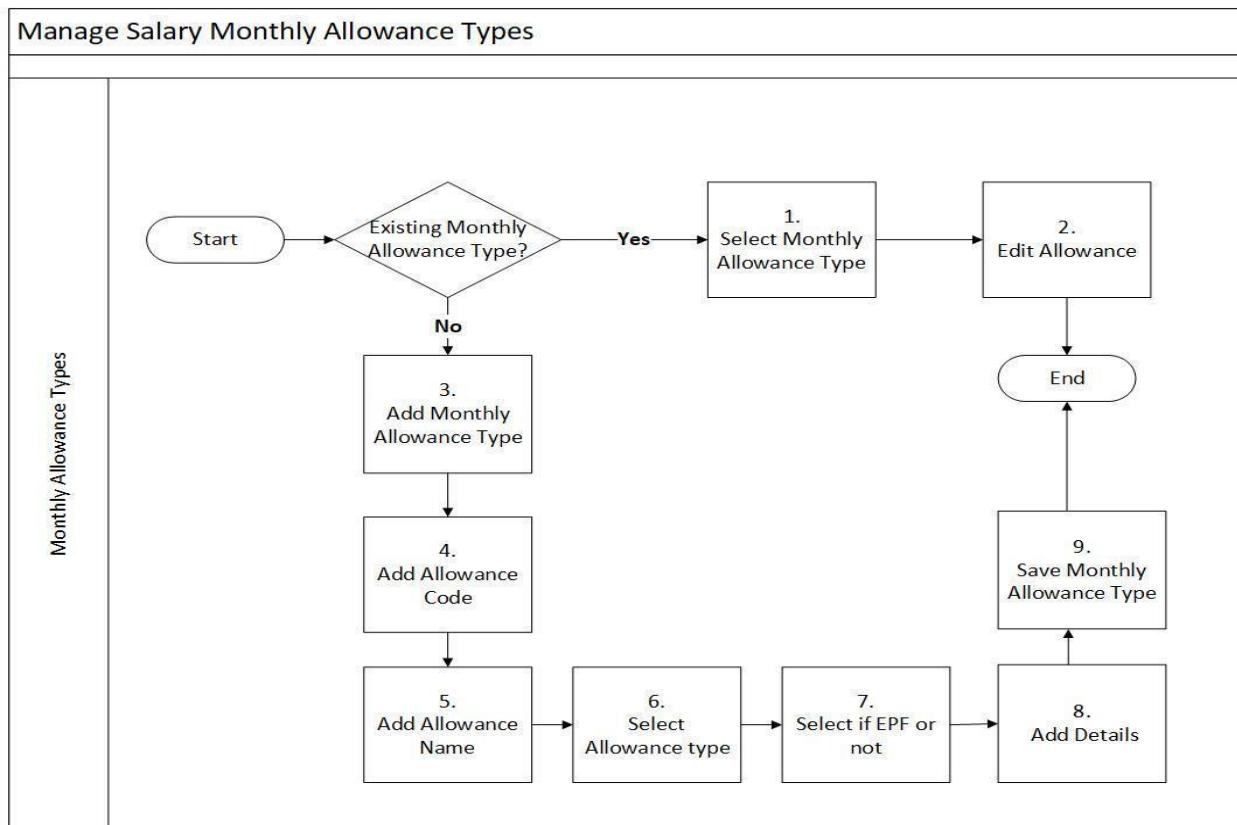
#### 3.95.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User/Employee User.

Path: Payroll Management Select Monthly Allowance Type.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own



username and password.

Main success scenario:

### **3.95.2 Description**

1. If existing Monthly Allowance Type, Select Monthly allowance type.
2. Edit Monthly Allowance Type from the entered Monthly Allowance Types list.
3. Enter monthly allowance type.
4. Enter allowance code.
5. Enter allowance name.
6. Select allowance type.
7. Select if EPF or Not.
8. Enter Description.
9. Click “Save” Button to save.

## **3.96 Monthly Deduction type**

### **3.96.1 Use Case/Workflow**

Primary Actor: HR Staff/Admin/HR Admin User/Employee User.

Path: Payroll Management Select Monthly Deduction Type.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

### 3.96.2 Description

1. If existing Monthly Deduction Type, Select Monthly Deduction type.
2. Edit Monthly Deduction Type from the entered Monthly Deduction Types list.
3. Enter monthly Deduction type.
4. Enter Deduction code.
5. Enter Deduction name.
6. Click "Save" Button to save.

## 3.97 Monthly Payment type

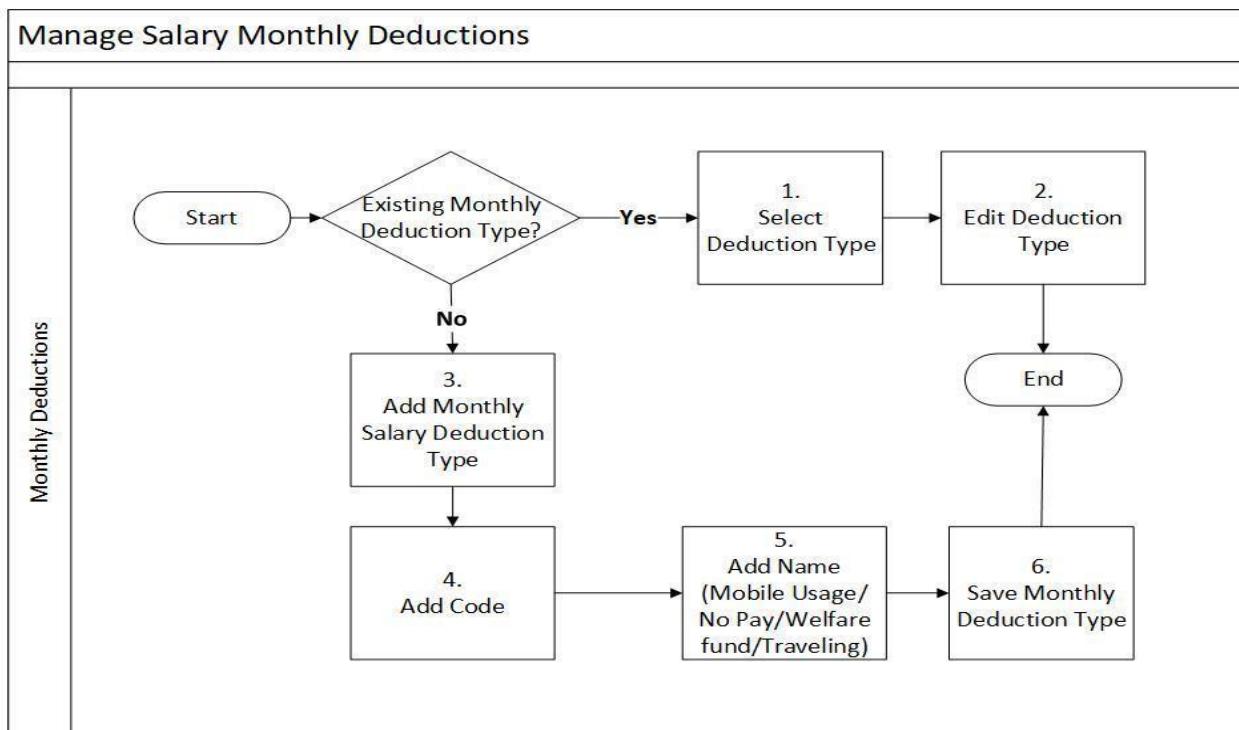
### 3.97.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User/Employee User.

Path: Payroll Management Select Monthly Payment Type.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.



Main success scenario:

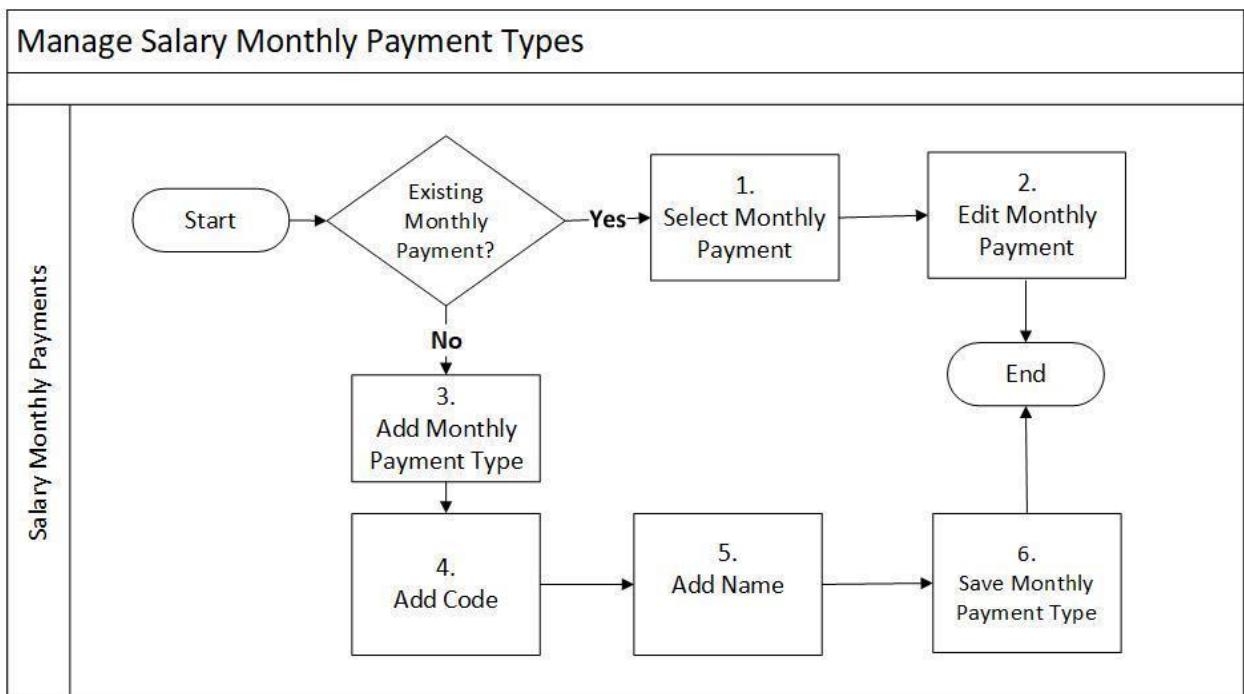
### 3.97.2 Description

1. If existing Monthly Payment Type, Select Monthly Payment type.
2. Edit Monthly Payment Type from the entered Monthly Payment Types list.
3. Enter monthly Payment type.
4. Enter Payment code.
5. Enter Payment name.
6. Click "Save" Button to save.

## 3.98 Monthly Advance type

### 3.98.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User/Employee User.



Path: Payroll Management -> Select Monthly Advance Type.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

### 3.98.2 Description

1. If existing Monthly Advance Type, Select Monthly Advance type.
2. Edit Monthly Advance Type from the entered Monthly Advance Types list.
3. Enter monthly Advance type.
4. Enter Advance code.
5. Enter Advance name.
6. Click "Save" Button to save.

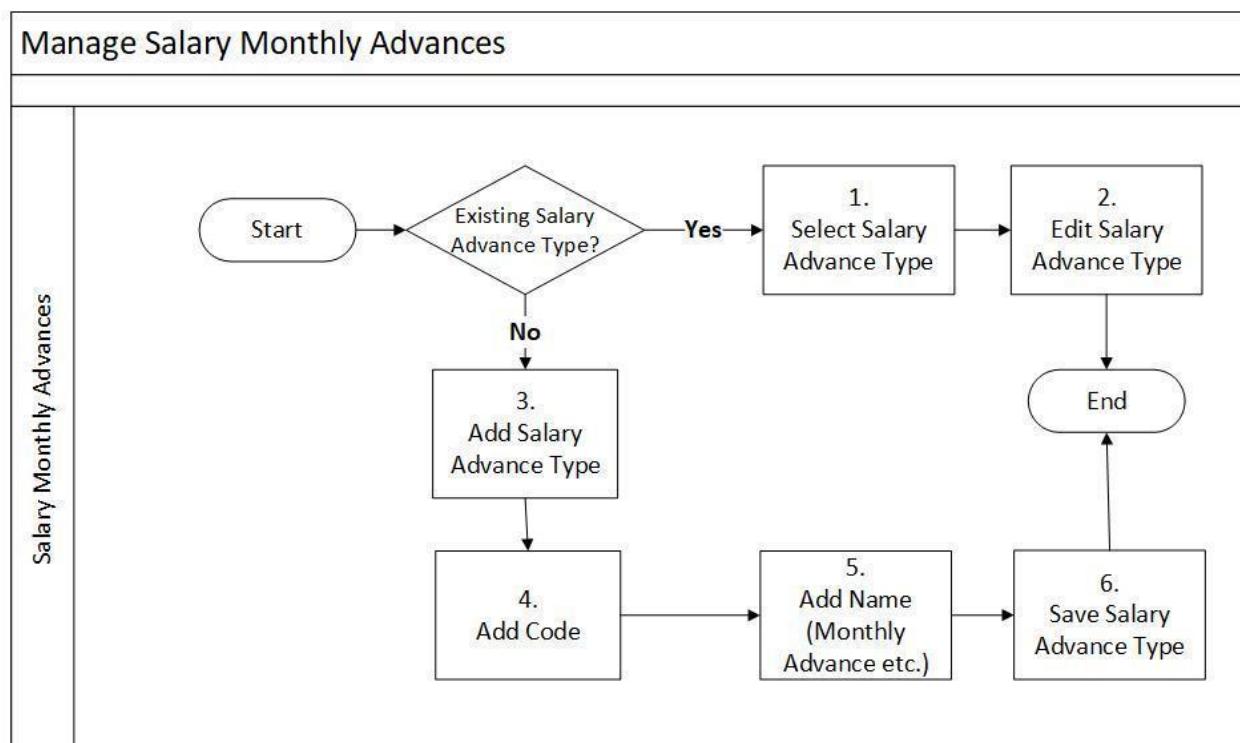
## 3.99 Salary Advance

### 3.99.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User/Employee User.

Path: Payroll Management → Select Salary Advance.

Priority: Essential



Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

### 3.99.2 Description

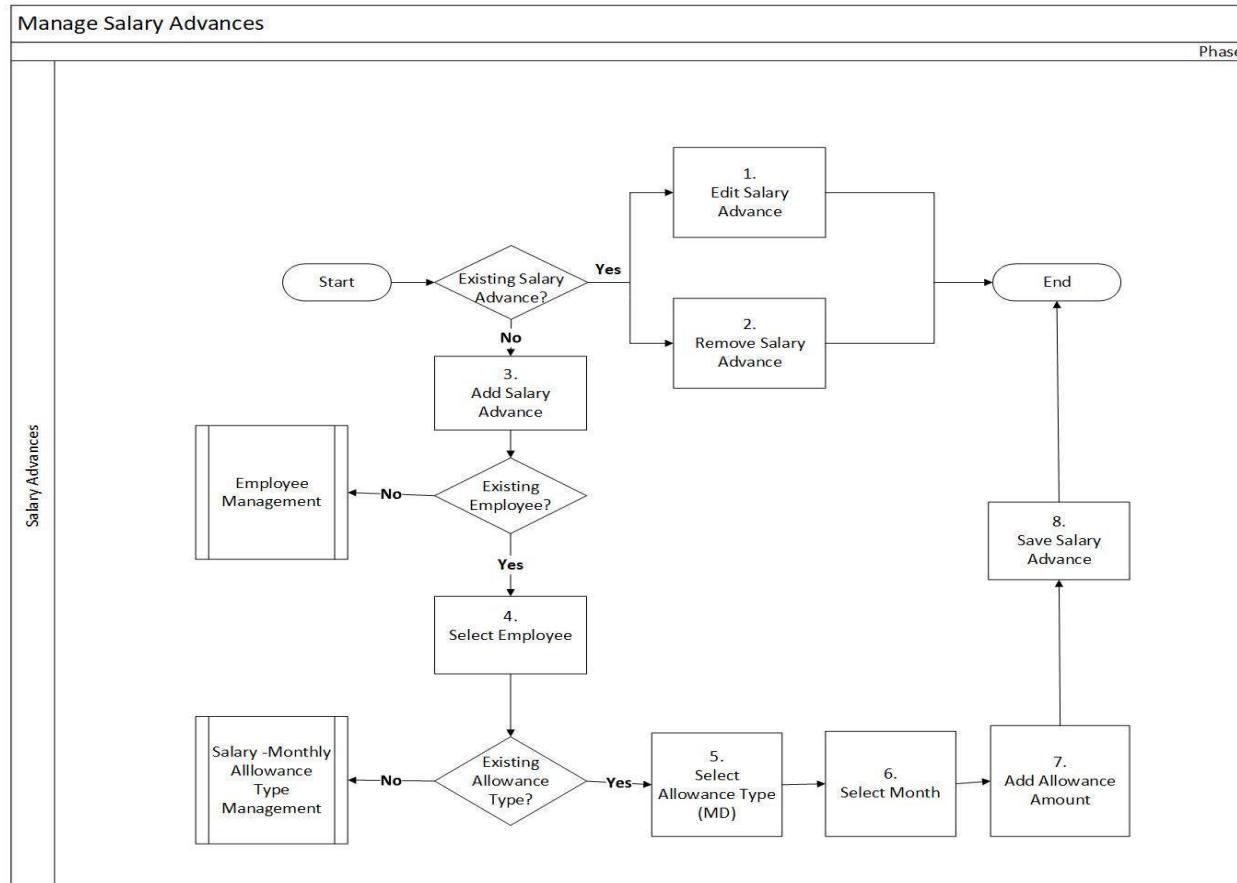
1. Edit salary advance from the entered salary advances list.
2. Remove salary advance from the entered salary advances list.
3. Click "Add New" Button in right top.
4. Select employee or employees from active employee list.
5. Select allowance type from master data.
6. Select month using date picker.
7. Enter allowance amount.
8. Click "Save" button to save.

## 3.100 Salary Deduction

### 3.100.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User/Employee User.

Path: Payroll Management → Select Salary Deductions.



Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

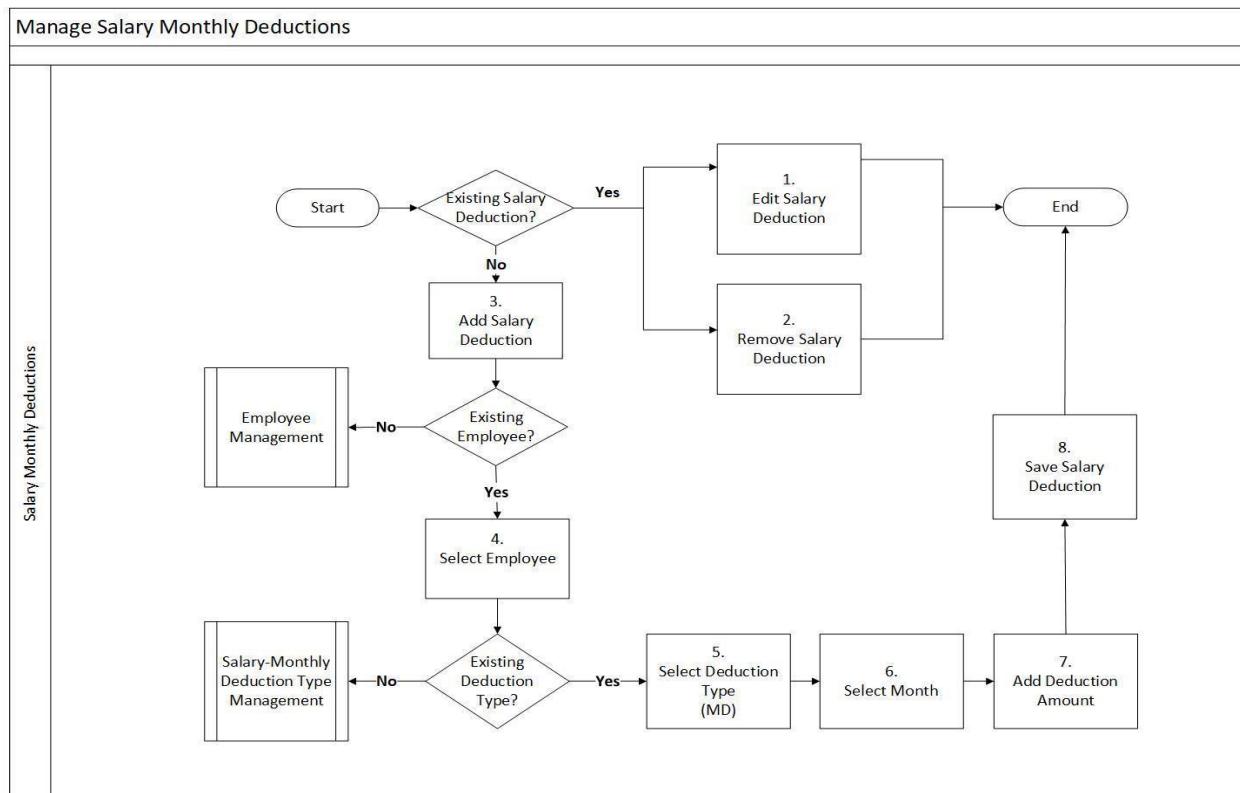
### 3.100.2 Description

1. Edit salary deduction from the entered salary deductions list.
2. Remove salary deduction from the entered salary deductions list.
3. Click “Add New” Button in right top.
4. Select employee or employees from active employee list.
5. Select deduction type from master data.
6. Select month using date picker.
7. Enter deduction amount.
8. Click “Save” button to save.

## 3.101 Salary Payments

### 3.101.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User/Employee User.



Path: Payroll Management Select Salary Payments.

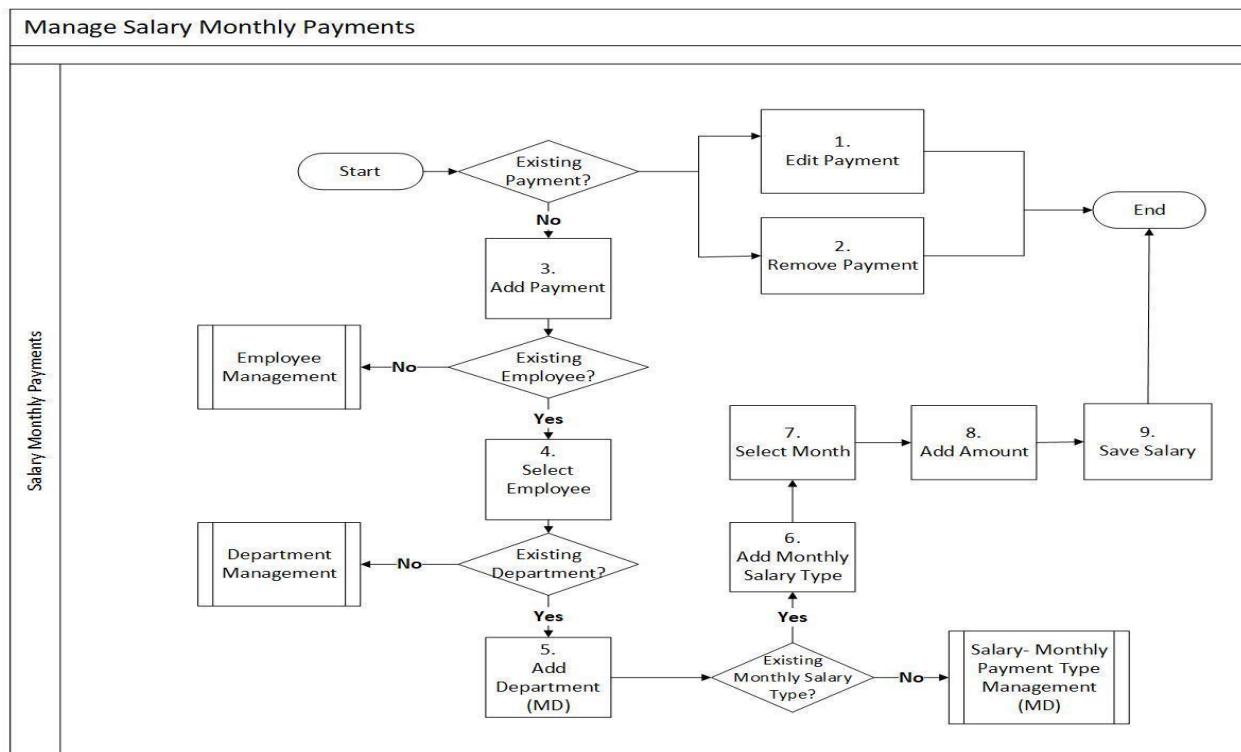
Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

### 3.101.2 Description

1. Edit salary Payment from the entered salary Payments list.
2. Remove salary Payment from the entered salary Payments list.
3. Click “Add New” Button in right top.
4. Select employee or employees from active employee list.
5. Select department from master data.
6. Add monthly salary type.
7. Select month.
8. Enter amount
9. Click “Save” button to save.



### 3.102 Salary Main Settings

#### 3.102.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User/Employee User.

Path: Payroll Management Select Salary Main Settings.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

#### 3.102.2 Description

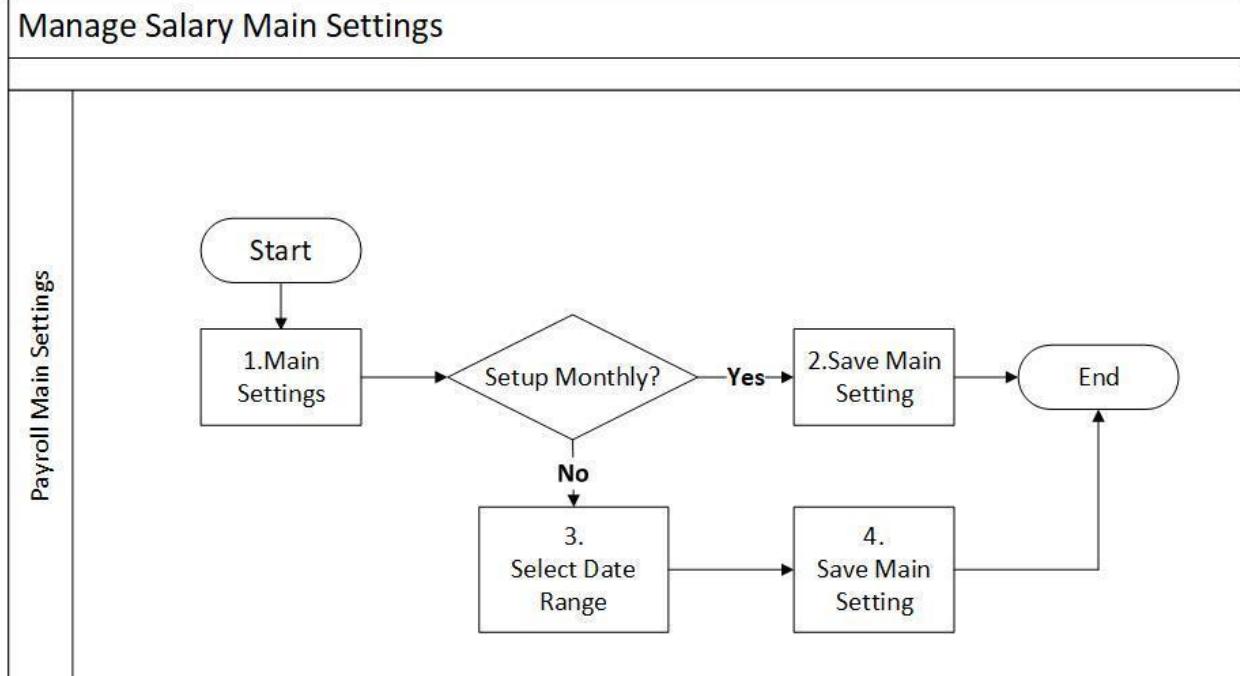
9. Navigate to salary main settings.
10. If salary setup monthly, Save main setting.
11. If not salary setup monthly, Select date range as from date and to date,
12. Click “Add New” Button in right top.

### 3.103 Manage PAYE Tax

#### 3.103.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User/Employee User.

Path: Payroll Management Select PAYE Tax.



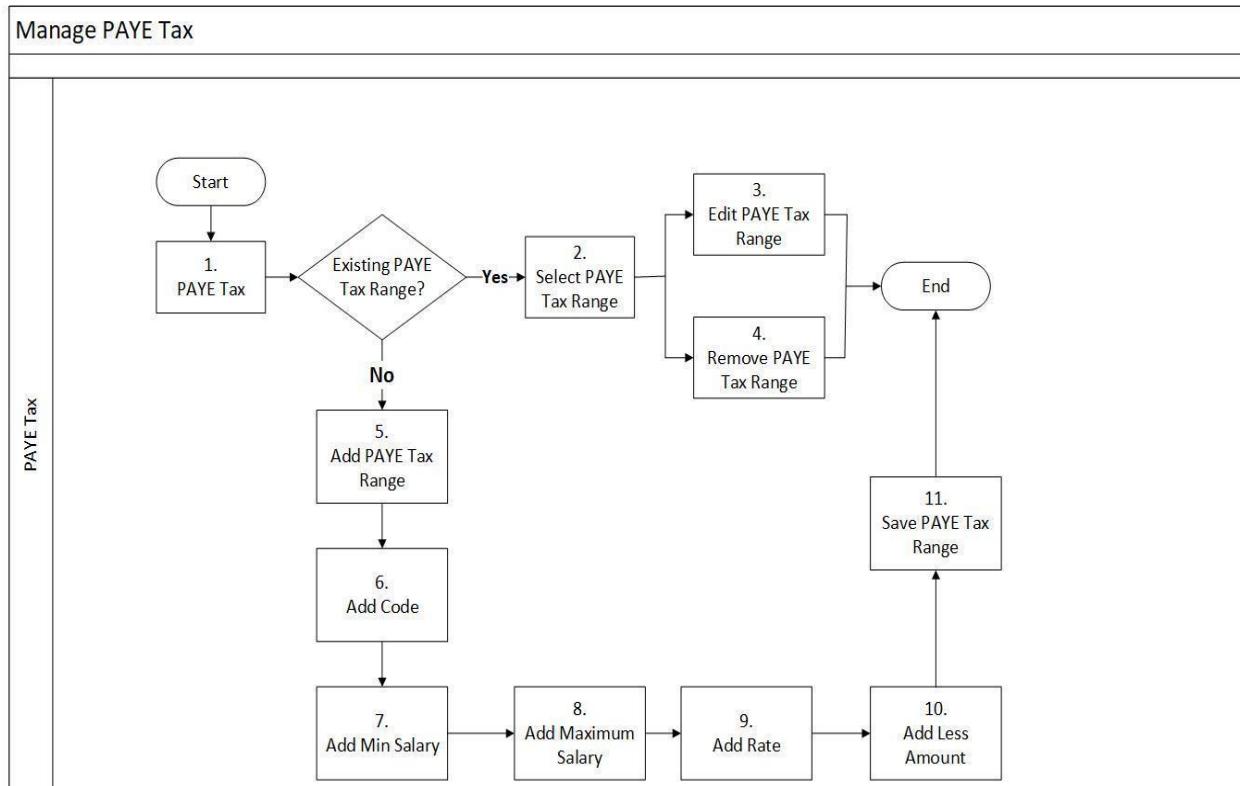
Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

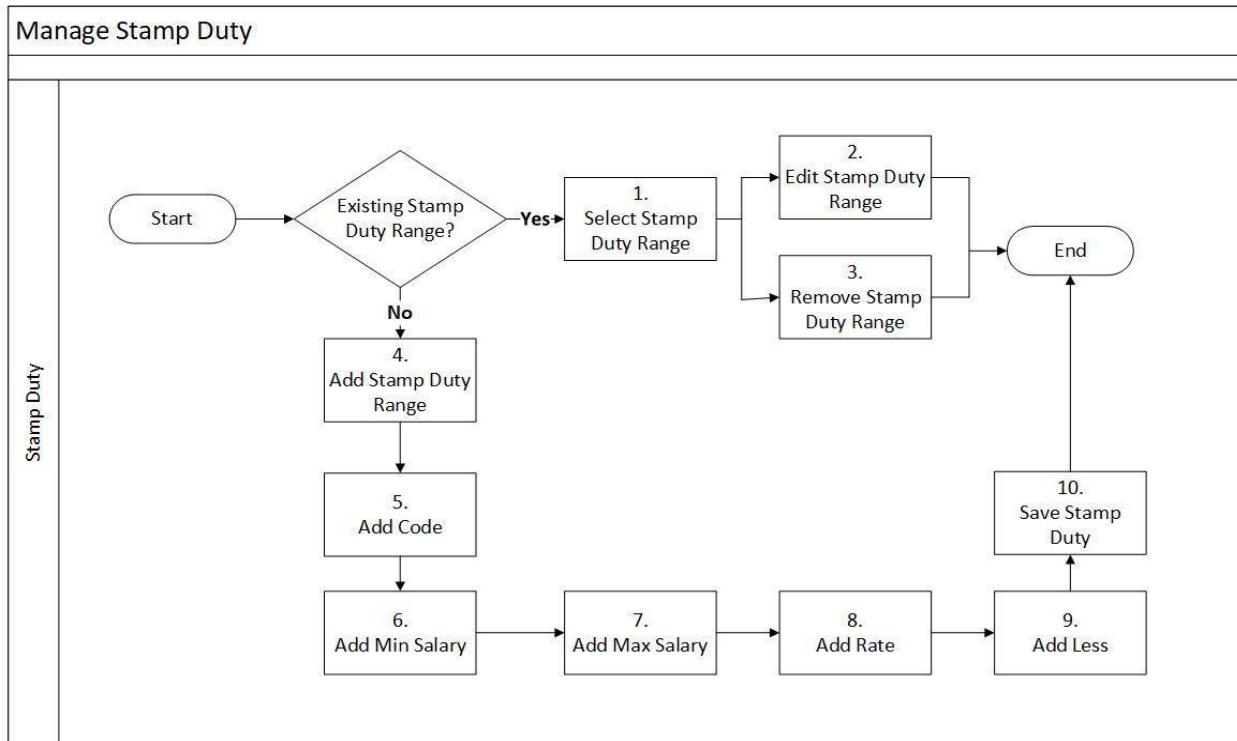
Main success scenario:

### 3.103.2 Description

1. Navigate to PAYE Tax.
2. Select PAYE Tax Range.
3. Edit salary PAYE Tax from the entered salary PAYE Tax list.
4. Remove salary PAYE Tax from the entered salary PAYE Tax list.
5. If Not existing PAYE Tax, Click “Add New” Button in right top.
6. Add PAYE Tax Code.
7. Add Minimum Salary.
8. Add Maximum Salary.
9. Enter Rate.
10. Enter Less Amount
11. Click “Save” button to save.



### 3.104 Manage Stamp Duty



#### 3.104.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User/Employee User.

Path: Payroll Management Select Stamp Duty.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

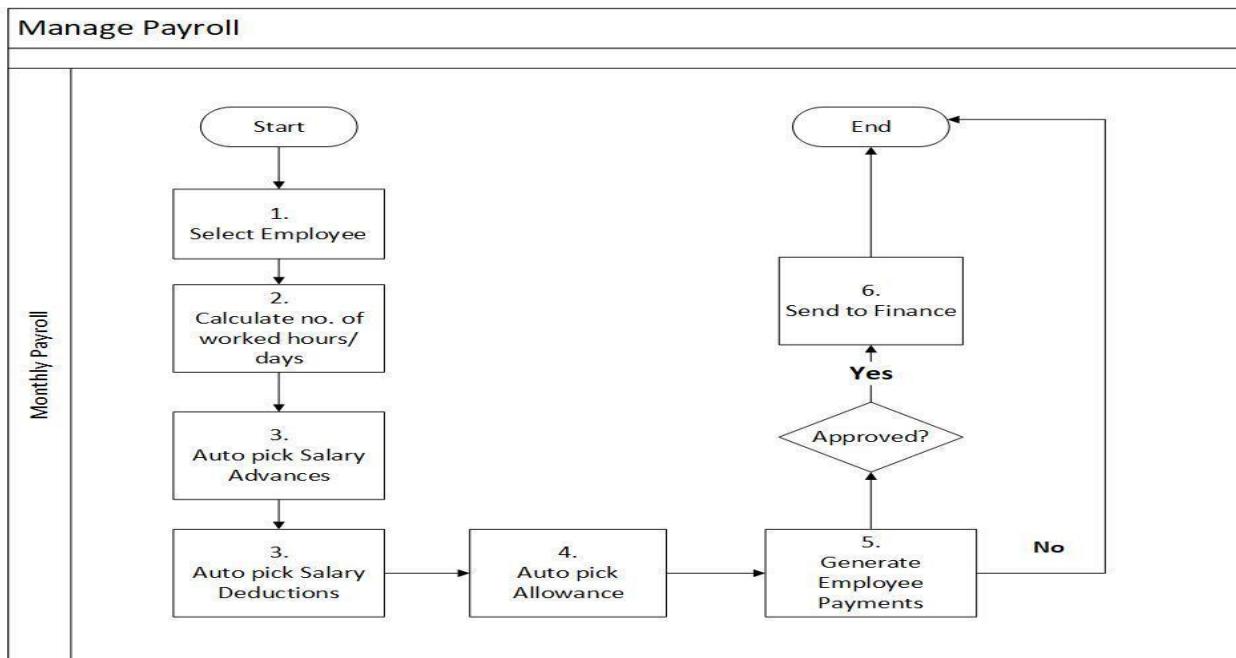
#### 3.104.2 Description

1. Select Stamp Duty Range.
2. Edit salary Stamp Duty from the entered salary Stamp Duty list.
3. Remove salary Stamp Duty from the entered salary Stamp Duty list.
4. If Not existing Stamp Duty, Click “Add New” Button in right top.
5. Add Stamp Duty Code.
6. Add Minimum Salary.
7. Add Maximum Salary.
8. Enter Rate.

9. Enter Less Amount.
10. Click "Save" button to save.

### 3.105 Manage Payroll

#### 3.105.1 Use Case/Workflow



Primary Actor: HR Staff/Admin/HR Admin User/Employee User.

Path: Payroll Management Select Manage Payroll.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

#### 3.105.2 Description

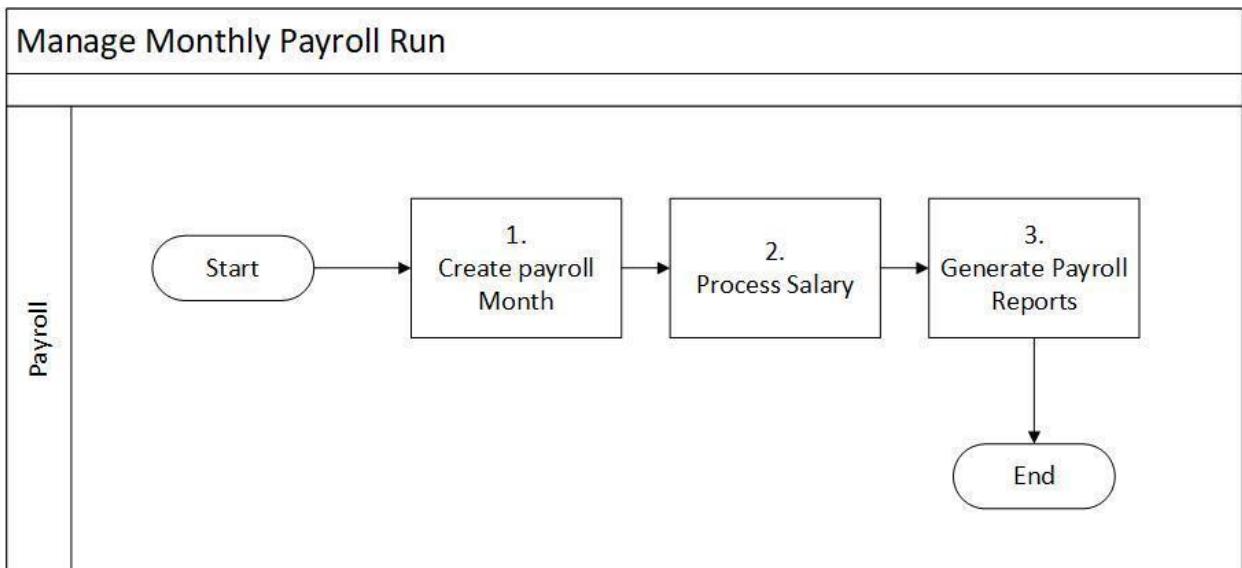
1. Select employee or employees from active employee list.
2. Calculate Number of worked hours or date.
3. Auto pick salary advances.
4. Auto pick salary deductions.
5. Auto pick salary allowances.

6. Generate employee payments and send to approve.
7. If approved, send to finance.

### 3.106 Process Payroll

#### 3.106.1 Use Case/Workflow

Primary Actor: HR Staff/Admin/HR Admin User/Employee User.



Path: Payroll Management Select Process Payroll.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:

#### 3.106.2 Description

1. Create a payroll month and lock previous month.
2. Process payroll.
3. Generate Payroll Reports.

### 3.107 Manage Benefits

#### 3.107.1 Use Case/Workflow

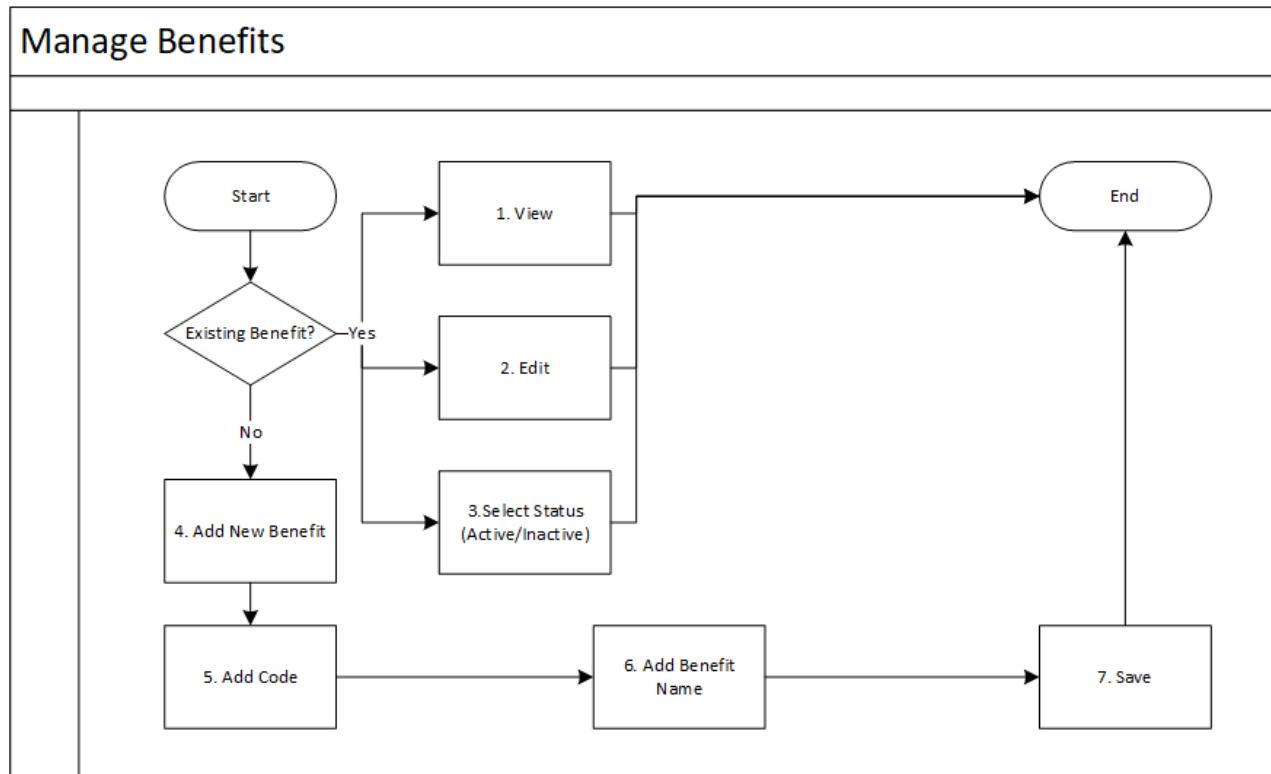
Primary Actor: HR Staff/Admin/HR Admin User/Employee User.

Path: Payroll Management Select Benefit Management.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:



#### 3.107.2 Description

If existing Benefit,

1. User will be able to view.
2. User will be able to edit.
3. User will be able to change the status (Active/Inactive).

If not existing benefit,

4. Add New benefit.
5. Add Code.
6. Add name.
7. Save.

### 3.108. Manage OPD Claim

#### 3.108.1 Use Case/Workflow

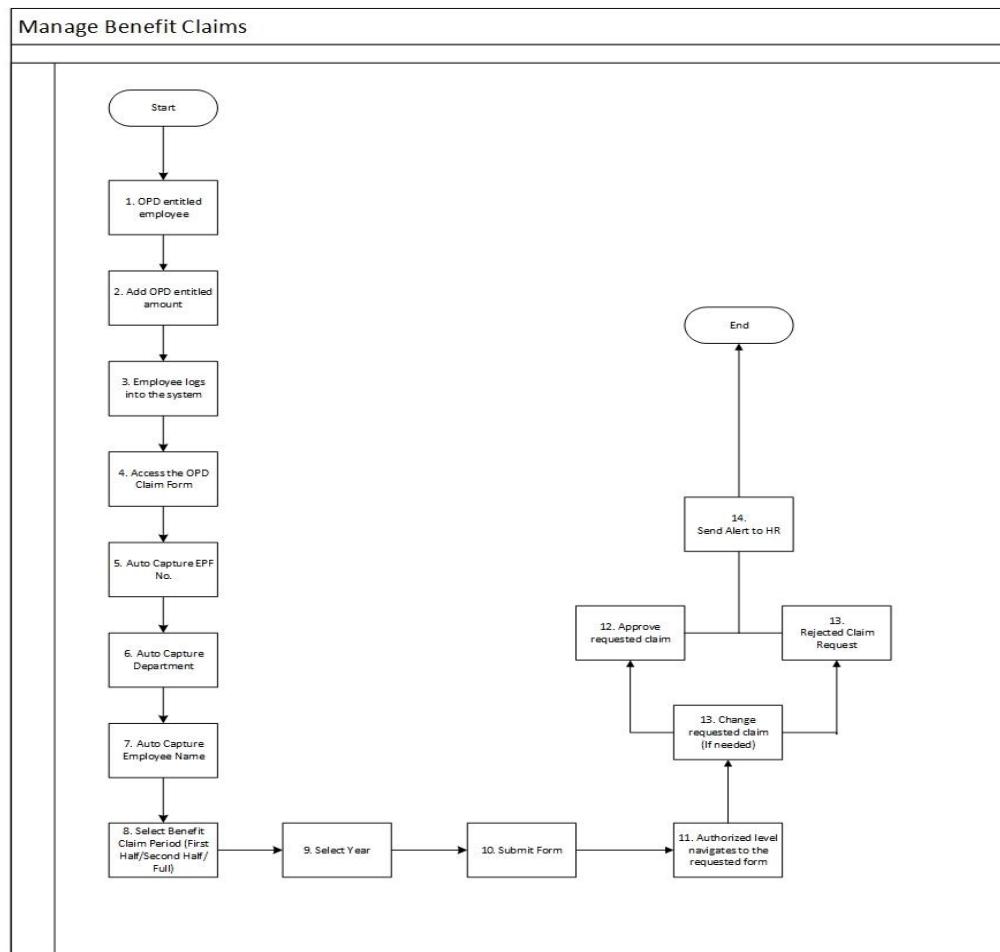
Primary Actor: HR Staff/Admin/HR Admin User/Employee User.

Path: Payroll Management Select Benefit Management.

Priority: Essential

Precondition: Need internet connection and log in to the HR & Payroll web application using own username and password.

Main success scenario:



### 3.108.2 Description

1. OPD entitled employee
2. Add OPD entitled amount in the employee's profile
3. Employee logs into the system  
This form will only be visible to OPD entitled employees
4. Access the OPD Claim form
5. Auto Capture EPF No.
6. Auto Capture Department
7. Auto Capture Employee No.
8. Select Employee Claim (First Half/ Second Half/ Full Claim)
9. Select Year
10. Submit Form
11. Authorized level view the requested claim form submitted by the employee
12. Even though the employee has submitted for first half, authorized level is able to change the claim for full claim  
Also if employee has applied for full claim authorized level can change to first claim  
Employee cannot request for second half without claiming first claim
13. Approve the requested claim
14. Reject the requested claim
15. Send email to HR with the approved or rejected claims

## 8. Notes

- 5.1 Student wise Payments should go to finance. Once the invoice is generated in the Student Management System, it will go to finance for approval. Once the finance is approved payments in the student management system, it will send to entution system as approved.
- 5.2 Contract Basis resource persons' payments will be calculated session wise. If it's permanent, then the payment will be calculated based on the IN/OUT time.
- 5.3 Once a program is created, the details will be passed to entution system.

## 6. Reports



IBSL-Reports.pdf

## 7. IMS Codes



IMS\_CODES.pdf

## 8. Policies



Send to E-Arrow -  
Discount, Accredited,



Policies to be sent to  
EIMS.pdf

## 9. Entution Templates

	Print Template Requirement IBSL V1.0.		Bank Adjustment.pdf		Bank Deposit.pdf		Bank Reconciliation.pdf		Free Text Invoice (Dispose Fixed Assets)
	Inbound Payment Advice (Voucher).pdf		Inbound Payment.pdf		Inbound Shipment (GRN).pdf		Internal Dispatch Order.pdf		Internal Order.pdf
	Journal Entry.pdf		Outbound Payment Advice.pdf		Outbound Payment.pdf		Outbound Shipment (GDN).pdf		Petty Cash.pdf
	Purchase Invoice.pdf		Purchase Order.pdf		Purchase Requisition.pdf		Purchase Return Invoice.pdf		Purchase Return.pdf
	Request for Quotation.pdf		Sales Invoice.pdf		Sales Order.pdf		Sales Quotation.pdf		Sales Return Invoice.pdf
	Shipment Costing.pdf		Sales Return Order.pdf		Stock Adjustment.pdf		Transfer Order.pdf		

## **10. Email, SMS & Letter Notification Document**



## 11. IBSL Intuition SRS Document



IBSL\_ENTUTION\_SRS\_  
CLIENT\_V2.pdf

**Software Requirements Specification  
Institute of Bankers of Sri Lanka**

Version 3.0

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## 1 General Features

Following general features are some of the unique and useful functionalities that are available in any of the system forms that can be used by Entution users.

- Task/Event Schedule
- Attach Documents
- Remarks and Comments
- Print Transactions
- Transaction Document Flow
- Journal Entry Views

## 1.1 Task/Event Schedule

The Task/Schedule feature enables permissible users to view both completed & perform pending tasks such as transactions, approvals, assigned tasks and events. Once users log to the system, they can see the number of pending activities they have to perform along with the deadlines to perform them.

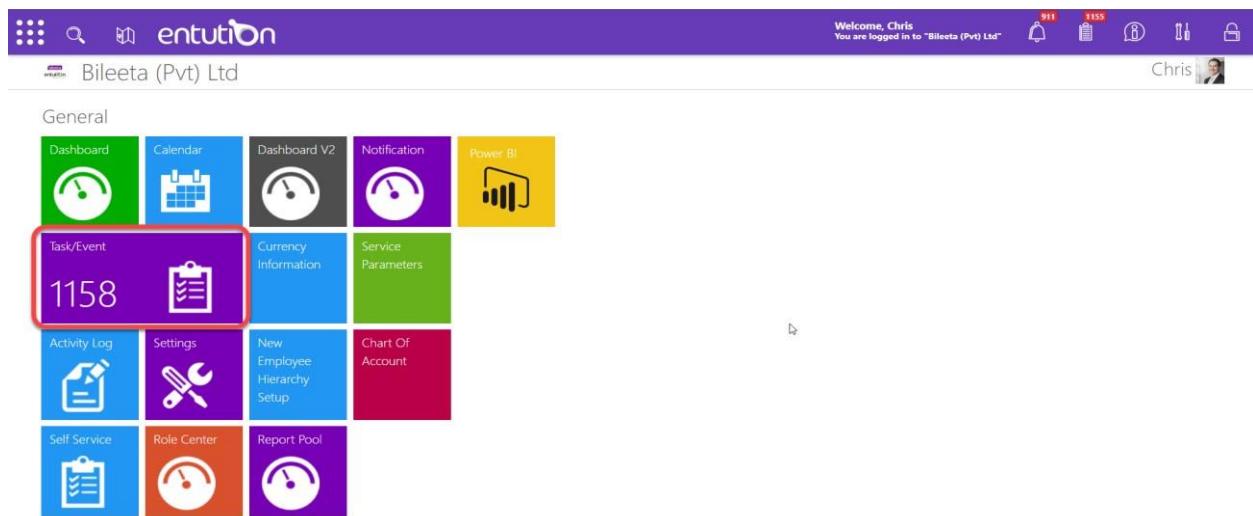
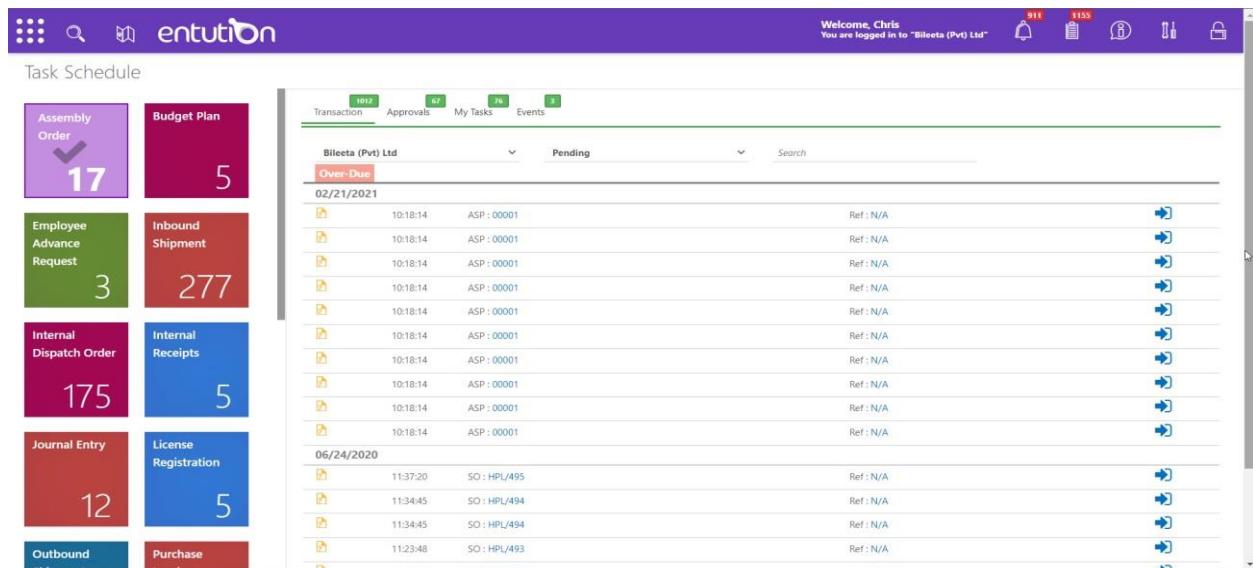


Figure 1 Task/Event Schedule



	Transaction	Date	Time	Description	Ref	Action
1	10:18:14	02/21/2020	10:18:14	ASP : 00001	Ref : N/A	→
2	10:18:14	02/21/2020	10:18:14	ASP : 00001	Ref : N/A	→
3	10:18:14	02/21/2020	10:18:14	ASP : 00001	Ref : N/A	→
4	10:18:14	02/21/2020	10:18:14	ASP : 00001	Ref : N/A	→
5	10:18:14	02/21/2020	10:18:14	ASP : 00001	Ref : N/A	→
6	10:18:14	02/21/2020	10:18:14	ASP : 00001	Ref : N/A	→
7	10:18:14	02/21/2020	10:18:14	ASP : 00001	Ref : N/A	→
8	10:18:14	02/21/2020	10:18:14	ASP : 00001	Ref : N/A	→
9	10:18:14	02/21/2020	10:18:14	ASP : 00001	Ref : N/A	→
10	11:37:20	06/24/2020	11:37:20	SO : HPL/495	Ref : N/A	→
11	11:34:45	06/24/2020	11:34:45	SO : HPL/494	Ref : N/A	→
12	11:34:45	06/24/2020	11:34:45	SO : HPL/494	Ref : N/A	→
13	11:23:48	06/24/2020	11:23:48	SO : HPL/493	Ref : N/A	→

Figure 2 Pending/Completed Tasks

## 1.2 Attach Documents

The Attachments feature allows users to upload and attach any type of relevant supporting documents of transactions/master data, and this feature is available in each form in the system. Any file type can be uploaded, the user must download to view. The number of files is not restricted, but the maximum size of one file cannot exceed 5MB.

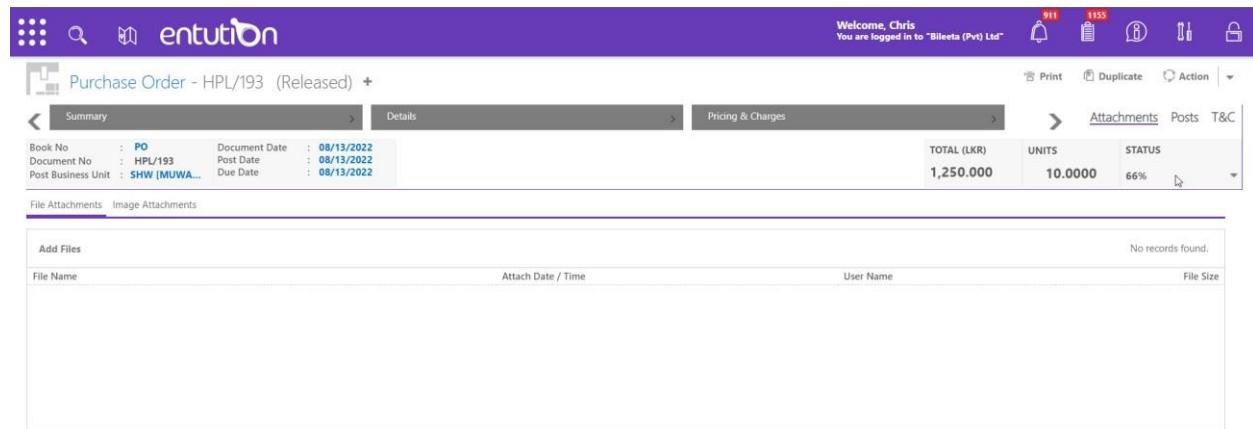


Figure 3 Attachments

### 1.3 Remarks and Comments

The Posts feature allows users to leave remarks, and comments and assign the relevant transaction to another user.

The screenshot shows a software interface for managing purchase orders. At the top, there's a purple header bar with the 'entution' logo. Below it, the main title is 'Purchase Order - HPL/193 (Released)'. The interface is divided into several sections: 'Summary', 'Details', 'Pricing & Charges', 'Attachments', and 'Posts T&C'. In the 'Summary' section, there are details like Book No: PO, Document No: HPL/193, Post Business Unit: SHW (MUWA...), Document Date: 08/13/2022, Post Date: 08/13/2022, Due Date: 08/13/2022. The 'Pricing & Charges' section shows a total of 1,250.000 LKR, 10.0000 UNITS, and a status of 66%. The 'Attachments' section has a link to 'Print' and other options. The 'Posts T&C' section includes a 'Remarks' field with a count of 0, a note to 'write a remark ...', and a button to 'Press Enter to apply'.

Figure 4 Remarks/Activities/Comments

## 1.4 Print Transactions

The Print feature allows users to download, print, and email the print template of the transaction. Also, users will be able select multiple formats and set a default format for the transaction.

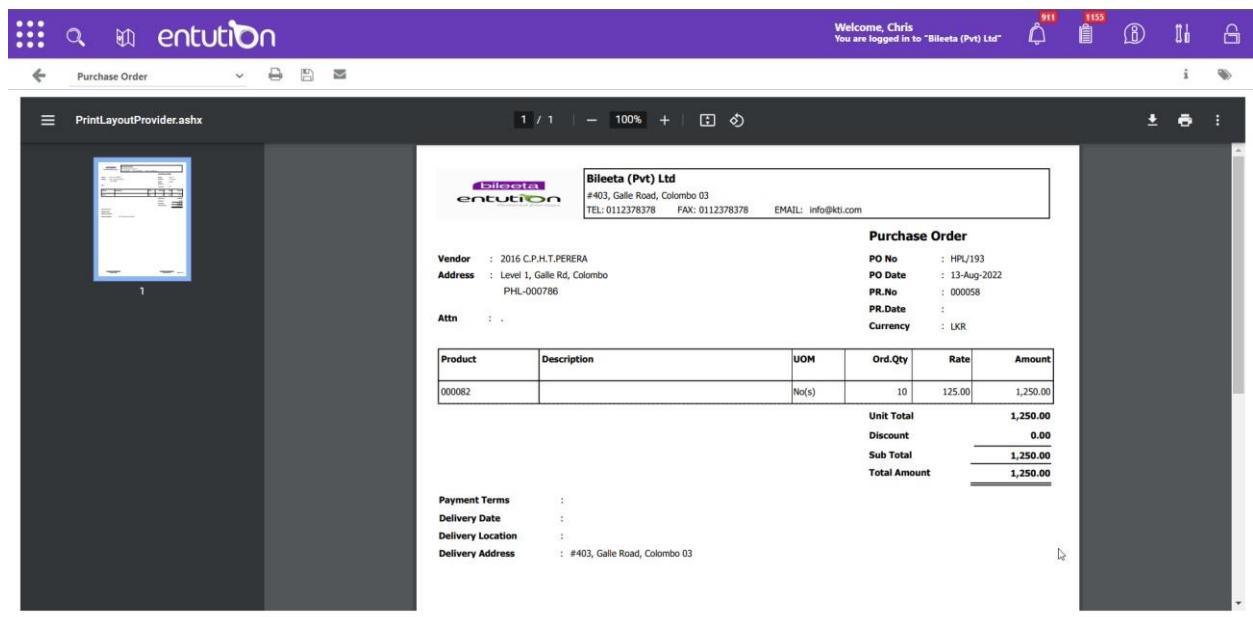


Figure 5 Print/Download/Email

## 1.5 Transaction Document Flow

The Doc Flow feature allows users to view and access the related transactions & Journal entries of the transaction. Users can access the document flow from any point of a process, and it will indicate all the linked transactions associated with that particular process.

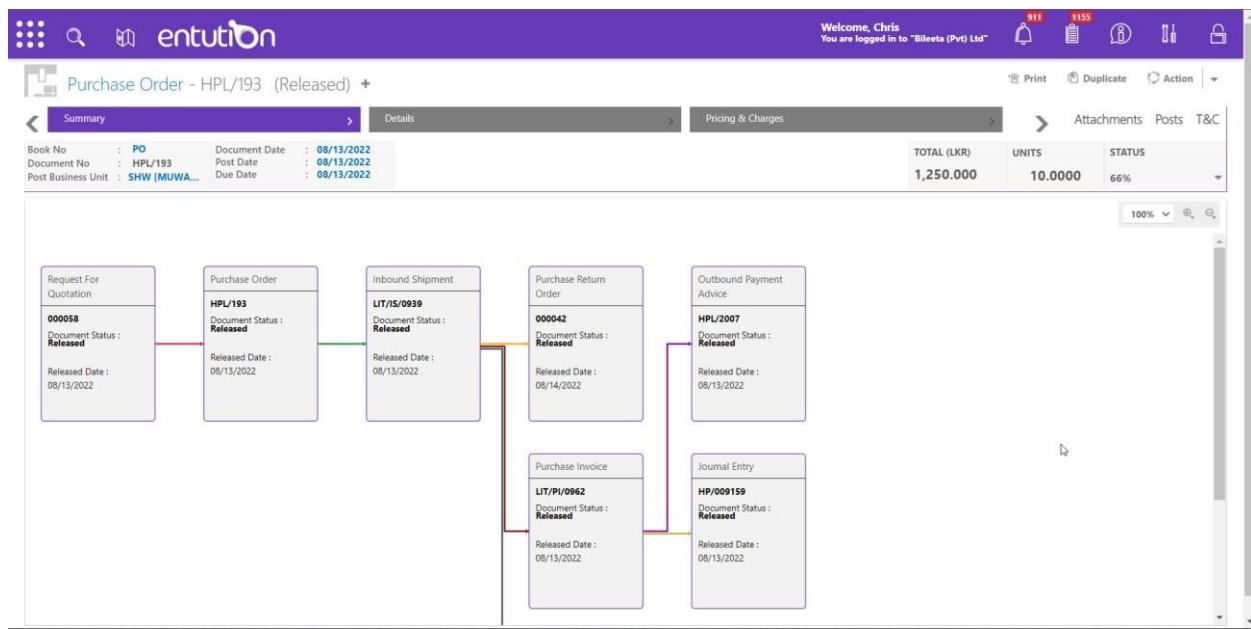
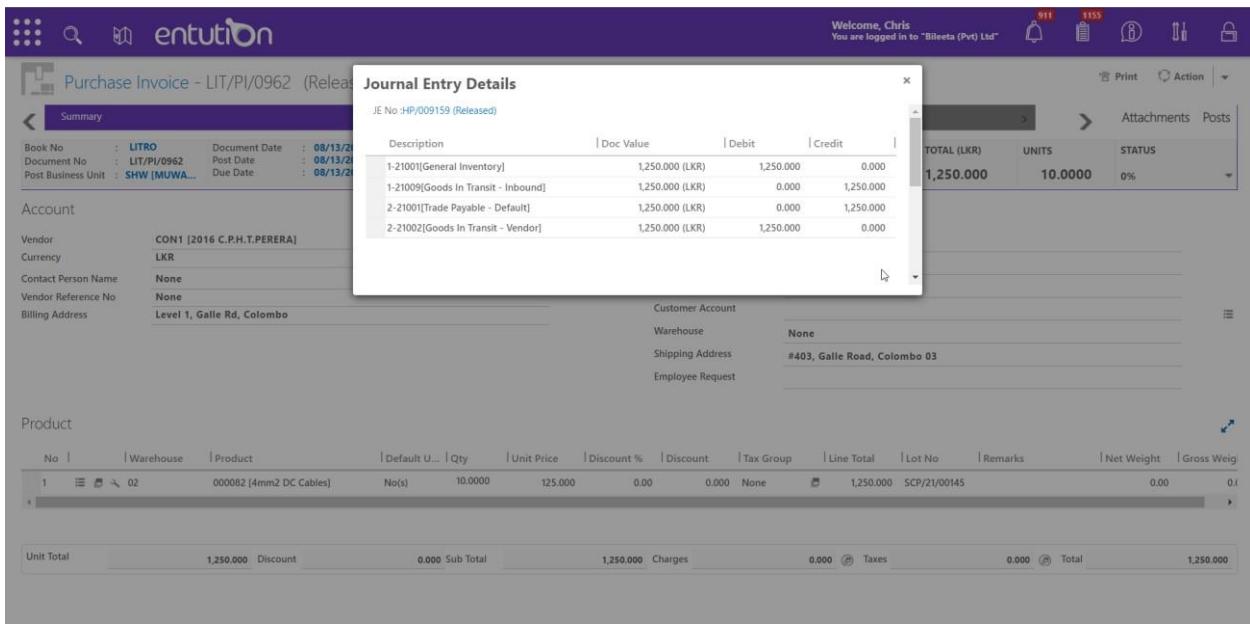


Figure 6 Transaction doc flow

## 1.6 Journal Entries

The Journal feature allows users to view and access the relevant journal entries in any of the transactions if a journal is applicable. This acts as a shortcut where the user does not have to access the reports' view transaction journals.



The screenshot shows the entution software interface for a Purchase Invoice. The main window displays the invoice details: Book No: LITRO, Document No: LIT/PI/0962, Document Date: 08/13/2018, Post Date: 08/13/2018, Due Date: 08/13/2018, and Post Business Unit: SHW [MUWA...]. Below this, there are sections for Account (Vendor: CON1 [2016 C.P.H.T.PERERA], Currency: LKR, Contact Person Name: None, Vendor Reference No: None, Billing Address: Level 1, Galle Rd, Colombo), Product (a table showing one item: 0000082 [4mm² DC Cables] with Qty 10.0000, Unit Price 125.000, and Line Total 1,250.000), and Customer Information (Customer Account: None, Warehouse: None, Shipping Address: #403, Galle Road, Colombo 03, Employee Request: None). A modal window titled "Journal Entry Details" is open, showing the journal entries for the transaction. The table has columns: Description, Doc Value, Debit, and Credit. The entries are:

Description	Doc Value	Debit	Credit
1-21001[General Inventory]	1,250.000 (LKR)	1,250.000	0.000
1-21009[Goods In Transit - Inbound]	1,250.000 (LKR)	0.000	1,250.000
2-21001[Trade Payable - Default]	1,250.000 (LKR)	0.000	1,250.000
2-21002[Goods In Transit - Vendor]	1,250.000 (LKR)	1,250.000	0.000

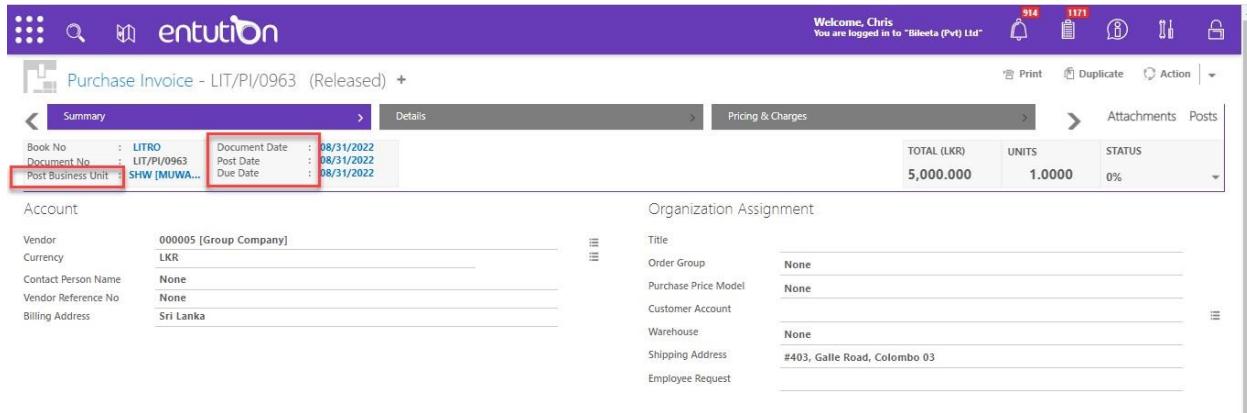
Figure 7 Journal entry details

## 1.7 Dating Convention & Department Allocation

Every system form consists of either all three or two of the following date types. As well as an originated department, profit center or cost center.

- Post Date – Applicable only for transactions which are posted to the financial ledger, can be backdated based on permission.
- Document Date – Nominal date of the document

- Due Date – Applicable only if a pending action is linked with the document (Eg: Purchase Invoice)



The screenshot shows a software interface for managing purchase invoices. At the top, there's a purple header bar with the 'entution' logo and various navigation icons. Below the header, the main window displays a 'Purchase Invoice - LIT/PI/0963 (Released)' screen. The interface is divided into several tabs: 'Summary', 'Details', 'Pricing & Charges', and 'Attachments Posts'. In the 'Details' tab, there are sections for 'Account' and 'Organization Assignment'. The 'Account' section includes fields for Vendor (LITRO), Document No. (LIT/PI/0963), Post Business Unit (SHW [MUWA...]), Document Date (08/31/2022), Post Date (08/31/2022), and Due Date (08/31/2022). The 'Organization Assignment' section lists fields like Title, Order Group, Purchase Price Model, Customer Account, Warehouse, Shipping Address, and Employee Request, all currently set to 'None'. A summary table at the bottom right shows a total of 5,000.000 LKR, 1.0000 units, and 0% status.

Figure 8: Dating convention and department selection

## 1.8 Transaction Comments (Posts)

Users can add comments to any system form through the “Posts” functionality. Once added it will remain to be seen with the added user and the date.

The screenshot shows a software application window titled "Inbound Payment Advice - IPA/1006 Customer Debit Memo (Released)". The top navigation bar includes icons for search, refresh, and user profile, along with notifications for 919 and 1173 items. The main content area displays document details: Book No: General, Document Date: 09/08/2022; Document No: IPA/1006, Post Date: 09/08/2022; Post Business Unit: SHW IMUWA..., Due Date: 09/09/2022. A summary table shows a total of 4,500.000 LKR and a status of 0%. Below this, a "Remarks" section shows one entry: "write a remark...". A "Activities" section lists "Not Started" (0), "In Progress" (0), and "Completed" (0). A comment from "Chris at 09/09/2022" is shown, stating "Inform the customer on 10.09.22". Action buttons include "Print", "Duplicate", "Action", "Attachments", and "Posts".

Figure 9: Transaction comments

## 2 Administration Module

The administration module enables the organization to specify system user information, user permissions, system setup parameters, and configuration setup options that must be completed in order to operate the transactions in other modules.

## 2.1 Organization Hierarchy

The Organization Hierarchy displays the system's configuration of the organization structure. Along with the incorporated company, departments, cost centers & profit centers. The admin user has access to add new departments, cost centers, or profit centers to the organization from this form.

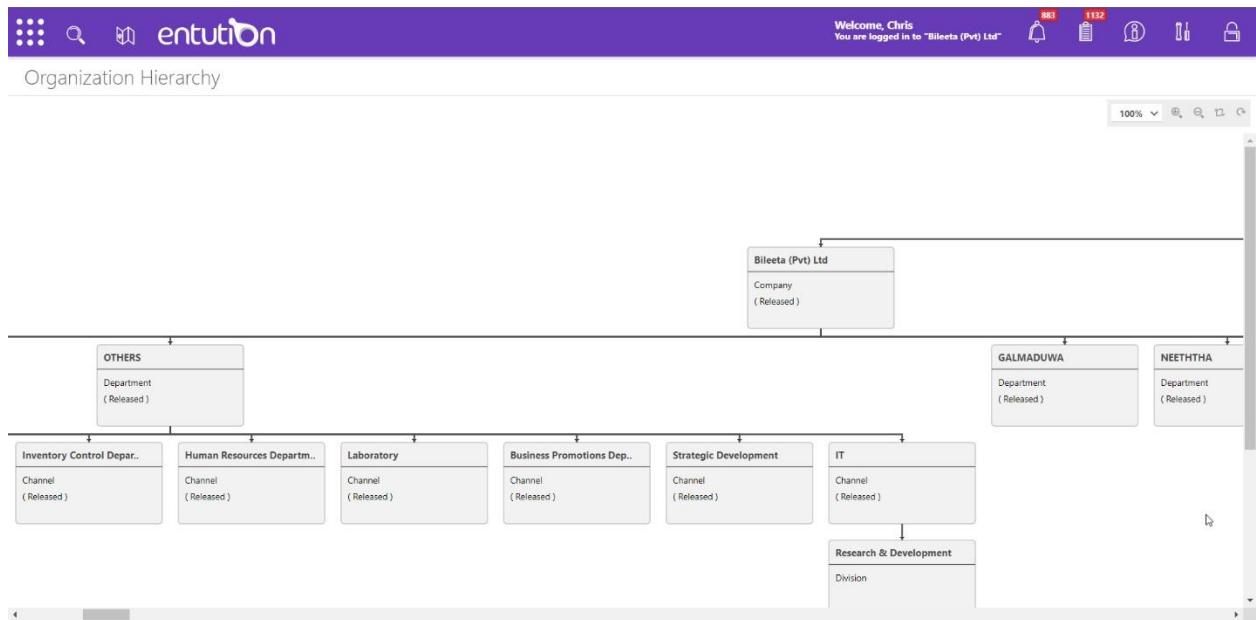
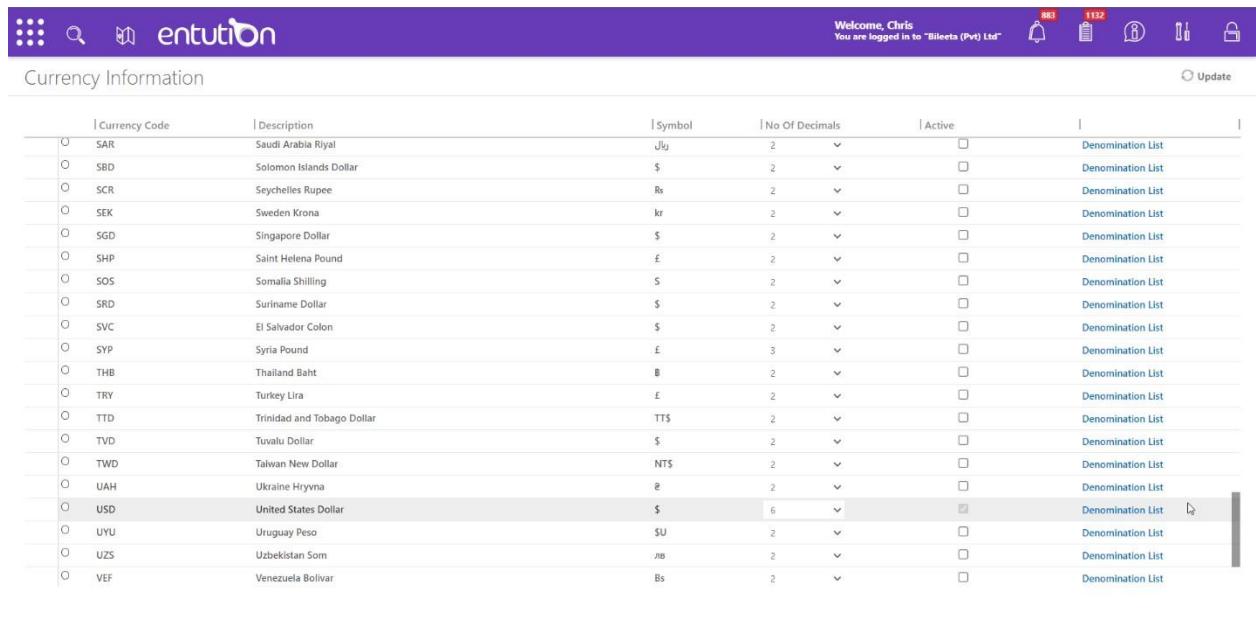


Figure 10: Holdings level, Company level & Department level

## 2.2 Currency Information

The Currency Information form allows users to define the currencies that will be enabled for transactions in the system and the number of decimals applicable for currency transactions. The system will operate in a default currency (LKR) and will support multi-currency & exchange rate operations. The system can perform transactions in any foreign currency and the exchange differences will be automatically calculated based on the latest exchange rates.



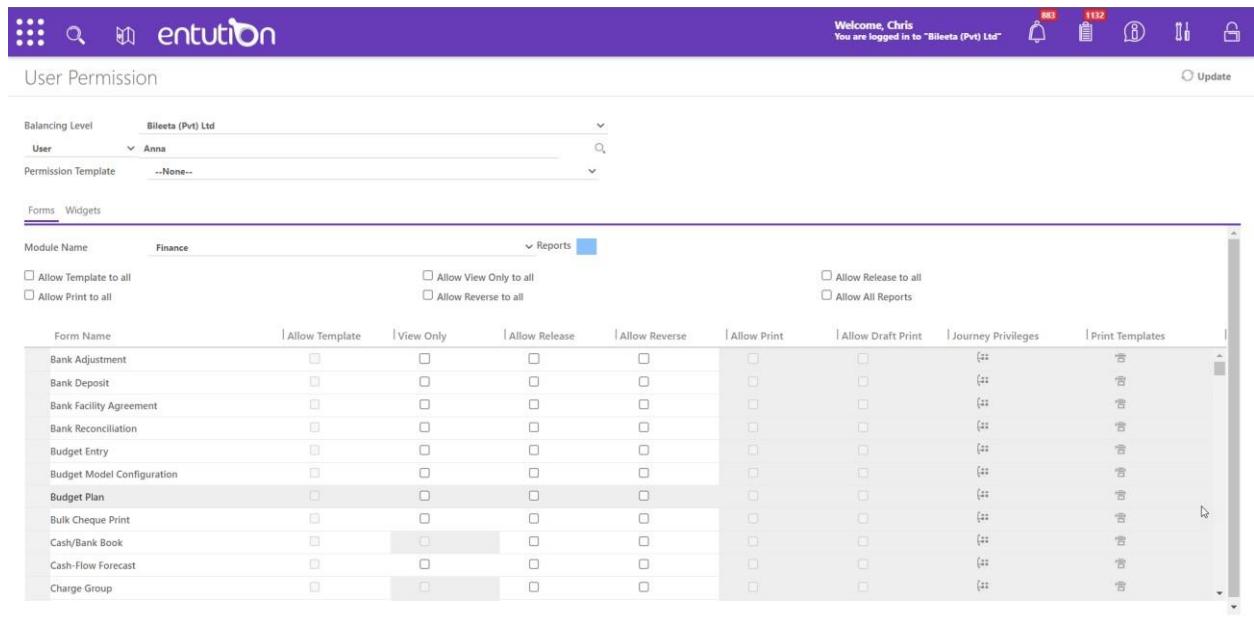
	Currency Code	Description	Symbol	No Of Decimals	Active	
O	SAR	Saudi Arabia Riyal	﷼	2	▼	<input type="checkbox"/>
O	SBD	Solomon Islands Dollar	\$	2	▼	<input type="checkbox"/>
O	SCR	Seychelles Rupee	Rs	2	▼	<input type="checkbox"/>
O	SEK	Sweden Krona	kr	2	▼	<input type="checkbox"/>
O	SGD	Singapore Dollar	\$	2	▼	<input type="checkbox"/>
O	SHP	Saint Helena Pound	£	2	▼	<input type="checkbox"/>
O	SOS	Somalia Shilling	S	2	▼	<input type="checkbox"/>
O	SRD	Suriname Dollar	\$	2	▼	<input type="checkbox"/>
O	SVC	El Salvador Colon	\$	2	▼	<input type="checkbox"/>
O	SYP	Syria Pound	£	3	▼	<input type="checkbox"/>
O	THB	Thailand Baht	฿	2	▼	<input type="checkbox"/>
O	TRY	Turkey Lira	£	2	▼	<input type="checkbox"/>
O	TTD	Trinidad and Tobago Dollar	TT\$	2	▼	<input type="checkbox"/>
O	TVD	Tuvalu Dollar	\$	2	▼	<input type="checkbox"/>
O	TWD	Taiwan New Dollar	NT\$	2	▼	<input type="checkbox"/>
O	UAH	Ukraine Hryvna	₴	2	▼	<input type="checkbox"/>
O	USD	United States Dollar	\$	6	▼	<input checked="" type="checkbox"/>
O	UYU	Uruguay Peso	₲	2	▼	<input type="checkbox"/>
O	UZS	Uzbekistan Som	₼	2	▼	<input type="checkbox"/>
O	VEF	Venezuela Bolivar	Bs	2	▼	<input type="checkbox"/>

Figure 11: Currency information

## 2.3 User Permission

The User Permission allows user to defines individual user & user group-wise permissions for the company's applicable functionalities from Forms, Reports, and Print templates. In addition, this form will facilitate managing user permission levels in each form.

E.g. View Only/Allow Release/Allow Reverse/Allow Print/Allow Draft Print/Allow Reports



User Permission

Welcome, Chris  
You are logged in to "Bileets (Pvt) Ltd"

Balancing Level: Bileets (Pvt) Ltd

User: Anna

Permission Template: --None--

Forms Widgets

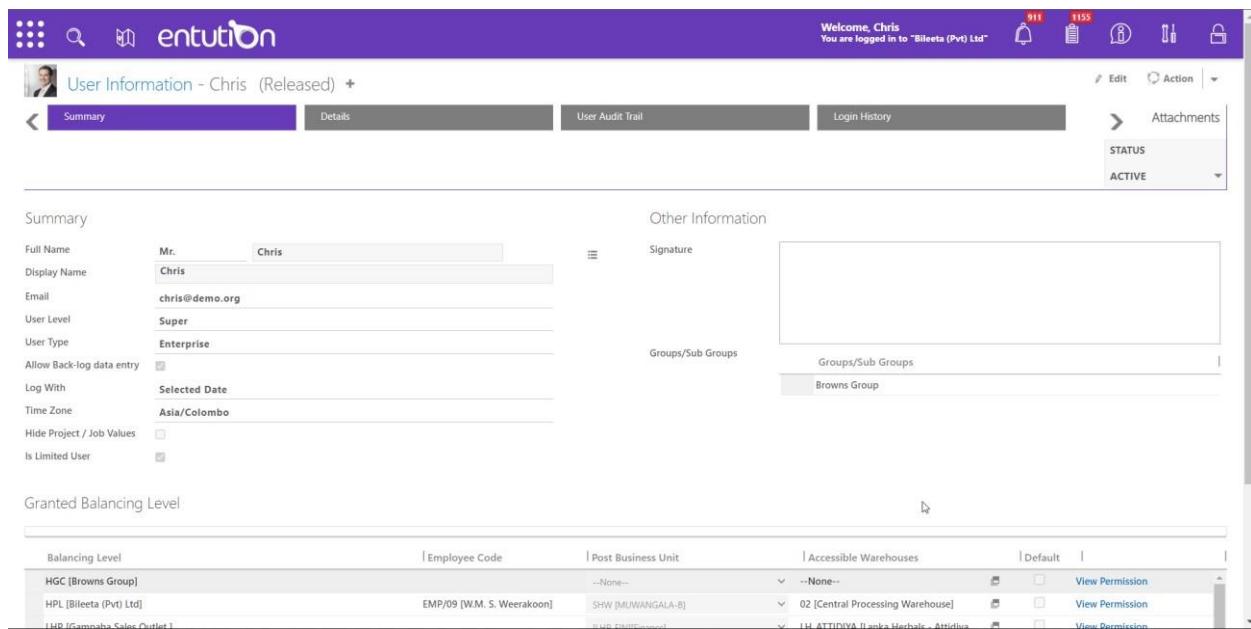
Module Name: Finance Reports

Form Name	Allow Template	View Only	Allow Release	Allow Reverse	Allow Print	Allow Draft Print	Journey Privileges	Print Templates
Bank Adjustment	<input type="checkbox"/>							
Bank Deposit	<input type="checkbox"/>							
Bank Facility Agreement	<input type="checkbox"/>							
Bank Reconciliation	<input type="checkbox"/>							
Budget Entry	<input type="checkbox"/>							
Budget Model Configuration	<input type="checkbox"/>							
Budget Plan	<input type="checkbox"/>							
Bulk Cheque Print	<input type="checkbox"/>							
Cash/Bank Book	<input type="checkbox"/>							
Cash-Flow Forecast	<input type="checkbox"/>							
Charge Group	<input type="checkbox"/>							

Figure 12: User permission page

## 2.4 User Information

The User information allows the organization to record user information and view & edit permission level, and activity (Audit Trial) & login history.



**User Information - Chris (Released) +**

**Summary**

Full Name	Mr.	Chris
Display Name	Chris	
Email	chris@demo.org	
User Level	Super	
User Type	Enterprise	
Allow Back-log data entry	<input checked="" type="checkbox"/>	
Log With	Selected Date	
Time Zone	Asia/Colombo	
Hide Project / Job Values	<input type="checkbox"/>	
Is Limited User	<input type="checkbox"/>	

**Other Information**

Signature	
Groups/Sub Groups	Browns Group

**Granted Balancing Level**

Balancing Level	Employee Code	Post Business Unit	Accessible Warehouses	Default
HGC [Browns Group]	EMP/09 [W.M. S. Weerakoon]	--None--	--None--	<input type="checkbox"/> View Permission
HPL [Bileeta (Pvt) Ltd]		SHW [MULWANGALA-8]	02 [Central Processing Warehouse]	<input type="checkbox"/> View Permission
LWD [Gammala Sales Outlet 1]		SLW [ATTIDYWA II Ranka Madale - Attidura]		<input type="checkbox"/> View Permission

Figure 13 User information

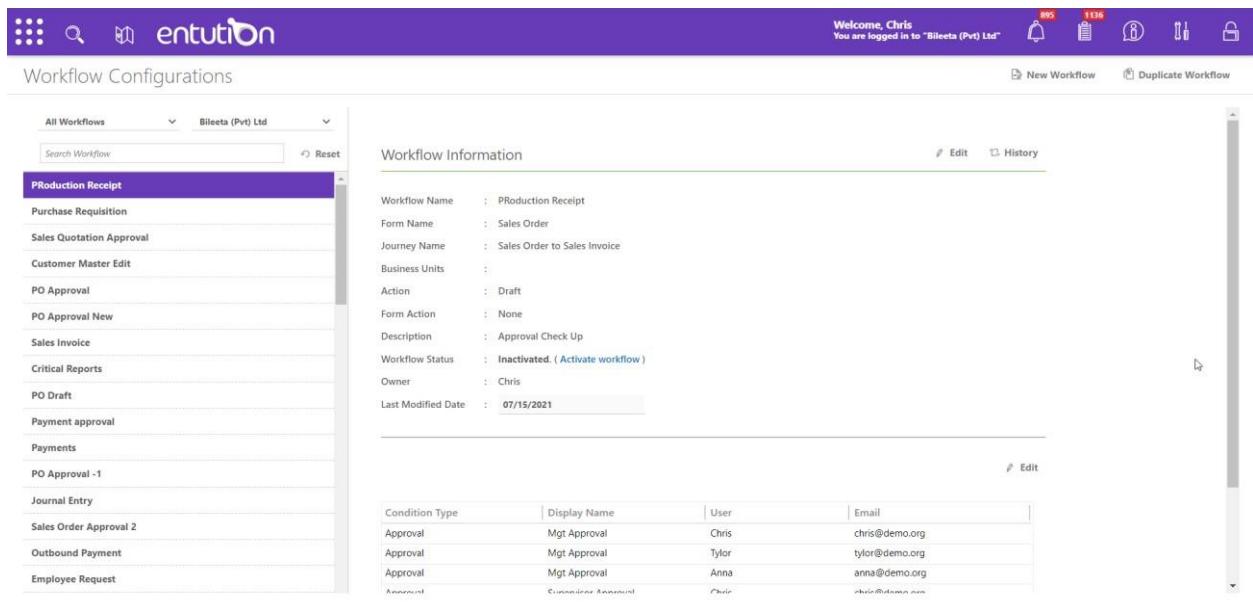
## 2.5 Workflow Configurations

The Workflow Configurations allows the organization to define, edit and configure the approval process of transactions and it will enable the organization to define the approval structure in both hierarchical and flat structures. The approval process can be configured based on conditions such as

value limit & Quantity and general approvals. In addition, the users can define the No. of approvals (Unlimited) and the system will address approval requests through an email or a notification.

The workflows identified so far are as follows. In addition to these users can configure workflows to any applicable system form

- Purchase Requisition
- Purchase Order
- Outbound Payment
- Inbound Payment (Receipts)
- Fixed Asset Transfer
- Petty Cash
- Gate Pass



The screenshot shows the 'Workflow Configurations' page in the entution application. The top navigation bar includes icons for Home, Search, and Help, followed by the 'entution' logo. The top right corner displays a welcome message for 'Chris' and indicates he is logged in to 'Bileeta (Pvt) Ltd'. A toolbar with icons for New Workflow, Duplicate Workflow, and others is visible.

The main area is titled 'Workflow Information' for the 'Production Receipt' workflow. The workflow details are listed as follows:

Workflow Name	:	Production Receipt
Form Name	:	Sales Order
Journey Name	:	Sales Order to Sales Invoice
Business Units	:	
Action	:	Draft
Form Action	:	None
Description	:	Approval Check Up
Workflow Status	:	Inactivated. ( Activate workflow )
Owner	:	Chris
Last Modified Date	:	07/15/2021

Below this, there is a table for defining approval conditions:

Condition Type	Display Name	User	Email
Approval	Mgt Approval	Chris	chris@demo.org
Approval	Mgt Approval	Tyler	tylor@demo.org
Approval	Mgt Approval	Anna	anna@demo.org
Approval	Custodian Approval	Chris	chris@demo.org

Figure 14: Workflow setup

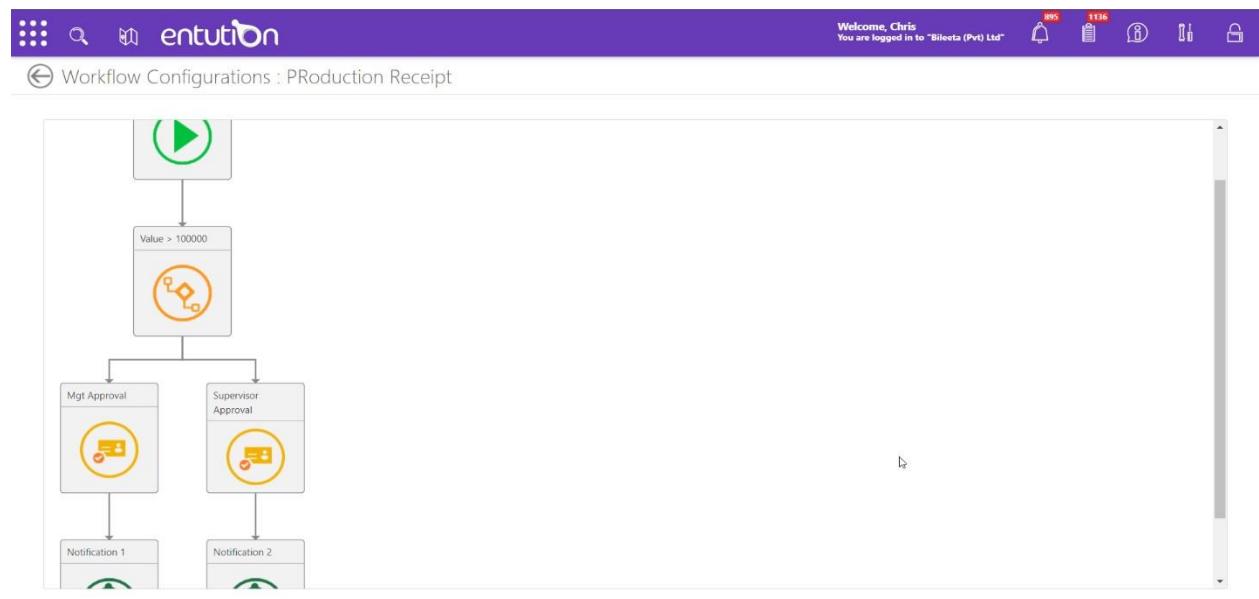


Figure 15 Workflow configuration

## 2.6 Password Policy

The Password Policy allows the organization to define the user password policy such as the characteristics of the password, Password expiration period, lock of the account after the maximum number of invalid attempts, and idle lock period.

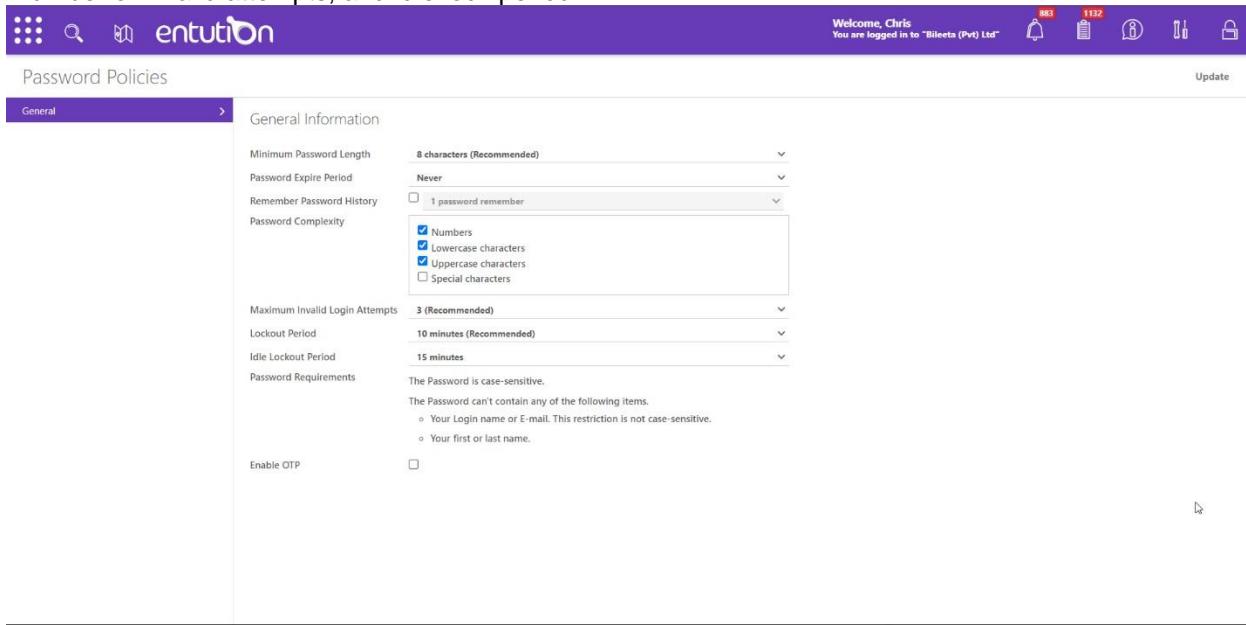


Figure 16: Password policies

#### Password Policies

### 3 Procurement and Inventory & Warehousing Module

The Procurement Module will facilitate the process of finding, agreeing on terms, and purchasing goods & services from vendors. Also, this module enables the organization to capture products/service requirements and request quotations from vendors. The procurement module is tightly integrated with the Inventory & Warehousing module. The inventory & Warehousing module enables organizations to manage their inventory efficiently and provides a 360 view of all inventory status, items usage tracking, and transfers.

#### 3.1 Procurement Process Flow

The Procurement Process of physical and service products and this would be the general document & Process flow.

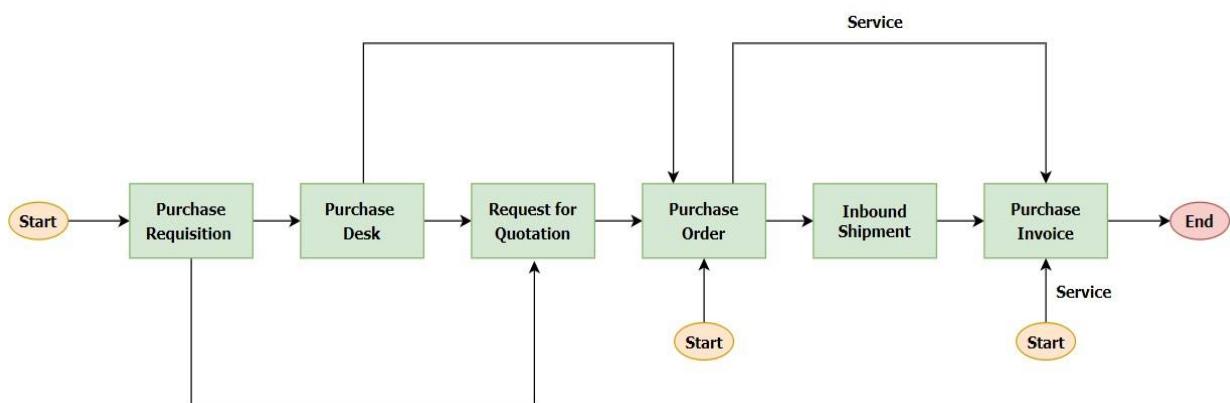


Figure 17: Procurement process flow

### 3.2 Internal Request Process

The Internal request process is applicable for scenarios which would be facilitating a material request for a user/department for consumption from a storage location. If a requested item is not available in stock users will be able to follow standard procurement process.

Eg: A stationary requirement for a user can be requested through this.

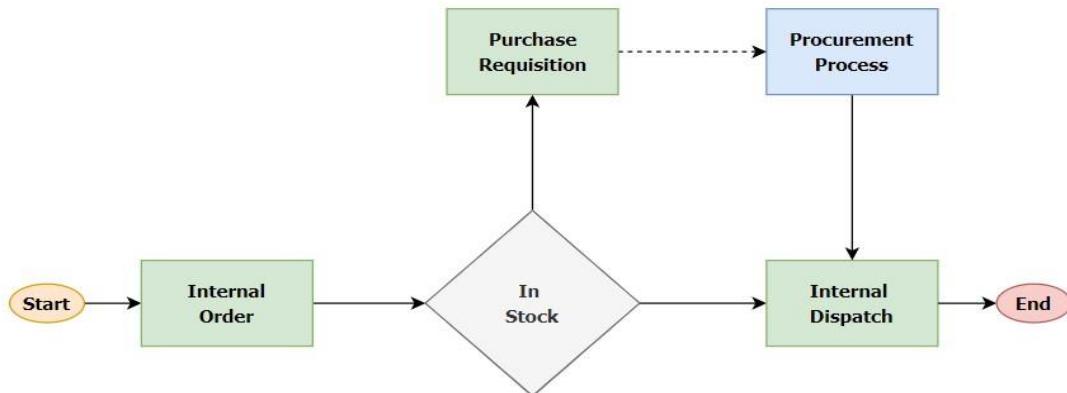


Figure 18: Internal order process flow

### 3.3 Transfer Order Process Flow

The Transfer Order Process for transferring products internally from one warehouse location to another. This is only for the stock transfer process and this would be the general document & Process flow.



Figure 19: Inventory transfer process flow

### 3.4 Vendor Information

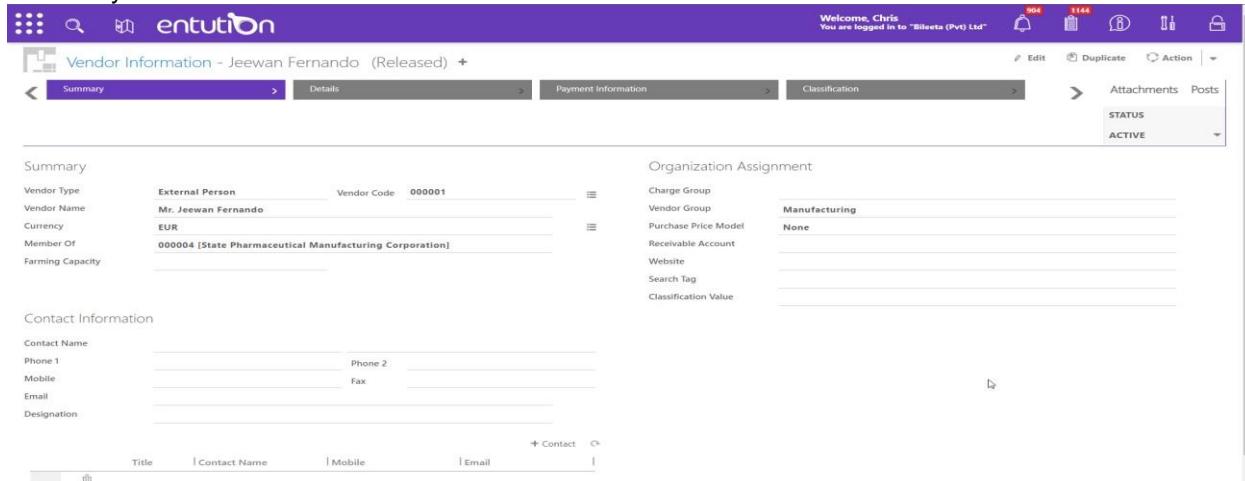
The Vendor Information form allows users to record vendor information such as contact information, Organization details, Bank Information, address details, and Credit information.

The screenshot shows the 'Vendor Information' screen in the entution application. At the top, there's a purple header bar with the entution logo and a user welcome message: 'Welcome, Chris' and 'You are logged in to "Bileets (Pvt) Ltd"'. The main interface has tabs for 'Summary', 'Details', 'Payment Information', 'Classification', and 'Attachments/Posts'. The 'Summary' tab is active, displaying fields like 'External Person' (Mr. Jeewan Fernando), 'Vendor Code' (000001), 'Currency' (EUR), and 'Member Of' (000004 [State Pharmaceutical Manufacturing Corporation]). To the right, under 'Organization Assignment', there are fields for 'Charge Group', 'Vendor Group' (set to 'Manufacturing'), 'Purchase Price Model', 'Receivable Account', 'Website', 'Search Tag', and 'Classification Value'. Below the summary, there's a 'Contact Information' section with fields for 'Contact Name', 'Phone 1', 'Mobile', 'Email', and 'Designation'. A footer at the bottom shows a grid for adding new contacts with columns for 'Title', 'Contact Name', 'Mobile', 'Email', and a 'Contact' button.

Figure 20: Vendor information

### 3.5 Product Information

The Product Information form allows users to record product parameter information such as manufacturer information, specifications, movement method, costing method, re-order details, and where you can define sellable and non-sellable items



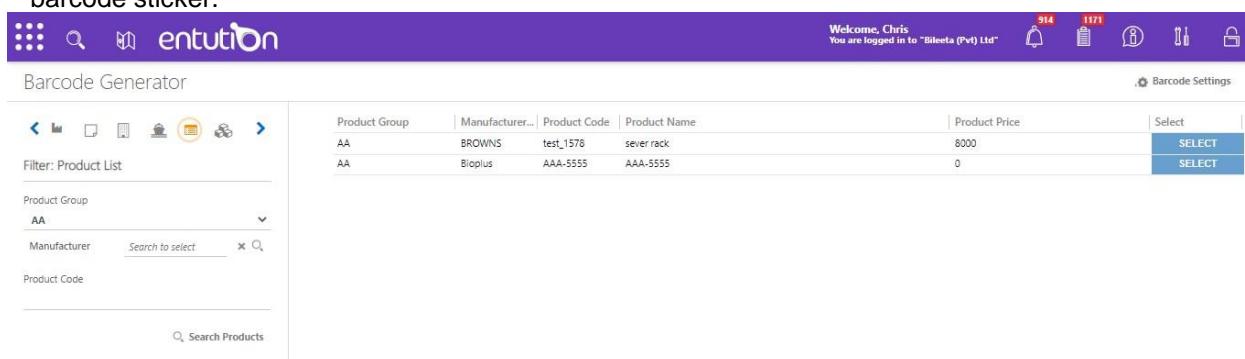
Vendor Type	External Person	Vendor Code	000001
Vendor Name	Mr. Jeewan Fernando		
Currency	EUR		
Member Of	000004 [State Pharmaceutical Manufacturing Corporation]		
Farming Capacity			

Charge Group	Manufacturing
Vendor Group	None
Purchase Price Model	
Receivable Account	
Website	
Search Tag	
Classification Value	

Figure 21: Product information

### 3.6 Barcode Generator

The Barcode Generator allows users to generate barcodes for Products through this form. The unique product code can be converted to a barcode, however, the client must use their hardware to print the barcode sticker.

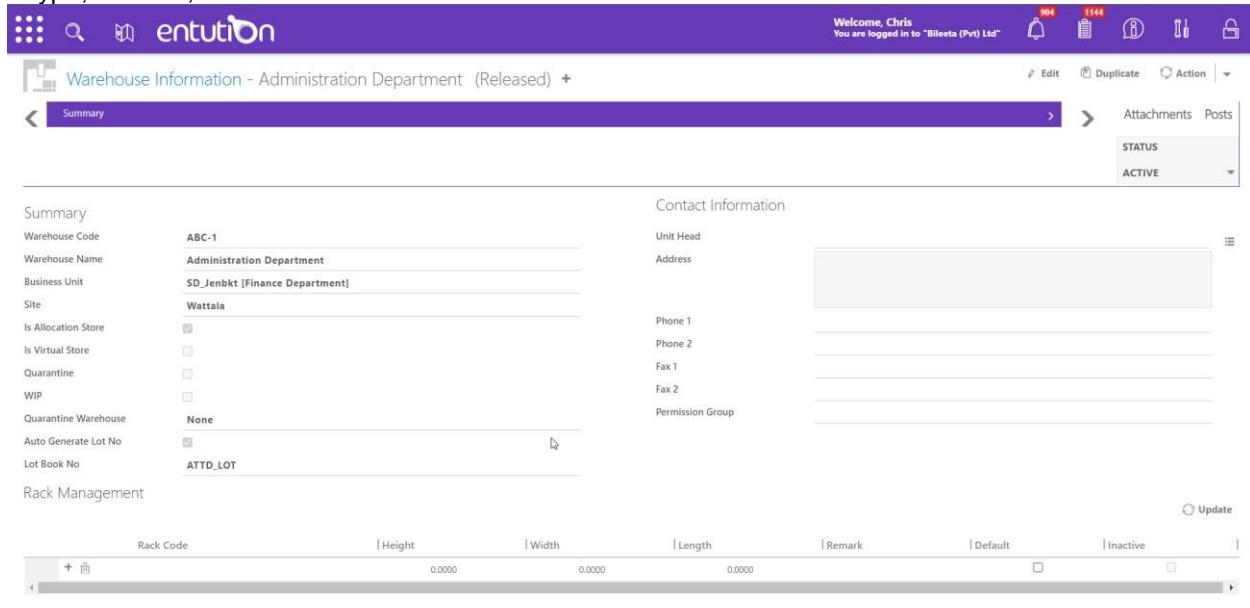


Product Group	Manufacturer...	Product Code	Product Name	Product Price	Select
AA	BROWNS	test_1578	server rack	8000	<input type="button" value="SELECT"/>
AA	Bioplus	AAA-5555	AAA-5555	0	<input type="button" value="SELECT"/>

Figure 22: Barcode generator

### 3.7 Warehouse Information

The Warehouse Information form allows users to record warehouse information such as warehouse type, location, and warehouse rack information.



The screenshot shows the 'Warehouse Information' form in the entution application. The top navigation bar includes icons for search, refresh, and user profile, followed by the 'entution' logo. The title bar displays 'Warehouse Information - Administration Department (Released)' and the user 'Chris'. The toolbar contains buttons for 'Edit', 'Duplicate', 'Action', 'Attachments', and 'Posts'. A dropdown menu for 'STATUS' is set to 'ACTIVE'.

**Summary**

Warehouse Code	ABC-1
Warehouse Name	Administration Department
Business Unit	SD_Jenbkt [Finance Department]
Site	Wattala
Is Allocation Store	<input checked="" type="checkbox"/>
Is Virtual Store	<input type="checkbox"/>
Quarantine	<input type="checkbox"/>
WIP	<input type="checkbox"/>
Quarantine Warehouse	None
Auto Generate Lot No	<input checked="" type="checkbox"/>
Lot Book No	ATTD.LOT

**Contact Information**

Unit Head	Address
Phone 1	
Phone 2	
Fax 1	
Fax 2	
Permission Group	

**Rack Management**

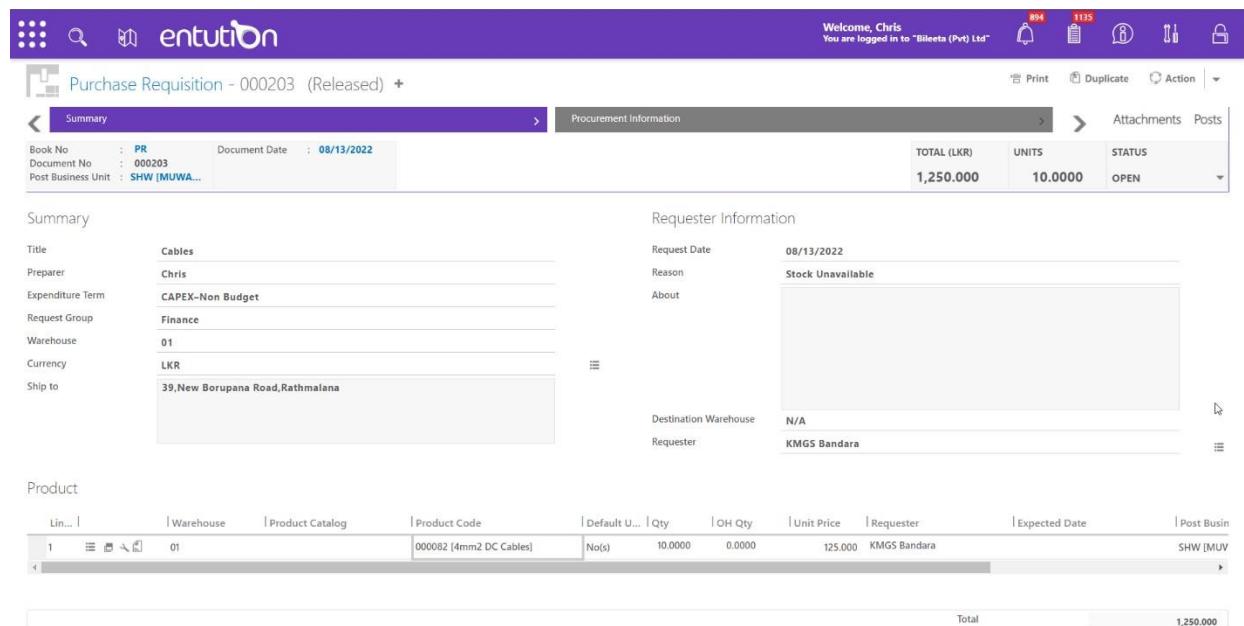
Rack Code	Height	Width	Length	Remark	Default	Inactive
	0.0000	0.0000	0.0000		<input type="checkbox"/>	<input type="checkbox"/>

Figure 23: Warehouse information

### 3.8 Purchase Requisition

The Purchase Requisition form allows users from different departments to request products to be purchased and it will be directed to the central procurement department to proceed with the purchasing process. There are multiple scenarios that a user can apply.

- Directly convert the requisition for a PO
- Directly convert the requisition for a Quotation calling request
- Send to centralized purchase desk

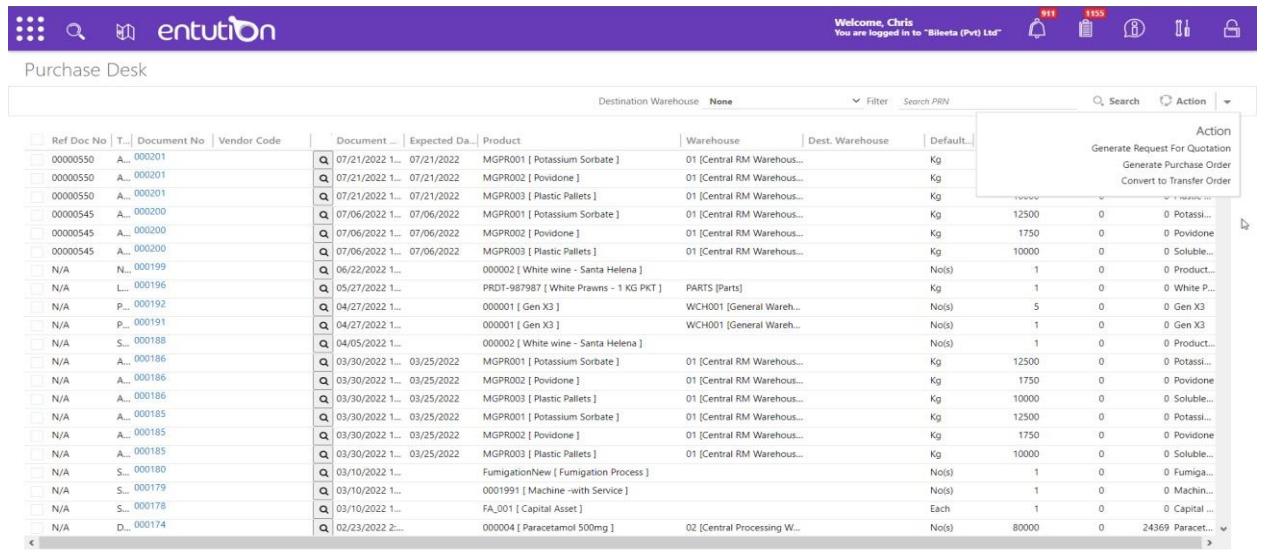


The screenshot shows the Purchase Requisition screen for document 000203. The top header includes the entution logo and a welcome message for Chris. The main content area has tabs for Summary, Procurement Information, Attachments, and Posts. The Summary tab displays basic details: Book No: PR, Document No: 000203, Post Business Unit: SHW [MUWA...], Document Date: 08/13/2022, Total (LKR): 1,250.000, Units: 10.0000, and Status: OPEN. The Requester Information section shows the requester as Chris (Title: Cables, Reason: Stock Unavailable) and the destination warehouse as N/A. The Product section lists one item: 000082 [4mm² DC Cables] with a quantity of 10.0000 and a unit price of 125.000 LKR.

Figure 24: Purchase requisition

### 3.9 Purchase Desk

All the purchase requisitions raised from different departments will be loaded here with a product-wise breakdown. The central procurement department can select products from multiple purchase requisitions and convert them to a purchase order or generate a request for quotations.

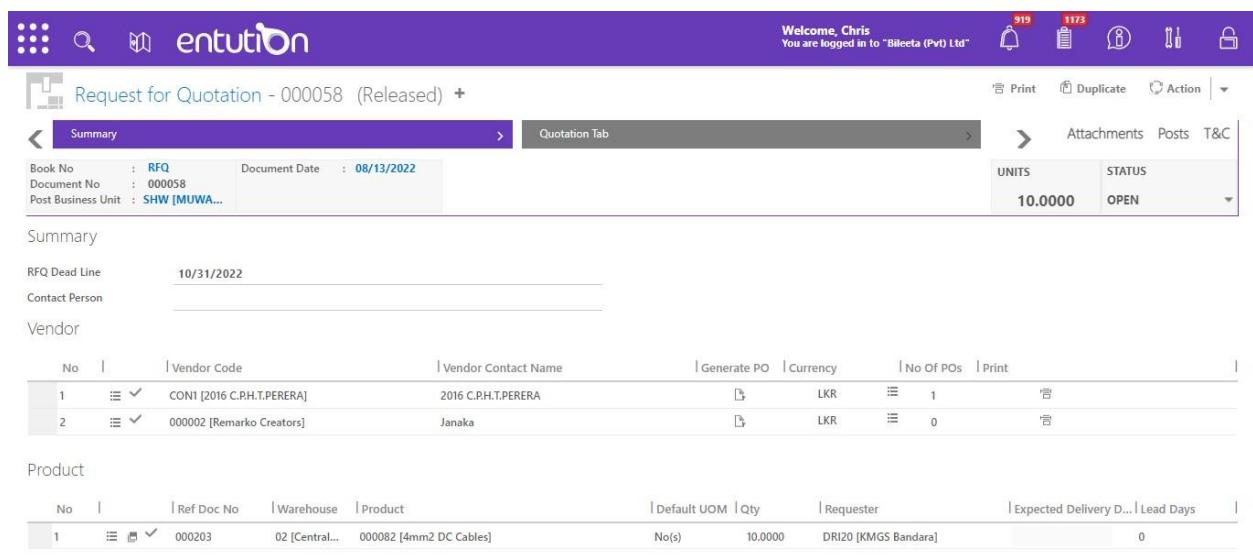


The screenshot shows the Purchase Desk screen displaying a list of purchase requisitions. The columns include Ref Doc No, Document No, Vendor Code, Document Date, Expected Date, Product, Warehouse, Dest. Warehouse, and Default. A context menu is open over the first row, showing options: Generate Request For Quotation, Generate Purchase Order, and Convert to Transfer Order. The table lists various items such as MGPR001 [Potassium Sorbate], MGPR002 [Povidone], MGPR003 [Plastic Pallets], etc., across different warehouses like Central RM Warehouse, PARTS, and General Warehouse.

Figure 25: Purchase desk

### 3.10 Request for Quotation

The Request for Quotation form allows users to select multiple potential suppliers to purchase the selected products. Users can indicate their requirements in terms of the desired quantity and expected delivery date. Hence, based on desired requirements the system can generate an email or a print template to be sent to the selected suppliers, requesting for Quotations. Once suppliers send quotations to the organization, users can update the quotation information such as unit price, supplier Discounts, ETA, and Min & Max order quantities. Accordingly, based on this information, users can manually qualify a vendor to proceed with the procurement process and convert this to Purchase Order.



**Request for Quotation - 000058 (Released)**

**Quotation Tab**

UNITS	STATUS
10.0000	OPEN

**Summary**

RFQ Dead Line: 10/31/2022

Contact Person:

**Vendor**

No	Vendor Code	Vendor Contact Name	Generate PO	Currency	No Of POs	Print
1	CONI [2016 C.P.H.T.PERERA]	2016 C.P.H.T.PERERA	<input type="checkbox"/>	LKR	1	<input type="checkbox"/>
2	000002 [Remarko Creators]	Janaka	<input type="checkbox"/>	LKR	0	<input type="checkbox"/>

**Product**

No	Ref Doc No	Warehouse	Product	Default UOM	Qty	Requester	Expected Delivery D...	Lead Days
1	000203	02 [Central...]	000082 [4mm <sup>2</sup> DC Cables]	No(s)	10.0000	DRI20 [KMGS Bandara]		0

Figure 26: Request for quotation

### 3.11 Purchase Order

The system has journeys that support local, and foreign purchases and Services and it allows one to select the relevant journey and continue the process (The system will allow only permissible users to continue the steps in the journey).

If the purchase order generates from an approved supplier, products, unit prices, and quantity on the purchase quotation will appear automatically. In addition, users are not allowed to change the unit or the supplier price and add any other products. If required users also have the option to start the procurement process from a Purchase Order.

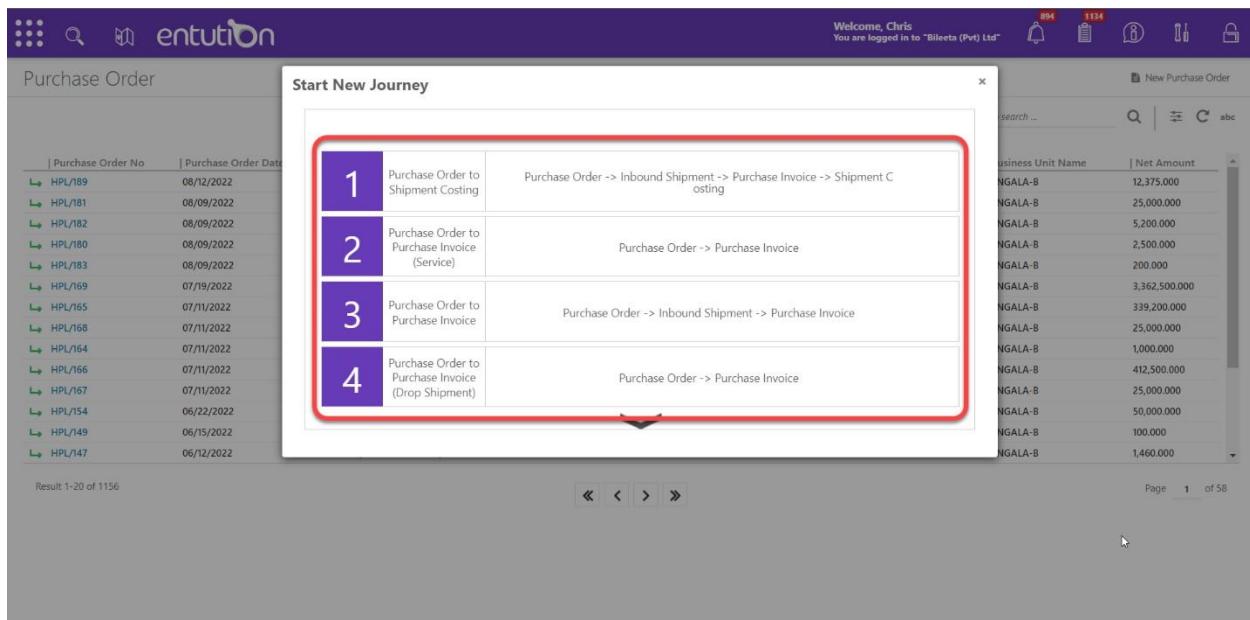


Figure 27: Procurement journeys

Confidential

EARROW  
your path to e-business

Purchase Order - HPL/193 (Draft)

Summary Details Pricing & Charges Attachments Posts T&C

Book No		PO	Document Date	08/13/2022	Post Date		08/13/2022	Post Business Unit		SHW [MUWA...]	Due Date		08/13/2022
TOTAL (LKR)	1,250.000	UNITS	10.0000	STATUS	0%								

Account

Vendor	CON1 [2016 C.P.H.T.PERERA]
Currency	LKR
Contact Person Name	None
Vendor Reference No	None
Billing Address	Level 1, Galle Rd, Colombo
Expiry Date	

Organization Assignment

Title	
Order Group	None
Purchase Price Model	None
Customer Account	
Warehouse	None
Shipping Address	#403, Galle Road, Colombo 03
Consolidated PO	<input type="checkbox"/>

Product

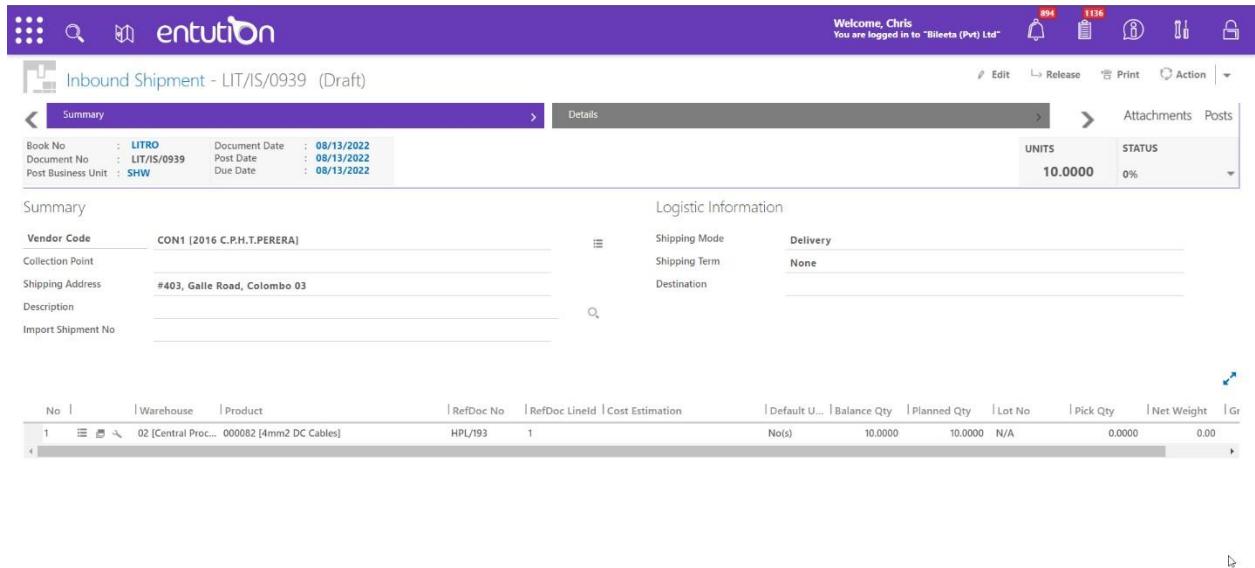
No	Warehouse	Product	Default UOM	Qty	MOQ	Unit Price	Discount %	Discount	Tax Group	Line Total
1	02 [Central P...	000082 [4mm <sup>2</sup> DC Cables]	No(s)	10.0000	0.0000	125.000	0.00	0.000	None	1,250.000

Unit Total	1,250.000	Discount	0.000	Sub Total	1,250.000	Charges	0.000	Taxes	0.000	Total	1,250.000
------------	-----------	----------	-------	-----------	-----------	---------	-------	-------	-------	-------	-----------

Figure 28: Purchase order

### 3.12 Inbound Shipment - GRN (Goods Received Note)

The Inbound Shipment form allows recording of received product quantity to a selected warehouse. Users can accept partial GRNs if required, and the system will keep track of what's pending against the PO. If the particular product carries a serial number, batch number, or expiry tracking these details must be recorded at the GRN.

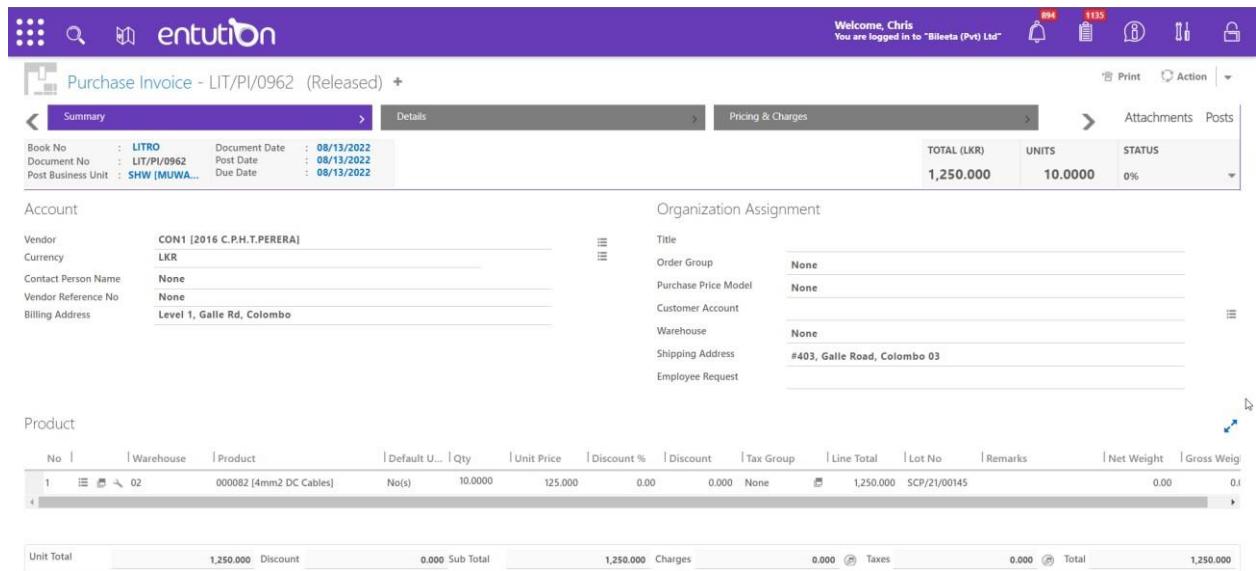


No	Warehouse	Product	RefDoc No	RefDoc LineId	Cost Estimation	Default U...	Balance Qty	Planned Qty	Lot No	Pick Qty	Net Weight	Gr
1	02 [Central Proc... 000082 [4mm² DC Cables]		HPL/193	1		No(s)	10.0000	10.0000	N/A	0.0000	0.00	

Figure 29: GRN

### 3.13 Purchase Invoice

Purchase Invoice allows the user to raise the supplier's invoice. This can be raised according to the quantity of goods received through the GRN.



The screenshot shows the entution Purchase Invoice interface. At the top, there are navigation icons and a search bar. The main title is "Purchase Invoice - LIT/PI/0962 (Released)". On the right, there are buttons for Print, Action, and other functions. The interface is divided into several sections:

- Summary:** Displays basic document details: Book No: LITRO, Document Date: 08/13/2022, Document No: LIT/PI/0962, Post Date: 08/13/2022, Due Date: 08/13/2022.
- Details:** Shows organization assignment fields like Title, Order Group, Purchase Price Model, Customer Account, Warehouse, Shipping Address, and Employee Request.
- Pricing & Charges:** Summary table showing TOTAL (LKR) 1,250.000, UNITS 10.0000, and STATUS 0%.
- Attachments:** Placeholder for attachments.
- Posts:** Placeholder for posts.
- Product:** A table listing the purchase items. The first item is 000082 [4mm<sup>2</sup> DC Cables] with a quantity of 1, unit price of 125.000, and a line total of 1,250.000.
- Bottom Summary:** A row showing Unit Total 1,250.000, Discount 0.000, Sub Total 1,250.000, Charges 0.000, Taxes 0.000, and Total 1,250.000.

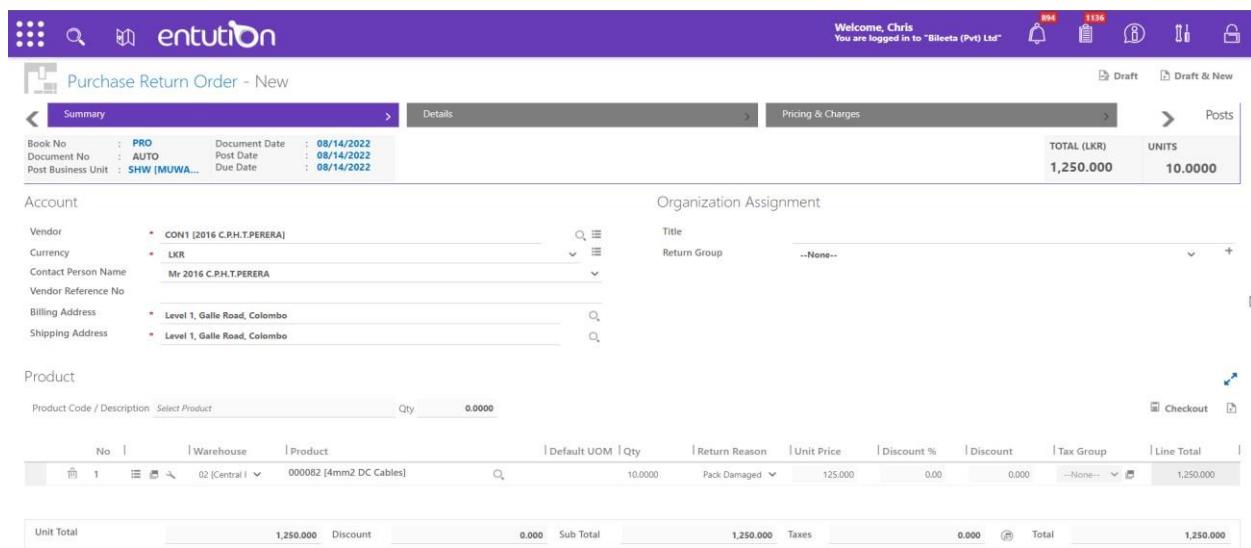
Figure 30: Purchase invoice

### 3.14 Purchase Return Process

The Purchase Return Order form allows users to record return products to vendors. Users can view all the purchase invoices that have been raised under the selected vendor. Hence, users will be able to search the purchase invoice or product that needs to return by serial number, batch number & product code and continue with the purchase return process. This is called an invoice-based return. If the original Invoice is not identified, the user can select products in stock and place a supplier return without an invoice reference as well. The selected items can then be dispatched through the “Outbound Shipment form and finally, a “Purchase Return Invoice” can be created by the system to adjust the supplier payable.



Figure 31: Purchase return process



The screenshot shows the 'Purchase Return Order - New' screen in the entution software. The top navigation bar includes icons for Home, Search, and entution, along with a welcome message for 'Chris' and a notification count of 1136. The main form has tabs for 'Summary', 'Details', 'Pricing & Charges', and 'Posts'. The 'Summary' tab is active, showing document details: Book No: PRO, Document No: AUTO, Post Business Unit: SHW [MUWA...], Document Date: 08/14/2022, Post Date: 08/14/2022, Due Date: 08/14/2022. It also displays a total of 1,250.000 LKR and 10.0000 UNITS. Below the summary, the 'Account' section lists vendor information (CON1 [2016 C.P.H.T.PERERA], LKR), contact person (Mr 2016 C.P.H.T.PERERA), and addresses (Level 1, Galle Road, Colombo). The 'Organization Assignment' section shows a return group assigned to 'None'. The 'Product' section includes a grid for selecting products, showing one item: Product Code: 000082 [4mm² DC Cables], Qty: 10.0000, and a unit price of 125.000. The bottom of the screen shows a summary table with columns for Unit Total, Discount, Sub Total, Taxes, and Total, all showing values of 1,250.000.

Figure 32: Purchase Return order

Purchase Return Invoice - HPL/018 (Released)

Book No	:	PRI	Document Date	:	08/14/2022			TOTAL (LKR)	UNITS	STATUS
Document No	:	HPL/018	Post Date	:	08/14/2022			1,250.000	10.0000	OPEN
Post Business Unit	:	SHW [MUWA...]	Due Date	:	08/14/2022					

ACCOUNT

Vendor	CON1 [2016 C.P.H.T.PERERA]	Title	
Currency	LKR	Return Group	None
Contact Person Name	2016 C.P.H.T.PERERA		
Vendor Reference No	None		
Billing Address	Level 1, Galle Road, Colombo		
Shipping Address	Level 1, Galle Road, Colombo		

Organization Assignment

--	--	--	--

Product

No	Warehouse	Product	Default UOM	Qty	Return Reason	Unit Price	Discount %	Discount	Tax Group	Line Total
1	02	000082 [4mm <sup>2</sup> DC Cables]	No(s)	10.0000	Pack Damaged	125.000	0.00	0.000	None	1,250.000

Figure 33 Purchase Return Invoice

### 3.15 Outbound Shipment – GDN (Goods Dispatched Note)

The Outbound Shipment form allows recording of dispatched product quantity from a selected warehouse. Users can issue partial GDNs if required, and the system will keep track of what's pending against the Sales Order or Purchase Return Order. If the particular product carries a serial number or a batch number these details must be recorded at the GDN.

**Welcome, Chris**  
You are logged in to "Bileeta (Pvt) Ltd"

**Outbound Shipment - LIT/OS/0693 (Released)**

Book No	:	LITRO	Document Date	:	08/30/2022
Document No	:	LIT/OS/0693	Post Date	:	08/30/2022
Post Business Unit	:	SHW	Due Date	:	08/31/2022
				UNITS	STATUS
				50.0000	0%

**Summary**

Account Name	000002 [ABC (Pvt) Ltd]
Collection Point	
Shipping Address	No 10, St. Clares Lane, Colombo, Sri Lanka
Description	
Driver Name	

**Logistic Information**

Shipping Mode	None
Shipping Term	None
Destination	
Tour ID	

**Items Shipped**

No	Product	Ref Doc No	Ref Doc Line ID	Default UOM	On Hand Qty	Planned Qty	Pick Qty	Net Weight
1	OilBottle500ml [Oil Bottle 500ml]	LIT/SI/0907	1 No(s)	445	50	50	0.00	

Figure 34 Outbound Shipment – GDN

### 3.16 Internal Order Process

The Internal Order allows users to request items for internal consumption from a warehouse and the selected items can then be dispatched through the “Internal Dispatch Order”. Users will also be able to convert Internal Order into a purchase requisition, if the required item is not available in the stock.

**Customization:** Client wants the stock reservation functionality to apply against the Internal Order form. This will be modified on the system as required.

No	Is Reprocess	Warehouse	Product Code	Default UOM	Qty	Expected Date	Business Unit
1		02 [Central P...	000002 [White wine - Santa Helena]	No(s)	2	08/09/2022	SHW

Figure 35 Internal Order

### 3.17 Transfer Order

The Transfer Order allows users for transferring products internally from one warehouse location to another for storage purposes.

No	Product	Transfer Cost/...	Default U...	Default U...	Qty	Reserved Qty	Reorder Level	Reorder Quan...	Shipped Qty	Ship...
1	DPC4 [D-Protein Chocolate Flav. 400g]	0.000			2,500	0	0	0	0	
2	DPC4 [D-Protein Chocolate Flav. 400g]	0.000			2,500	0	0	0	0	
3	DPC4 [D-Protein Chocolate Flav. 400g]	0.000			2,500	0	0	0	0	
4	DPC4 [D-Protein Chocolate Flav. 400g]	0.000			2,500	0	0	0	0	

Figure 36 Transfer Order

### 3.18 Allocation Manager

The Allocation Manager allows users to check the reserved inventory which could be automatically/manually reserved as well as a reservation can also be removed upon requirement. The requirement is to apply reservations against Internal stock transfer orders and Customer sales orders.

The screenshot shows the Allocation Manager interface with the following details:

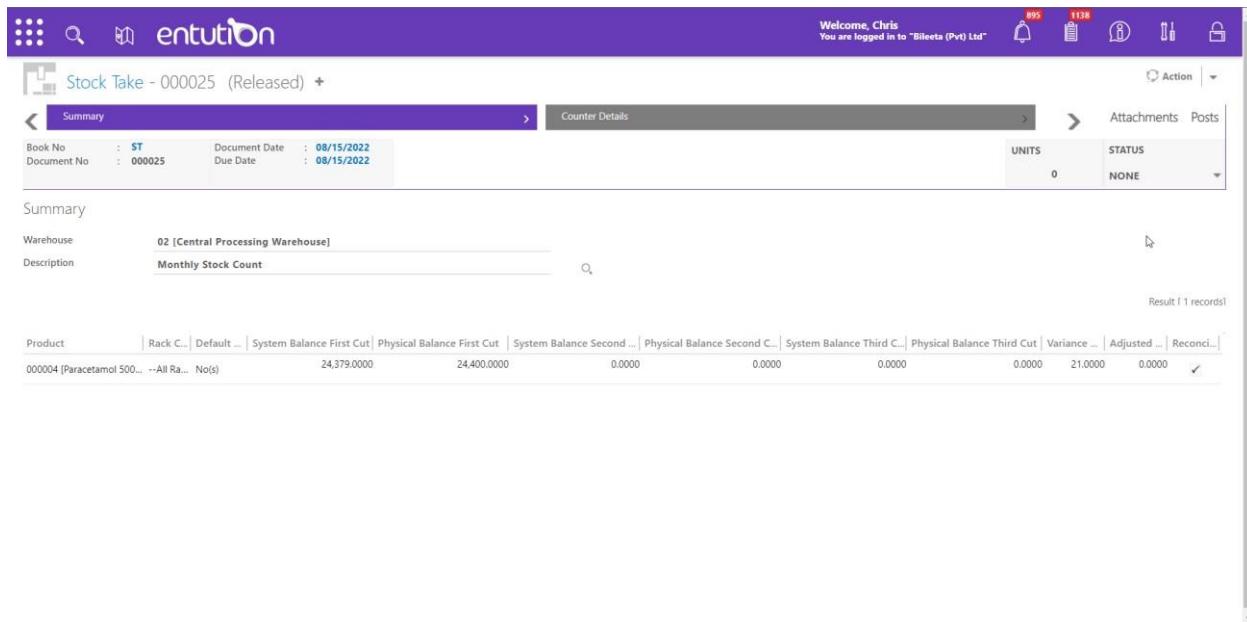
- Header:** Welcome, Chris. You are logged in to "Bileets (Pvt) Ltd".
- Toolbar:** Includes icons for Home, Search, Print, Refresh, and Lock.
- Search Bar:** Search Allocations, Reserved, Search, Action.
- Table:** A grid showing allocation details. Columns include Reserve Status, Select, Doc No., Product Desc., Warehouse, Qty, OH Qty, Dispatch Qty, Reserved Qty, UOM, Posted Date, and Created Date.
- Data:** The table lists various allocations, such as Sales Invoice [HPL/072] to F70 [Nana] at ATTIDIYA [Human Resources Department] with a Qty of 200.0000 and OH Qty of 800.0000.
- Pagination:** Result 1-50 of 134, with navigation arrows.
- Page Info:** Page 1 of 3.

Figure 37: Stock allocation manager

### 3.19 Stock Take

The Stock Take will allow users to undertake a stock count and identify the variances of stocks, physically in warehouses and the system's warehouse balances. Users can upload an excel template document in which the stock counted data has to be entered. Any variance can be identified and posted as a bulk inventory adjustment.

There was a specific requirement to conduct the stock take via barcode scanning. This was not mentioned on the RFP and since the Bileeta stock take works on the basis of an excel upload, we are not able provide a feature to pick the product on excel once a user scan a barcode. User will have to update the physical stock quantity on the excel sheet manually and upload to the system.



The screenshot shows the entution Stock Take interface. At the top, there is a purple header bar with the entution logo and navigation icons. Below the header, the main content area is divided into several sections:

- Summary:** Shows basic details of the stock take document, including Book No: ST, Document No: 000025, Document Date: 08/15/2022, and Due Date: 08/15/2022.
- Counter Details:** A table with columns for UNITS (0) and STATUS (NONE).
- Attachments Posts:** Buttons for managing attachments and posts.
- Warehouse:** Set to 02 [Central Processing Warehouse].
- Description:** Set to Monthly Stock Count.
- Result 1 record(s):** A table showing the product balance for Paracetamol 500mg tablets. The table includes columns for Product, Rack C..., Default ..., System Balance First Cut, Physical Balance First Cut, System Balance Second ..., Physical Balance Second C..., System Balance Third C..., Physical Balance Third Cut, Variance ..., Adjusted ..., and Reconciled. The data shows a balance of 24,379.0000.

Figure 38: Stock take

### 3.20 Stock Adjustment

The Stock Adjustment allows users to adjust the system records of the inventory to be in line with the actual physical quantities of the inventory available in the warehouses. The stock adjustment could be done as an addition or a deduction of inventory.

The screenshot shows the entution Stock Adjustment interface. At the top, there's a purple header bar with the entution logo, a search icon, and a user welcome message: "Welcome, Chris You are logged in to 'Bileeta (Pvt) Ltd'". To the right of the header are various icons for Print, Serial Batch, Duplicate, Action, and attachments/posts. Below the header, the main title is "Stock Adjustment - LIT/SA/0267 ( Released ) +". On the left, there's a "Summary" section with details: Book No: LITRO, Document Date: 07/04/2022; Document No: LIT/SA/0267, Post Date: 07/04/2022; Post Business Unit: SHW, Due Date: 07/04/2022. To the right of this summary are two tables: "UNITS" (3) and "STATUS" (OPEN). The main body of the screen shows a table with one row. The columns are: No (1), Ref Doc No (0), Ref Line Id (000077 [ACER Laptop 12875WX]), Product (ACER Laptop 12875WX), Rack (1001), Default UOM (No(s)), OH Qty (3), Reserved Qty (0), Qty (3), Cost Per Unit (145,000.00), and Add Stock (checkbox).

No	Ref Doc No	Ref Line Id	Product	Rack	Default UOM	OH Qty	Reserved Qty	Qty	Cost Per Unit	Add Stock
1	0	000077 [ACER Laptop 12875WX]	ACER Laptop 12875WX	1001	No(s)	3	0	3	145,000.00	<input type="checkbox"/>

Figure 39: Stock adjustment

### 3.21 Shipment Costing

The Shipment Costing form allows users to allocate any indirect charges involved in the procurement process to the inventory cost, which is payable to separate vendors. Import shipment numbers will automatically generate for each import shipment and other expenses such as import duty, clearing charges, and other transportation can be allocated to this shipment number through a Payment voucher or a Service invoice. Indirect costs can be apportioned to the products based on different methods such as weight, quantity, and value.

**Shipment Costing Information - HPL/211 (Released)**

Summary		Costing Summary			Attachments Posts						
Book No	: SC	Document Date	: 06/12/2022 <th>Document No</th> <td>: HPL/211</td> <th>Post Date</th> <td>: 06/12/2022</td> <th>DIRECT COST(LKR)</th> <th>INDIRECT COST(LKR)</th> <th>TOTAL (LKR)</th> <th>STATUS</th>	Document No	: HPL/211	Post Date	: 06/12/2022	DIRECT COST(LKR)	INDIRECT COST(LKR)	TOTAL (LKR)	STATUS
Post Business Unit	: SHW [MUWA...]							8,250.000	1,500.000	9,750.000	0%

**Summary**

Shipment No	LIT/IS/0920	Import Shipment No	000366
Title			
Vendor	000005 [Group Company]		

**Product**

Base Doc No / D...	Currency	Ship Line No	Product	Qty	Unit Price	Amount	Exchange Rate	Direct Cost	Indirect Cost	Total	Adjusted Unit...   Breakdown
HPL/148	USD	≡ 1	000007 [ Amoxicillin 500mg ]	1	30.000	30.000	275.000	8.250.000	1.500.000	9.750.000	9.750.000

**Other Expenses**

Advice No	Document Type	Vendor	Description	Cost	Apportioned Cost	Apportionment Basis
HPL/1929	Accrual Voucher	SAT4 [Sri Lanka Customs]		1.500.000	1.500.000	Percentage

Figure 40: Shipment costing

### 3.22 Procurement Budgeting

This is not a feature that's available in the system, we have considered it as a billable customization, based on the fact that this was not specified on the RFP. And in Bileeta's response to the RFP we have mentioned that the system only caters Financial Budgeting against the general ledger & sales forecasting.

Procurement budgeting requirement needs the user to upload the annual/monthly inventory purchasing requirement, and then track the actual procurement progress against the budget.

- Budget will be uploaded per product for the selected period. This will be a quantity figure.
- Based on the uploaded quantity, the system will calculate the value of the budgeted quantities by multiplying it with the average cost.
- Need to segregate the budget for each department.
- Budget controlling through an approval setup needs to be placed for the Purchase Order, based on the planned quantity.

### 3.23 System Notifications

Automatic notifications can be arranged against the following scenarios under the inventory module, based on a given date and time. Notification can be in the form of an email or a system alert that can be scheduled to be generated on a defined date and time.

- Inventory expiry: Notification for items that are about to expire in the inventory.
- Re-order level: Notification for items that reach the re-order level in the inventory.

### 3.24 Procurement and Inventory Widgets

These will allow users to access the following information at any transaction form related to Procurement and Inventory modules.

- Pricing details such as base price, cost, last purchase price, and the average cost of any product
- On-hand availability per location for any product
- Purchasing history
- Inventory movement
- Supplier credit profile
- Supplier aging

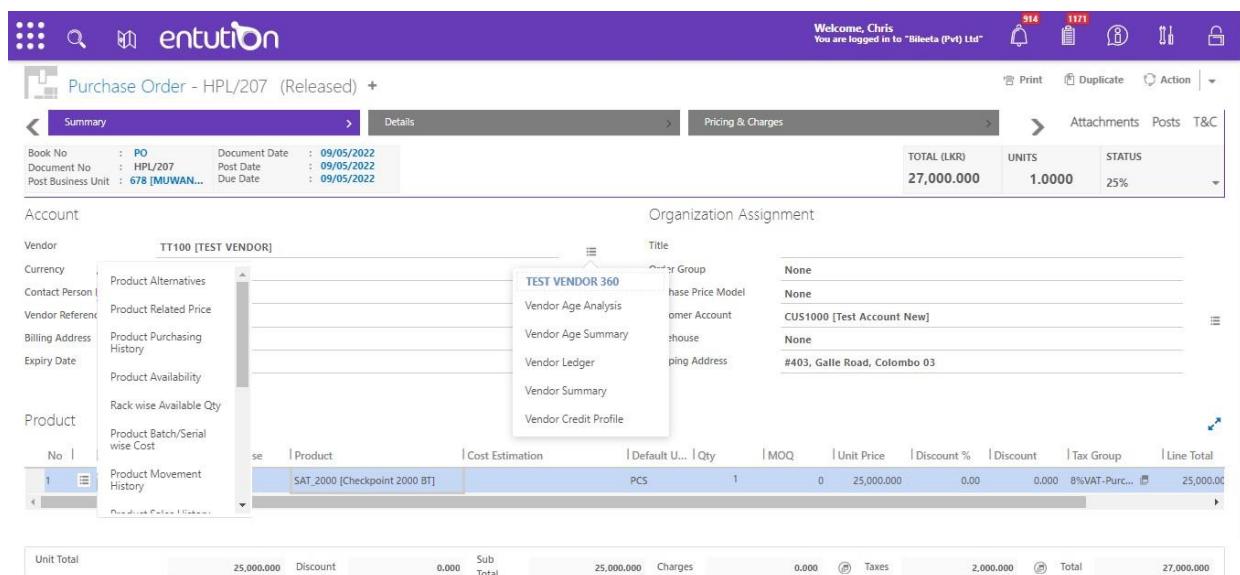


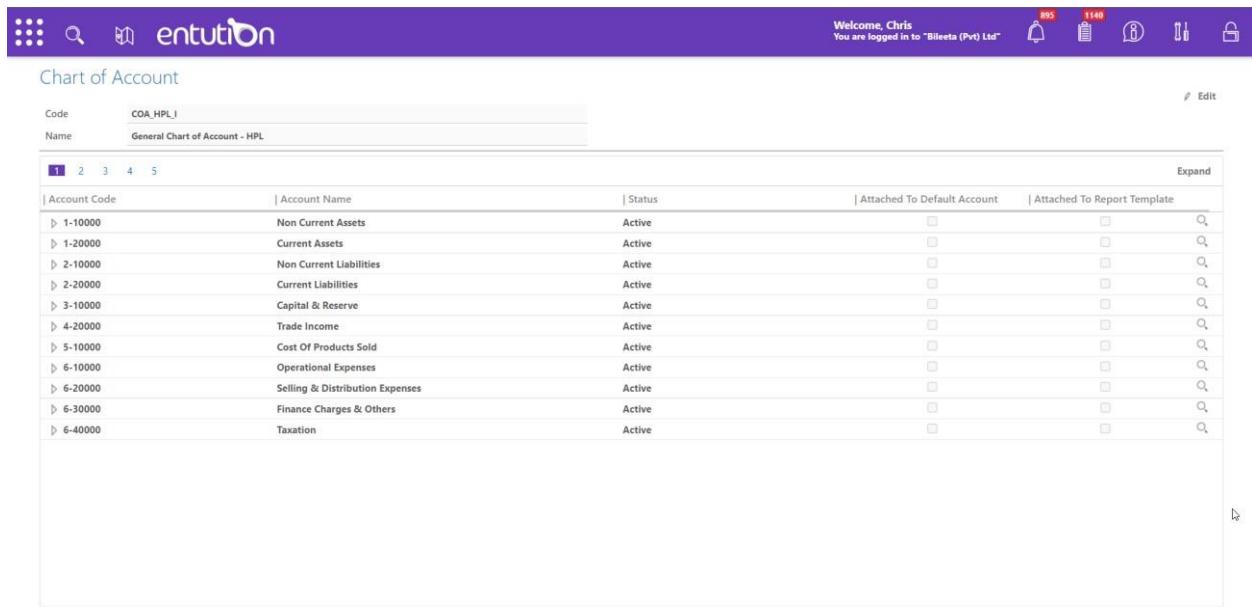
Figure 41: Supplier & Product widgets

## 4 Finance Module

The finance module links with the organization's accounts through a well-integrated system in order to evaluate the financial impact of each and every transaction. This module helps users to manage financial operations with ease to optimize the business. With the accrual-based accounting concept, the system allows users to record income and expenses when the transaction takes place.

## 4.1 Chart of Account (COA)

The chart of accounts (COA) provides a complete listing of each account in the accounting system. The COA will be the unique record for each type of Asset, Liability, Equity, Cost of Sale, Revenue, and Expense. In addition, COA allows the organization to define Control & Budget accounts and set parameters to define a control account. The permissible users have access to edit COA at any level without corrupting existing data. The COA is flexible to create multiple levels in the hierarchy and COA has no dependency on cost allocation to cost centers this will be handled at the transaction level.



The screenshot shows the 'Chart of Account' page in the entution software. At the top, there are navigation icons (grid, search, etc.) and the 'entution' logo. The top right corner displays a welcome message 'Welcome, Chris' and a log-in status 'You are logged in to "Bileeta (Pvt) Ltd"'. There are also notification icons for 895 messages and 1140 pending actions.

The main area is titled 'Chart of Account' and shows a table of account records. The columns are:

- Code (dropdown menu showing 1, 2, 3, 4, 5)
- Name (e.g., Non Current Assets, Current Assets, Non Current Liabilities, etc.)
- Status (e.g., Active)
- Attached To Default Account (checkboxes)
- Attached To Report Template (checkboxes)

The table contains 14 rows of account information, ranging from 1-10000 to 6-40000. Each row includes a small icon before the account code.

Figure 42: Chart of accounts

## 4.2 Default Accounts

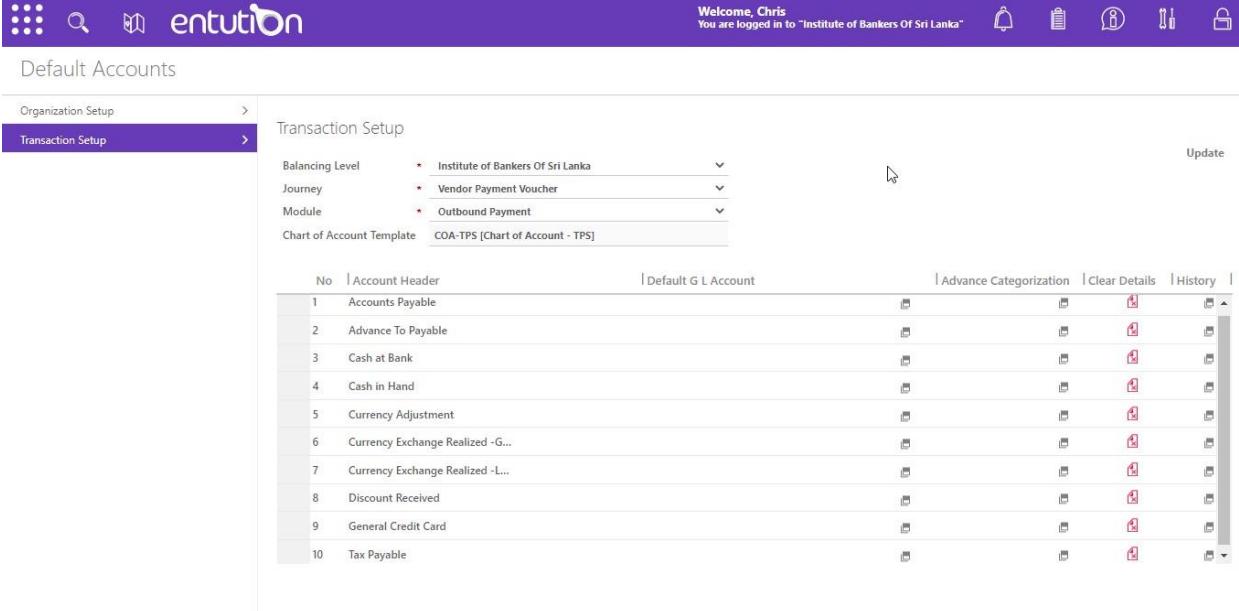
The Default Accounts allows the organization to map its transactions against the GL accounts within the Chart of Accounts. Hence, based on this mapping, automated transaction postings will affect the company's ledger. This form allows mapping GL accounts against the whole organization & Default account mapping to be configured against the whole organization. In addition, the organization can map multiple GL accounts against one Default header.

No	Account Header	Default G L Account	Advance Categorization	Update Line	Clear Details	History
1	Accounts Payable	2-21001 [Trade Payable - Default]				
2	Accounts Receivable	1-22003 [Trade Debtors]				
3	Accumulated Depreciation	1-12001 [Accumulated Depreciation - Default]				
4	Advance From Receivable	2-22068 [Advance for House]				
5	Advance To Employee	1-23016 [Employee Advance]				
6	Advance To Payable	2-21008 [Trade Payable-General]				
7	Capital WIP	1-11014 [Capital WIP - Default]				
8	Capitalized Fixed Asset	1-11001 [Capitalized Fixed Asset - Default]				
9	Cash Advance & Borrowing	1-26302 [Cash Advance & Borrowing - Default]				
10	Cash at Bank	1-26101 [Cash at Bank - Default]				
11	Cash in Hand	1-26301 [Cash in Hand - Default]				
12	Charge Allocation	6-20002 [Charge Allocation - Default]				
13	Company Charges - Sales	2-22022 [Re-Imbursement Of Travelling Payable]				
14	Contract Income					

Figure 43: Default accounts

## 4.3 Standard Double Entries for The Relevant Transactions

### 4.3.1 Vendor Payments

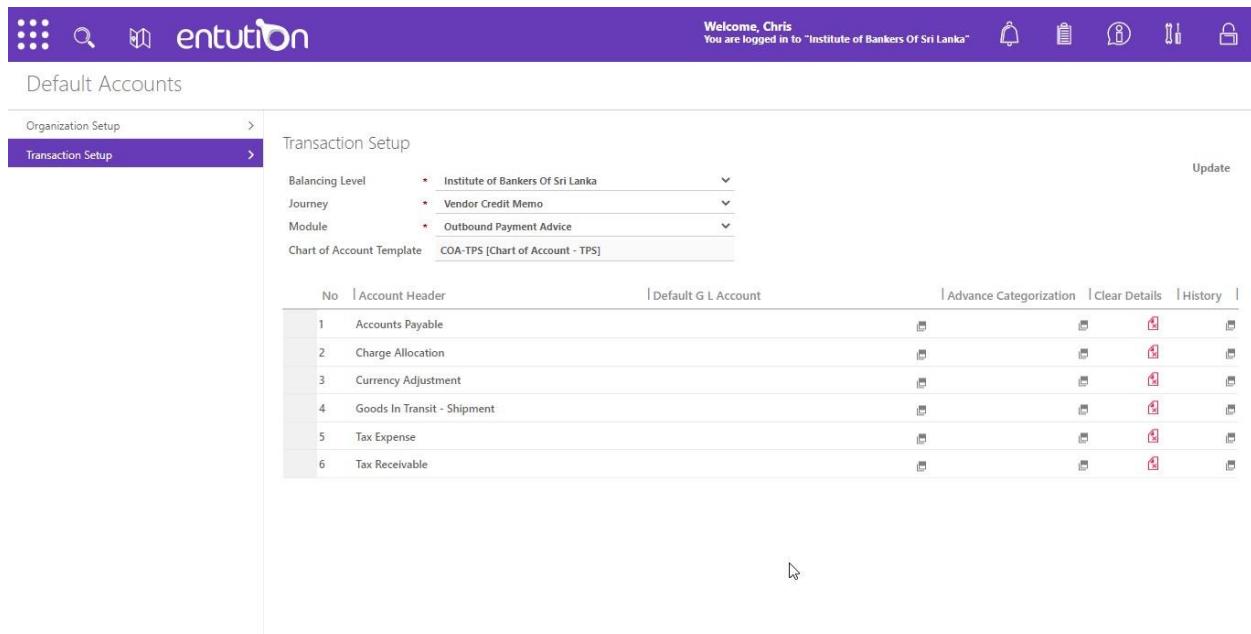


The screenshot shows the 'Transaction Setup' section of the 'Outbound Payment' module in the entution system. The top navigation bar includes icons for home, search, and notifications, along with the user name 'Chris' and the institution 'Institute of Bankers Of Sri Lanka'. The main title is 'Default Accounts'. On the left, a sidebar lists 'Organization Setup' and 'Transaction Setup' under 'Transaction Setup'. The right side displays a table of accounts:

No.	Account Header	Default G.L Account	Advance Categorization	Clear Details	History
1	Accounts Payable				
2	Advance To Payable				
3	Cash at Bank				
4	Cash in Hand				
5	Currency Adjustment				
6	Currency Exchange Realized -G...				
7	Currency Exchange Realized -L...				
8	Discount Received				
9	General Credit Card				
10	Tax Payable				

Figure 44 Vendor Payment - Outbound Payment

### 4.3.2 Vendor Credit Memo



Default Accounts

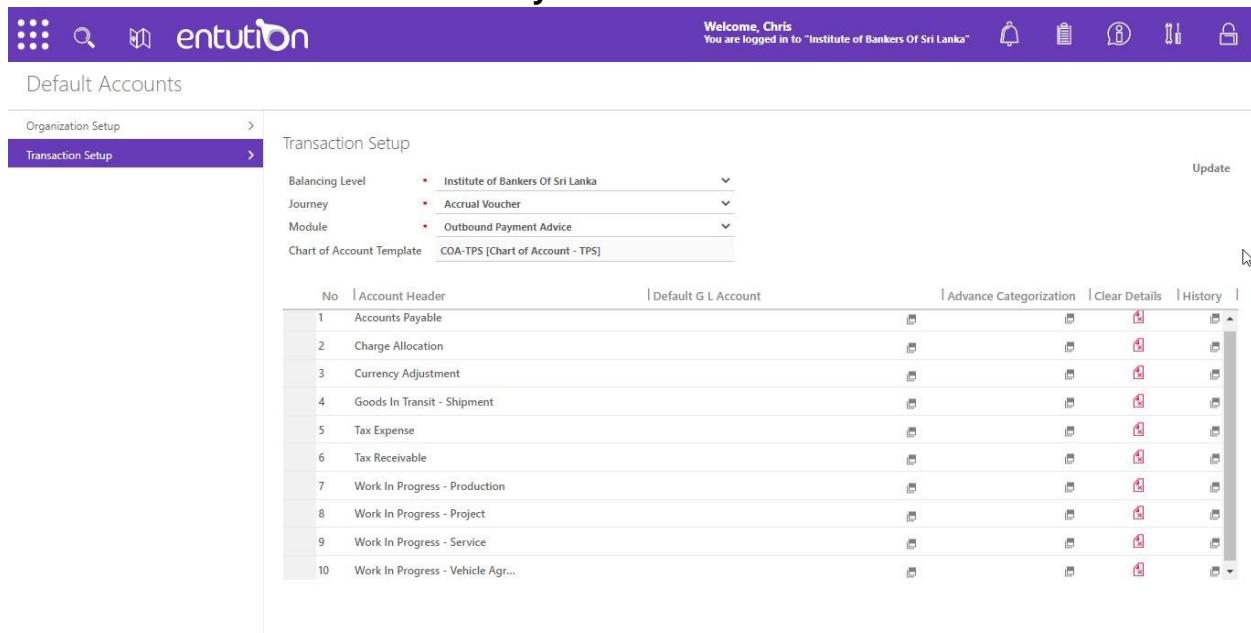
Organization Setup >

**Transaction Setup** > Update

No	Account Header	Default G L Account	Advance Categorization	Clear Details	History
1	Accounts Payable				
2	Charge Allocation				
3	Currency Adjustment				
4	Goods In Transit - Shipment				
5	Tax Expense				
6	Tax Receivable				

Figure 45 Vendor Credit Memo - Outbound Payment Advice

### 4.3.3 Accrual Payments



Default Accounts

Organization Setup >

**Transaction Setup** > Update

No	Account Header	Default G L Account	Advance Categorization	Clear Details	History
1	Accounts Payable				
2	Charge Allocation				
3	Currency Adjustment				
4	Goods In Transit - Shipment				
5	Tax Expense				
6	Tax Receivable				
7	Work In Progress - Production				
8	Work In Progress - Project				
9	Work In Progress - Service				
10	Work In Progress - Vehicle Agr...				

Figure 46 Accrual Voucher - Outbound Payment Advice

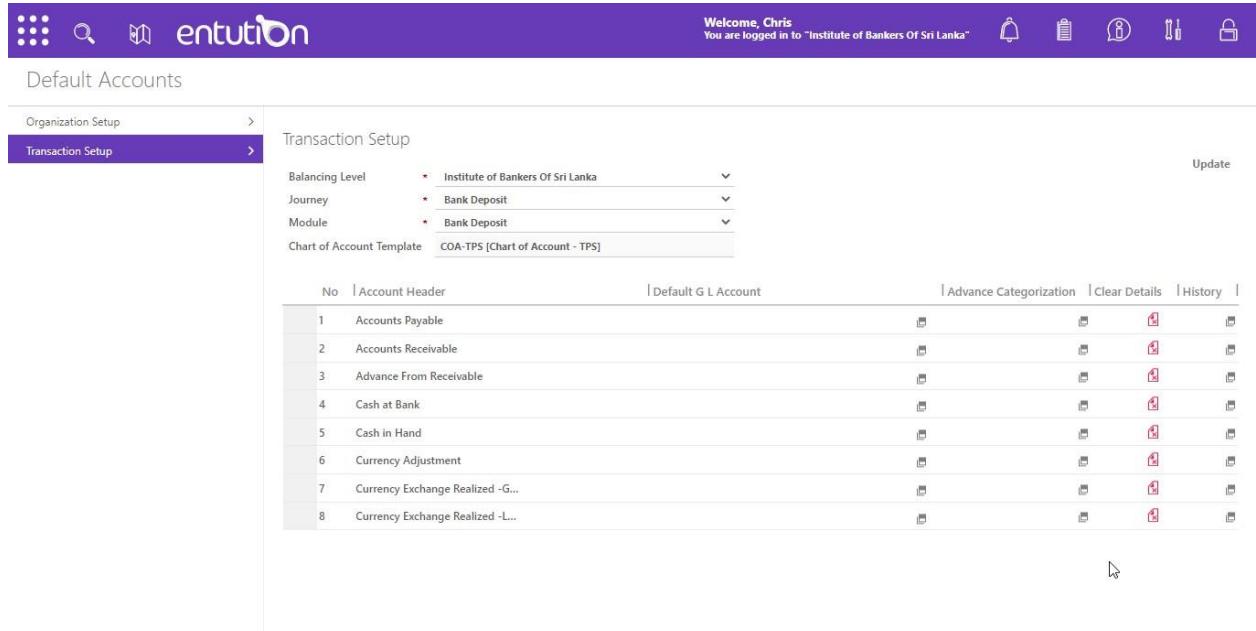
#### 4.3.4 Bank Adjustment

The screenshot shows the 'entution' software interface for 'Default Accounts'. The top navigation bar includes icons for search, refresh, and user profile, along with the 'earrow' logo. The main title 'Welcome, Chris' and 'You are logged in to "Institute of Bankers Of Sri Lanka"' are displayed. On the left, a sidebar menu lists 'Organization Setup', 'Transaction Setup' (which is selected and highlighted in purple), and other options like 'Journey' and 'Module'. The 'Transaction Setup' section is titled 'Bank Adjustment'. It shows a table with columns for 'No.', 'Account Header', 'Default G L Account', 'Advance Categorization', 'Clear Details', and 'History'. The table contains 8 rows of account entries. At the bottom right of the table, there is an 'Update' button.

No.	Account Header	Default G L Account	Advance Categorization	Clear Details	History
1	Cash at Bank				
2	Currency Adjustment				
3	Goods In Transit - Shipment				
4	Tax Payable				
5	Tax Receivable				
6	Work In Progress - Production				
7	Work In Progress - Project				
8	Work In Progress - Service				

Figure 47 Bank Adjustment

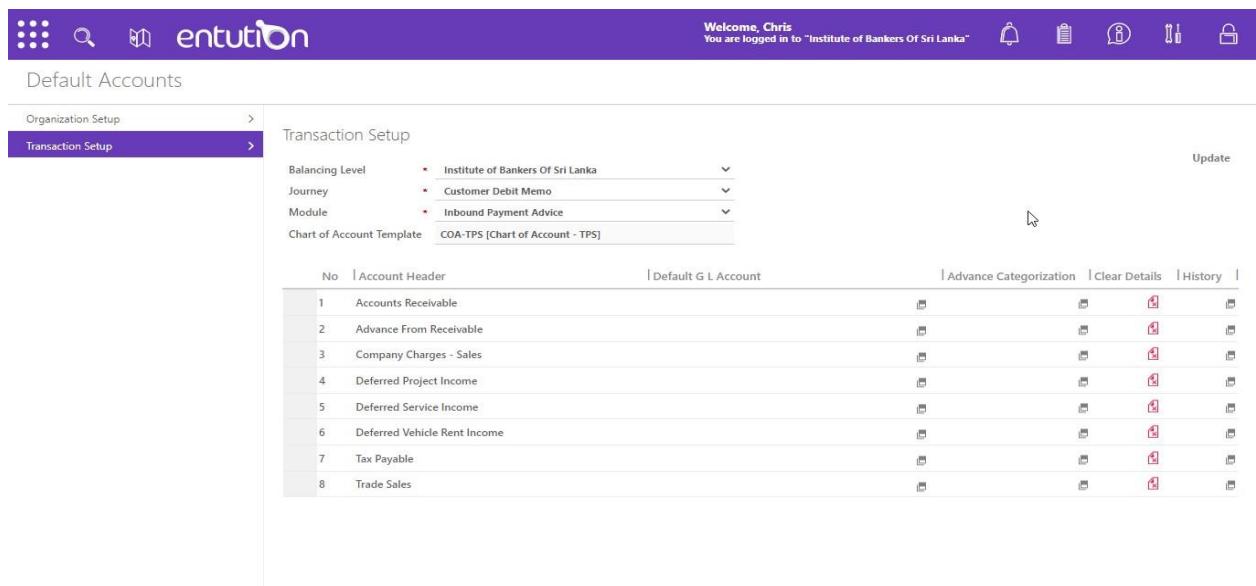
### 4.3.5 Bank Deposit



No	Account Header	Default G L Account	Advance Categorization	Clear Details	History
1	Accounts Payable				
2	Accounts Receivable				
3	Advance From Receivable				
4	Cash at Bank				
5	Cash in Hand				
6	Currency Adjustment				
7	Currency Exchange Realized -G...				
8	Currency Exchange Realized -L...				

Figure 48 Bank Deposit

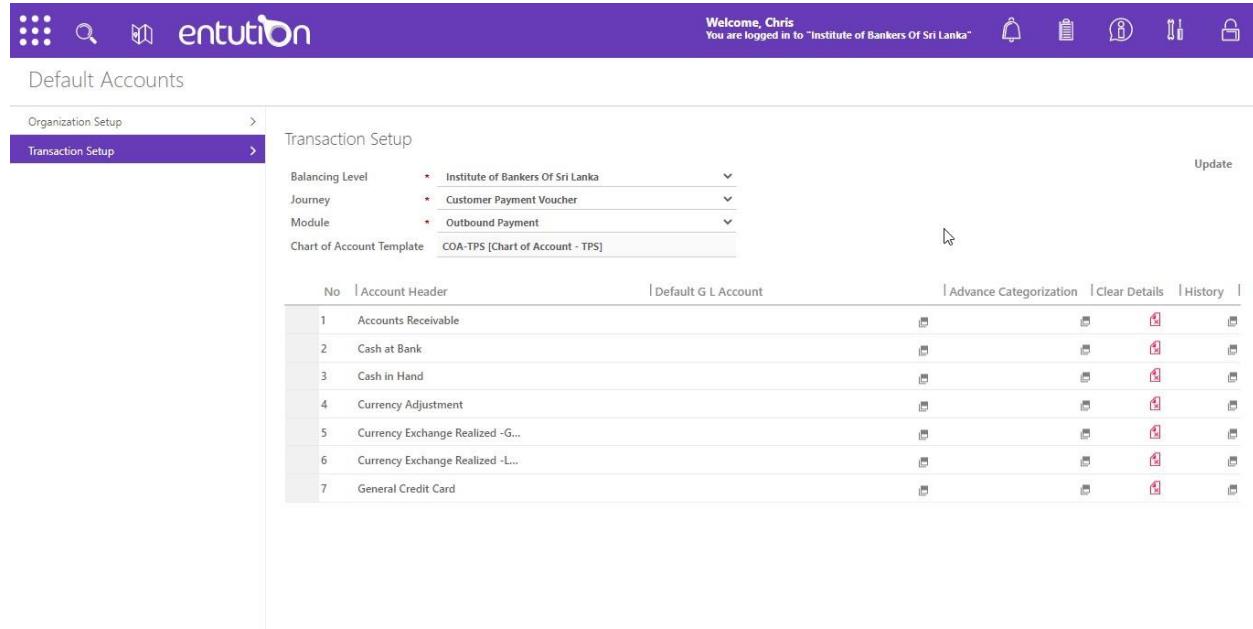
### 4.3.6 Customer Debit Memo



No	Account Header	Default G L Account	Advance Categorization	Clear Details	History
1	Accounts Receivable				
2	Advance From Receivable				
3	Company Charges - Sales				
4	Deferred Project Income				
5	Deferred Service Income				
6	Deferred Vehicle Rent Income				
7	Tax Payable				
8	Trade Sales				

Figure 49 Customer Debit Memo - Inbound Payment Advice

### 4.3.7 Customer Payment



Welcome, Chris  
You are logged in to "Institute of Bankers Of Sri Lanka"

Default Accounts

Organization Setup >  
Transaction Setup >

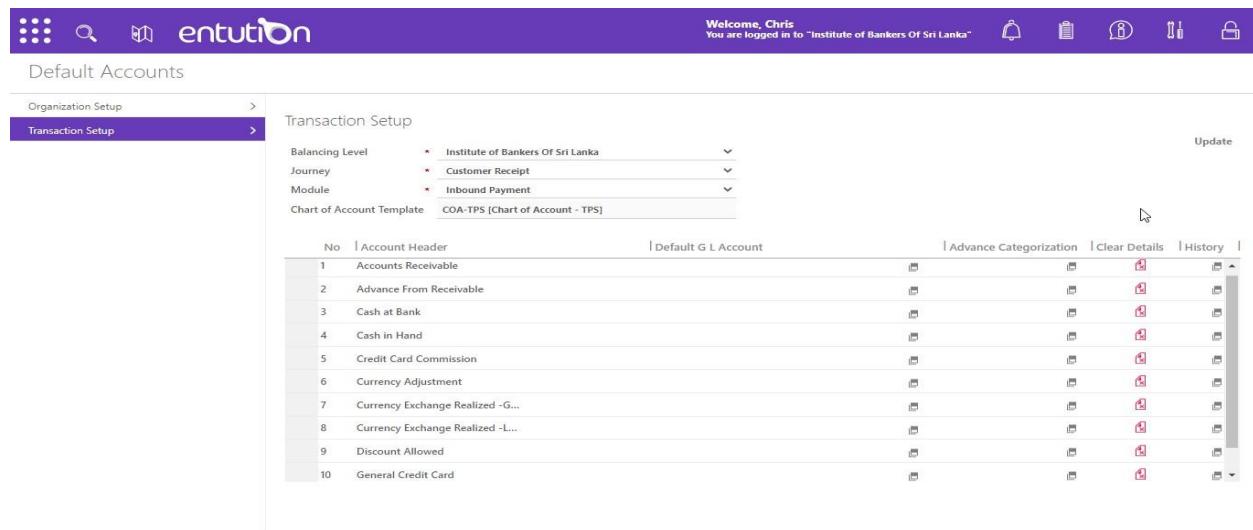
Transaction Setup

Balancing Level: Institute of Bankers Of Sri Lanka  
Journey: Customer Payment Voucher  
Module: Outbound Payment  
Chart of Account Template: COA-TPS [Chart of Account - TPS]

No	Account Header	Default G L Account	Advance Categorization	Clear Details	History
1	Accounts Receivable				
2	Cash at Bank				
3	Cash in Hand				
4	Currency Adjustment				
5	Currency Exchange Realized -G...				
6	Currency Exchange Realized -L...				
7	General Credit Card				

Figure 50 Customer Payment Voucher - Outbound Payment

### 4.3.8 Customer Receipt



Welcome, Chris  
You are logged in to "Institute of Bankers Of Sri Lanka"

Default Accounts

Organization Setup >  
Transaction Setup >

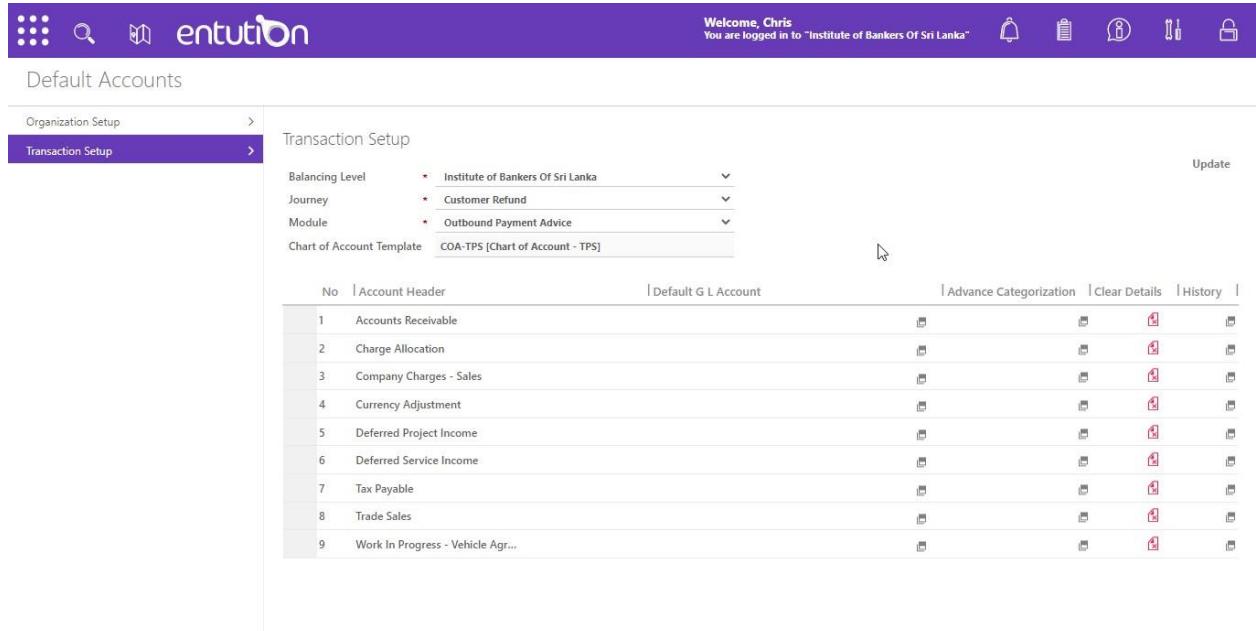
Transaction Setup

Balancing Level: Institute of Bankers Of Sri Lanka  
Journey: Customer Receipt  
Module: Inbound Payment  
Chart of Account Template: COA-TPS [Chart of Account - TPS]

No	Account Header	Default G L Account	Advance Categorization	Clear Details	History
1	Accounts Receivable				
2	Advance From Receivable				
3	Cash at Bank				
4	Cash in Hand				
5	Credit Card Commission				
6	Currency Adjustment				
7	Currency Exchange Realized -G...				
8	Currency Exchange Realized -L...				
9	Discount Allowed				
10	General Credit Card				

51 Customer Receipt - Inbound Payment Voucher

### 4.3.9 Customer Refund



Default Accounts

Organization Setup >

Transaction Setup > **Customer Refund**

Balancing Level: Institute of Bankers Of Sri Lanka

Journey: Customer Refund

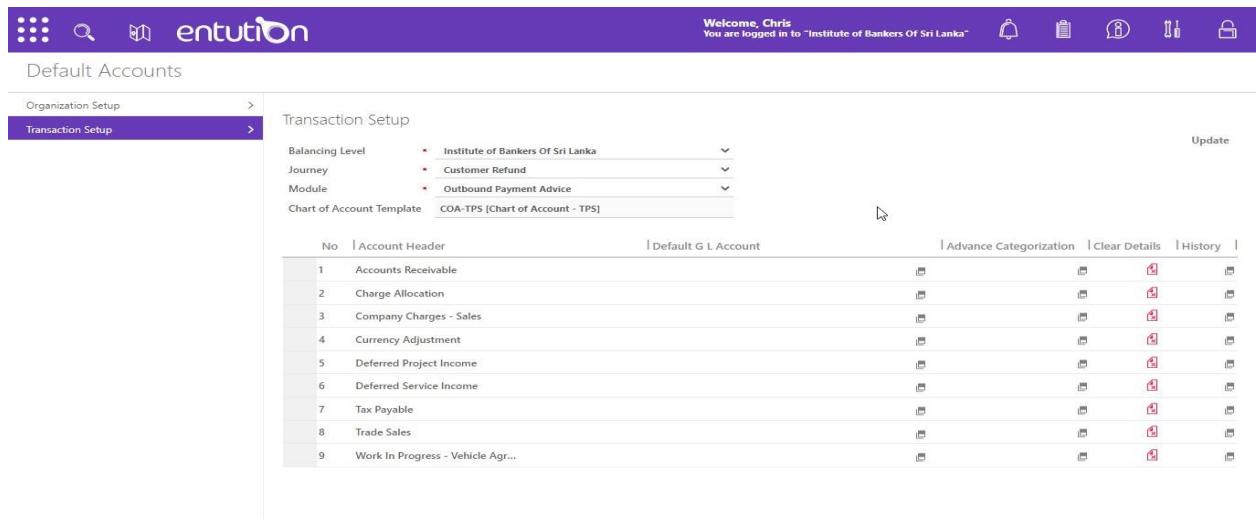
Module: Outbound Payment Advice

Chart of Account Template: COA-TPS [Chart of Account - TPS]

No	Account Header	Default G/L Account	Advance Categorization	Clear Details	History
1	Accounts Receivable				
2	Charge Allocation				
3	Company Charges - Sales				
4	Currency Adjustment				
5	Deferred Project Income				
6	Deferred Service Income				
7	Tax Payable				
8	Trade Sales				
9	Work In Progress - Vehicle Agr...				

Figure 52 Customer Refund - Outbound Payment Advice

### 4.3.10 Employee Payment



Default Accounts

Organization Setup >

Transaction Setup > **Customer Refund**

Balancing Level: Institute of Bankers Of Sri Lanka

Journey: Customer Refund

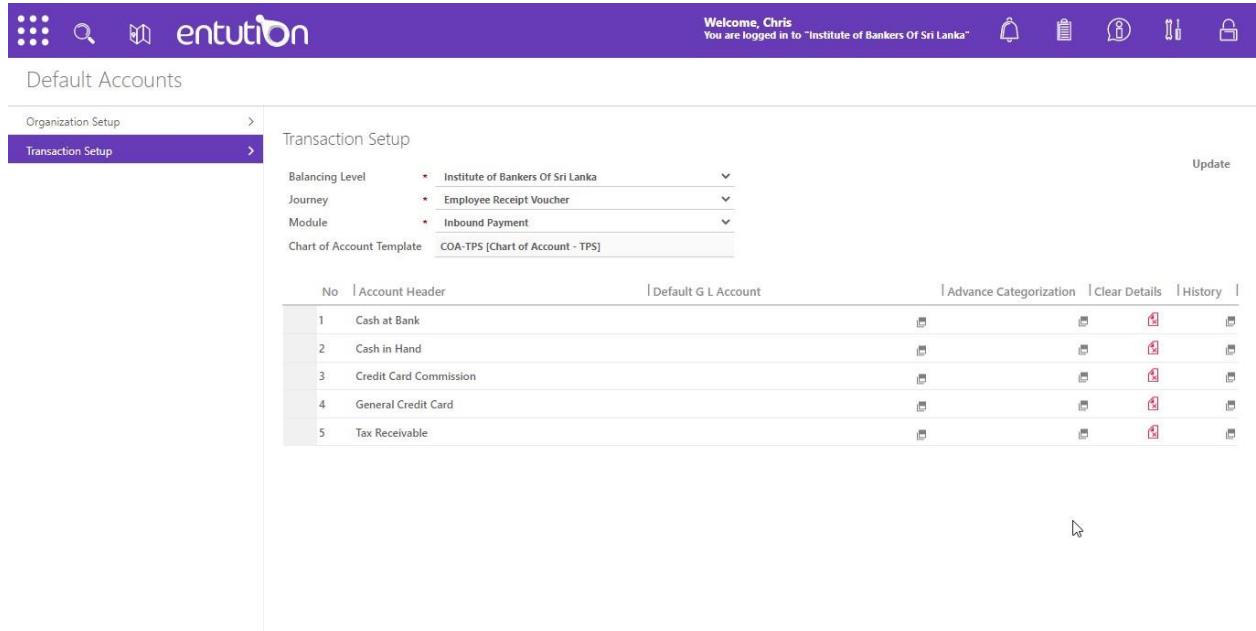
Module: Outbound Payment Advice

Chart of Account Template: COA-TPS [Chart of Account - TPS]

No	Account Header	Default G/L Account	Advance Categorization	Clear Details	History
1	Accounts Receivable				
2	Charge Allocation				
3	Company Charges - Sales				
4	Currency Adjustment				
5	Deferred Project Income				
6	Deferred Service Income				
7	Tax Payable				
8	Trade Sales				
9	Work In Progress - Vehicle Agr...				

53 Customer Refund - Outbound Payment Advice

#### 4.3.11 Employee Receipt

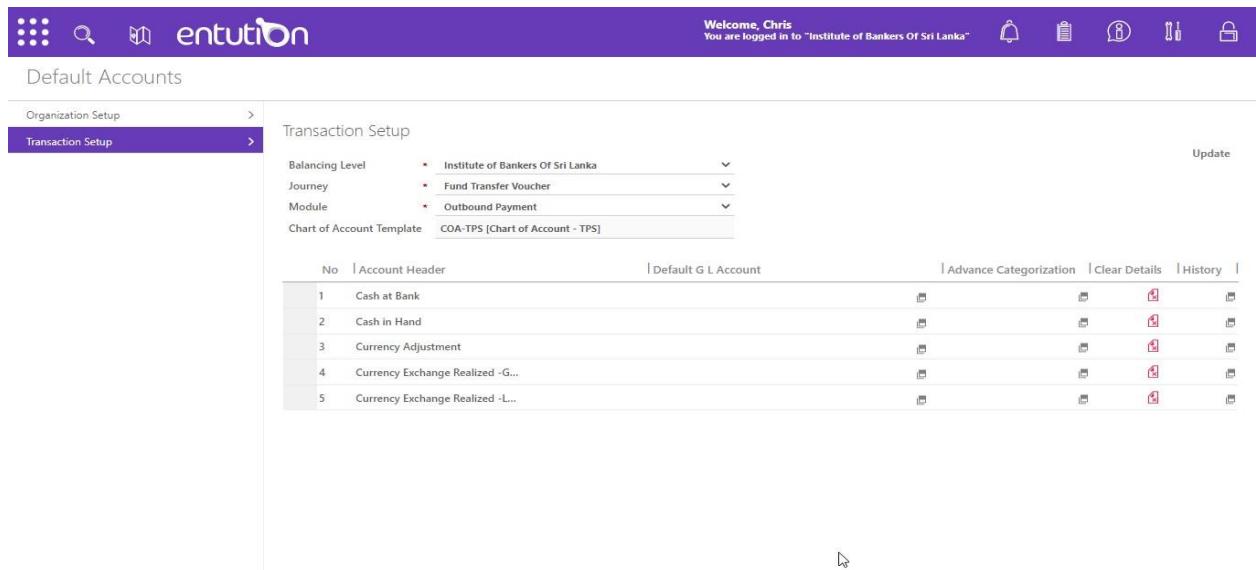


Welcome, Chris  
You are logged in to "Institute of Bankers Of Sri Lanka"

No	Account Header	Default G L Account	Advance Categorization	Clear Details	History
1	Cash at Bank				
2	Cash in Hand				
3	Credit Card Commission				
4	General Credit Card				
5	Tax Receivable				

Figure 54 Employee Receipt Voucher - Inbound Payment

#### 4.3.12 Fund Transfer

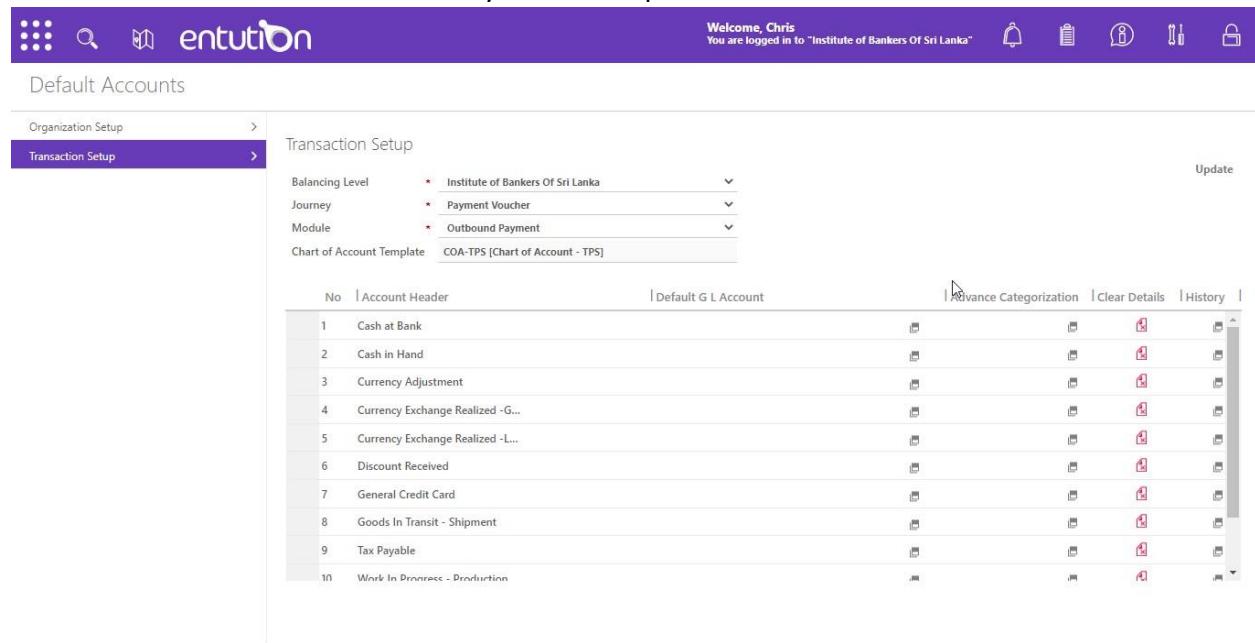


Welcome, Chris  
You are logged in to "Institute of Bankers Of Sri Lanka"

No	Account Header	Default G L Account	Advance Categorization	Clear Details	History
1	Cash at Bank				
2	Cash in Hand				
3	Currency Adjustment				
4	Currency Exchange Realized -G...				
5	Currency Exchange Realized -L...				

55 Fund Transfer Voucher - Outbound Payment

### 4.3.13 Payment Receipt



Default Accounts

Organization Setup >

**Transaction Setup** > Update

Balancing Level: Institute of Bankers Of Sri Lanka

Journey: Payment Voucher

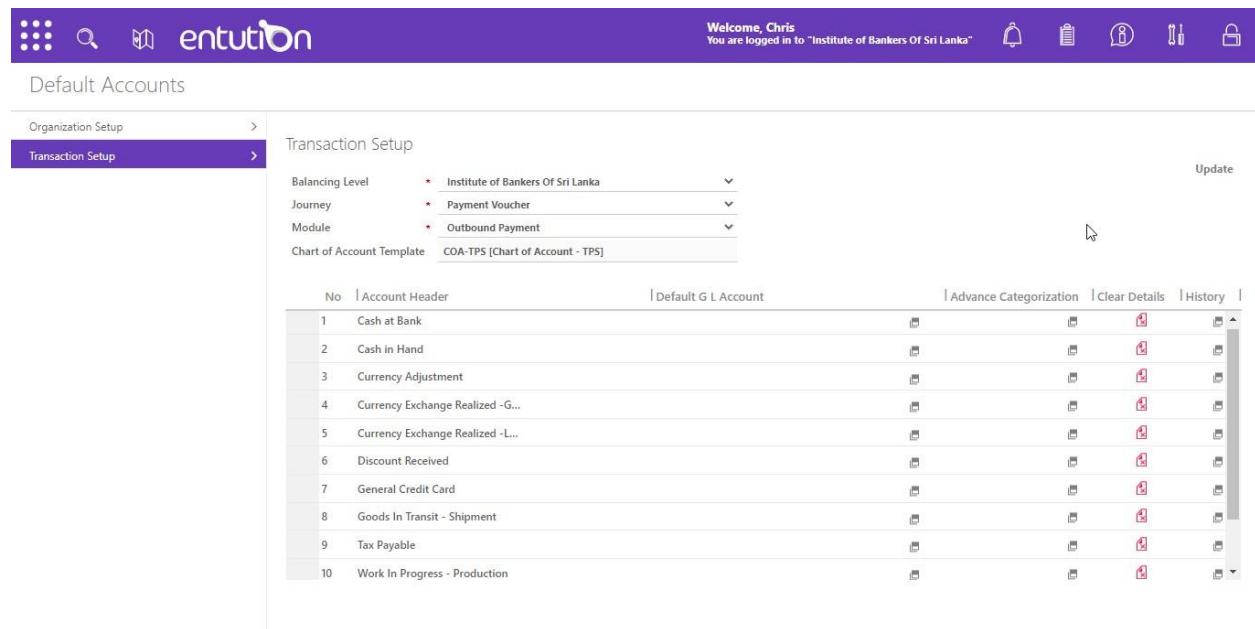
Module: Outbound Payment

Chart of Account Template: COA-TPS [Chart of Account - TPS]

No	Account Header	Default G/L Account	Advance Categorization	Clear Details	History
1	Cash at Bank				
2	Cash in Hand				
3	Currency Adjustment				
4	Currency Exchange Realized -G...				
5	Currency Exchange Realized -L...				
6	Discount Received				
7	General Credit Card				
8	Goods In Transit - Shipment				
9	Tax Payable				
10	Work In Progress - Production				

Figure 56 Receipt Voucher - Inbound Payment

### 4.3.14 Payment Voucher



Default Accounts

Organization Setup >

**Transaction Setup** > Update

Balancing Level: Institute of Bankers Of Sri Lanka

Journey: Payment Voucher

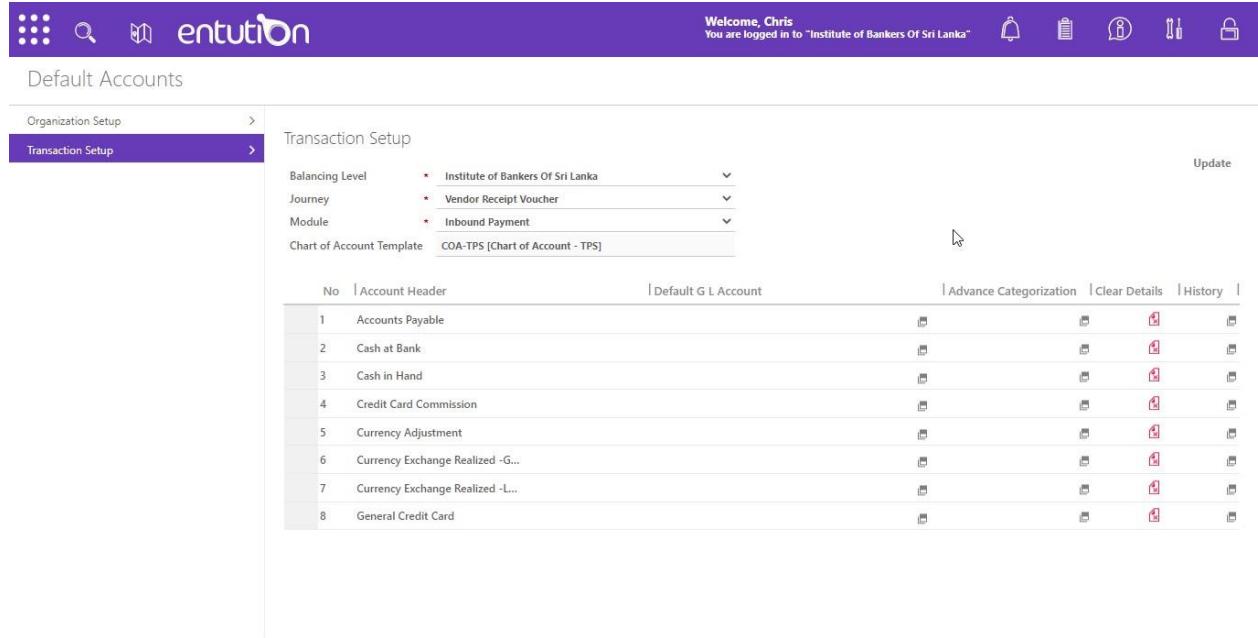
Module: Outbound Payment

Chart of Account Template: COA-TPS [Chart of Account - TPS]

No	Account Header	Default G/L Account	Advance Categorization	Clear Details	History
1	Cash at Bank				
2	Cash in Hand				
3	Currency Adjustment				
4	Currency Exchange Realized -G...				
5	Currency Exchange Realized -L...				
6	Discount Received				
7	General Credit Card				
8	Goods In Transit - Shipment				
9	Tax Payable				
10	Work In Progress - Production				

Figure 57 Payment Voucher - Outbound Payment

#### 4.3.15 Vendor Receipt Voucher



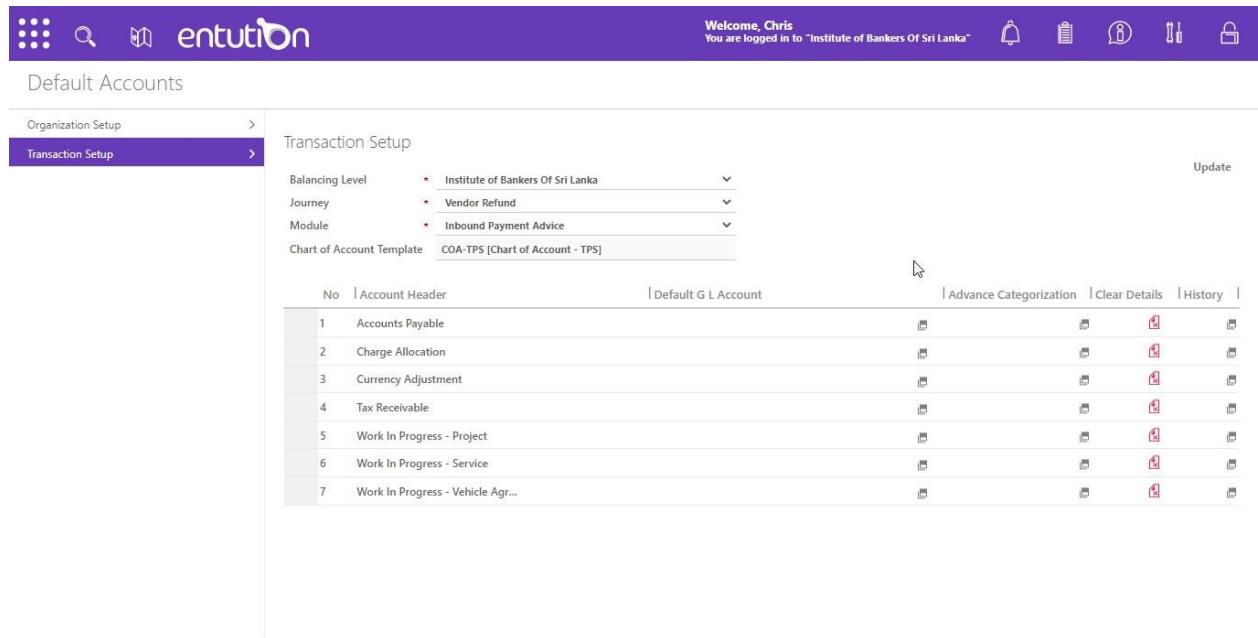
Welcome, Chris  
You are logged in to "Institute of Bankers Of Sri Lanka"

Default Accounts

No	Account Header	Default G/L Account	Advance Categorization	Clear Details	History
1	Accounts Payable				
2	Cash at Bank				
3	Cash in Hand				
4	Credit Card Commission				
5	Currency Adjustment				
6	Currency Exchange Realized -G...				
7	Currency Exchange Realized -L...				
8	General Credit Card				

Figure 58 Vendor Receipt Voucher - Inbound Payment

#### 4.3.16 Vendor Refund



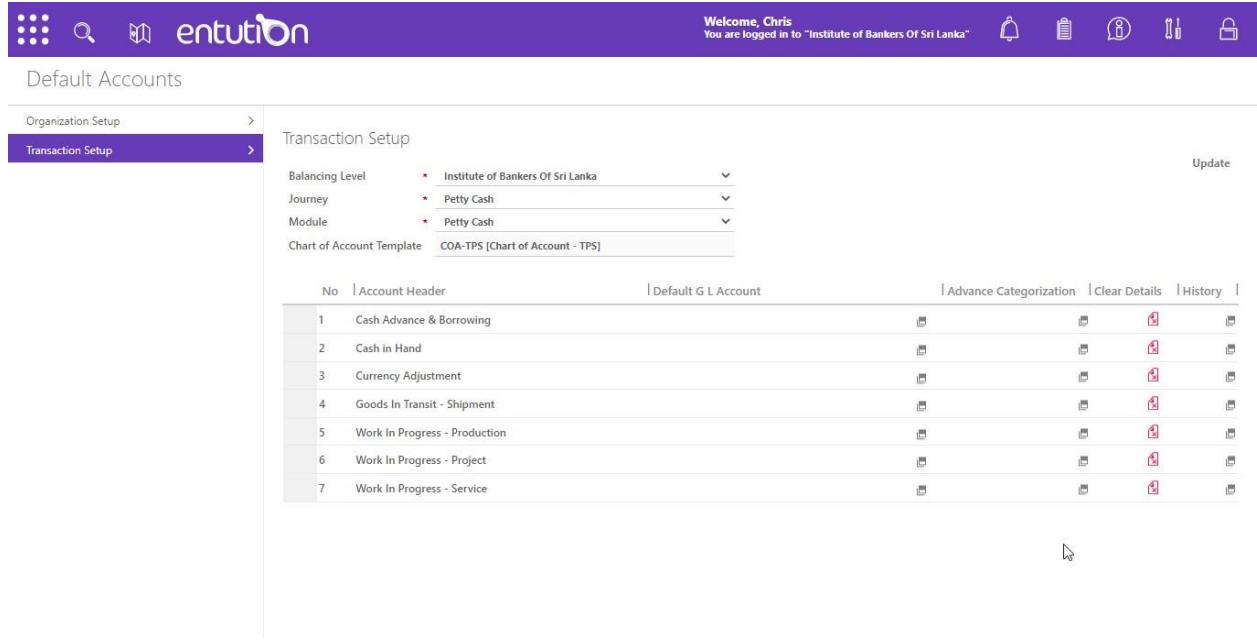
Welcome, Chris  
You are logged in to "Institute of Bankers Of Sri Lanka"

Default Accounts

No	Account Header	Default G/L Account	Advance Categorization	Clear Details	History
1	Accounts Payable				
2	Charge Allocation				
3	Currency Adjustment				
4	Tax Receivable				
5	Work In Progress - Project				
6	Work In Progress - Service				
7	Work In Progress - Vehicle Agr...				

Figure 59 Vendor Refund - Outbound Payment Advice

#### 4.3.17 Petty Cash

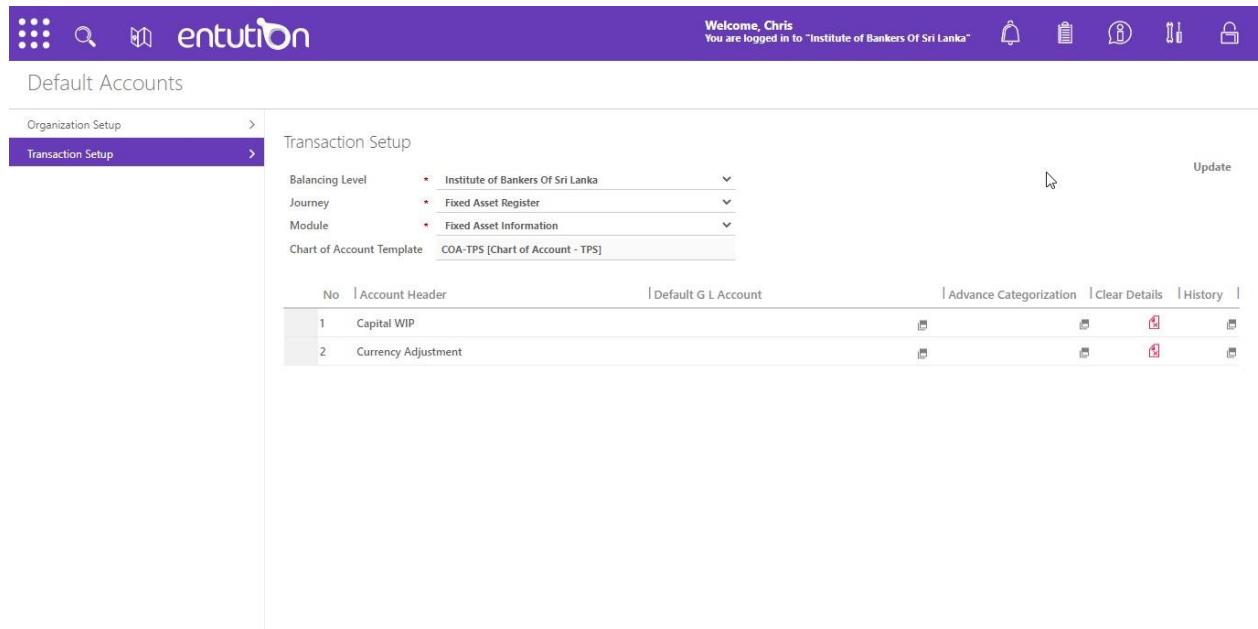


Welcome, Chris  
You are logged in to "Institute of Bankers Of Sri Lanka"

No	Account Header	Default G/L Account	Advance Categorization	Clear Details	History
1	Cash Advance & Borrowing				
2	Cash in Hand				
3	Currency Adjustment				
4	Goods In Transit - Shipment				
5	Work In Progress - Production				
6	Work In Progress - Project				
7	Work In Progress - Service				

Figure 60 Petty Cash

#### 4.3.18 Fixed Asset Registration

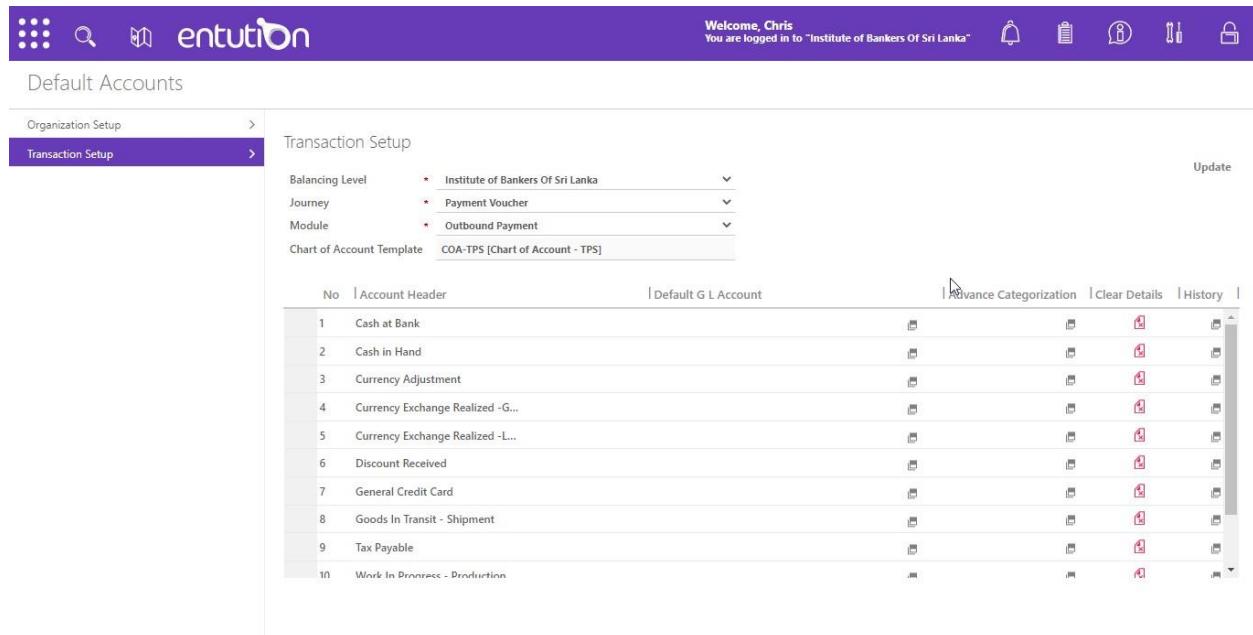


Welcome, Chris  
You are logged in to "Institute of Bankers Of Sri Lanka"

No	Account Header	Default G/L Account	Advance Categorization	Clear Details	History
1	Capital WIP				
2	Currency Adjustment				

Figure 61 Fixed Asset Registration

### 4.3.19 Purchase Invoice

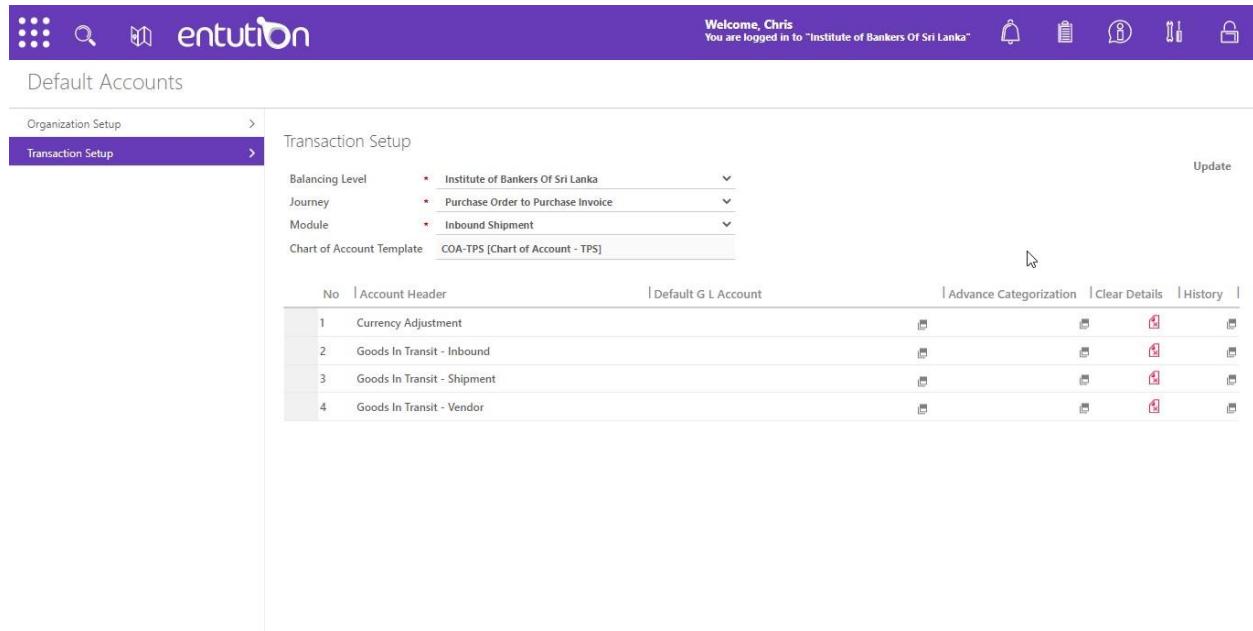


Welcome, Chris  
You are logged in to "Institute of Bankers Of Sri Lanka"

No	Account Header	Default G L Account	Advance Categorization	Clear Details	History
1	Cash at Bank				
2	Cash in Hand				
3	Currency Adjustment				
4	Currency Exchange Realized -G...				
5	Currency Exchange Realized -L...				
6	Discount Received				
7	General Credit Card				
8	Goods In Transit - Shipment				
9	Tax Payable				
10	Work In Progress - Production				

Figure 62 Purchase Invoice

### 4.3.20 Inbound Shipment

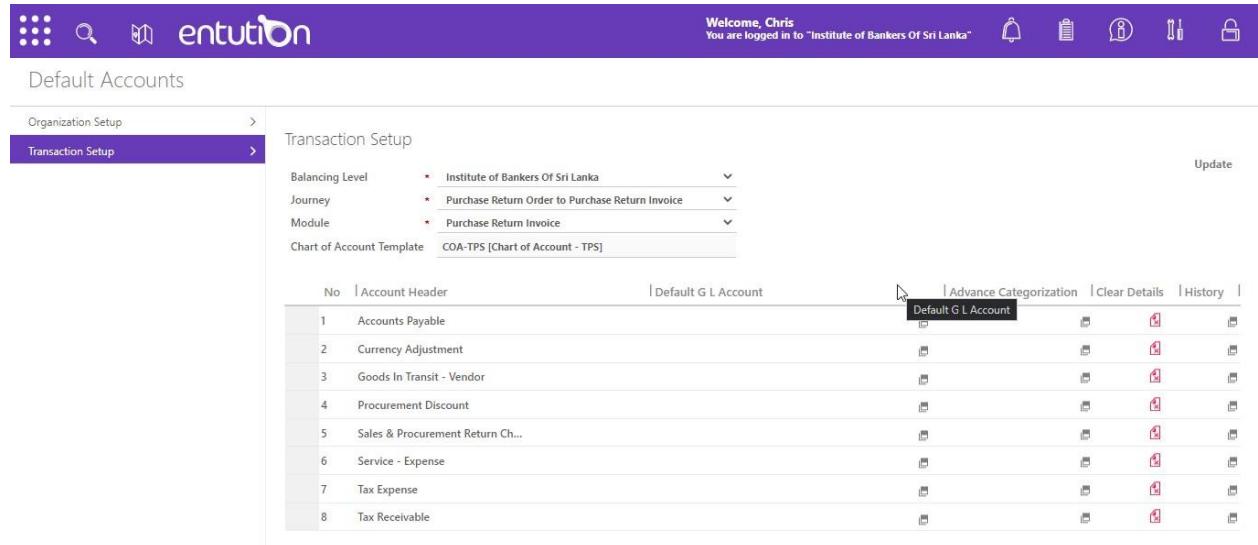


Welcome, Chris  
You are logged in to "Institute of Bankers Of Sri Lanka"

No	Account Header	Default G L Account	Advance Categorization	Clear Details	History
1	Currency Adjustment				
2	Goods In Transit - Inbound				
3	Goods In Transit - Shipment				
4	Goods In Transit - Vendor				

Figure 63 Inbound Shipment

#### 4.3.21 Purchase Return Invoice



**Transaction Setup**

Balancing Level: Institute of Bankers Of Sri Lanka

Journey: Purchase Return Order to Purchase Return Invoice

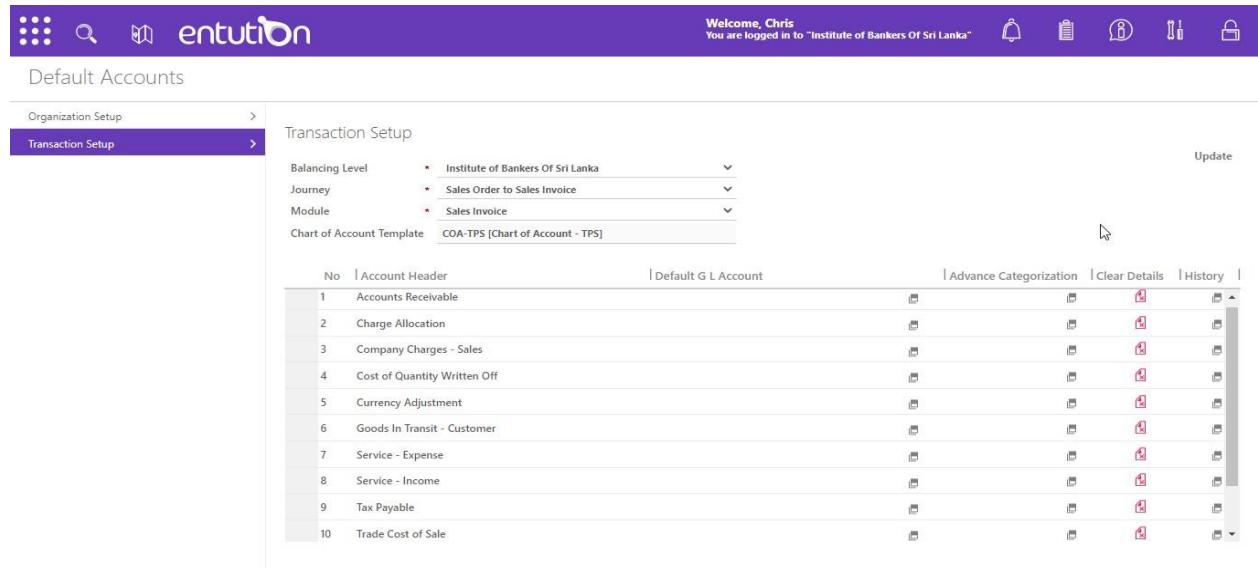
Module: Purchase Return Invoice

Chart of Account Template: COA-TPS [Chart of Account - TPS]

No	Account Header	Default G L Account	Advance Categorization	Clear Details	History
1	Accounts Payable				
2	Currency Adjustment				
3	Goods In Transit - Vendor				
4	Procurement Discount				
5	Sales & Procurement Return Ch...				
6	Service - Expense				
7	Tax Expense				
8	Tax Receivable				

Figure 64 Purchase Return Invoice

#### 4.3.22 Sales Invoice



**Transaction Setup**

Balancing Level: Institute of Bankers Of Sri Lanka

Journey: Sales Order to Sales Invoice

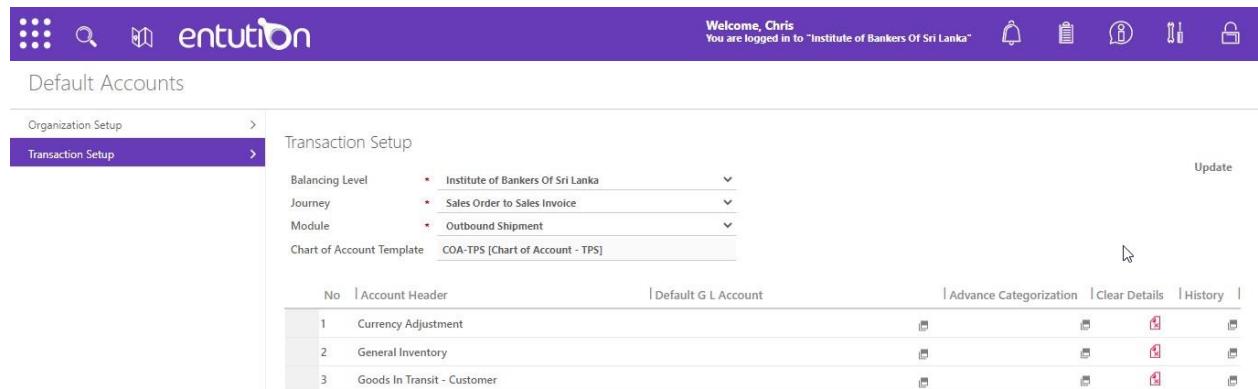
Module: Sales Invoice

Chart of Account Template: COA-TPS [Chart of Account - TPS]

No	Account Header	Default G L Account	Advance Categorization	Clear Details	History
1	Accounts Receivable				
2	Charge Allocation				
3	Company Charges - Sales				
4	Cost of Quantity Written Off				
5	Currency Adjustment				
6	Goods In Transit - Customer				
7	Service - Expense				
8	Service - Income				
9	Tax Payable				
10	Trade Cost of Sale				

Figure 65 Sales Invoice

#### 4.3.23 Outbound Shipment

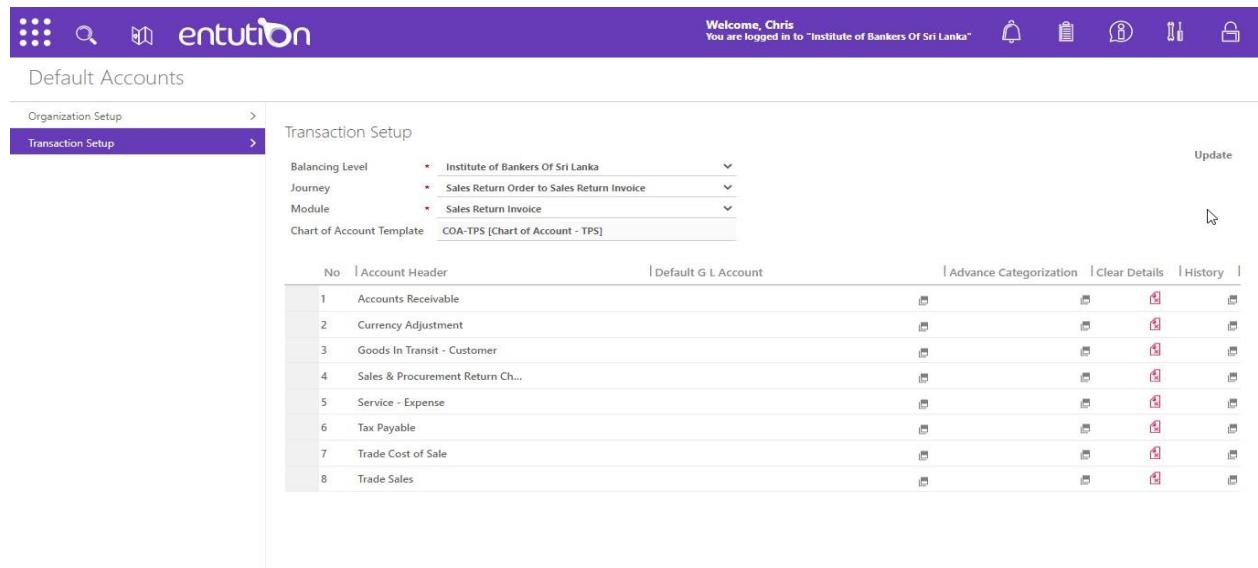


Welcome, Chris  
You are logged in to "Institute of Bankers Of Sri Lanka"

No	Account Header	Default G L Account	Advance Categorization	Clear Details	History
1	Currency Adjustment				
2	General Inventory				
3	Goods In Transit - Customer				

Figure 66 Outbound Shipment

#### 4.3.24 Sales Return Invoice

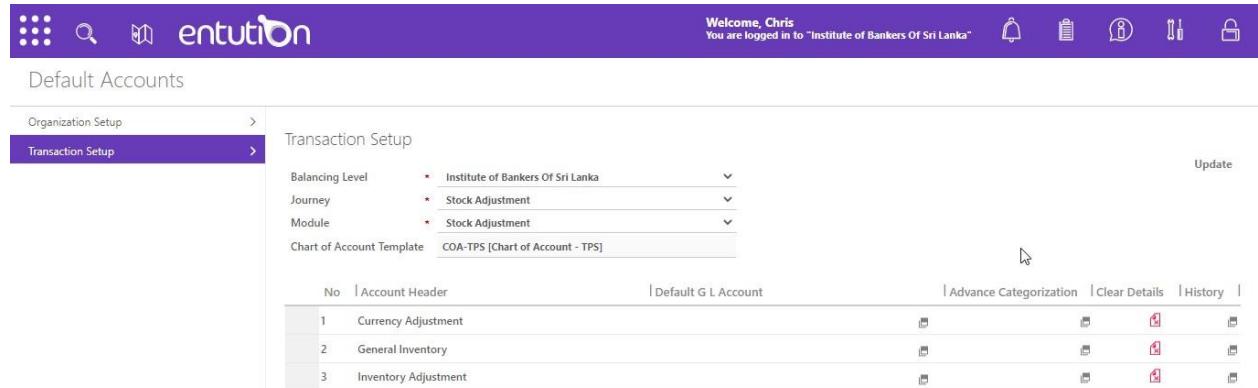


Welcome, Chris  
You are logged in to "Institute of Bankers Of Sri Lanka"

No	Account Header	Default G L Account	Advance Categorization	Clear Details	History
1	Accounts Receivable				
2	Currency Adjustment				
3	Goods In Transit - Customer				
4	Sales & Procurement Return Ch...				
5	Service - Expense				
6	Tax Payable				
7	Trade Cost of Sale				
8	Trade Sales				

67 Sales Return Invoice

### 4.3.25 Stock Adjustment

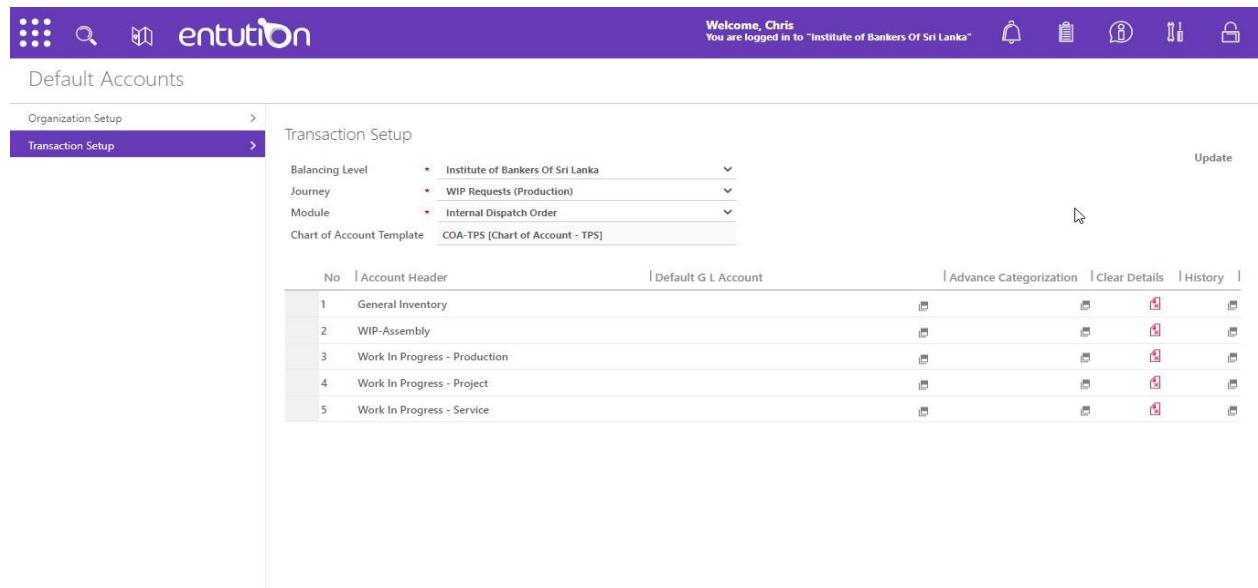


Welcome, Chris  
You are logged in to "Institute of Bankers Of Sri Lanka"

No	Account Header	Default G L Account	Advance Categorization	Clear Details	History
1	Currency Adjustment				
2	General Inventory				
3	Inventory Adjustment				

Figure 68 Stock Adjustment

### 4.3.26 Internal Dispatch



Welcome, Chris  
You are logged in to "Institute of Bankers Of Sri Lanka"

No	Account Header	Default G L Account	Advance Categorization	Clear Details	History
1	General Inventory				
2	WIP-Assembly				
3	Work In Progress - Production				
4	Work In Progress - Project				
5	Work In Progress - Service				

69 Internal Dispatch Order

**Confidential**

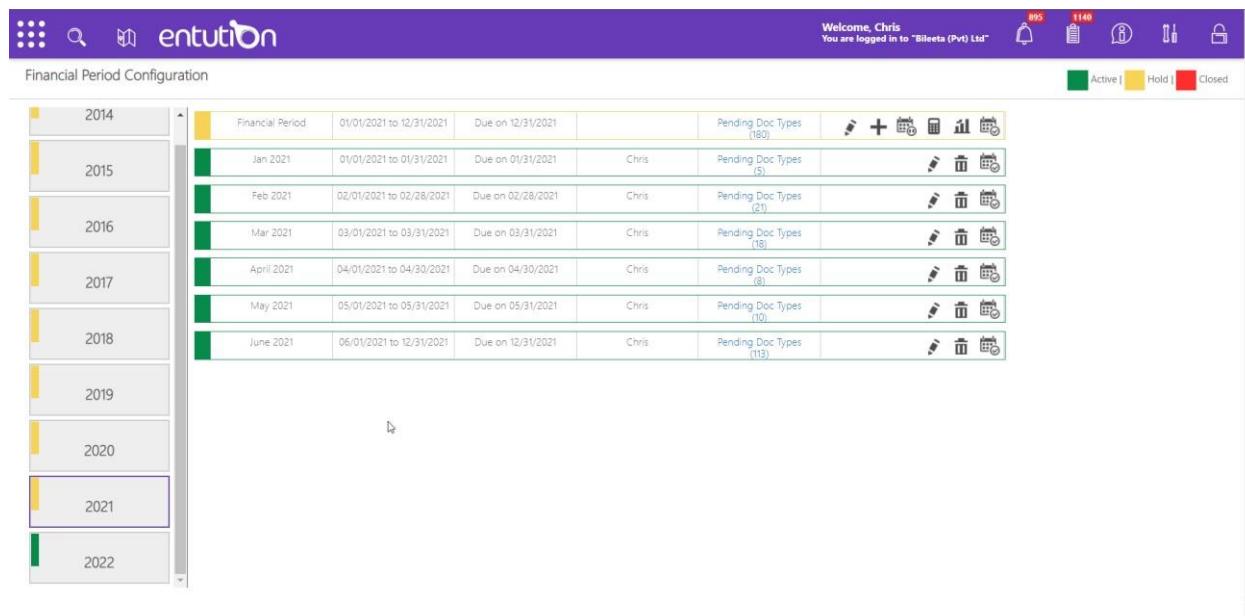


## 4.4 Financial Period Configuration

The Financial Period Configuration allows the organization to control its financial periods. The organization will be able to maintain sub-financial periods within the main financial period and the system allows users to maintain three statuses of financial periods.

### Three Status

- Active: Current running period
- Soft Closed: Allow users to enter transactions to the last date of the period, based on permission •
- Closed: Period Closure: No transactions can be entered thereafter

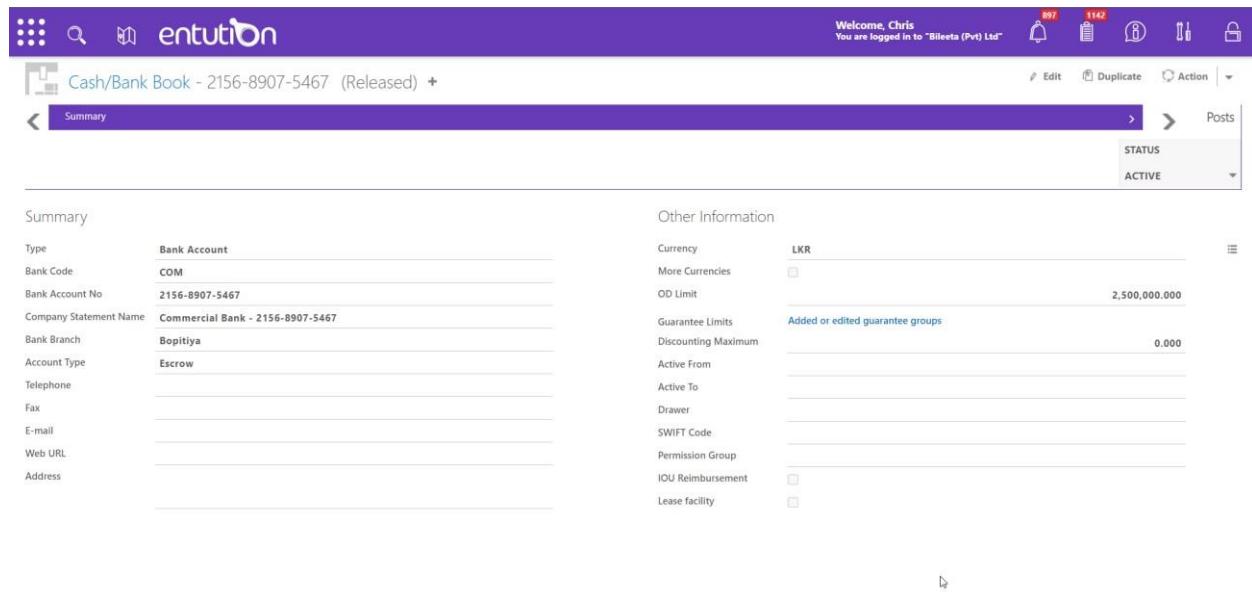


Financial Period	Start Date	End Date	Owner	Pending Doc Types	Action Buttons		
Jan 2021	01/01/2021	01/31/2021	Chris	Pending Doc Types (18)			
Feb 2021	02/01/2021	02/28/2021	Chris	Pending Doc Types (21)			
Mar 2021	03/01/2021	03/31/2021	Chris	Pending Doc Types (18)			
April 2021	04/01/2021	04/30/2021	Chris	Pending Doc Types (8)			
May 2021	05/01/2021	05/31/2021	Chris	Pending Doc Types (10)			
June 2021	06/01/2021	12/31/2021	Chris	Pending Doc Types (19)			

Figure 70: Financial period configuration

## 4.5 Cash/Bank Book

The Cash/Bank Book facilitates the option of creating the organization's Bank accounts, cash floats, and petty cash floats. In addition, users will be able to define default currency, applicability to perform currency transactions, float limit, and provide specific permission levels to selected users for Cash/Bank books.

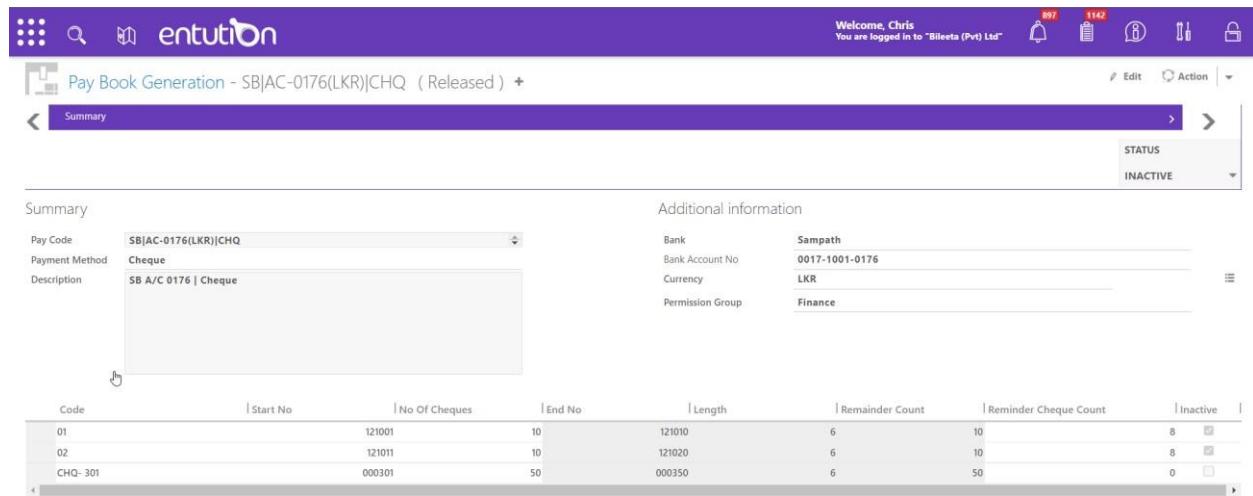


The screenshot shows the entusion software interface for managing bank accounts. At the top, there is a purple header bar with the entusion logo, user information (Welcome, Chris), and various system icons. Below the header, the main window has a title bar: "Cash/Bank Book - 2156-8907-5467 (Released) +". The main content area is divided into two sections: "Summary" on the left and "Other Information" on the right. The "Summary" section contains fields for Type (Bank Account), Bank Code (COM), Bank Account No (2156-8907-5467), Company Statement Name (Commercial Bank - 2156-8907-5467), Bank Branch (Bopitiya), Account Type (Escrow), Telephone, Fax, E-mail, Web URL, and Address. The "Other Information" section includes fields for Currency (LKR), More Currencies, OD Limit (2,500,000.00), Guarantee Limits, Discounting Maximum, Active From, Active To, Drawer, SWIFT Code, Permission Group, IOU Reimbursement, and Lease facility. A status dropdown at the bottom indicates "ACTIVE". Navigation buttons like "Edit", "Duplicate", and "Action" are located at the top right of the main content area.

Figure 71: Cash & bank books

## 4.6 Paybook Generation

The Paybook Generation allows the organization to create multiple methods such as Cash, Cheques, EFT, and Credit Cards to process an outbound Payment. For cheques, the user can enter the cheque book details to the system, so that the system will suggest the next available cheque number automatically at a payment.



The screenshot shows the entusion Pay Book Generation interface. At the top, there's a purple header bar with the entusion logo and a search icon. The main title is "Pay Book Generation - SB|AC-0176(LKR)|CHQ ( Released )". Below the title, there's a "Summary" tab and a "STATUS" dropdown set to "INACTIVE". The main area is divided into two sections: "Additional information" and a table of "Cheque Details".

**Additional information:**

Bank	Sampath
Bank Account No	0017-1001-0176
Currency	LKR
Permission Group	Finance

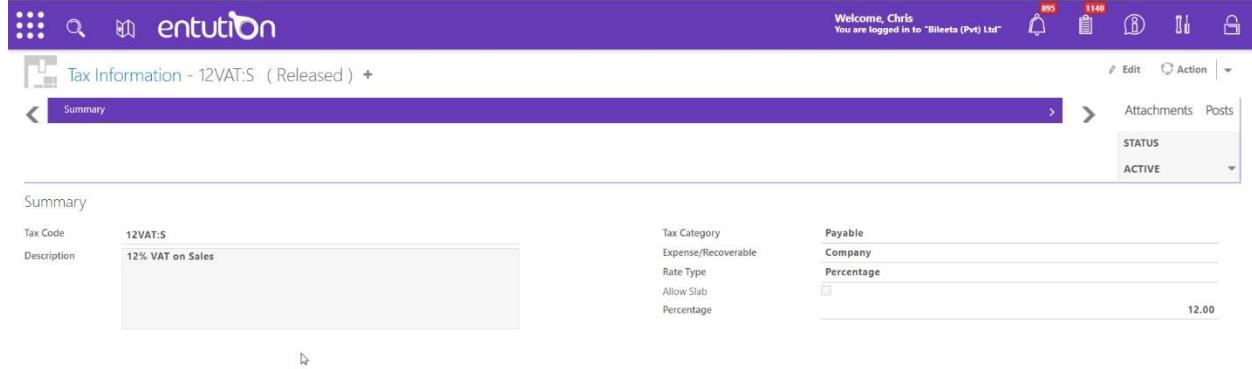
**Cheque Details:**

Code	Start No	No Of Cheques	End No	Length	Remainder Count	Reminder Cheque Count	Inactive
01	121001	10	121010	6	10	8	<input checked="" type="checkbox"/>
02	121011	10	121020	6	10	8	<input checked="" type="checkbox"/>
CHQ- 301	000301	50	000350	6	50	0	<input type="checkbox"/>

Figure 72: Paybook generation

## 4.7 Tax Information

The Tax Information allows configuring the tax types which have been imposed on the organization. In addition, users are facilitated with an option to combine individual “Tax Information” to apply together at the transaction level. Eg: NBT + VAT



The screenshot shows a software interface for managing tax information. At the top, there's a purple header bar with the 'entusion' logo and various navigation icons. Below the header, the main title is 'Tax Information - 12VAT:S ( Released )'. The page has a left sidebar labeled 'Summary' and a right sidebar for 'Attachments' and 'Posts'.

Tax Code	Description	Tax Category	Payable
12VAT:S	12% VAT on Sales	Expense/Recoverable Rate Type Allow Slab Percentage	Company Percentage <input type="checkbox"/> 12.00

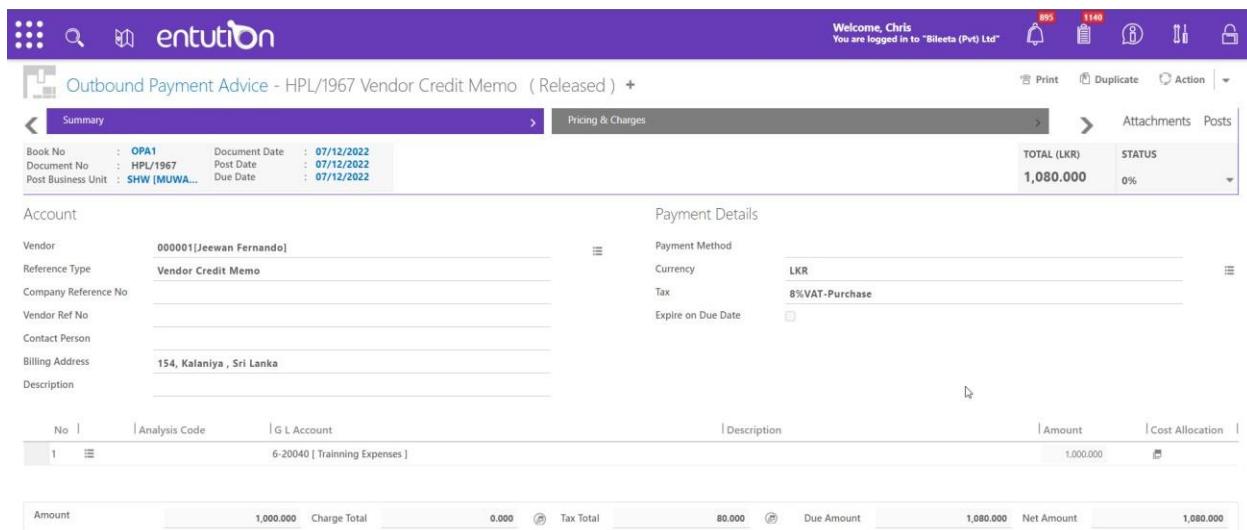
Figure 73: Tax information setup

## 4.8 Outbound Payment Advice

The Outbound Payment Advice form can be used as a source document to record any type of payments (Payable) that are directed outward from the Organization. This form allows users can convert payment advices to outbound payments or set-off against a counter transaction (credit against debit)

The users can select and record the following types of payment advices.

- Vendor Advance ○ Can be used as the source document for an advance payment made against a vendor.
- Vendor Credit Memo ○ Can be used as the source document to adjust a credit balance against a vendor.
- Accrual Voucher ○ Can be used as the source document to enter any utility expense & finance accruals, or to accrue any payable expenses.
- Fund Transfer Advice ○ Can be used as the source document to record internal fund transfers among the bank/ cash accounts.
- Customer Refund ○ Can be used as the source document to record refunds made to the customers.
- Payment Voucher ○ Can be used as the source document to record advice against ad-hock outbound payments, these will be not performed against a system recorded vendor and this is also known as GL payments.
- Employee Payment Advice ○ Can be used as the source document to record payment advice against employees.



The screenshot shows the entution Outbound Payment Advice interface. At the top, there's a purple header bar with the entution logo and a welcome message: "Welcome, Chris You are logged in to 'Bileeta (Pvt Ltd)'". To the right are icons for Print, Duplicate, Action, and attachments/posts.

The main area displays a vendor credit memo for document number HPL/1967, released on 07/12/2022. The total amount is 1,080.000 LKR. The payment details section includes the vendor name (Jeewan Fernando), payment method (LKR), tax information (8% VAT-Purchase), and an expiration date.

Below this, the "Summary" tab is selected, showing vendor details (Book No: OPA1, Document No: HPL/1967, Post Business Unit: SHW [MUWA...]), document dates (Post Date: 07/12/2022, Due Date: 07/12/2022), and a status of 0%.

The "Payment Details" section includes fields for Payment Method (LKR), Currency (LKR), Tax (8% VAT-Purchase), and Expire on Due Date.

The "Analysis Code" table shows one entry: 6-20040 [ Training Expenses ] with an amount of 1,000.000.

At the bottom, a summary table provides a breakdown of amounts: Amount (1,000.000), Charge Total (0.000), Tax Total (80.000), Due Amount (1,080.000), Net Amount (1,080.000).

Figure 74: Outbound payment advice

## 4.9 Outbound Payment

The Outbound Payment facilitates to the record of payments that are going outwards from the organization. All "Outbound Payments" will be originated through an "Outbound Payment Advice" form. The users will be able to access all the outbound payments raised against the selected vendor, customer, or employee. In addition, the form allows users to make payments partially, Set-off the due amount with a contra balance (Payables net-off with receivables to the same vendor), and offer cash discounts at the payment point.

**Customization:** Requires the option to export a file dump of all outbound payments to a preferred excel format. This is addition to reporting.

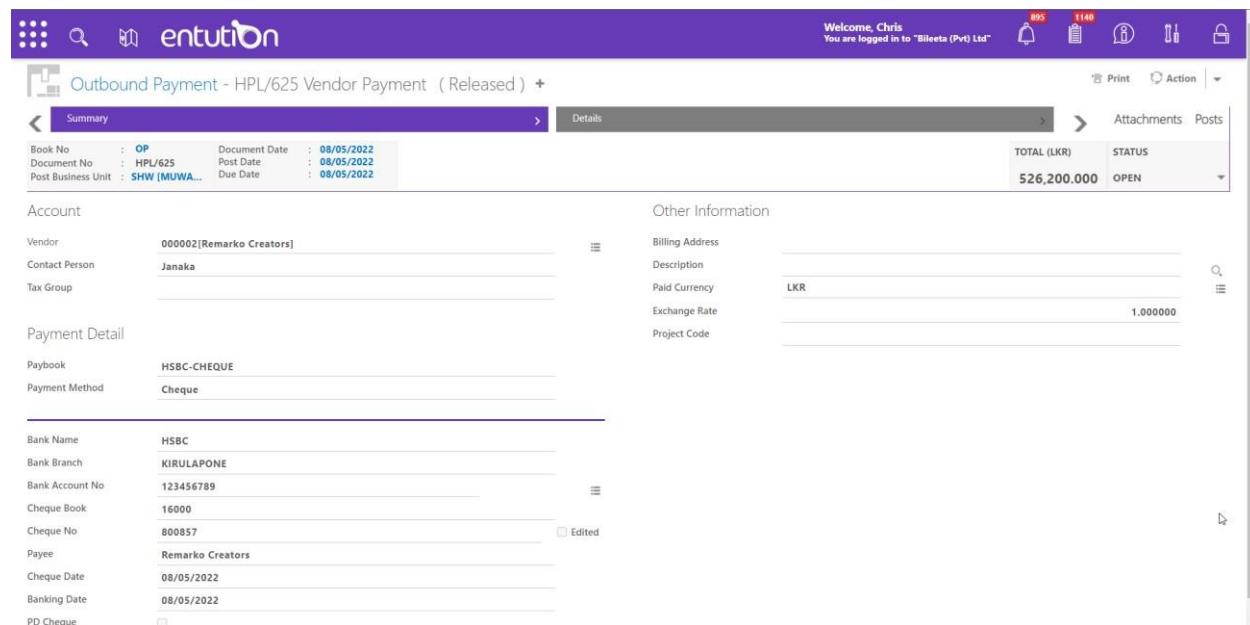


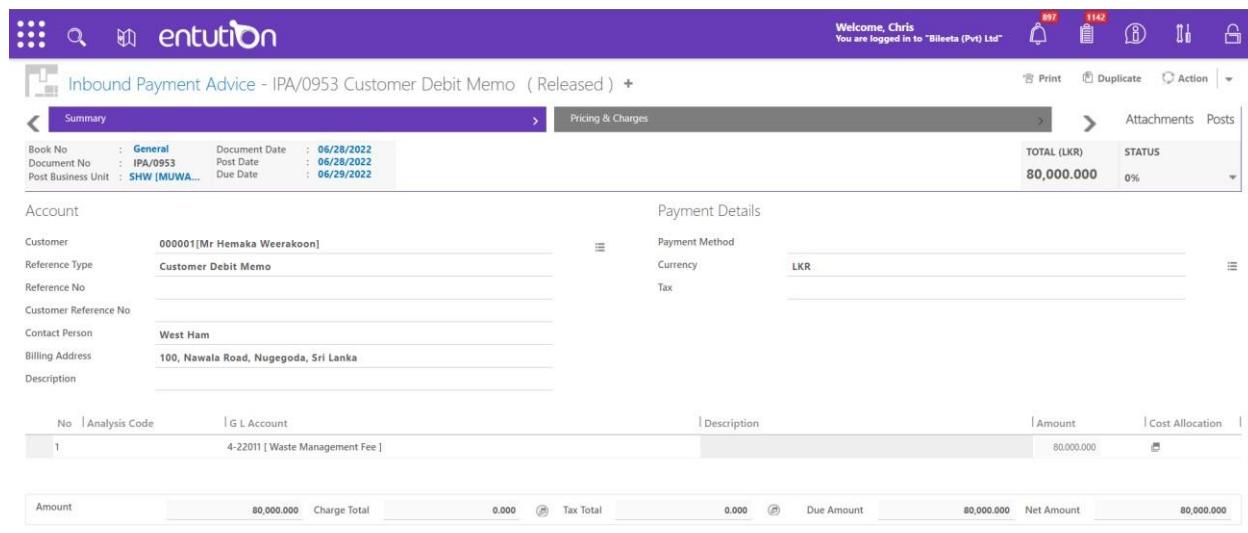
Figure 75 Outbound payment

## 4.10 Inbound Payment Advice

The Inbound Payment Advice can be used as a source document to record any receipts (receivables) which are directed inwards to the organization. This form allows users can convert payment advices to inbound payments, as well as set off against counter balances (Debit vs credit).

The users can select the following receipt advice types.

- Customer Advance ○ Can be used as the source document to record an advance receipt made by a customer.
- Customer Debit Memo ○ Can be used as the source document to adjust a debit balance against a customer.
- Vendor Refund ○ Can be used as the source document to record refunds made by vendors.
- Receipt Voucher ○ Can be used as the source document to record payment advices against ad-hock inbound payments, these payments will be not performed against a system record customer. Further known as GL receipts.
- Customer Refundable Deposit ○ Can be used as the source document to record a refundable advance receipt against a customer.



Inbound Payment Advice - IPA/0953 Customer Debit Memo ( Released ) +

Summary		Pricing & Charges		Attachments Posts	
Book No	: General	Document Date	: 06/28/2022	TOTAL (LKR)	STATUS
Document No	: IPA/0953	Post Date	: 06/28/2022	80,000.000	0%
Post Business Unit	SHW [MUWA...]	Due Date	: 06/29/2022		

**Account**

Customer	000001[Mr Hemaka Weerakoon]	Payment Details	
Reference Type	Customer Debit Memo	Payment Method	
Reference No		Currency	LKR
Customer Reference No		Tax	
Contact Person	West Ham		
Billing Address	100, Nawala Road, Nugegoda, Sri Lanka		
Description			

**Analysis Code**

No	Analysis Code	G L Account	Description	Amount	Cost Allocation
1	4-22011	[ Waste Management Fee ]		80,000.000	

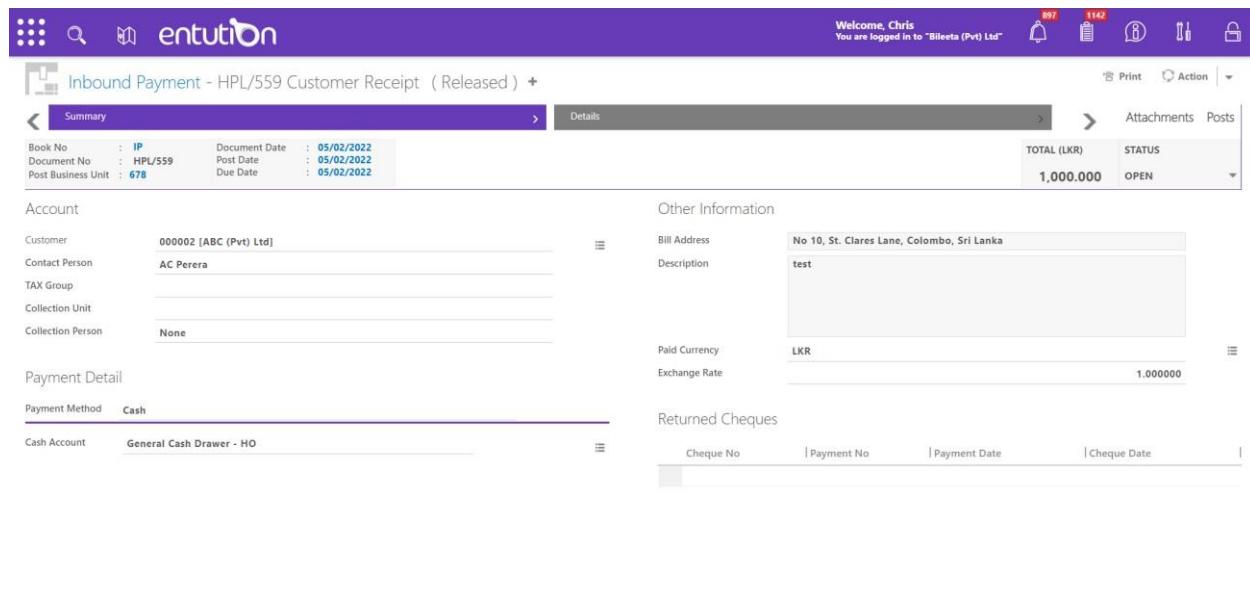
**Amount**

80,000.000	Charge Total	0.000	Tax Total	0.000	Due Amount	80,000.000	Net Amount	80,000.000
------------	--------------	-------	-----------	-------	------------	------------	------------	------------

Figure 76: Inbound payment advice

#### 4.11 Inbound Payment

The Inbound Payment facilitates to the record of payments that are directed inwards to the organization. All “Inbound payments” will be originated through an “Inbound Payment Advice” form. The users will be able to access all the outstanding receipts raised against the selected vendor, customer, or employee. The bulk payments from customers without any invoice references, the user can enter the amount and match the outstanding receipts, and paying the amount without a receipt will be posted as an advance from the customer in the ledger. In addition, the form allows users to record partial Receipts or Set-off the due amount with a contra balance against a payable to the same party.



**Inbound Payment - HPL/559 Customer Receipt ( Released )**

Summary		Details		Attachments	Posts
Book No : IP	Document Date : 05/02/2022	Post Business Unit : 678	Post Date : 05/02/2022	TOTAL (LKR)	STATUS
Document No : HPL/559	Due Date : 05/02/2022			1,000.000	OPEN

**Account**

Customer	000002 [ABC (Pvt) Ltd]
Contact Person	AC Perera
TAX Group	
Collection Unit	
Collection Person	None

**Other Information**

Bill Address	No 10, St. Clares Lane, Colombo, Sri Lanka
Description	test

**Payment Detail**

Payment Method	Cash
Cash Account	General Cash Drawer - HO

**Other Fields**

Paid Currency	LKR
Exchange Rate	1.000000

**Returned Cheques**

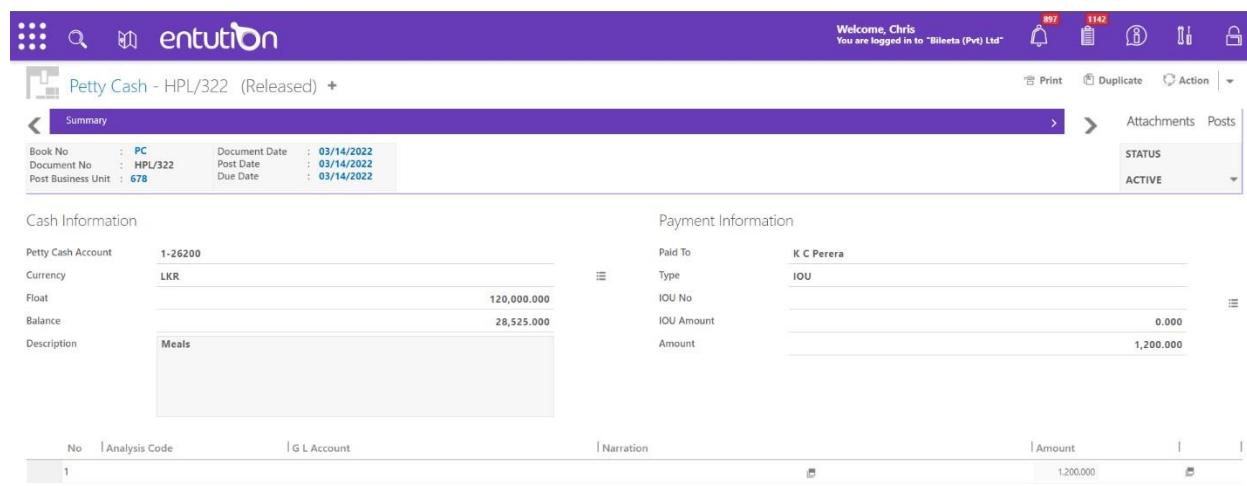
Cheque No	Payment No	Payment Date	Cheque Date

Figure 77: Inbound payment

## 4.12 Petty Cash

Petty cash allows users to pay employees for minor cash needs. Two processes in the Petty Cash form.

- IOU Process
  - Can be used in a scenario where the company issues an IOU (Advance) against an employee and then later settles it against the bills.
- One-Off Process
  - Can be used in a scenario user directly provides the billed expenses and the funds are directly given through the petty cash account to settle the bills.
- An approval workflow will be set up for the petty cash forms as follows
  - Amount limits to be maintained per employee
  - Pending no of unsettled IOU's
    - Due date to settle an IOU, if any overdue restrict requesting further IOU's



**Summary**

Book No :	PC	Document Date :	03/14/2022
Document No :	HPL/322	Post Date :	03/14/2022
Post Business Unit :	678	Due Date :	03/14/2022

**Cash Information**

Petty Cash Account	1-26200
Currency	LKR
Float	120,000.00
Balance	28,525.00
Description	Meals

**Payment Information**

Paid To	K C Perera
Type	IOU
IOU No	
IOU Amount	0.00
Amount	1,200.00

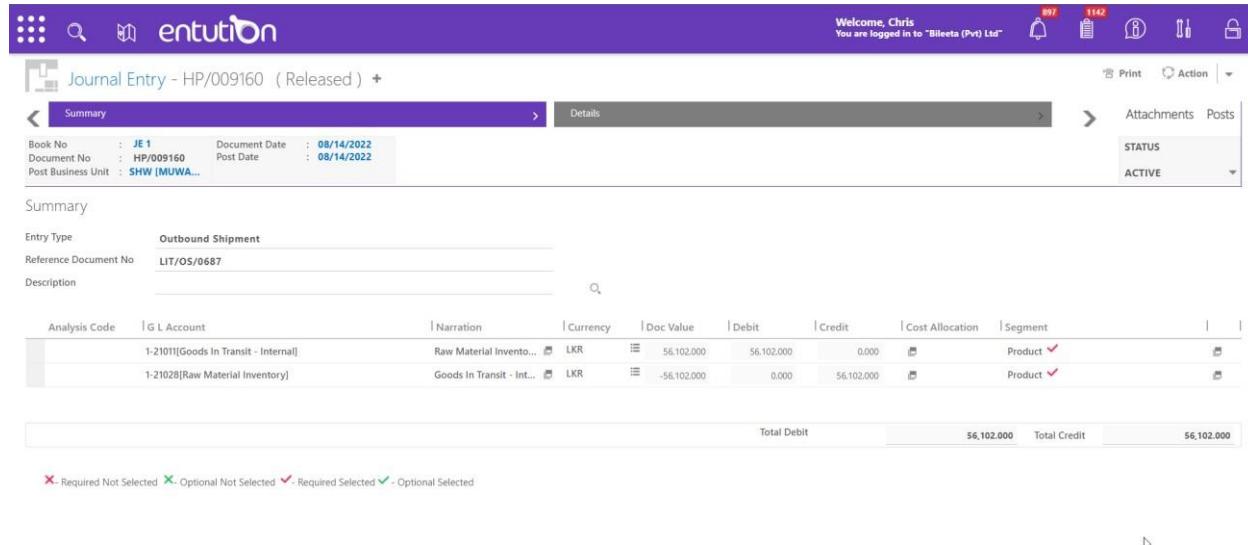
**Transaction Table**

No	Analysis Code	G L Account	Narration	Amount
1				1,200.00

Figure 78: Petty cash form

## 4.13 Journal Entry

The Journal Entry allows users to record manual journals. However, users will not be able to record manual journals against the “Control Accounts”. In addition, users can set up journals to recur, the effective date & the end date for the recurring journal, and select a schedule & responsible person to execute the schedule.



The screenshot shows the entusion Journal Entry interface. At the top, there are navigation icons (grid, search, etc.), the brand name 'entusion', and a user welcome message: 'Welcome, Chris' and 'You are logged in to "Bileeta (Pvt) Ltd"'. To the right are notification counts (807, 1142), a bell icon, and other system links.

The main title is 'Journal Entry - HP/009160 ( Released )'. Below it, there are tabs: 'Summary' (selected), 'Details', 'Attachments', and 'Posts'. A status dropdown shows 'ACTIVE'.

In the 'Summary' tab, there are fields for 'Book No' (JE 1), 'Document Date' (08/14/2022), 'Document No' (HP/009160), 'Post Date' (08/14/2022), and 'Post Business Unit' (SHW [MUWA...]).

The 'Details' section shows the journal entry type as 'Outbound Shipment' and the reference document number as 'LIT/OS/0687'. There is a 'Description' field which is currently empty.

The main table displays the journal entries:

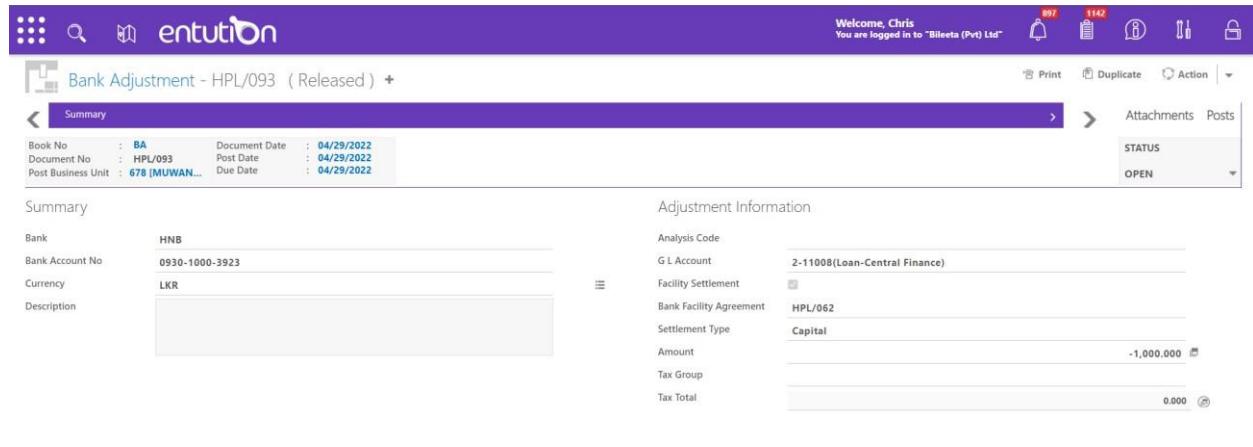
Analysis Code	G L Account	Narration	Currency	Doc Value	Debit	Credit	Cost Allocation	Segment
1-21011[Goods In Transit - Internal]	Raw Material Inventory	LKR	56,102.000	56,102.000	0.000	56,102.000	Product ✓	
1-21028[Raw Material Inventory]	Goods In Transit - Int...	LKR	-56,102.000	0.000	56,102.000	56,102.000	Product ✓	

At the bottom, there are summary totals: 'Total Debit' (\$6,102.000), 'Total Credit' (\$6,102.000), and a note: 'X - Required Not Selected X - Optional Not Selected ✓ - Required Selected ✓ - Optional Selected'.

Figure 79: Manual journals

#### 4.14 Bank Adjustment

The Bank Adjustment form allows users to perform any adjustment entries against system Bank accounts, where there are examples such as bank charges which are identified at the point of receiving the physical bank statements. In addition, users can use this form to record the bank facility settlements (Capital/Interest).



**Bank Adjustment - HPL/093 ( Released )**

**Summary**

Book No	: BA	Document Date	: 04/29/2022
Document No	: HPL/093	Post Date	: 04/29/2022
Post Business Unit	: 678 (MUWAN...)	Due Date	: 04/29/2022

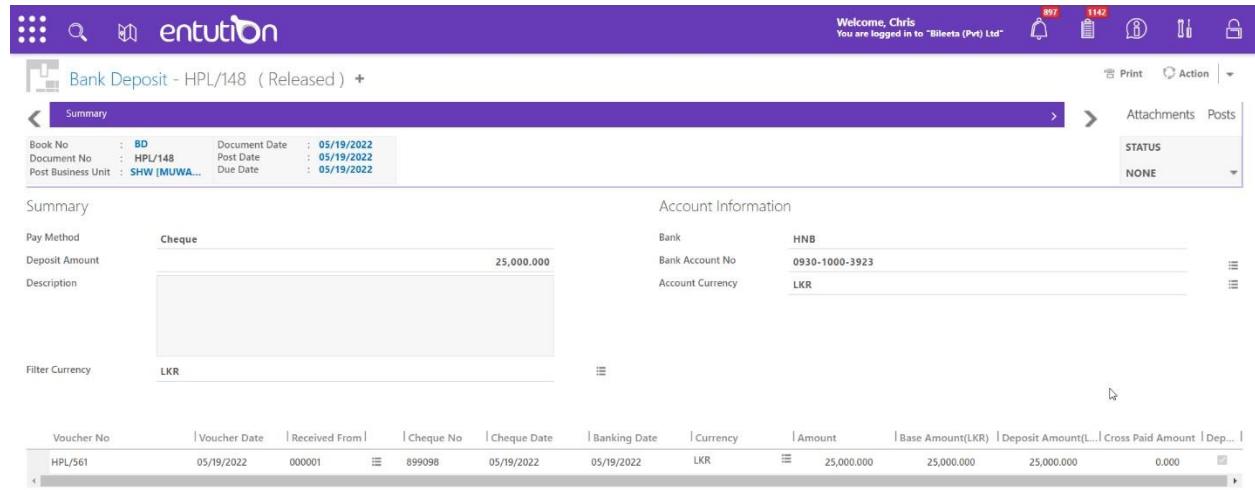
**Adjustment Information**

Analysis Code	2-11008(Loan-Central Finance)
G L Account	
Facility Settlement	
Bank Facility Agreement	HPL/062
Settlement Type	Capital
Amount	-1,000,000
Tax Group	
Tax Total	0.00

Figure 80: Bank adjustment

## 4.15 Bank Deposit

The Bank Deposit form allows users to perform a deposit of all the cheques in hand and the cash in hand to a selected Bank account to be considered as deposited. Users will be able to view and proceed with inbound payments which are yet to be deposited based on the selected payment method.



**Summary**

Book No	: BD	Document Date	: 05/19/2022
Document No	: HPL/148	Post Date	: 05/19/2022
Post Business Unit	: SHW (MUWA...)	Due Date	: 05/19/2022

**Account Information**

Bank	HNB
Bank Account No	0930-1000-3923
Account Currency	LKR

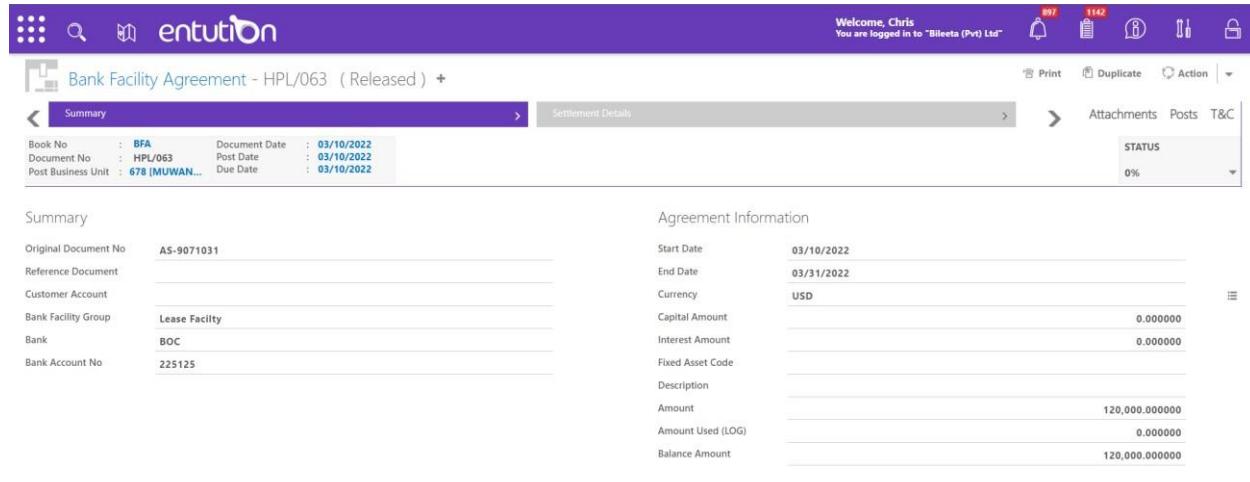
**Filter Currency** LKR

Voucher No	Voucher Date	Received From	Cheque No	Cheque Date	Banking Date	Currency	Amount	Base Amount(LKR)	Deposit Amount(L...)	Cross Paid Amount	Dep...
HPL/561	05/19/2022	000001	899098	05/19/2022	05/19/2022	LKR	25,000.00	25,000.00	25,000.00	0.00	

Figure 81: Bank deposit

## 4.16 Bank Facility Agreement

The Bank Facility Agreement allows users to record any sort of basic information with regards to the agreement and initiate bank facilities such as Import loans & Term loans. The users can perform the settlement of the facility agreements in the “Bank Adjustment” form.



**Summary**

Book No	: BFA	Document Date	: 03/10/2022
Document No	: HPL/063	Post Date	: 03/10/2022
Post Business Unit	678 [MUWAN...]		
	Due Date	: 03/10/2022	

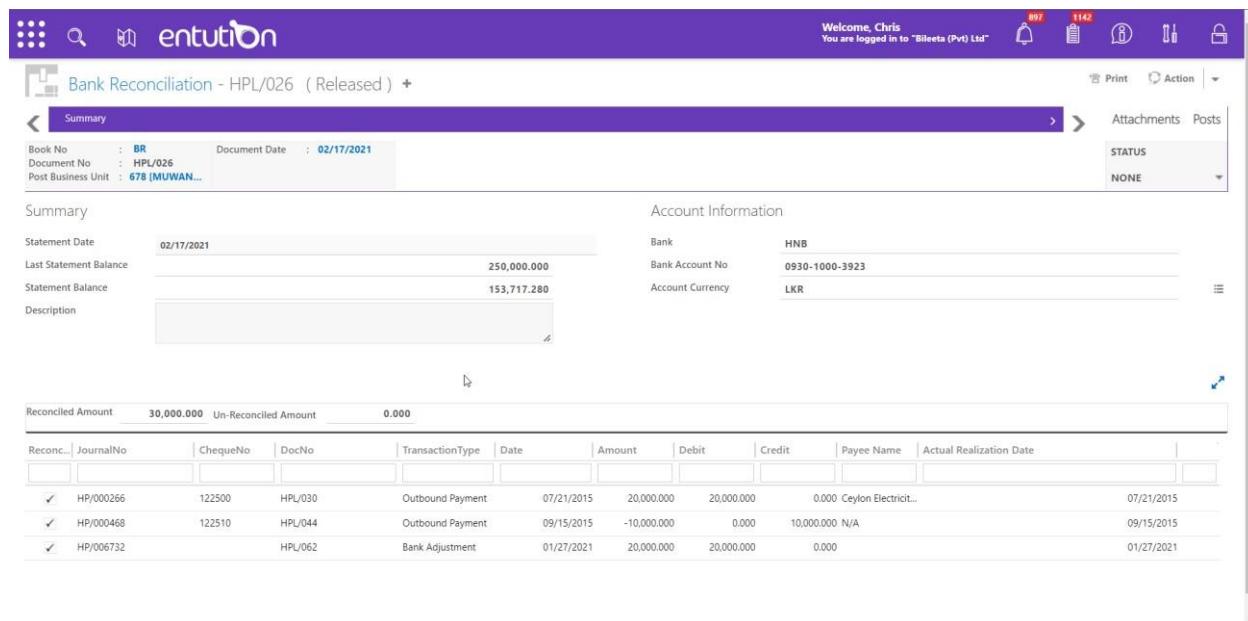
**Agreement Information**

Start Date	03/10/2022
End Date	03/31/2022
Currency	USD
Capital Amount	0.000000
Interest Amount	0.000000
Fixed Asset Code	
Description	
Amount	120,000.000000
Amount Used (LOG)	0.000000
Balance Amount	120,000.000000

Figure 82: Bank facility

#### 4.17 Bank Reconciliation

The Bank Reconciliation allows users to analyze and adjust differences between the cash balance shown on a bank statement, and the amount shown in the account holder's records. The system will list down all the unreconciled transactions from the selected bank account and the user will be able to select the transactions that need to reconcile. Users can perform an automatic reconciliation option as well by either uploading the bank statement in the system default excel format or uploading the bank statement in the MT940 format. (Note that automatic reconciliation is done only for cheque transactions, matching the cheque no).



The screenshot shows the 'Bank Reconciliation - HPL/026 ( Released )' page. At the top, there are summary details: Book No: BR, Document Date: 02/17/2021, Document No: HPL/026, Post Business Unit: 678 [MUWAN...]. On the right, there are buttons for Print, Action, Attachments, and Posts, and a status indicator showing 'NONE'. Below the summary, there are two sections: 'Summary' and 'Account Information'. The 'Summary' section shows Statement Date: 02/17/2021, Last Statement Balance: 250,000.000, Statement Balance: 153,717.280, and a Description field. The 'Account Information' section shows Bank: HNB, Bank Account No: 0930-1000-3923, and Account Currency: LKR. At the bottom, there is a table of reconciled transactions:

Reconciled Amount	Un-Reconciled Amount																																												
30,000.000	0.000																																												
<table border="1"> <thead> <tr> <th>Reconc...</th> <th>JournalNo</th> <th>ChequeNo</th> <th>DocNo</th> <th>TransactionType</th> <th>Date</th> <th>Amount</th> <th>Debit</th> <th>Credit</th> <th>Payee Name</th> <th>Actual Realization Date</th> </tr> </thead> <tbody> <tr> <td>✓</td> <td>HP/000266</td> <td>122500</td> <td>HPL/030</td> <td>Outbound Payment</td> <td>07/21/2015</td> <td>20,000.000</td> <td>20,000.000</td> <td>0.000</td> <td>Ceylon Electric...</td> <td>07/21/2015</td> </tr> <tr> <td>✓</td> <td>HP/000468</td> <td>122510</td> <td>HPL/044</td> <td>Outbound Payment</td> <td>09/15/2015</td> <td>-10,000.000</td> <td>0.000</td> <td>10,000.000</td> <td>N/A</td> <td>09/15/2015</td> </tr> <tr> <td>✓</td> <td>HP/006732</td> <td></td> <td>HPL/062</td> <td>Bank Adjustment</td> <td>01/27/2021</td> <td>20,000.000</td> <td>20,000.000</td> <td>0.000</td> <td></td> <td>01/27/2021</td> </tr> </tbody> </table>		Reconc...	JournalNo	ChequeNo	DocNo	TransactionType	Date	Amount	Debit	Credit	Payee Name	Actual Realization Date	✓	HP/000266	122500	HPL/030	Outbound Payment	07/21/2015	20,000.000	20,000.000	0.000	Ceylon Electric...	07/21/2015	✓	HP/000468	122510	HPL/044	Outbound Payment	09/15/2015	-10,000.000	0.000	10,000.000	N/A	09/15/2015	✓	HP/006732		HPL/062	Bank Adjustment	01/27/2021	20,000.000	20,000.000	0.000		01/27/2021
Reconc...	JournalNo	ChequeNo	DocNo	TransactionType	Date	Amount	Debit	Credit	Payee Name	Actual Realization Date																																			
✓	HP/000266	122500	HPL/030	Outbound Payment	07/21/2015	20,000.000	20,000.000	0.000	Ceylon Electric...	07/21/2015																																			
✓	HP/000468	122510	HPL/044	Outbound Payment	09/15/2015	-10,000.000	0.000	10,000.000	N/A	09/15/2015																																			
✓	HP/006732		HPL/062	Bank Adjustment	01/27/2021	20,000.000	20,000.000	0.000		01/27/2021																																			

Figure 83: Bank reconciliation

## 4.18 Payment Agreement

The Payment Agreement allows the organization to record information with regard to payment agreements between customers and vendors. Users can perform installment basis settlements through this form.

**Payment Agreement - PAY-AGR-003 ( Released )**

Agreement Description	Installment	Late Charge Basis	This Month Capital
Permission Group	Finance	Due Date Base On	Document Date
Standard Credit Period (Days)	0	Tolerance Days	0
Base Type	Installment	No of Installments	12
Installment Interest (%)	0	Interval (Days)	30
Advance Percentage(%)	0	Method of Payment	Invoice

**Schedule Information**

Schedule Code	Monthly
Responsible User	Chris

Description	Tolerance Days	Note
Installments 1	0	
Installments 2	0	
Installments 3	0	
Installments 4	0	
Installments 5	0	
Installments 6	0	
Installments 7	0	

Figure 84: Payment agreements

## 4.19 Currency Revaluation

The Currency Revaluation form allows users to perform revaluation of the organization's default currency against foreign currencies. Once the user selects the balancing level and the post date, currency revaluation will be loaded here with the Customer Wise, Vendor Wise & Bank Account Wise. Then the user will be able to run the Currency Revolution. Users will have to update the exchange rates of foreign currencies periodically and it can be done through the "Currency Exchange Rate" form.

No	Currency Code	Total Outstanding Original Value	Total Outstanding Base Value	Last Revaluate Date	Last Updated Exchange Rate	Planned Post Date	Current Exchange Rate	Revaluation Outstanding Amount (Base...)	History
1	AFN	26,412.720	26,412.720		0.000	08/17/2022	1.500	39,619.080	
2	EUR	669,031.920	12,895,608.730		0.000	08/17/2022	212.000	141,834,767.040	
3	MYR	22,882.600	2,013,668.800		0.000	08/17/2022	88.000	2,013,668.800	
4	USD	927,404.307	157,767,603.971		0.000	08/17/2022	275.000	255,056,184.315	

No	Currency Code	Total Outstanding Original Value	Total Outstanding Base Value	Last Revaluate Date	Planned Post Date	Current Exchange Rate	Revaluation Outstanding Amount (Base...)	History
1	AFN	600.000	600.000		08/17/2022	1.500	900.000	
2	EUR	47,572,944.000	630,536,175.400		08/17/2022	212.000	10,085,464,128.000	
3	MYR	71,200.000	6,265,600.000		08/17/2022	88.000	6,265,600.000	
4	USD	20,279,211.223	3,367,037,176.093		08/17/2022	275.000	5,576,783,086.325	

No	Currency Code	Bank Account	Bank Balance (Original Value)	Bank Balance (Base Value)	Last Revaluate Date	Last Updated Exchange Rate	Planned Post Date	Current Exchange Rate	Reval
1	EUR	5666696565	-850,200.000	-18,655,000.000	08/17/2022	212.000	08/17/2022	212.000	
2	USD	230000- 000999	4,500.000	520,000.000	08/17/2022	275.000	08/17/2022	275.000	
3	USD	HNB-USD-9009	-25,590.000	-5,240,495.000	08/17/2022	275.000	08/17/2022	275.000	

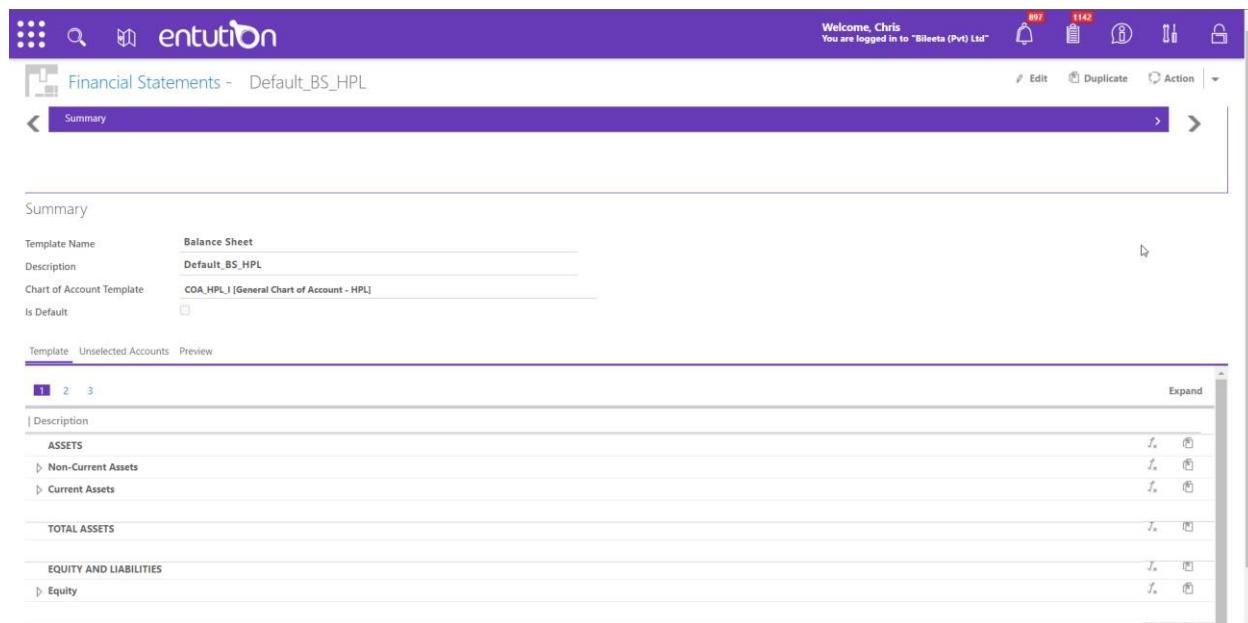
Figure 85: Currency revaluation

## 4.20 Financial Statement

The Financial Statement form users to create three types of statements to post the financial activities and position of the organization. The system is fully flexible to create the exact user requirement of the presentation structure.

Three Financial Statements.

- Income Statement
- Balance Sheet
- Cashflow Statement



The screenshot shows the entution software interface for creating financial statements. At the top, there's a purple header bar with the entution logo, a search icon, and a bell icon. The main title is "Financial Statements - Default\_BS\_HPL". On the right side of the header, there are buttons for "Edit", "Duplicate", "Action", and a dropdown menu. Below the header, the page title is "Summary". The main content area displays a "Balance Sheet" template with the following details:

Template Name	Balance Sheet
Description	Default_BS_HPL
Chart of Account Template	COA_HPL_I [General Chart of Account - HPL]
Is Default	<input type="checkbox"/>

Below this, there are tabs for "Template", "Unselected Accounts", and "Preview". The "Preview" tab is selected, showing a hierarchical tree view of the balance sheet structure:

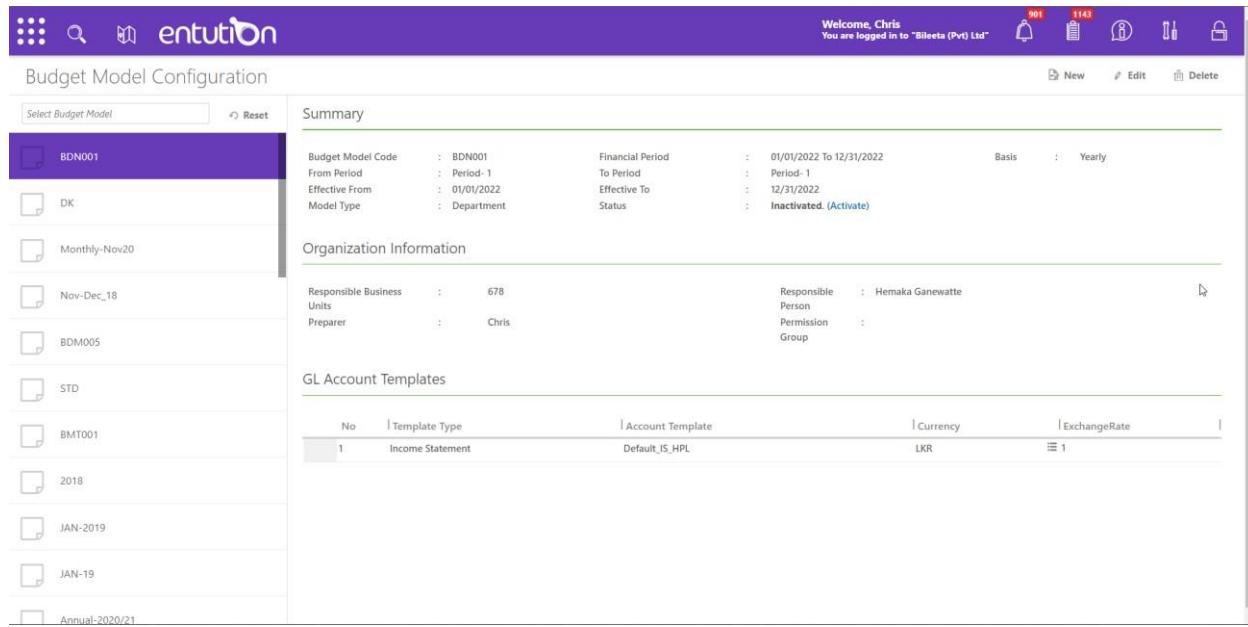
- | Description
- ASSETS
  - ↳ Non-Current Assets
  - ↳ Current Assets
- TOTAL ASSETS
- EQUITY AND LIABILITIES
  - ↳ Equity

Each account item has a "T-Account" icon next to it. On the right side of the preview area, there are "Expand" and "Collapse" buttons.

Figure 86: Financial statement creation

## 4.21 Budget Model Configuration

The Budget Model Configuration form allows users to define the organization a financial plan for a defined period of time - yearly, quarterly, or monthly. The configuration can be performed department-wise or project-wise and the budget will be applied against the chart of accounts of the company.



**Budget Model Configuration**

Welcome, Chris  
You are logged in to "Bileets (Pvt) Ltd"

New Edit Delete

**Summary**

Budget Model Code : BDN001	Financial Period : 01/01/2022 To 12/31/2022	Basis : Yearly
From Period : Period- 1	To Period :	
Effective From : 01/01/2022	Effective To :	
Model Type : Department	Status :	Inactivated. (Activate)

**Organization Information**

Responsible Business Units : 678	Responsible Person : Hemaka Ganewatte
Preparer : Chris	Permission Group :

**GL Account Templates**

No	Template Type	Account Template	Currency	ExchangeRate
1	Income Statement	Default_IS_HPL	LKR	1

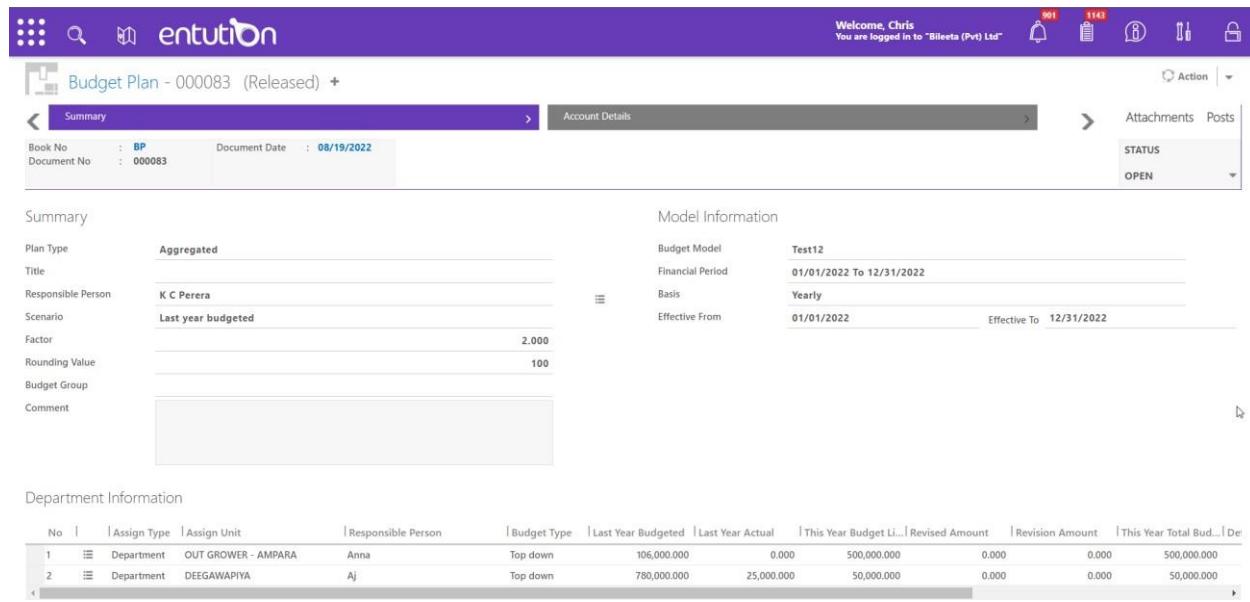
**Sidebar (Select Budget Model)**

- BDN001
- DK
- Monthly-Nov20
- Nov-Dec\_18
- BDM005
- STD
- BMT001
- 2018
- JAN-2019
- JAN-19
- Annual-2020/21

Figure 87: Budget model configuration

## 4.22 Budget Plan

The Budget Plan allows users to apply the budget model previously created and users will be able to select the type of accounts from the chart of accounts (applicability of the types will be based upon the model), select the responsible person per department/project, and allocate budget amount per each department/project. Then users can select the budget allowed for GL accounts based on the organization's Chart of accounts, the user can assign a budget limit per each GL account. The system can create workflows to setup approval layers in case of budget exceeding.

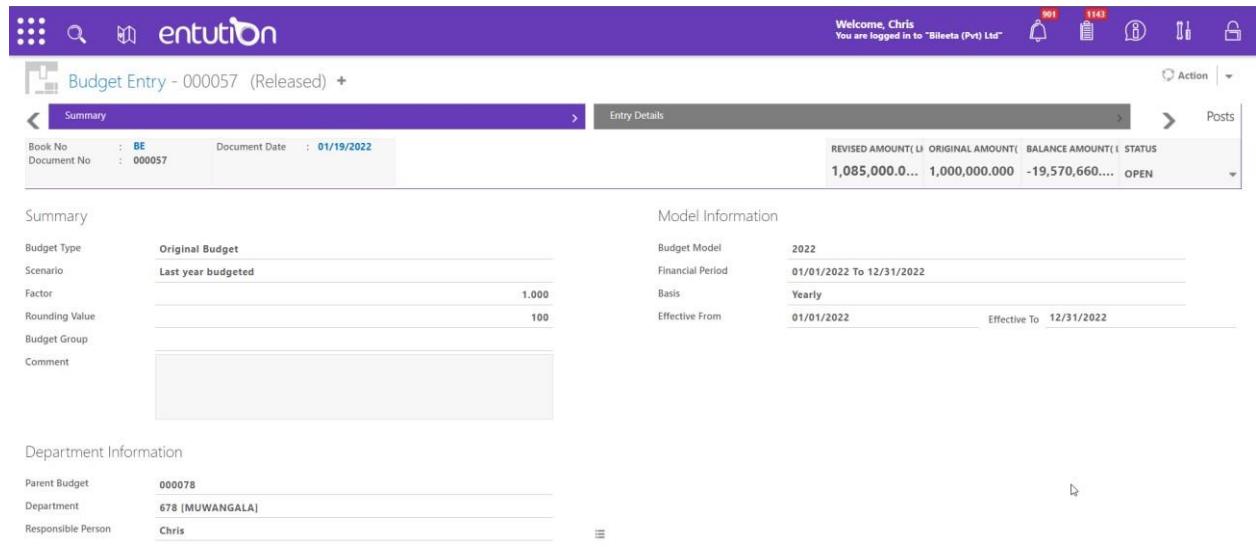


No	Assign Type	Assign Unit	Responsible Person	Budget Type	Last Year Budgeted	Last Year Actual	This Year Budget Li...	Revised Amount	Revision Amount	This Year Total Bud...	De
1	Department	OUT GROWER - AMPARA	Anna	Top down	106,000,000	0.000	500,000,000	0.000	0.000	500,000,000	
2	Department	DEEGAWAPIYA	Aj	Top down	780,000,000	25,000,000	50,000,000	0.000	0.000	50,000,000	

Figure 88: Budget plan

## 4.23 Budget Entry

The Budget Entry form will automatically create a budget Entry form for each of the created budgets. This form can be used to either perform a budget revision or a transfer and users will be able to transfer a budget into either another GL account or another department/Project. A revision can be an increase or a decrease of the original budget as well. Users can view the current status of the budget with all revisions and transfer updates as well as the actual values through the form.



The screenshot shows the entution Budget Entry interface. At the top, there's a purple header bar with the entution logo and a navigation bar with icons for Home, Search, and Logout. The main title is "Budget Entry - 000057 (Released) +". Below the title, there are two tabs: "Summary" and "Entry Details", with "Summary" currently selected. The "Summary" tab displays basic document details: Book No.: BE, Document Date: 01/19/2022, and Document No.: 000057. To the right, a summary table shows financial details: REVISED AMOUNT(L), ORIGINAL AMOUNT( ), BALANCE AMOUNT( ), and STATUS. The values shown are 1,085,000.0..., 1,000,000.000, -19,570,660...., and OPEN. The "Entry Details" tab is partially visible on the right. Below the tabs, there are two sections: "Summary" and "Model Information". The "Summary" section contains fields for Budget Type (Original Budget), Scenario (Last year budgeted), Factor (1.000), Rounding Value (100), Budget Group (empty), and Comment (empty). The "Model Information" section contains fields for Budget Model (2022), Financial Period (01/01/2022 To 12/31/2022), Basis (Yearly), Effective From (01/01/2022), and Effective To (12/31/2022). At the bottom left, there's a "Department Information" section with fields for Parent Budget (000078), Department (678 [MUWANGALA]), and Responsible Person (Chris). On the far right, there are "Action" and "Posts" buttons.

Figure 89: Budget entry

## 4.24 System Notifications

Automatic notifications can be arranged against the following scenarios under the finance module, based on a given date and time. Notification can be in the form of an email or a system alert that can be scheduled to be generated on a defined date and time.

- User requirement to set-up a refill limit to each petty cash float, and a notification to be triggered to refill once that limit is reached.

## 5 Fixed Asset Module

The Fixed Asset Module facilitates registration, depreciation, revaluation, disposal, maintenance, movements, split, and conversation to a resource of a fixed asset. An asset can be purchased through the procurement module, or else an inventory item can be capitalized as an asset when required.

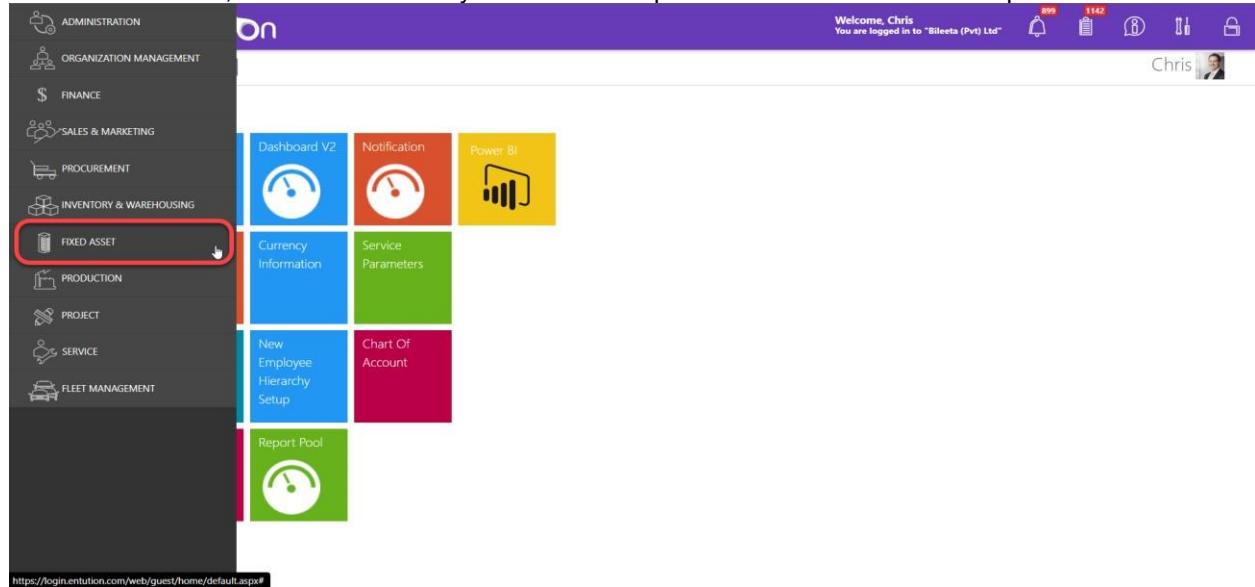


Figure 90: Fixed asset module

The Registration Process of fixed assets, and this would be the general document & Process flow.

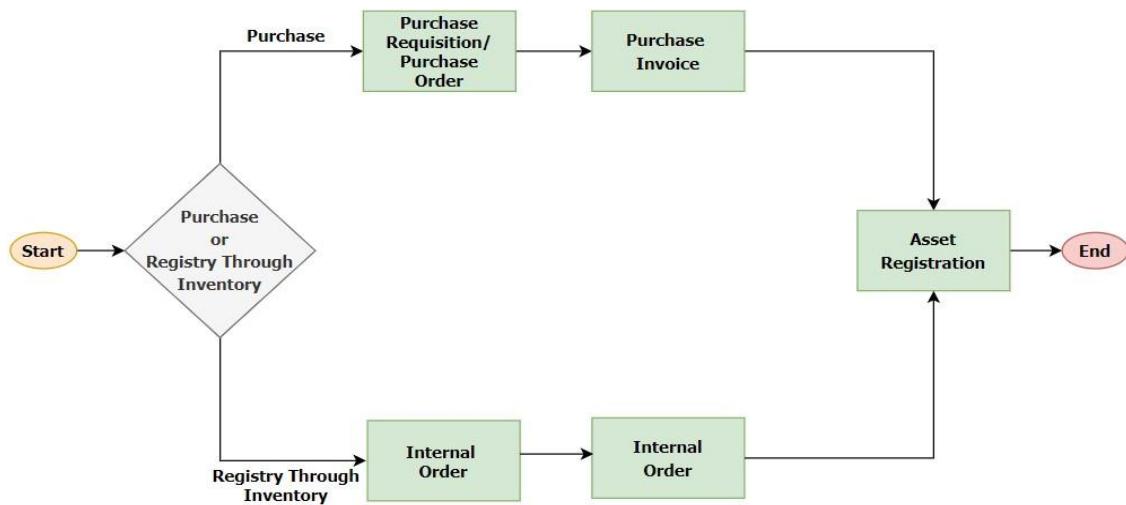
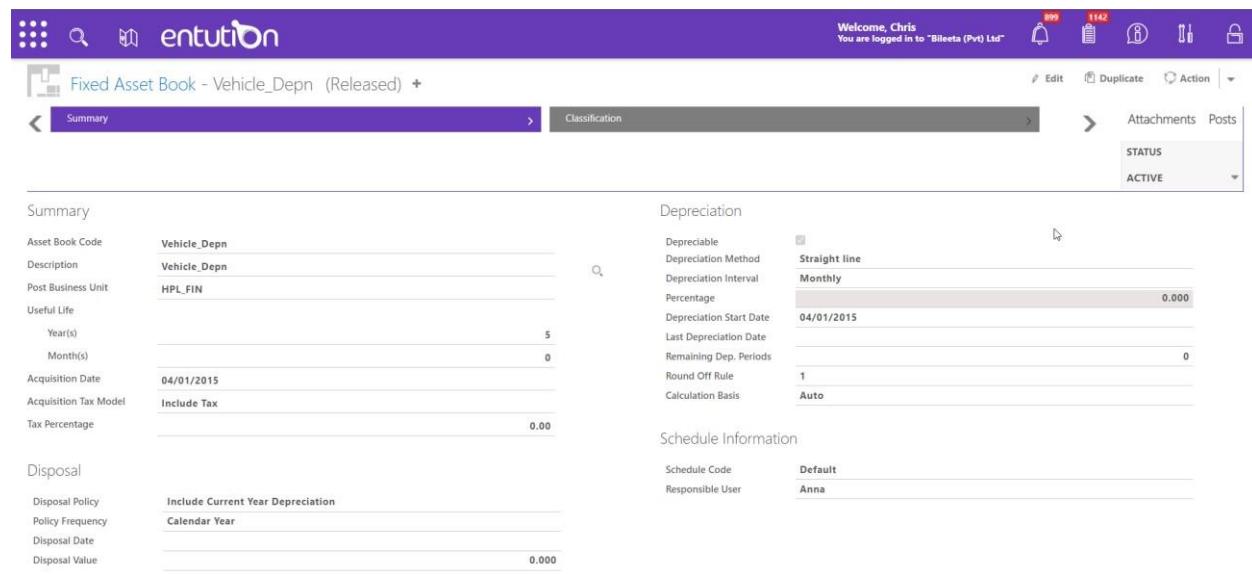


Figure 91: Asset registration process

## 5.1 Fixed Asset Book Creation & Depreciation

The Fixed Asset Book Creation allows users to register the fixed asset under asset books and define the depreciation & disposal policy of the fixed assets and other information about the asset such as department, useful life, and acquisition date. In addition, users will be able to select the depreciation & disposal policies according to the company policy. The system supports both the "Straight Line" & "Reducing Balance method", also the user will be able to select the frequency and automate the calculation & JE posting process for depreciation.

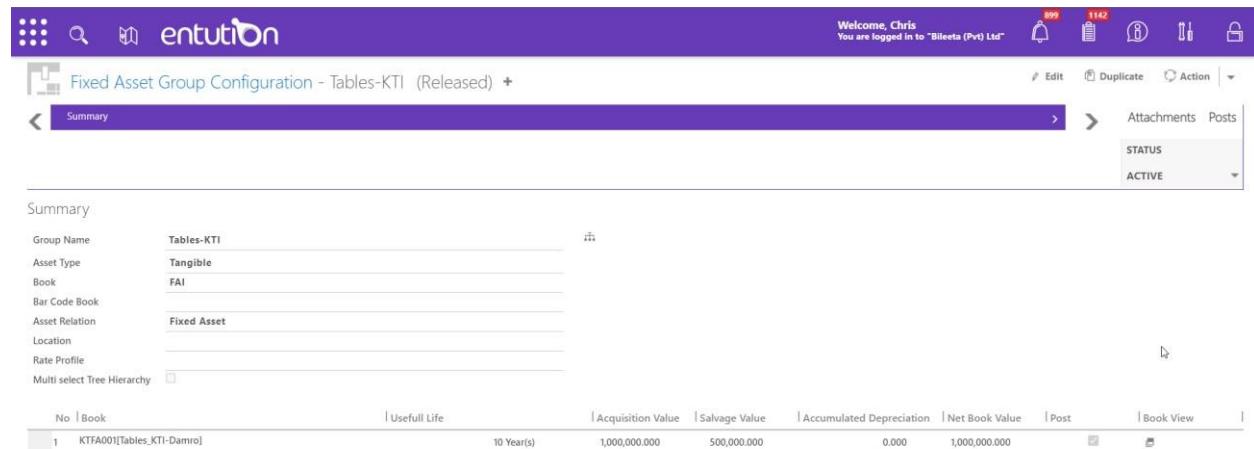


Summary		Depreciation	
Asset Book Code	Vehicle_Depn	Depreciable	<input checked="" type="checkbox"/>
Description	Vehicle_Depn	Depreciation Method	Straight line
Post Business Unit	HPL_FIN	Depreciation Interval	Monthly
Useful Life		Percentage	0.00%
Year(s)	5	Depreciation Start Date	04/01/2015
Month(s)	0	Last Depreciation Date	0
Acquisition Date	04/01/2015	Remaining Dep. Periods	0
Acquisition Tax Model	Include Tax	Round Off Rule	1
Tax Percentage	0.00	Calculation Basis	Auto
Disposal		Schedule Information	
Disposal Policy	Include Current Year Depreciation	Schedule Code	Default
Policy Frequency	Calendar Year	Responsible User	Anna
Disposal Date			
Disposal Value	0.000		

Figure 92: Fixed asset book

## 5.2 Fixed Asset Group Configuration

The Fixed Asset Group allows users to group similar types of assets. Users will be able to select the relevant registered assets and make configurations for the selected assets. Users will also be able to select registration policy Purchase Quantity wise, or Batch Wise. In addition, the system allows users to select the relevant fixed asset books for the grouped assets.



The screenshot shows the 'Fixed Asset Group Configuration' page in the entusion application. At the top, there's a purple header bar with the entusion logo, a search icon, and a user welcome message: 'Welcome, Chris' and 'You are logged in to "Bileeta (Pvt Ltd)"'. To the right of the header are several icons: a bell (899 notifications), a file (1142 documents), a person, a gear, and a lock. Below the header, the main title is 'Fixed Asset Group Configuration - Tables-KTI (Released)'. A navigation bar below the title includes 'Summary' (selected), 'Attachments', and 'Posts'. On the right, there's a 'STATUS' dropdown set to 'ACTIVE'. The main content area is titled 'Summary' and contains a form with the following fields:

Group Name	Tables-KTI
Asset Type	Tangible
Book	FAI
Bar Code Book	
Asset Relation	Fixed Asset
Location	
Rate Profile	
Multi select Tree Hierarchy	<input type="checkbox"/>

Below the form is a table with the following data:

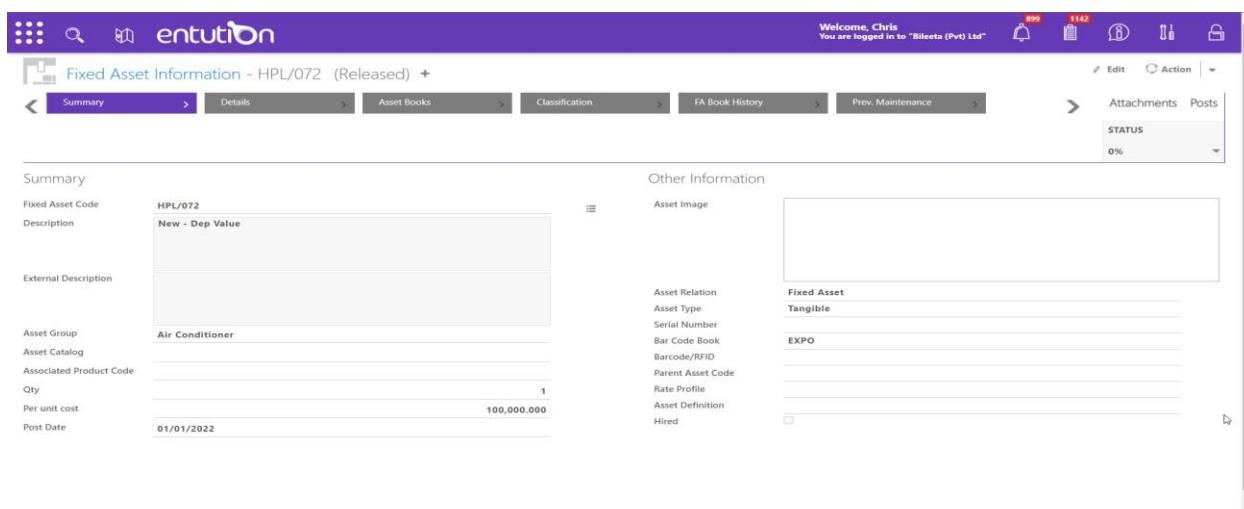
No	Book	Usefull Life	Acquisition Value	Salvage Value	Accumulated Depreciation	Net Book Value	Post	Book View
1	KTFA001 Tables_KTI-Damro	10 Year(s)	1,000,000.00	500,000.00	0.00	1,000,000.00		

Figure 93: Fixed asset groups

### 5.3 Fixed Asset Information

The Fixed Asset Information form allows users to view & edit details of the fixed asset and users can view depreciation details & history and schedule preventative maintenance. This form also allows users to perform reverse depreciation, revaluation, and disposal of the asset. In addition, users have the option to convert assets to resources, split assets, transfer assets, and generate barcodes for the assets.

- **Reverse depreciation** ○ Can be used to reverse the latest depreciation of the asset.
- **Revaluation** ○ Can be used to adjust the recorded value of the asset to accurately reflect its current market value.
- **Disposal** ○ Can be used to dispose of the asset and users can select either “Write-off an asset” or “Selling an asset” methods to perform the disposal.
- **Convert to resource** ○ Can be used when the asset needs for a specific job and the user will be able to allocate the cost to a resource.
- **Split** ○ Can be used to divide the asset into separate assets and users can either “User existing asset” or “Create new asset”. Users can only split an asset which is originally registered as bulk.
- **Transfer** ○ Can be used to transfer the asset from one location to another location(internal or external) and from one responsible employee to another.
- **Barcode generate** ○ Can be used to generate barcodes for the asset. (User must select the relevant barcode book)
- **Asset Consumables** ○ If the particular asset uses consumables during operations (Eg: Cartridges for printers) User can update the specifications of the required consumables inside a description field within asset information.



**Fixed Asset Information - HPL/072 (Released)**

Summary	Other Information
Fixed Asset Code Description  External Description  Asset Group Asset Catalog Associated Product Code Qty Per unit cost Post Date	Asset Image  Asset Relation Asset Type Serial Number Bar Code Book Barcode/RFID Parent Asset Code Rate Profile Asset Definition Hired
HPL/072 New - Dep Value  Air Conditioner  1 100,000.000 01/01/2022	Fixed Asset Tangible  EXPO

Figure 94: Fixed asset information

## 5.4 Fixed Asset Registration

**Purchase:** If an asset needs to be purchased user can follow the Procurement process and place a Purchase order. The applicable journey will be Purchase Order to Purchase Invoice (Service). At the Purchase Order, the user will have to decide the asset group, asset book, asset code, and deployed location. The remaining information can be updated to the system once the asset is registered under the Fixed Asset Information.

**Inventory item registration:** An item which is on-hand in the company's inventory can be registered as a fixed asset. For this, the Internal Order process(Capital WIP) can be used. The user will have to decide the asset group, asset book, asset code, and deployed location. The remaining information can be updated to the system once the asset is registered under the Fixed Asset Information.

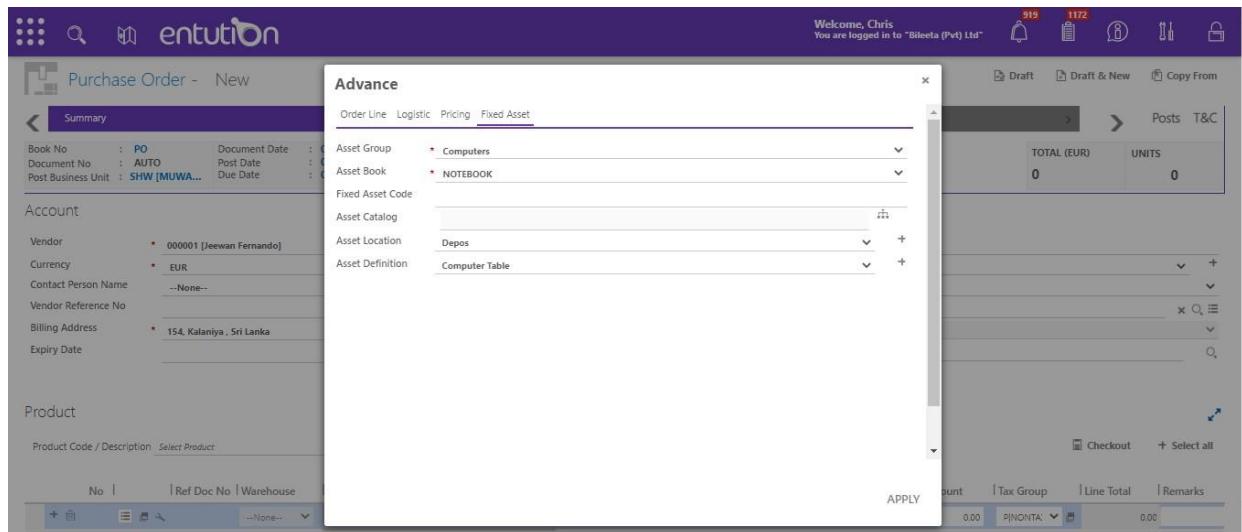


Figure 95: Fixed asset registration

## 5.5 Capital Allowance

The system will allow functionality to calculate capital allowance against the Fixed assets, by allowing an asset to be tagged to a non-postable asset book. Users can run a separate depreciation scheme through this for the capital allowance, this will not have any impact on the general ledger. The respective values output will be provided through a report.

## 5.6 Maintenance

Preventive maintenance scheduling can be carried out against fixed assets through the “Prev. Maintenance” function. Users can assign maintenance to a responsible employee and plan a date and a time, along with an estimated cost or schedule as a recurring activity based on a defined time interval.

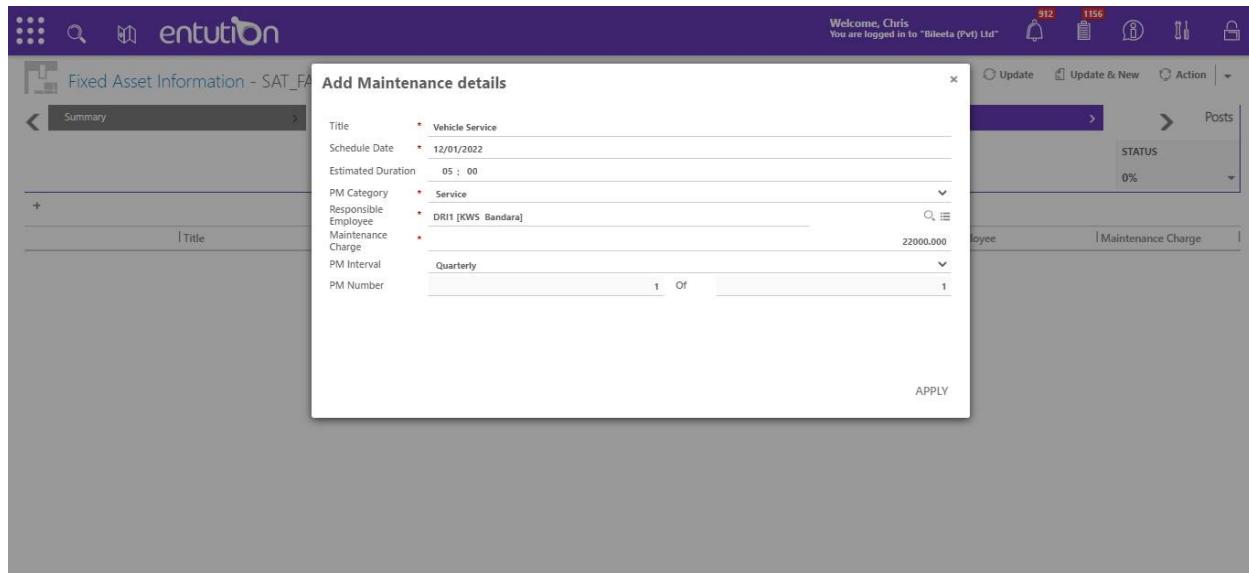


Figure 96: Maintenance scheduling

## 5.7 System Notifications

Automatic notifications can be arranged against the following scenarios under the fixed asset module, based on a given date and time. Notification can be in the form of an email or a system alert that can be scheduled to be generated on a defined date and time.

- Users can set-up preventive maintenance schedules for assets at preferred time intervals, these can be alerted to users prior to the event.

## 6 Service Module

The Service Module manages operations associated with service related properly & efficiently which is applicable for both external and internal scenarios. This module will assist users in creating service tickets and monitoring their progress until completion.

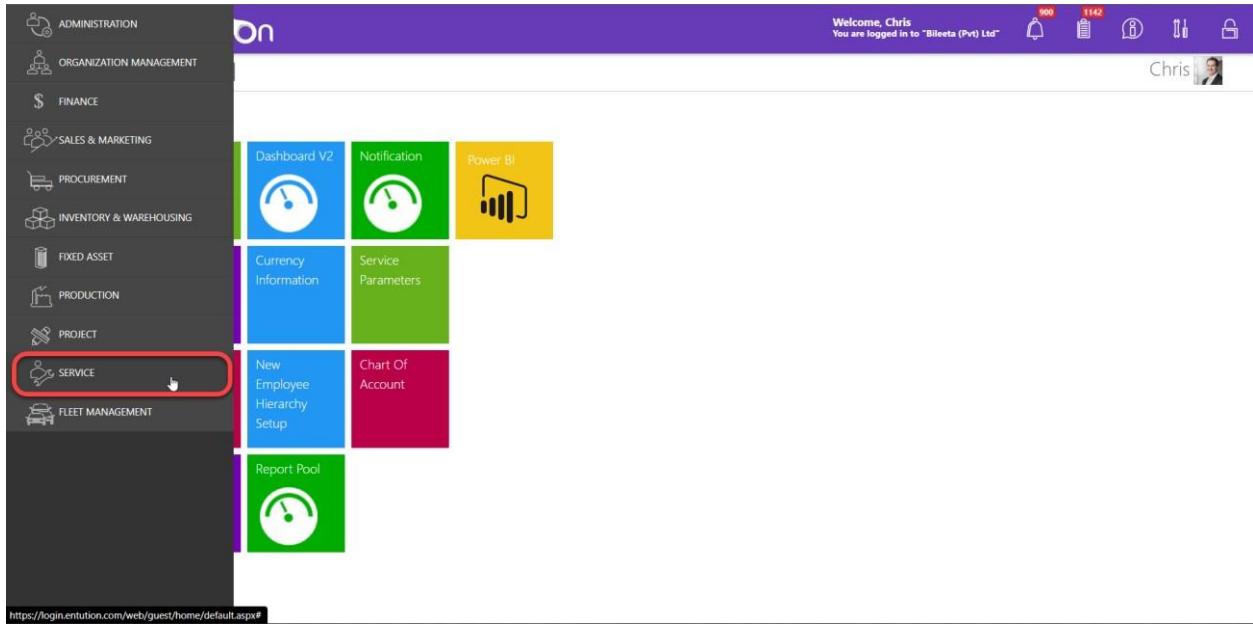


Figure 97: Service module

The initiation of a service case, and this would be the general document flow for IT service and Maintenance service process flow.

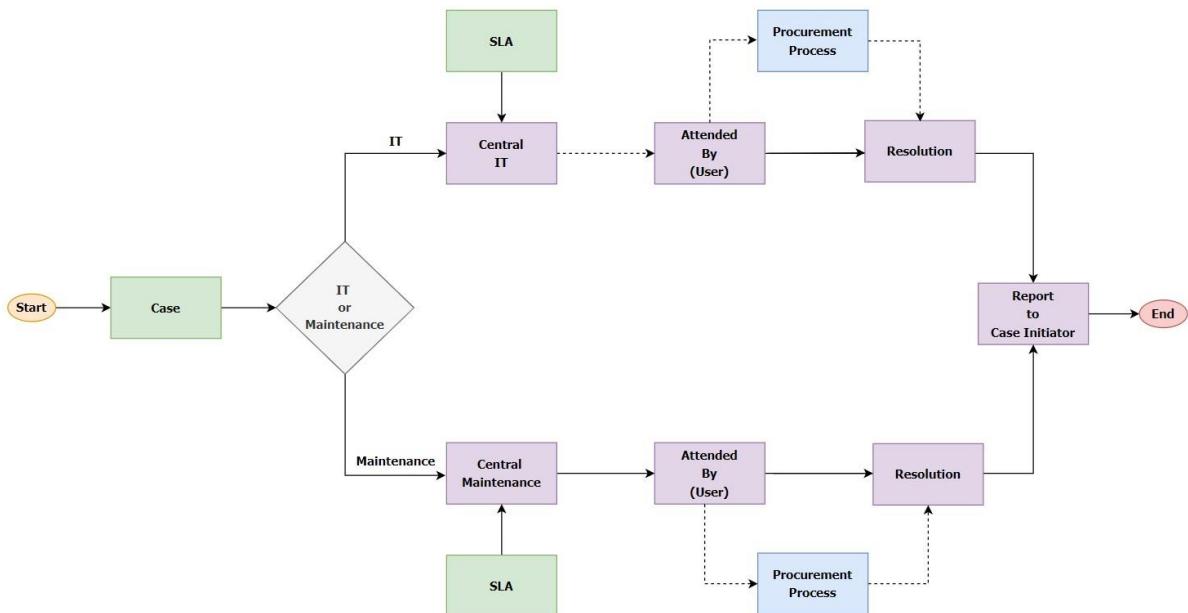


Figure 98: Service ticket process flow

## 6.1 Case

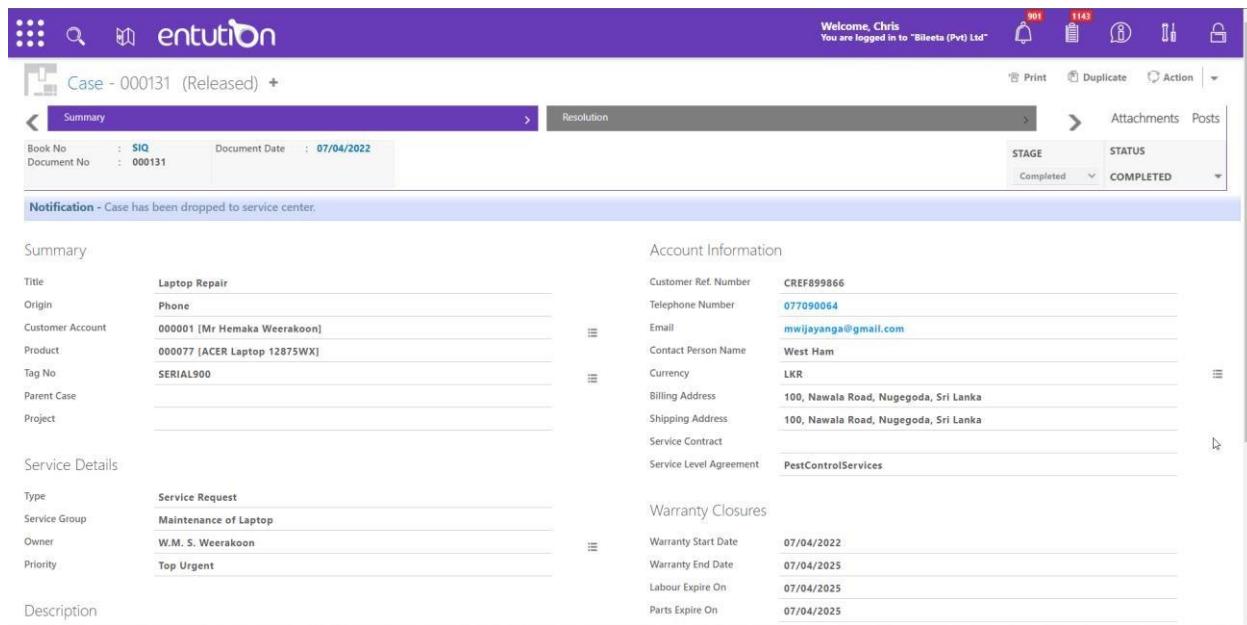
The Case form allows users to record a service inquiry (ticket) to a scenario over a period to resolve a problem. Users can include multiple persons inside the organization with relevant documents and messages (comments) related to the scenario.

In this form, the central user will be able to capture both the department and the user who raised the case. Then, the central user can analyze the case and assign it to the relevant person in the department. This form allows users to update the status of the case and permissible users will be able to view the changes and define an SLA time based on the service case to capture the actual vs target time.

This will capture:

- Ticket category (IT service tickets and facility maintenance service tickets)
- Originated user
- Originated department
- Detail description
- Traceability of who performed which actions regarding the ticket

If there needs to be an inventory item requirement against a service ticket, the user can raise an Internal Order and on it, the user must mention the “Case ID” under the “Reference No” field. This is done in order to identify material requirements originating through service tickets. If by any chance the material is not available, a Purchase Requisition can be raised through the Internal Order.



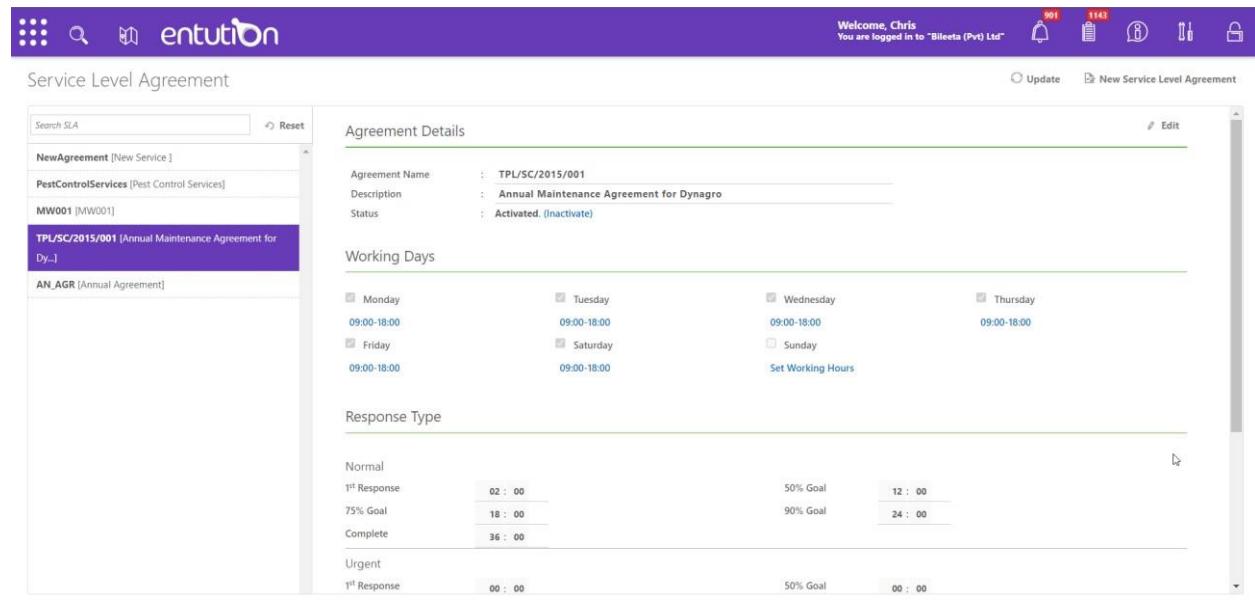
The screenshot shows the entution Case management interface. At the top, there's a purple header bar with the entution logo and a search bar. Below the header, the title 'Case - 000131 (Released) +' is displayed. The main content area is divided into several sections:

- Summary:** Contains fields for Book No (SIO), Document No (000131), Document Date (07/04/2022), Stage (Completed), and Status (COMPLETED).
- Notification:** A blue banner at the top says 'Notification - Case has been dropped to service center.'
- Account Information:** Includes fields for Customer Ref. Number (CREF899866), Telephone Number (077090064), Email (mvijayanga@gmail.com), Contact Person Name (West Ham), Currency (LKR), Billing Address (100, Nawala Road, Nugegoda, Sri Lanka), Shipping Address (100, Nawala Road, Nugegoda, Sri Lanka), Service Contract, and Service Level Agreement (PestControlServices).
- Warranty Closures:** Shows warranty start date (07/04/2022), warranty end date (07/04/2025), labour expire on (07/04/2025), and parts expire on (07/04/2025).
- Service Details:** Includes fields for Type (Service Request), Service Group (Maintenance of Laptop), Owner (W.M. S. Weerakoon), and Priority (Top Urgent).
- Description:** A text input field.

Figure 99: Case

## 6.2 Service Level Agreement

The service level agreement (SLA) allows users to define agreed time intervals attend and resolve attend service tickets.



**Service Level Agreement**

**Agreement Details**

Agreement Name	: TPL/SC/2015/001
Description	: Annual Maintenance Agreement for Dynagro
Status	: Activated. (Inactivate)

**Working Days**

Monday	Tuesday	Wednesday	Thursday
09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00
Friday	Saturday	Sunday	
09:00-18:00	09:00-18:00	Set Working Hours	

**Response Type**

Normal			
1 <sup>st</sup> Response	02 : 00	50% Goal	12 : 00
75% Goal	18 : 00	90% Goal	24 : 00
Complete	36 : 00		
Urgent			
1 <sup>st</sup> Response	00 : 00	50% Goal	00 : 00

Figure 100: Service level agreement

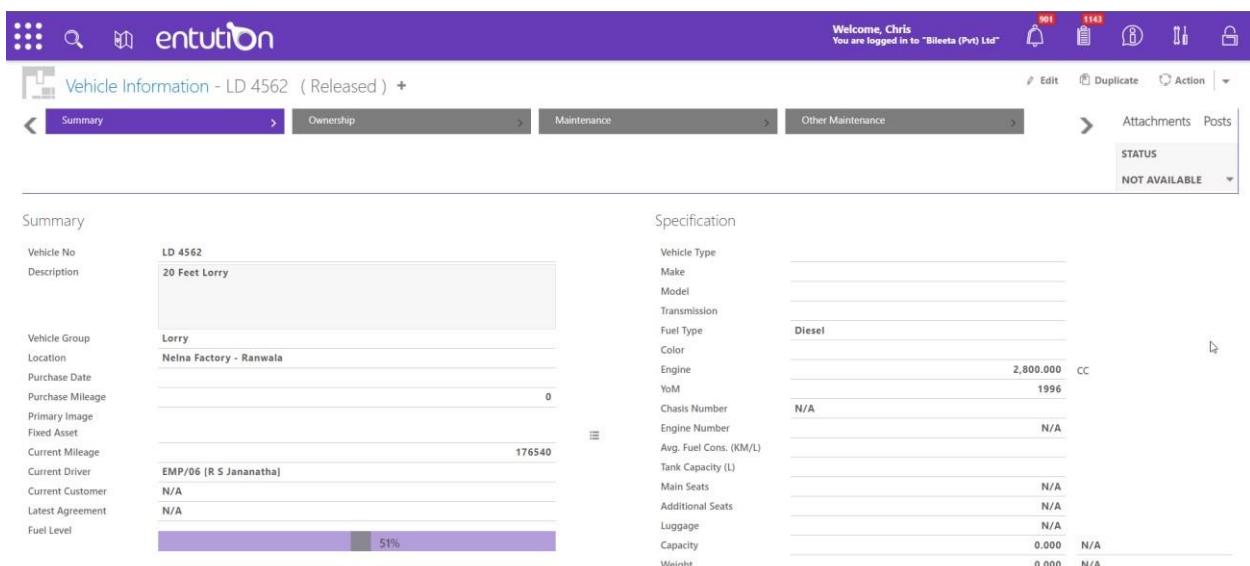
## 7 Fleet Management Module

The Fleet Management Module allows users to maintain the reserve & generate vehicle hires, vehicle rent agreements & vehicle in & out details.

### 7.1 Vehicle Information

The Vehicle Information allows users to record any sort of information with regards to the vehicle and Lease, Insurance, revenue license & maintenance information of the vehicle. This form is fully integrated with the Fleet Management Module. License renewals, seating capacity, insurance renewals, maintenance records, fuel efficiency, fuel capacity, current mileage, and current availability of the vehicle can be tracked here.

A fuel efficiency report will be provided considering the estimated fuel consumption based on the standard vehicle efficiency vs the actual consumption captured through Gate Pass.



The screenshot shows the 'Vehicle Information - LD 4562 ( Released )' page. At the top, there's a navigation bar with tabs: Summary, Ownership, Maintenance, Other Maintenance, Attachments, and Posts. The 'Summary' tab is active. On the left, there's a sidebar with vehicle details like Vehicle No (LD 4562), Description (20 Feet Lorry), Vehicle Group (Lorry), Location (Nelna Factory - Ranwala), Purchase Date, Purchase Mileage, Primary Image, Fixed Asset, Current Mileage (176540), Current Driver (EMP/06 [R S Jananatha]), Current Customer, Latest Agreement, and Fuel Level (51%). On the right, under 'Specification', there are fields for Vehicle Type, Make, Model, Transmission, Fuel Type (Diesel), Color, Engine, YoM (1996), Chassis Number, Engine Number, Avg. Fuel Cons. (KM/L), Tank Capacity (L), Main Seats, Additional Seats, Luggage Capacity, and Weight. The 'NOT AVAILABLE' status is indicated for some fields.

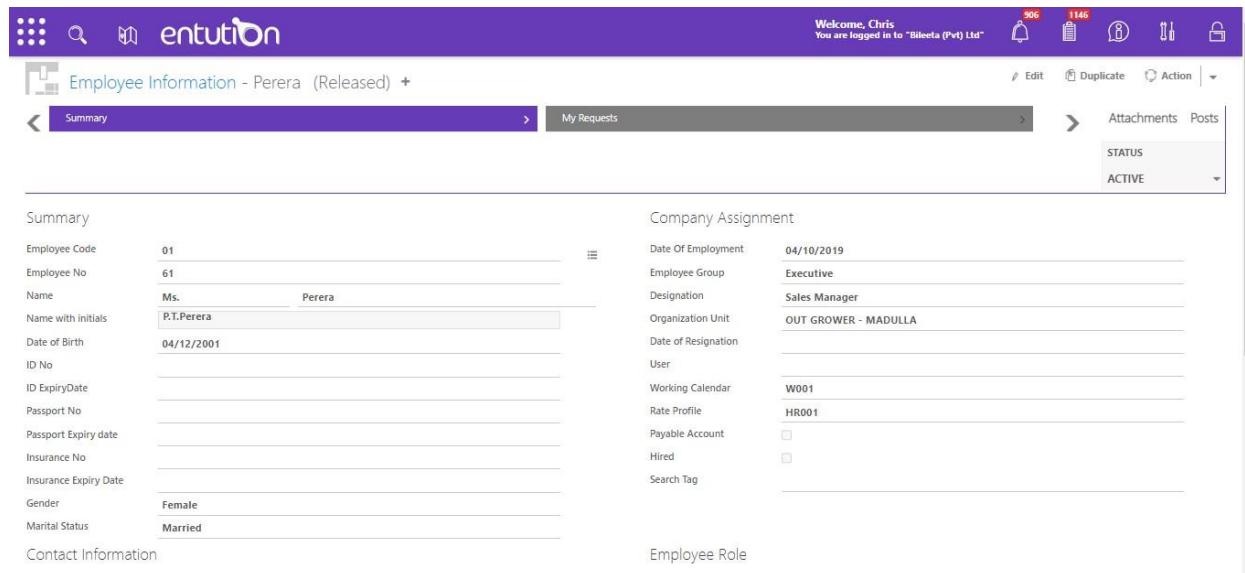
Figure 101: Vehicle information

## 7.2 Employee Information

The Employee Information allows users to record the information related to the employees of the organization. This information will be applied to finance, procurement, and inventory modules to record transaction originated employees.

All the Drivers and Helpers for the vehicles will be registered here, vehicle to driver allocation will be done on this form.

There are temporary drivers, who are paid with a fixed allowance for a day, for this purpose a system report will be provided with milage details driven by each driver. Users can calculate the rate outside the system based on the driven mileage.



The screenshot shows the Entution Employee Information module interface. At the top, there's a purple header bar with the Entution logo and a search bar. Below the header, the main content area has a title bar: "Employee Information - Perera (Released) +". The interface is divided into several sections:

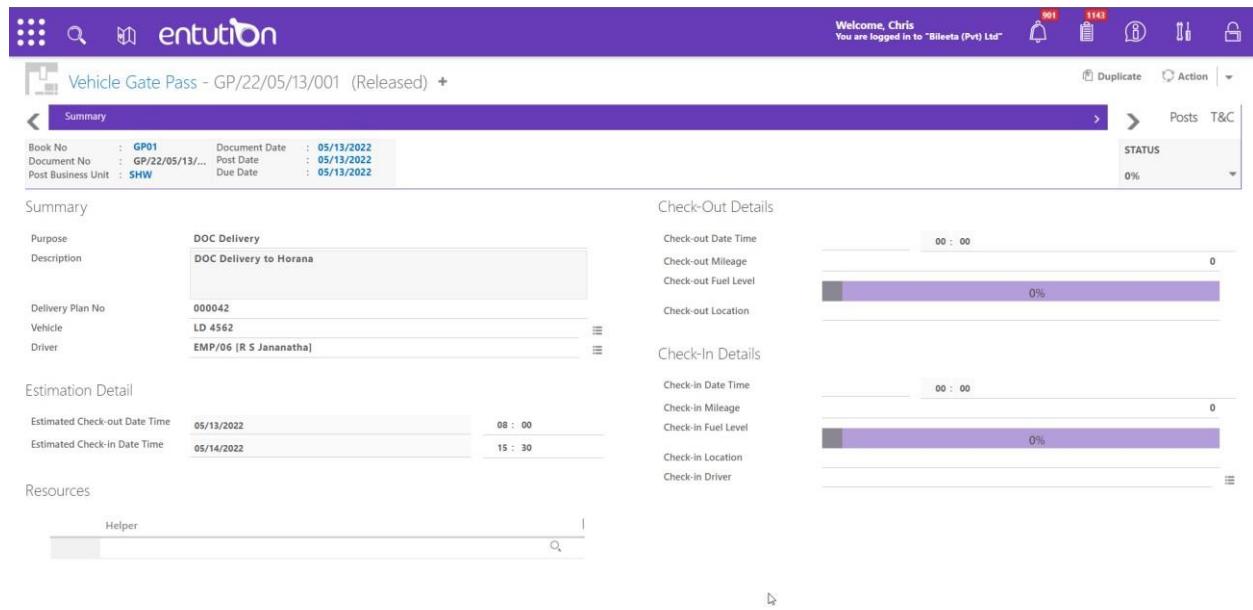
- Summary:** Contains fields for Employee Code (01), Employee No (61), Name (Ms. Perera), Name with initials (P.T.Perera), Date of Birth (04/12/2001), ID No, ID Expiry/Date, Passport No, Passport Expiry date, Insurance No, Insurance Expiry Date, Gender (Female), and Marital Status (Married).
- Company Assignment:** Lists details such as Date Of Employment (04/10/2019), Employee Group (Executive), Designation (Sales Manager), Organization Unit (OUT GROWER - MADULLA), User, Working Calendar (W001), Rate Profile (HR001), Payable Account, Hired, and Search Tag.
- Employee Role:** A dropdown menu currently set to "ACTIVE".
- Navigation and Action Bar:** Includes links for "Edit", "Duplicate", "Action", "Attachments", and "Posts". It also shows notifications for 906 and 1146 items.

Figure 102: Employee information

### 7.3 Vehicle Gate Pass

The Vehicle Pass Gate form can be raised as the request to reserve a vehicle from any department of the organization and also to record the vehicle trip details where check-out & check-in details, requestee, the purpose of the trip, mileage, allocated driver, fuel level, and allocated other resources to the trip can be traced. Gate passes can be raised from any department as a request, where this can be canceled or edited prior to the trip's start.

Once the gate pass is raised, and the reservation will go through a workflow to be approved. Upon approval, an SMS message will be sent to the driver mentioning the reservation.



The screenshot shows the 'Vehicle Gate Pass' application interface. At the top, there is a purple header bar with the 'entusion' logo and various navigation icons. Below the header, the main content area is divided into several sections:

- Summary:** Displays basic information: Book No: GP01, Document Date: 05/13/2022, Document No: GP/22/05/13/..., Post Date: 05/13/2022, Post Business Unit: SHW, Due Date: 05/13/2022.
- Check-Out Details:** Shows Check-out Date Time (00 : 00), Check-out Mileage (0), Check-out Fuel Level (0%), Check-out Location, and Check-out Driver.
- Check-In Details:** Shows Check-in Date Time (00 : 00), Check-in Mileage (0), Check-in Fuel Level (0%), Check-in Location, and Check-in Driver.
- Estimation Detail:** Shows Estimated Check-out Date Time (05/13/2022, 08 : 00) and Estimated Check-in Date Time (05/14/2022, 15 : 30).
- Resources:** A section for allocating resources, currently showing 'Helper'.
- Status:** A progress bar indicating 0% completion.

Figure 103: Vehicle gate pass

## 7.4 Vehicle Maintenance

Maintenance can be automatically scheduled for the vehicles to be alerted based on the mileage of the vehicle. This will have to configure through the fixed asset module, preventive maintenance.

## 7.5 System Notifications

Automatic notifications can be arranged against the following scenarios under the fleet management module, based on a given date and time. Notification can be in the form of an email or a system alert that can be scheduled to be generated on a defined date and time.

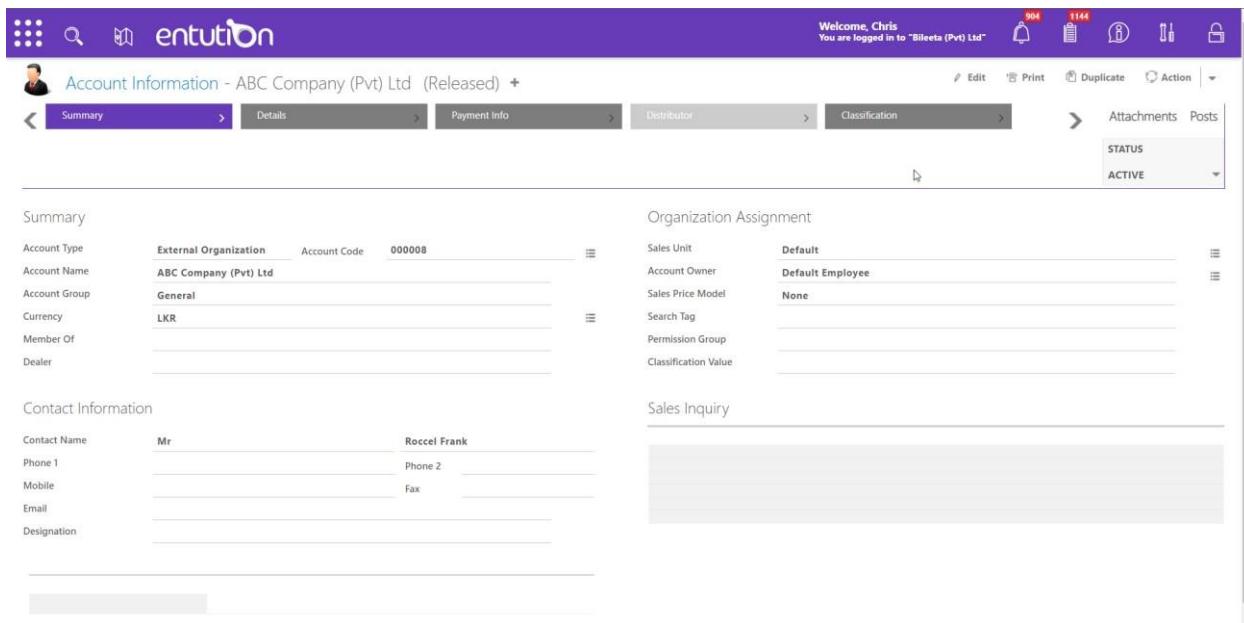
- Vehicle insurance renewals can be scheduled and, these can be alerted to users before the renewal date.

## 8 Sales & Marketing Module

The Sales & Marketing Module enables making customer quotations and sales orders, and post-sales functions such as creating sales invoices, issuing receipts against the payments, creating credit and debit notes, and sales returns.

### 8.1 Account Information

The Account Information form allows users to record customer information of the organization along with an assigned sales team as well as an account manager.



The screenshot shows the 'Account Information' screen for 'ABC Company (Pvt) Ltd'. The top navigation bar includes icons for search, refresh, and user profile, followed by the 'entusion' logo. The top right corner displays a welcome message: 'Welcome, Chris' and 'You are logged in to "Bileeta (Pvt) Ltd"'. There are notification counts for 904 and 1144, and icons for bell, print, duplicate, action, attachments, and posts. A status dropdown shows 'ACTIVE'.

The main content area is divided into several sections:

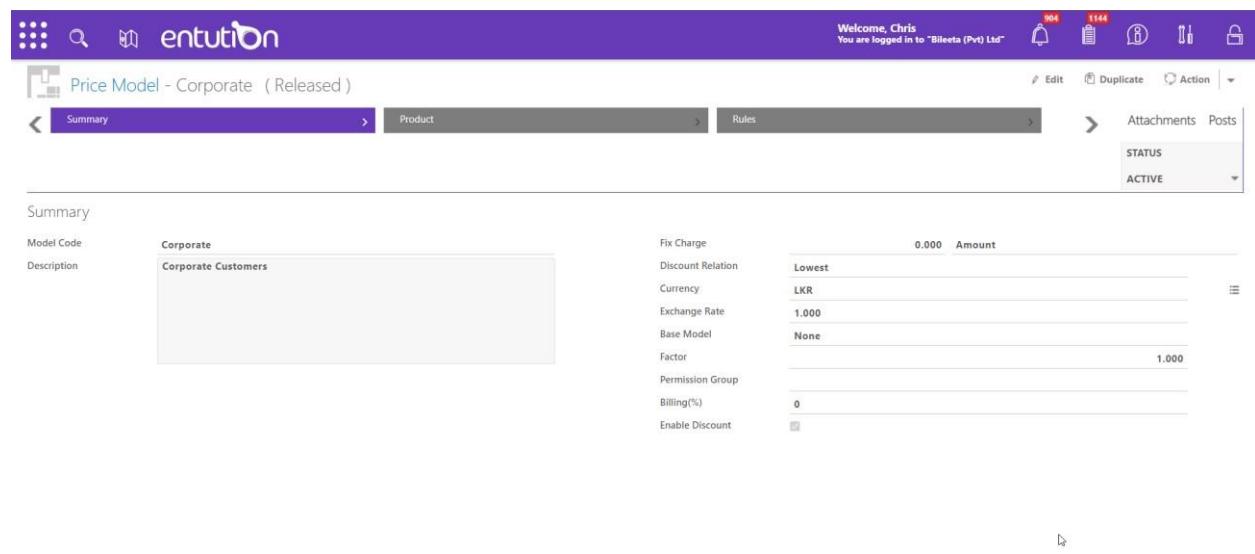
- Summary:** Contains fields for Account Type (External Organization), Account Name (ABC Company (Pvt) Ltd), Account Group (General), Currency (LKR), Member Of, and Dealer.
- Organization Assignment:** Contains fields for Sales Unit (Default), Account Owner (Default Employee), Sales Price Model (None), Search Tag, Permission Group, and Classification Value.
- Contact Information:** Contains fields for Contact Name (Mr. Roccel Frank), Phone 1, Phone 2, Fax, Email, and Designation.
- Sales Inquiry:** A large text area for sales inquiries.

Figure 104: Account information

## 8.2 Pricing Model & Pricing Rule

The Pricing Model allows users to define the organization's discount rates and free issues and select the relevant pricing rule. Also, a single pricing model can have multiple pricing rules. A model can be linked to a customer to manage different pricing schemes per different customers.

The Pricing Rule allows users to define the process of discount structures for sales transactions and users will be able to define the rules product-wise, customer-wise & payment term-wise. In addition, this form allows for scheduling pricing rules for a selected date range and users can edit or inactive a pricing rule at any time.

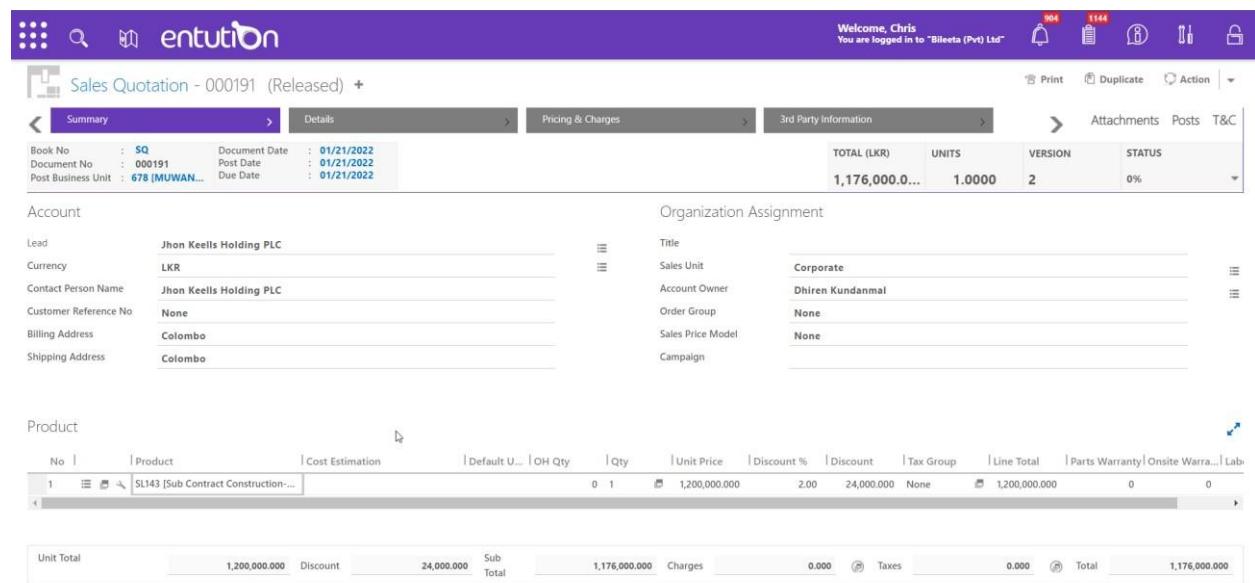


The screenshot shows the entusion software interface for managing Price Models. The top navigation bar includes a search icon, a user profile for 'Chris', and various system status indicators (94 notifications, 1144 pending tasks). The main title is 'Price Model - Corporate (Released)'. Below the title, there are tabs for 'Summary', 'Product', 'Rules', and 'Attachments/Posts'. The 'Summary' tab is active, showing a table with columns for Model Code (Corporate), Description (Corporate Customers), Fix Charge (0.000), Amount (0.000), and other settings like Discount Relation (Lowest), Currency (LKR), Exchange Rate (1.000), and Factor (None). The 'Attachments' tab is visible on the right.

Figure 105: Price Model

### 8.3 Sales Quotation

The Sales Quotation form allows users to select potential customers and send quotations for the requested products. Users can fill the customer's requirements in terms of the desired quantity and expected delivery date. Hence, based on desired requirements the system can generate an email or a print template for the selected customer to send sales quotations. Once the customer approves the quotation, users can proceed with the sales process journey.



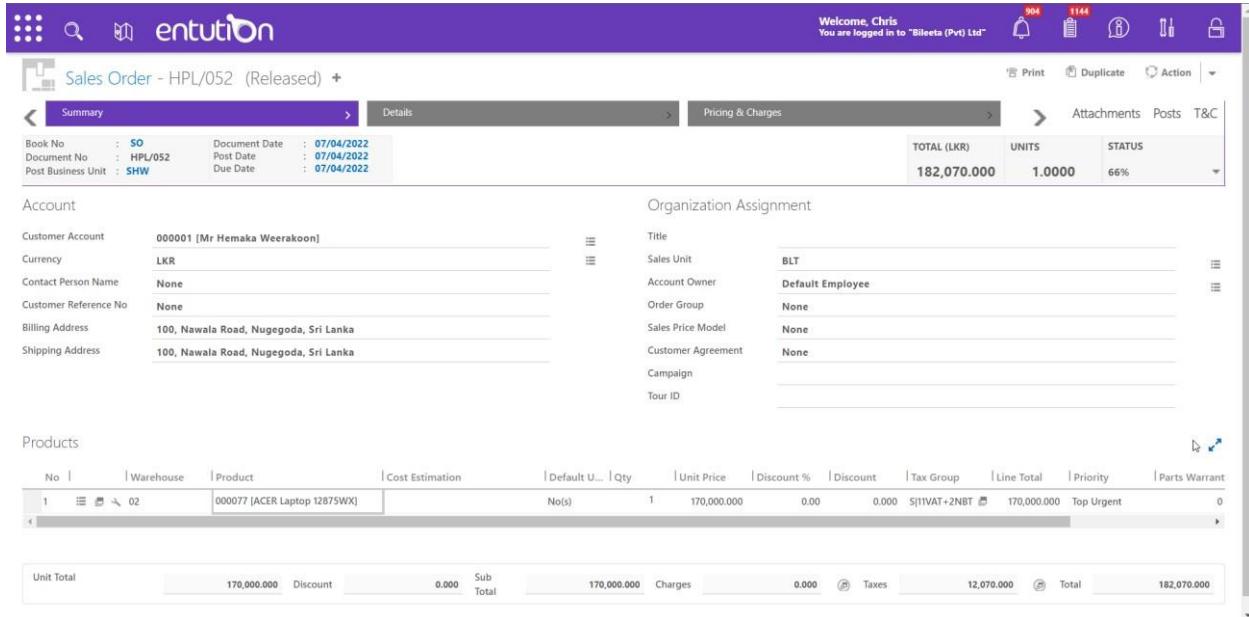
No	Product	Cost Estimation	Default U...	OH Qty	Qty	Unit Price	Discount %	Discount	Tax Group	Line Total	Parts Warranty	Onsite Warra...	Lab...
1	SL143 [Sub Contract Construction-...			0	1	1,200,000.000	2.00	24,000.000	None	1,200,000.000	0	0	

Unit Total	1,200,000.000	Discount	24,000.000	Sub Total	1,176,000.000	Charges	0.000	(@) Taxes	0.000	(@) Total	1,176,000.000
------------	---------------	----------	------------	-----------	---------------	---------	-------	-----------	-------	-----------	---------------

Figure 106: Sales quotation

## 8.4 Sales Order

The Sales orders can be placed to issue items to customers based on credit terms, User can convert an approved quotation to an order or rise a direct order based on the requirement.



The screenshot shows the entusion Sales Order interface. At the top, there's a purple header bar with the entusion logo and a search icon. The main title is "Sales Order - HPL/052 (Released)". Below the title, there are tabs for "Summary", "Details", "Pricing & Charges", "Attachments", "Posts", and "T&C". The "Summary" tab is selected. It displays basic document details: Book No: SO, Document No: HPL/052, Post Business Unit: SHW, Document Date: 07/04/2022, Post Date: 07/04/2022, Due Date: 07/04/2022. To the right, there are fields for "TOTAL (LKR)", "UNITS", and "STATUS", with values 182,070.000, 1.0000, and 66% respectively. On the far right of the header, there are icons for Print, Duplicate, Action, Attachments, Posts, and T&C.

**Account**

Customer Account	000001 [Mr Hemaka Weerakoon]
Currency	LKR
Contact Person Name	None
Customer Reference No	None
Billing Address	100, Nawala Road, Nugegoda, Sri Lanka
Shipping Address	100, Nawala Road, Nugegoda, Sri Lanka

**Organization Assignment**

Title	
Sales Unit	BLT
Account Owner	Default Employee
Order Group	None
Sales Price Model	None
Customer Agreement	None
Campaign	
Tour ID	

**Products**

No	Warehouse	Product	Cost Estimation	Default U...	Qty	Unit Price	Discount %	Discount	Tax Group	Line Total	Priority	Parts Warrant
1	02	000077 [ACER Laptop 12875WX]		No(s)	1	170,000.000	0.00	0.000	5 11VAT+2NBT	170,000.000	Top Urgent	0

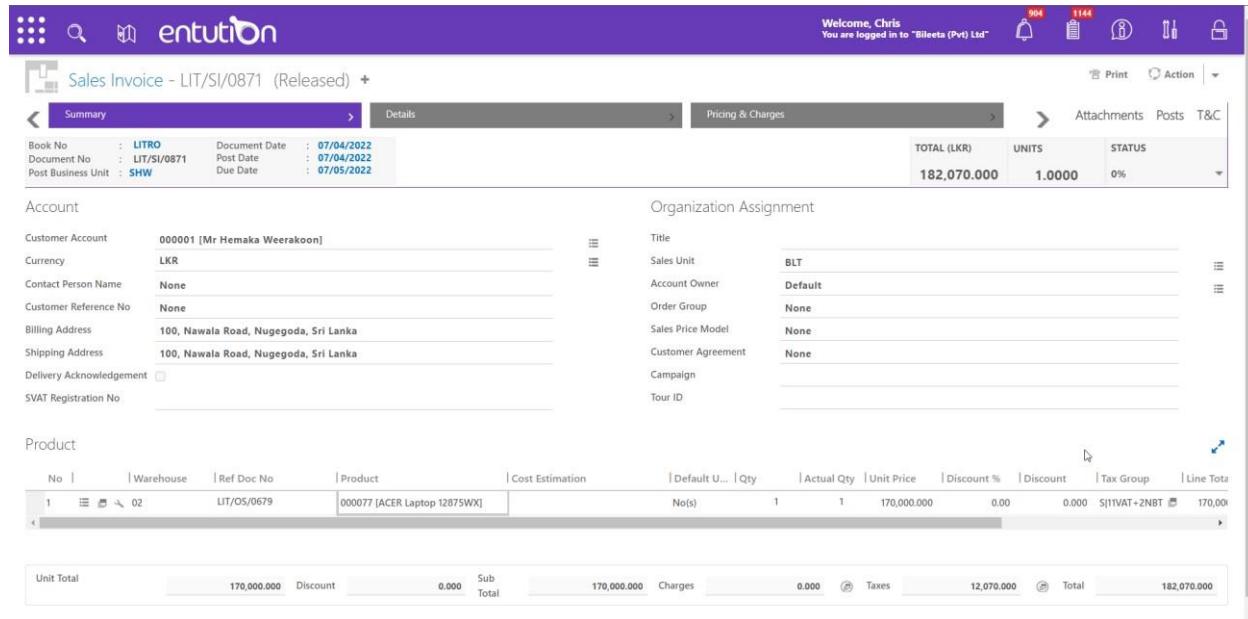
**Unit Total**

170,000.000	Discount	0.000	Sub Total	170,000.000	Charges	0.000	Taxes	12,070.000	Total	182,070.000
-------------	----------	-------	-----------	-------------	---------	-------	-------	------------	-------	-------------

Figure 107: Sales order

## 8.5 Sales Invoice

The Sales Invoice allows users to raise an invoice towards the customer stating the products, prices, discounts, and taxes against the items bought. This will create a system receivable to be settled against the receipt of funds.



**Summary**

Book No : LITRO	Document Date : 07/04/2022
Document No : LIT/SL/0871	Post Date : 07/04/2022
Post Business Unit : SHW	Due Date : 07/05/2022

**Pricing & Charges**

TOTAL (LKR)	UNITS	STATUS
182,070.000	1.0000	0%

**Account**

Customer Account : 000001 [Mr Hemaka Weerakoon]	Title : BLT
Currency : LKR	Sales Unit : Default
Contact Person Name : None	Order Group : None
Customer Reference No : None	Sales Price Model : None
Billing Address : 100, Nawala Road, Nugegoda, Sri Lanka	Customer Agreement : None
Shipping Address : 100, Nawala Road, Nugegoda, Sri Lanka	Campaign : None
Delivery Acknowledgement : <input checked="" type="checkbox"/>	Tour ID :
SVAT Registration No :	Organization Assignment :

**Product**

No	Warehouse	Ref Doc No	Product	Cost Estimation	Default U... Qty	Actual Qty	Unit Price	Discount %	Discount	Tax Group	Line Total
1	02	LIT/OS/0679	000077 [ACER Laptop 12875WX]	No(s)	1	1	170,000.000	0.00	0.000	S 11VAT+2NBT	170,000

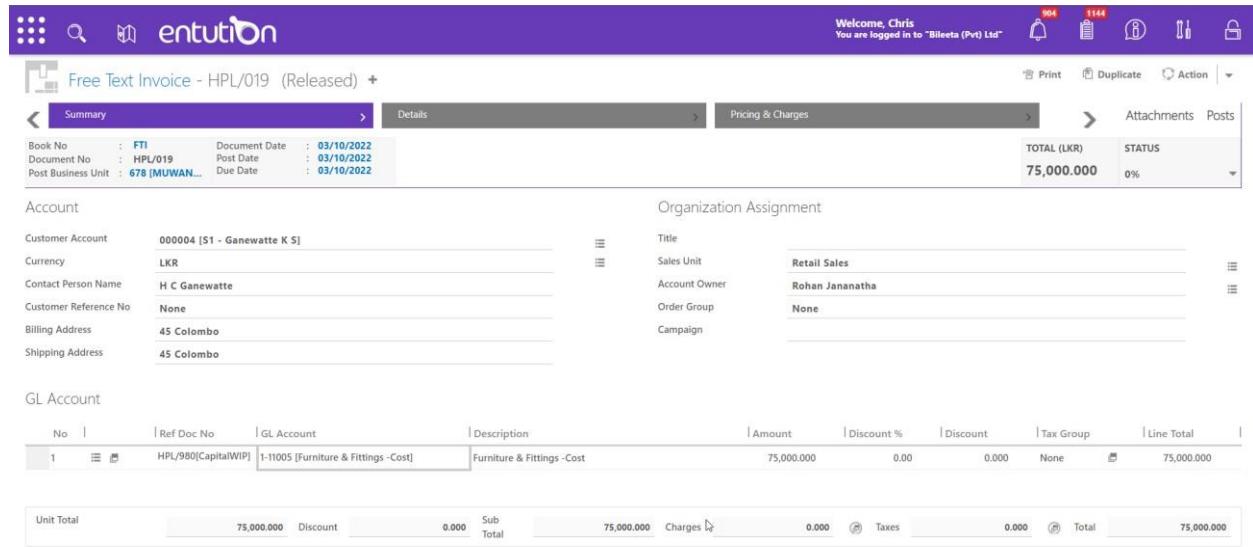
**Summary**

Unit Total : 170,000.000	Discount : 0.00	Sub Total : 170,000.000	Charges : 0.000	Taxes : 12,070.000	Total : 182,070.000
--------------------------	-----------------	-------------------------	-----------------	--------------------	---------------------

Figure 108: Sales invoice

## 8.6 Free Text Invoice

The Free Text invoice is used as a sales invoice to sell disposed fixed assets. It acts in the same manner as a general invoice in functionality, but can only sell assets as the item.



**Free Text Invoice - HPL/019 (Released) +**

Summary		Details		Pricing & Charges		Attachments Posts	
Book No : FTI	Document Date : 03/10/2022	Post Date : 03/10/2022	Due Date : 03/10/2022	TOTAL (LKR)	STATUS	75,000.000	0%
Document No : HPL/019							
Post Business Unit : 678 [MUWAN...]							

**Account**

Customer Account : 000004 [S1 - Ganewatte K S]
Currency : LKR
Contact Person Name : H C Ganewatte
Customer Reference No : None
Billing Address : 45 Colombo
Shipping Address : 45 Colombo

**Organization Assignment**

Title : Retail Sales
Sales Unit : Rohan Jananatha
Account Owner : None
Order Group : None
Campaign : None

**GL Account**

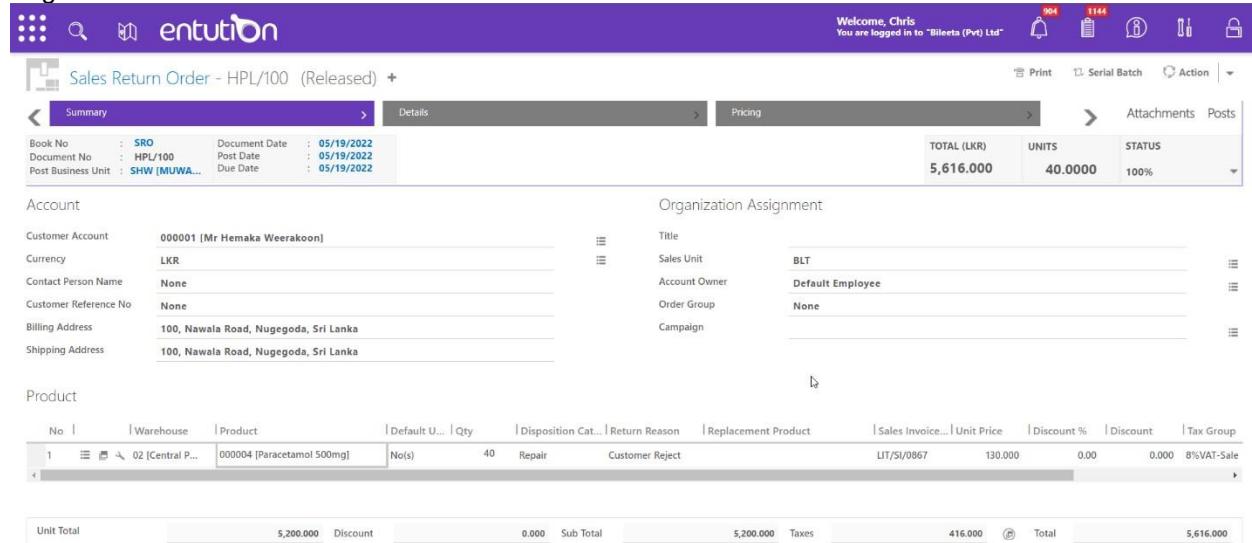
No	Ref Doc No	GL Account	Description	Amount	Discount %	Discount	Tax Group	Line Total
1	HPL/980[Capital/WIP]	I-11005 [Furniture & Fittings -Cost]	Furniture & Fittings -Cost	75,000.000	0.00	0.000	None	75,000.000

Unit Total	75,000.000	Discount	0.000	Sub Total	75,000.000	Charges	0.000	Taxes	0.000	Total	75,000.000
------------	------------	----------	-------	-----------	------------	---------	-------	-------	-------	-------	------------

Figure 109: Free text invoice

## 8.7 Sales Return Process

The Sales Return Order form allows users to record returning products from the customer. Users can view all the sales invoices that have been raised under the selected customer. Hence, users will be able to search the sales or product that needs to return by serial number, batch number, & product code and continue with the sales return process. Users can perform invoice-based returns or direct returns if the original invoice is unknown.



**Sales Return Order - HPL/100 (Released) +**

**Summary** > **Details** > **Pricing** > **Attachments Posts**

		TOTAL (LKR)		UNITS	STATUS
Book No : SRO	Document Date : 05/19/2022	5,616.000		40.0000	100%
Document No : HPL/100	Post Date : 05/19/2022				
Post Business Unit : SHW [MUWA...]	Due Date : 05/19/2022				

**Account**

Customer Account : 000001 [Mr Hemaka Weerakoon]	Title :
Currency : LKR	Sales Unit : BLT
Contact Person Name : None	Account Owner : Default Employee
Customer Reference No : None	Order Group : None
Billing Address : 100, Nawala Road, Nugegoda, Sri Lanka	Campaign :
Shipping Address : 100, Nawala Road, Nugegoda, Sri Lanka	

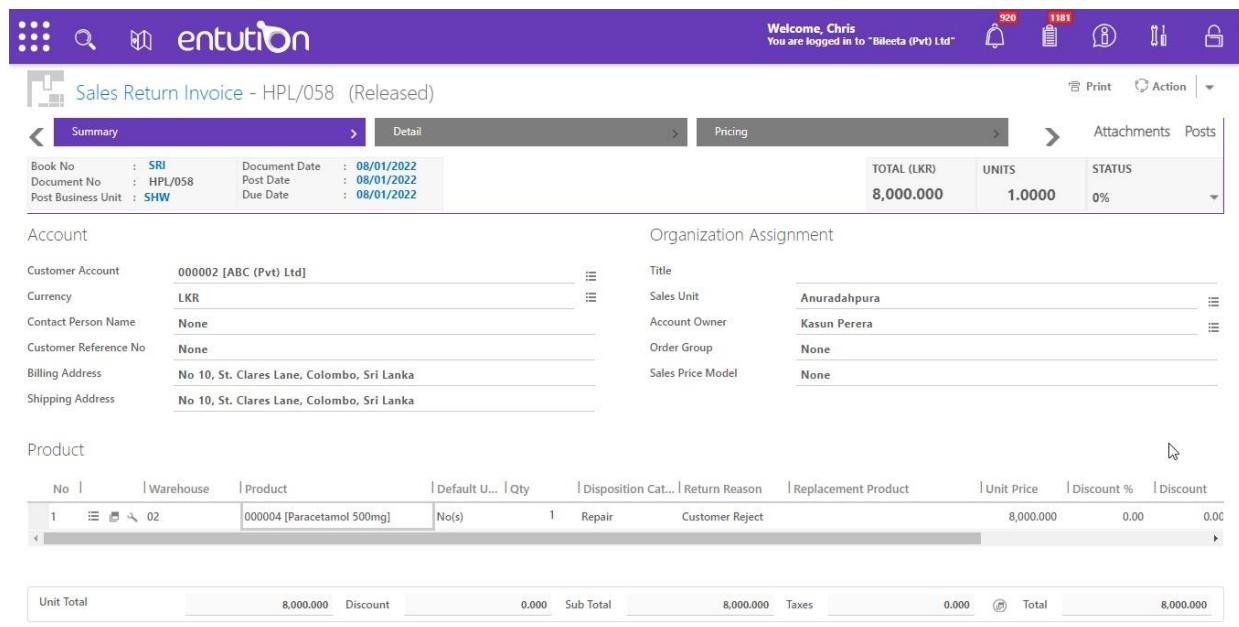
**Product**

No	Warehouse	Product	Default U...	Qty	Disposition Cat...	Return Reason	Replacement Product	Sales Invoice...	Unit Price	Discount %	Discount	Tax Group
1	02 [Central P...	000004 [Paracetamol 500mg]	No(s)	40	Repair	Customer Reject	LIT/SI/0867	130.000	0.00	0.000	8%VAT-Sale	

**Organization Assignment**

Unit Total : 5,200.000	Discount : 0.000	Sub Total : 5,200.000	Taxes : 416.000	Total : 5,616.000
------------------------	------------------	-----------------------	-----------------	-------------------

Figure 110: Sales Return order



**Sales Return Invoice - HPL/058 (Released) +**

**Summary** > **Detail** > **Pricing** > **Attachments Posts**

		TOTAL (LKR)		UNITS	STATUS
Book No : SRI	Document Date : 08/01/2022	8,000.000		1.0000	0%
Document No : HPL/058	Post Date : 08/01/2022				
Post Business Unit : SHW	Due Date : 08/01/2022				

**Account**

Customer Account : 000002 [ABC (Pvt) Ltd]	Title :
Currency : LKR	Sales Unit : Anuradhapura
Contact Person Name : None	Account Owner : Kasun Perera
Customer Reference No : None	Order Group : None
Billing Address : No 10, St. Clares Lane, Colombo, Sri Lanka	Sales Price Model : None
Shipping Address : No 10, St. Clares Lane, Colombo, Sri Lanka	

**Product**

No	Warehouse	Product	Default U...	Qty	Disposition Cat...	Return Reason	Replacement Product	Unit Price	Discount %	Discount
1	02	000004 [Paracetamol 500mg]	No(s)	1	Repair	Customer Reject		8,000.000	0.00	0.00

**Organization Assignment**

Unit Total : 8,000.000	Discount : 0.000	Sub Total : 8,000.000	Taxes : 0.000	Total : 8,000.000
------------------------	------------------	-----------------------	---------------	-------------------

Figure 111 Sales Return Invoice

## 8.8 Consignment Sales Process

This is not a feature that's available in the system, we will offer the following workaround, based on the fact that this was not specified on the RFP.

### Requirement

IBSL is selling third-party owned material, where the operation is as follows. These inventory items will be transferred to a warehouse location, restricted only for the consignment process. Users need to see the stock availability on this location at any given time, while also this inventory is not owned by IBSL hence they will not appear under the company balance sheet.

The sale is made through the POS, however, when a consignment item is billed to a customer, there will be a percentage revenue taken by IBSL, where the balance is to be created as payable to the consignment supplier. Where it can be paid off as a general supplier payment.

Also, the user should have the flexibility to change the revenue percentage of a consignment invoice on the system when required.

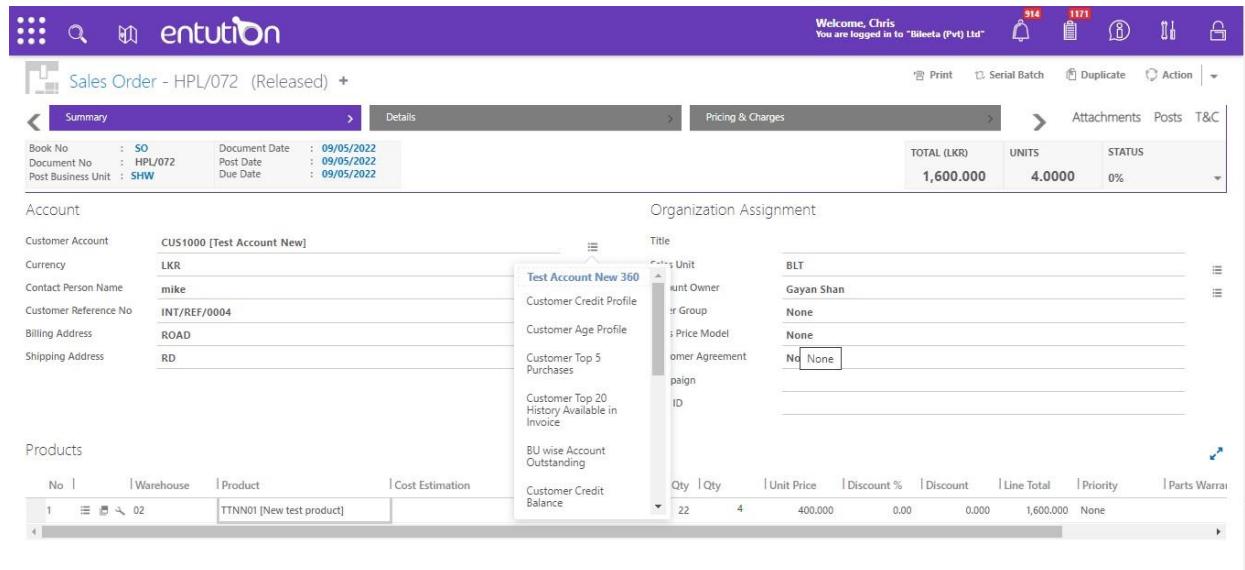
### Workaround

We propose have a separate product category as “Consignment” and use a separate designated “Consignment Warehouse” to maintain the stock. The general purchasing journey can be used, where a PO and a GRN need to be placed. Once the GRN is placed stocks will be ready to be sold by the POS. And once a sale is made users will have to process a supplier payment against the consignment vendor. The payment amount is not automatically provided by the system, user must calculate this and enter to the system.

## 8.9 Sales Widgets

These will allow users to access the following information at any transaction form related to Sales modules.

- Sales History
- Customer credit profile
- Customer aging



The screenshot shows a sales order interface for document HPL/072. At the top, there's a purple header bar with the entution logo and a navigation bar with tabs like Summary, Details, Pricing & Charges, and Attachments. The main area displays customer details (Customer Account: CUS1000, Currency: LKR, Contact Person Name: mike), product details (Product: TTN001 [New test product]), and financial summary (TOTAL (LKR): 1,600.000, UNITS: 4.0000, STATUS: 0%). On the right, there's a sidebar titled "Organization Assignment" showing title, contact owner, group, price model, and agreement details. Below the main area, there's a table for "Customer Credit Balance" with columns for Qty, Qty, Unit Price, Discount %, Discount, Line Total, Priority, and Parts Warrant.

Figure 112: Customer widget

## 9 Investment Portfolio Management

The main outcomes of portfolio management are,

- Accrued interest income to the bank accounts
- Calculate the fair value of the investment in each month

### Investment Asset Types

- Fixed Deposits
- Treasury Bills
- Treasury Bonds
- Repurchase Agreements (Repos)

### Fixed Deposits

- IBSL invests in multiple types of Fixed Deposits in different Bank Accounts.
- Before investing, they evaluate the credit score of the bank and grade them according to the credit score. IBSL wants to record the grading score in the system and validate the score before investing.

Bank	Grade
Sampath Bank	A
Commercial Bank	A-
Bank of Ceylon	B

Table 1 Bank Credit Score Grading

- Eg – System should only allow investing in banks that are graded as A & A-.
- Fixed Deposits generate a monthly income from Interest; however, Income is not debited to the bank account every month, but income should be accrued (Receivable). Interest Income should be calculated daily based and not monthly. IBSL requests auto-generated JV posting as below.
  - DR Interest Income Receivable ○ CR Interest Income
- Since there are multiple Fixed Deposit accounts, IBSL requests one fixed deposit GL account and they should be able to analyze Fixed Deposits in the Portfolio Management,
  - Fixed Deposit Value
  - Fixed Deposit Breakdown (Amount, Bank) ○ Fixed Deposit wise Interest Income
- The system should allow the recording of Bank holidays in Sri Lanka and change the interest rate in scenarios as below.
  - If a Fixed Deposit matures on a bank holiday, the proceeds will receive on the next working date. The interest rate will differ on bank holidays; Therefore, the system should have an option to change the interest % for these bank holidays.
  - Note - The special interest rate will be notified to the client after the FD matures.
  - If uplifting a Fixed Deposit, before the maturity date, the same scenario as above is applied here. (*Same interest rate upliftment or reduced rate upliftment*)

- Due to certain Bank charges or other expenses, the Interest Calculation between the bank and the company could be different. Therefore, the system should be able to adjust these differences. (*Similar to the Bank Reconciliation*)
- Withholding Tax could be added in 2023, therefore the system should have an option to calculate the withholding tax of each Fixed Deposit.

## Treasury Bills

- IBSL invests in Treasury Bills through banks. The same scenarios as Fixed deposits will be applied to Treasury Bills.

## Treasury Bonds (Amortization method)

- IBSL Invests in Treasury Bonds through banks and the government offers Treasury Bonds at a discounted price, premium price (Purchases at a higher price), or par value.
- The Coupon Interest of the Treasury Bond is offered every 6 months and Interest is calculated based on the face value of the Treasury Bond.
  - Coupon Interest Rate is the Interest Rate offered by the Government
- At the end of the Treasury Bond, IBSL will receive the total amount offered from the Treasury Bond & the total coupon interest income. Since the accrual concept breaks from this calculation method, IBSL amortizes the invested amount. (*Income is not equally distributed over the years*)
  - The system should be able to calculate an Effective Interest Rate (EIR%) for each Treasury Bond. (*Similar to IRR*)
  - The system should be able to amortize the Treasury Bond using the EIR% rate.
  - If IBSL purchases a Treasury Bond at a premium value or discount amount, the system should be able to amortize the premium amount or discount amount using the EIR% rate
  - The Calculations should be done monthly (Monthly Entries) and should use days for the calculations.

## Repurchase Agreements (Repos)

- IBSL Invest in Repurchase Agreements (Repos) and calculations will be similar to treasury bills.

## 10 POS Functionalities

The POS system is a fully integrated software solution with Entution ERP and enables the organization to perform retail sale transactions. The system offers users an easy-to-use interface, On-line and Off-line transactions, and approvals.

The following are features of the POS system.

- Billing (POS).
- Sales Return capturing.
- Discount configuration at billing.
- Multiple Sales Channels – Configure direct sales and consignment sales.
- Item selection through barcode Scanning.
- Multiple pay modes.
- Free issue billing – can be handled through a 100% discount.
- Bill Holding
- Manager authentication (Eg: Approval for special discounts)
- Invoice printing on 3ply(copy) paper
- Cash Out – Track money withdrawals from the drawer
- Multiple shift management
- Day-end & Shift-wise cash reconciliation process to control.

## 11 Integrations

### 11.1 POS Integration

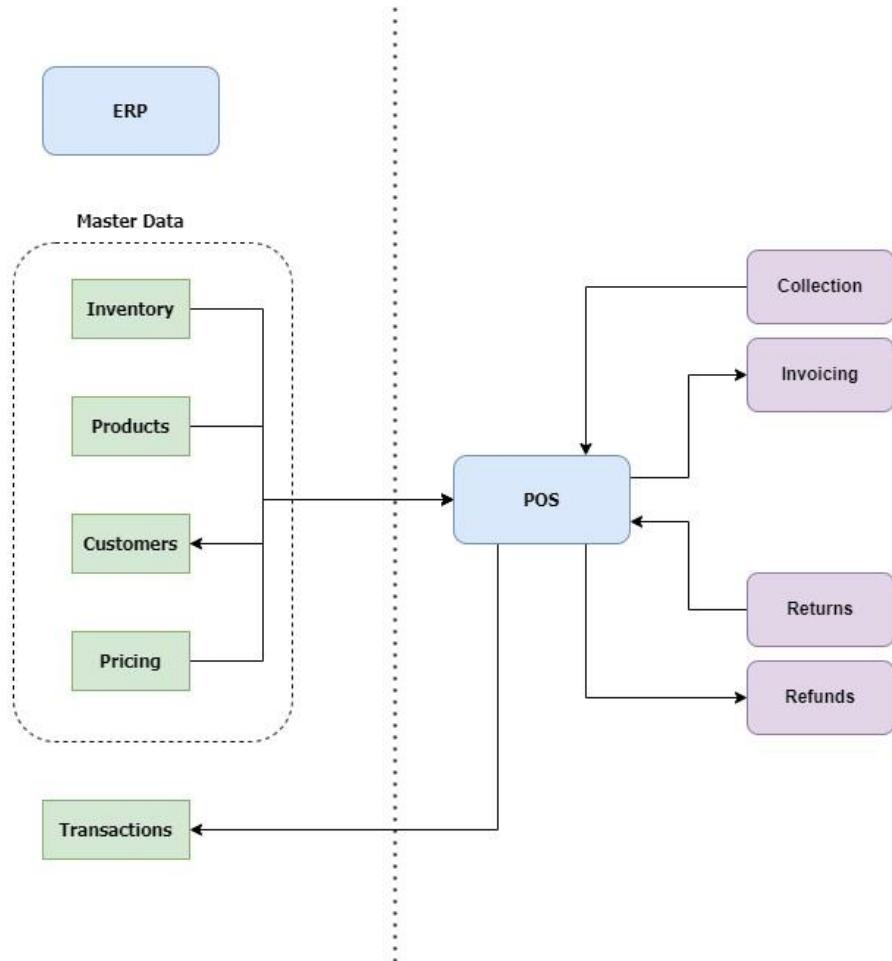


Figure 113: ERP to POS Integration

Integration points are as follows.

- Product master create / update – ERP to POS (One Way)
- Customer Master create / update – ERP to POS & POS to ERP (Two Way)
- Inventory at hand – ERP will have a designated warehouse which will be integrated with POS inventory – ERP to POS & POS to ERP (Two Way)
- Sales Invoices/returns/receipt/refund – These transactions will be integrated from POS to ERP at the creation

## 11.2 Student Management Integration

### 11.2.1 Master Data Integration

- The Master Data Integration between Earrow & Entution will be as below diagram.

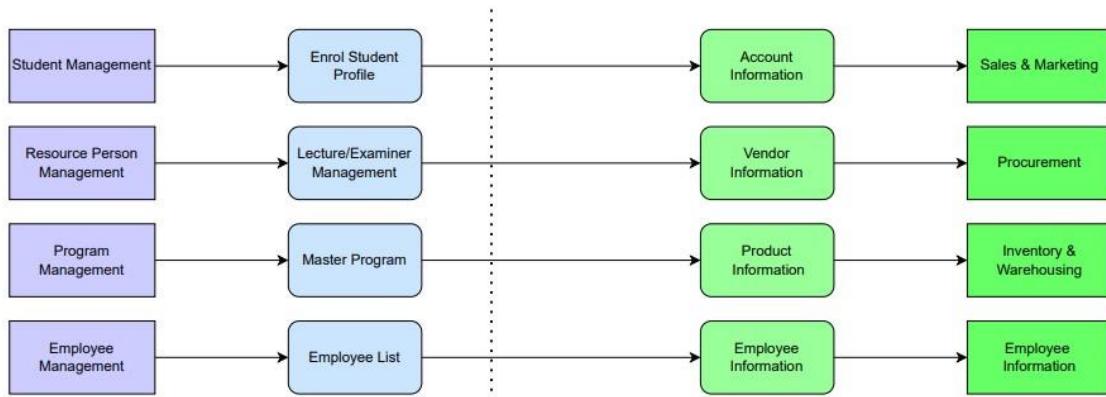


Figure 114 Master Data Integration

- Integration Points**
  - Students will be generated from the Earrow & should be generated as Account Information in the Entution.
  - Resource Persons will be generated from the Earrow & should be generated as vendors in the Entution.
    - E.g. Diploma Students – 1st Batch
    - Programs will be generated from the Earrow system & Once a Program & Program Batch is created from the Earrow, both Program and Program Batch should be generated in the Entution.
    - E.g. Diploma Program - 1<sup>st</sup> Batch.
    - Employee List will be generated from the Earrow system & should be generated as Employee Information in the Entution.

### 11.2.2 Transaction Integration

#### Sales & Marketing and Procurement Modules Integration

- Sales & Marketing and Procurement Integration between Earrow & Entution will be as below diagram.

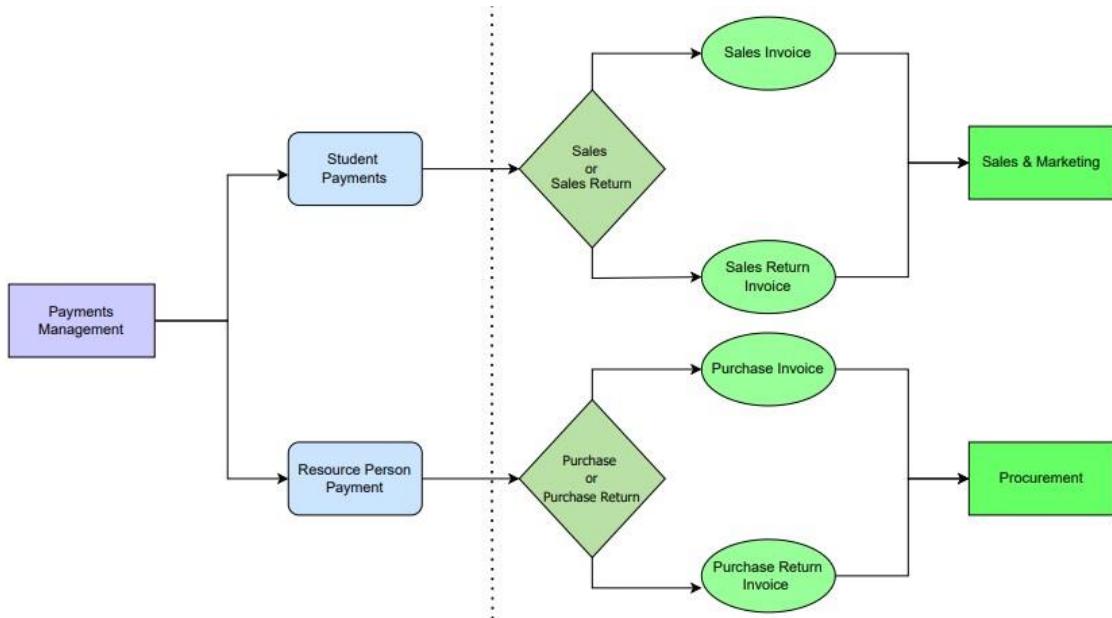


Figure 115 Sales & Procurement Intergration

- Integration Points**
  - Student Payments

→ Students can pay the Course fees in full or partially. Since IBSL recognizes revenue monthly basis, Sales Invoices should be generated automatically in the Entution. Therefore, at the beginning of the month, Earrow should proceed with the monthly sales invoices to the Entution.

- Resource Person Payments

→ Resource Person (*Contract Basis Employee*) payments should proceed from the Earrow to Entution and it should be automatically generated as Purchase Invoice in the Entution. (E.g. Examination Payable - COS)

### 11.2.3 Finance Module Integration

- Finance Integration between Earrow & Entution will be as below diagram.

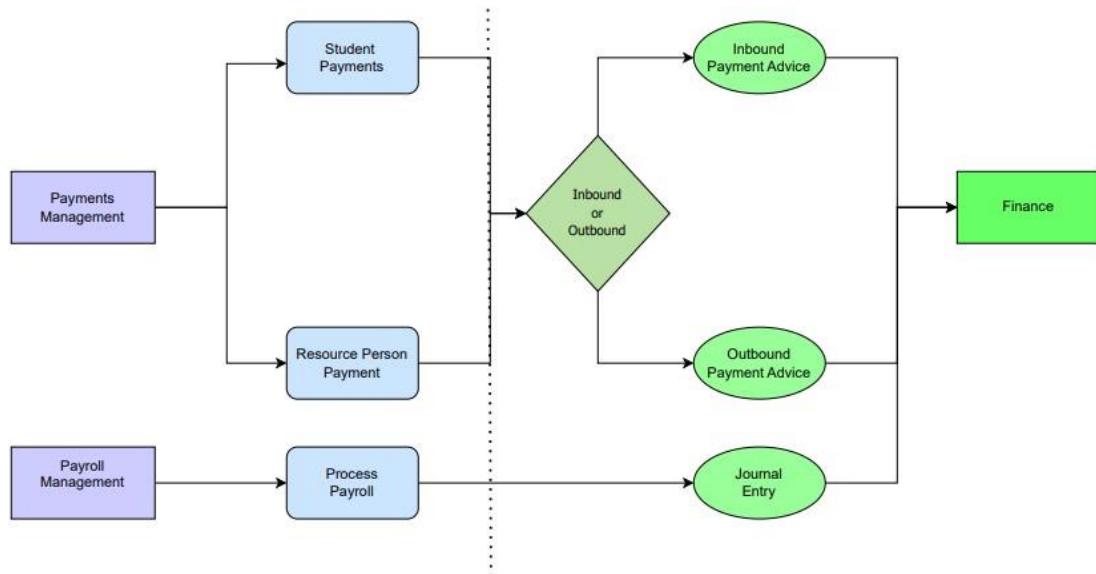


Figure 116 Finance Integration

- The course advance payments made by students should proceed to Entution from the Earrow and set off against generated inbound payment advice (*Via Sales Invoice*). IBSL requests to automate this process.
- Earrow should Identify the course payment breakdown (*Registration, Course Fee, and Exam fees*) with the SBU wise and proceed to Entution.
- Students make payments via Earrow IPG, Direct Bank Deposits & Counter Payments (*send payment slips to the IBSL*). The IBSL retains unidentified payments as CA in the accounts and these payments could be a payment settlement or an advance payment.
  - Entution should retain these amounts in Unidentified Income and reconcile the banks and manually set off once the payment is recognized. Once recognized, Entution should proceed back to the Earrow system.
- Student refund approval process will proceed from the Earrow system. Once the process is approved, it should proceed to the Entution and Entution should generate refunds for the students.
  - If a student changes the program (If course fees increase, Student debit memo should raise)
- Student sponsorship process will be proceeded by Earrow (*Corporate discounts/A level passed students*). Entution should recognize sponsored students & sponsorship accounts and IBSL is required to recognize both sponsored students & other students.

- Exam Re-correction results will be identified from the Earrow and proceed to the Entution. Exam recorrecting fee should be posted to an advance account, and based on the results, it should be posted to the revenue or expense account.
- Convocation Fee payments (*IPG, Bank Transfer & Counter Payment*) should proceed from Earrow to Entution.
- HR & Payroll bulk payment entry will proceed from Earrow to Entution as a journal entry.



# KOHA

## Library Management System

### Software Requirement Specifications

Prepared for  
IBSL



# Revision History

Date	Description	Author	Comments
20.02.2023	V1.0	Thimanthi Hettiarachchi	Initial Draft

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# 1. Scope

This document covers all the requirements for the Library Management for IBSL. This software will provide a graphical environment in which the users of the system will be able to perform various operations that are associated with Library management. The system will have the ability to manage all the tasks related to library management.

# 2. General Description

## 2.1 Product Perspective

This proposed system is based on a SaaS model which plans to deliver the required features/functionalities listed in the Library Management System as well as cater to future needs and demands. This will cater to multiple third party/individual companies to have an independent Library Management function which can be accessed by specific users based on their user rights. In certain requirements, individuals will be given the rights to amend the records as needed.

# 3.Flow Diagrams

## 3.1 Circulation Management

### 3.1.1 Manage Circulation & Fines Rules

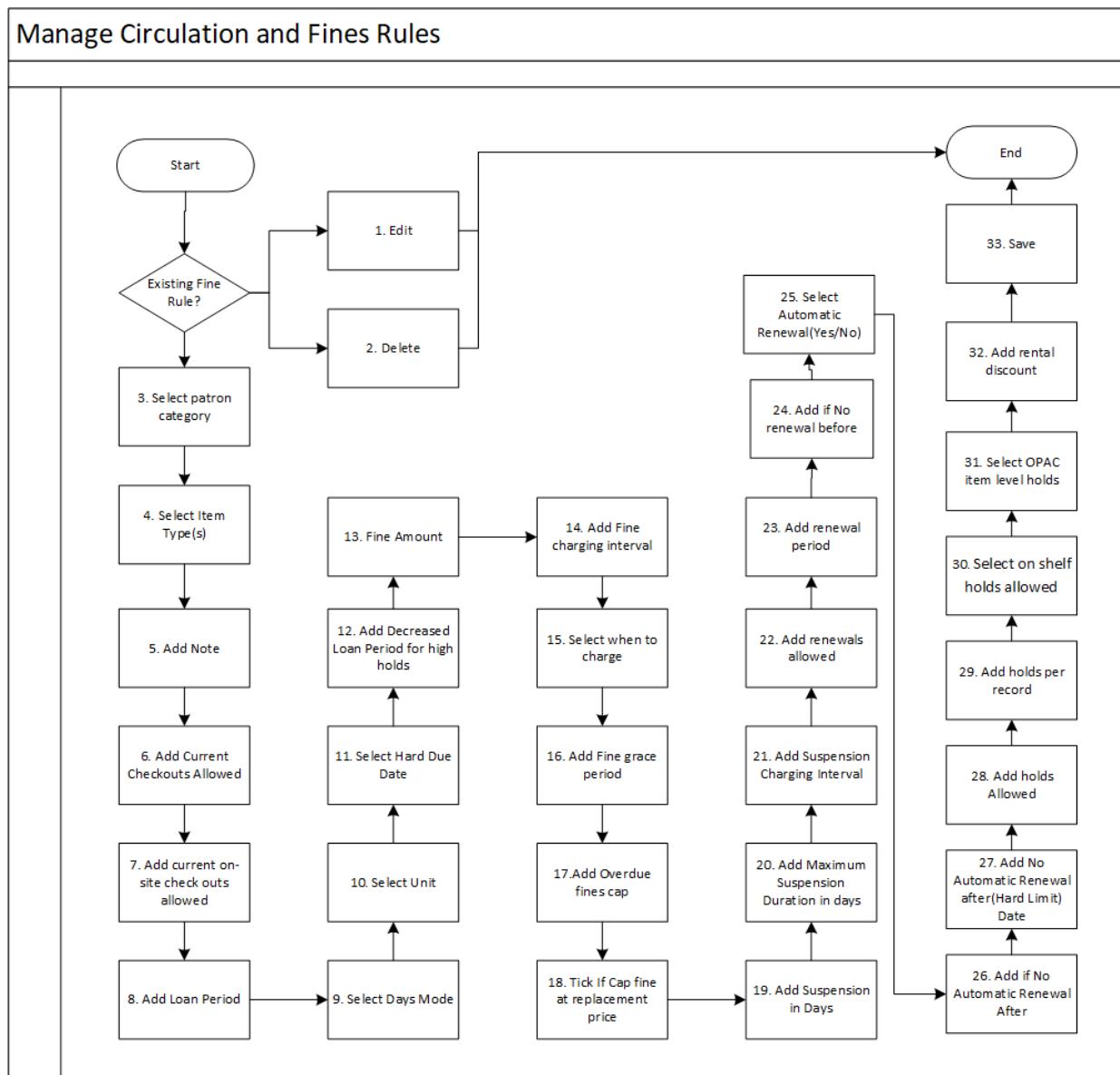


Figure 3.1.1: "Manage Circulation & Fines Rules" Flow Diagram

<b>3.1.1 Manage Circulation &amp; Fines Rules</b>	<b>Description:</b> User can define circulation and Fines Rules for Combinations of libraries, patron categories and item types  <b>Path:</b> Administration > Manage Circulation & Fines Rules
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	<b>Mandatory Fields:</b>
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<b>Pre-Conditions</b>	None
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Process ID#	Description	Actor
1	User can edit existing Fine Rules	
2	User can delete existing Fine Rules	
3	User can select patron category	Library Department
4	Select Item Type(Lending Book, ...)	Library Department
5	Add Notes if any	Library Department
6	Add current checkouts allowed	Library Department
7	Add onsite current checkouts allowed	Library Department
8	Add Loan Period	Library Department
9	Select Days Mode	Library Department
10	Select Unit	Library Department
11	Select Hard Due Date	Library Department
12	Add decreased loan period for high holds	Library Department
13	Add fine amount	Library Department
14	Add Fine Charging Interval	Library Department
15	Select when to charge	Library Department
16	Add fine grace period	Library Department
17	Add Overdue Fines Cap (Maximum Fine Amount)	Library Department
18	Tick if cap fine at replacement price	Library Department
19	Add suspension in days	Library Department
20	Add maximum suspension duration in days	Library Department

21	Add suspension charging interval	Library Department
22	Add renewals allowed(Count)	Library Department
23	Add renewal period	Library Department
24	Add if no renewal before	Library Department
25	Select automatic renewal(yes/no)	Library Department
26	Add if no automatic renewal after	Library Department
27	Add no automatic renewal after(hard limit) date	Library Department
28	Add Holds Allowed (in Total and Daily)	Library Department
29	Add Holds per record(count)	Library Department
30	Select on shelf holds allowed (Yes/ If any unavailable/If all unavailable)	Library Department
31	Select OPAC item level holds	Library Department
32	Add Rental discount	Library Department
33	save	Library Department

### 3.1.2 Manage Items

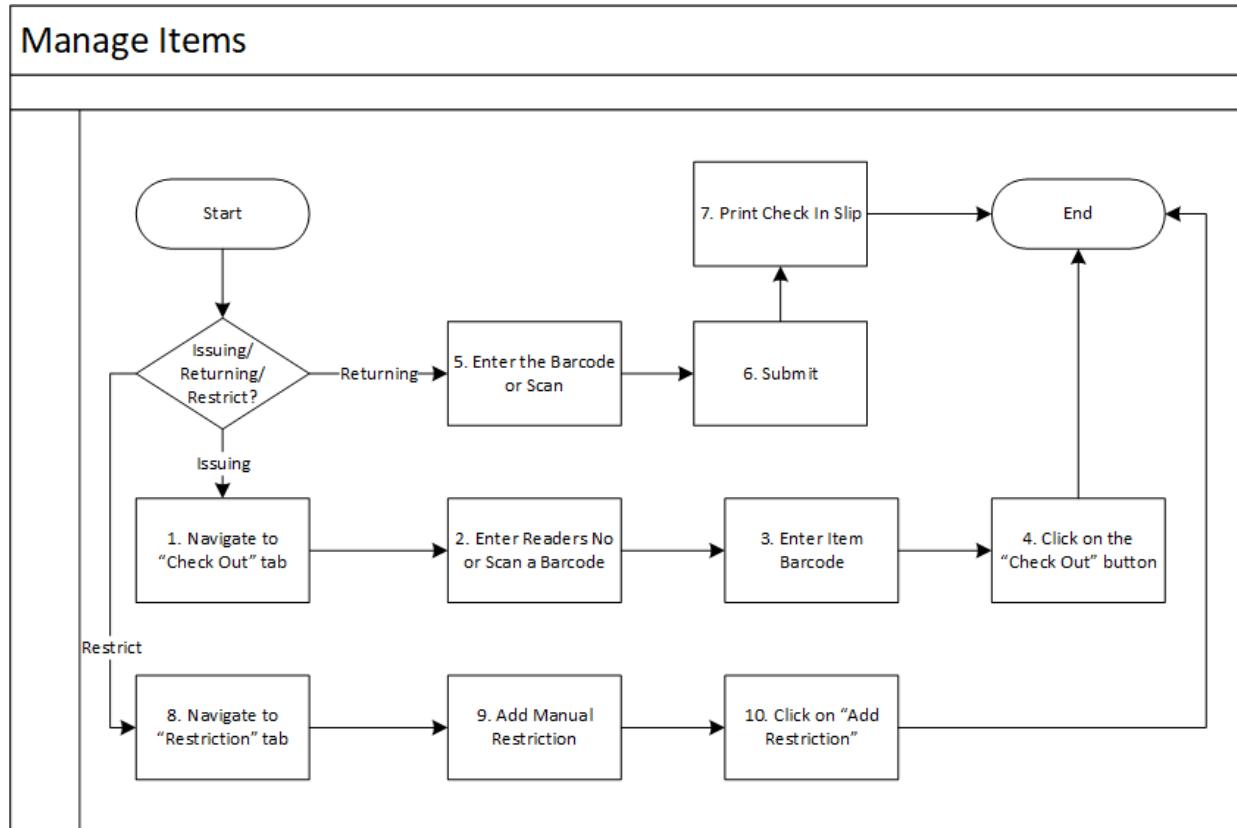


Figure 3.1.2: "Manage Items" Flow Diagram

<b>3.1.2 Manage Items</b>	<b>Description:</b> User will be able to add issuing items for readers, returning items from readers, restricted items  <b>Path:</b> Circulation > Check Out > "Check Out" tab Circulation > Check Out > "Restrictions" tab Circulation > Check In  <b>Mandatory Fields:</b>
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<b>Pre-Conditions</b>	None
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Process ID#	Description	Actor
1	If user wants issue an item, they need to navigate to "Check Out" tab	Library Department
2	User can enter reader's No or Scan the code	Library Department

3	Enter Item Barcode	Library Department
4	Click on the “Check Out” button	Library Department
5	When returning an item, user can navigate to “Check In” sub menu and enter the barcode or Scan	Library Department
6	Submit the code	Library Department
7	Once it has entered into the system, user will be able to print Check In Slip for the particular returned Item	Library Department
8	If user wants to restrict an item for a particular reader, user can navigate to the “Restriction” tab	Library Department
9	Add Manual Restriction 9.1 Add Comments 9.2 Add Expiration Date	Library Department
10	Click on the “Add Restriction” button	Library Department

## 3.2 Patrons Management

### 3.2.1 Manage Patron Categories

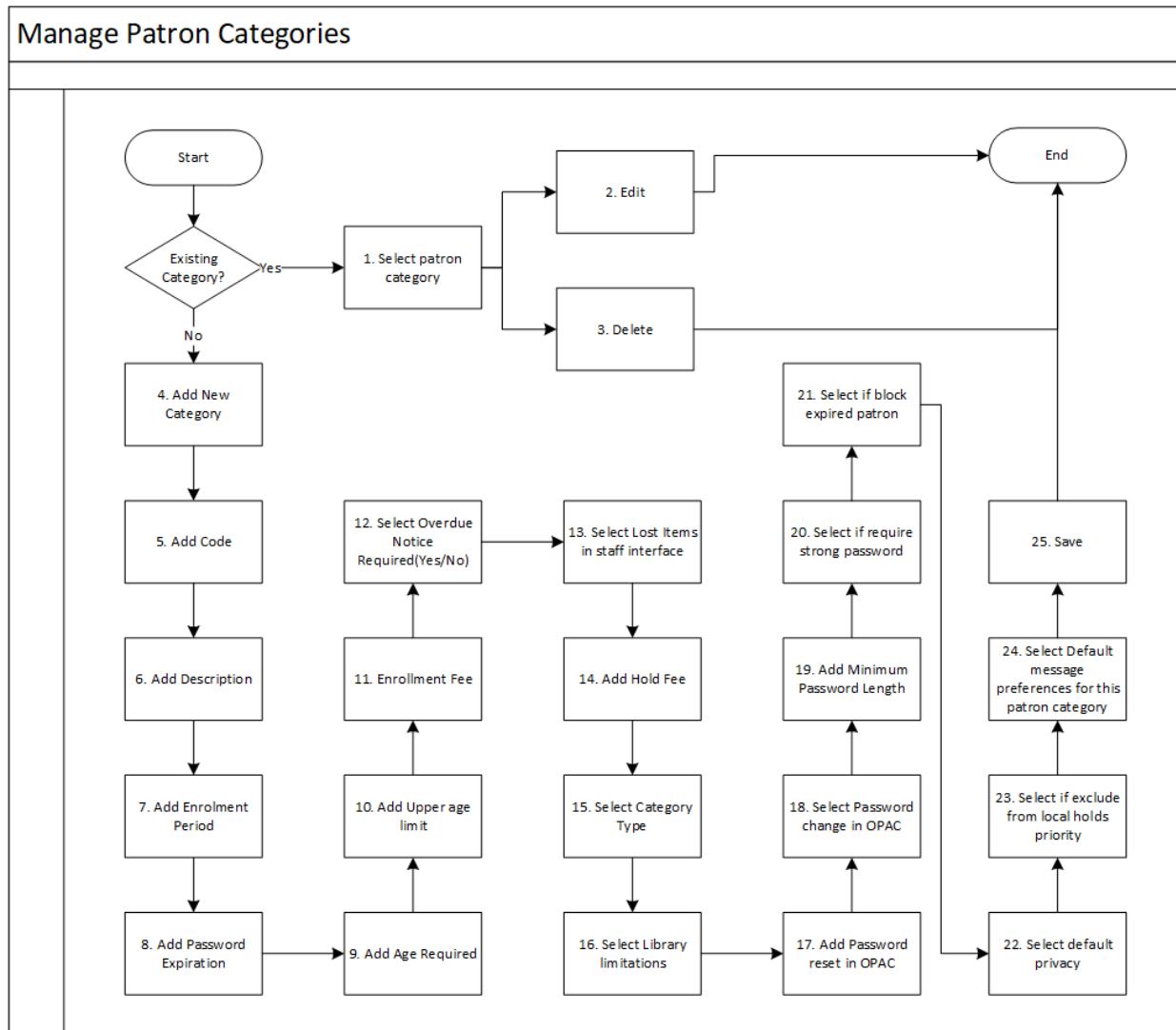


Figure 3.2.1: "Manage Patron Categories" Flow Diagram

<b>3.2.1 Manage Patron Categories</b>	<b>Description:</b> User will be able to define Libraries through here. <b>Path:</b> Administration > Manage Patron Categories <b>Mandatory Fields:</b> Code, Description, Category Type
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<b>Pre-Conditions</b>	None
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Process ID#	Description	Actor
1	If existing category, Select patron category	Library Department
2	User will be able to edit existing patron category	Library Department
3	User will be able to delete existing patron category	Library Department
4	If it's not existing category, add new category	Library Department
5	Add Code	Library Department
6	Add description	Library Department
7	Add Enrollment Period Select either "In Months" or "Until Date"	Library Department
8	Add password expiration	Library Department
9	Add age required (minimum age required)	Library Department
10	Add upper age limit	Library Department
11	Add enrollment fee	Library Department
12	Select overdue notice required(Yes/No)	Library Department
13	Select lost items in staff interface	Library Department
14	Add Hold fee	Library Department
15	Select Category Type	Library Department
16	Select Library Limitations	Library Department
17	Add password reset in OPAC	Library Department
18	Select password change in OPAC	Library Department
19	Add minimum password length (Leave blank to use system default(8) password)	Library Department
20	Select If a strong password is required	Library Department
21	Select if expired patron is blocked	Library Department
22	Select default privacy	Library Department
23	Select if exclude from local holds priority	Library Department

24	Select default message preferences for this patron category 24.1 If items due send email 24.2 If sends advanced notice, select days in advance and send email 24.3 If Hold filled, send email 24.4 When items check in, send email 24.5 when item checks out, send email 24.6	Library Department
25	Save	Library Department

### 3.2.2 Manage Patron Attribute Types

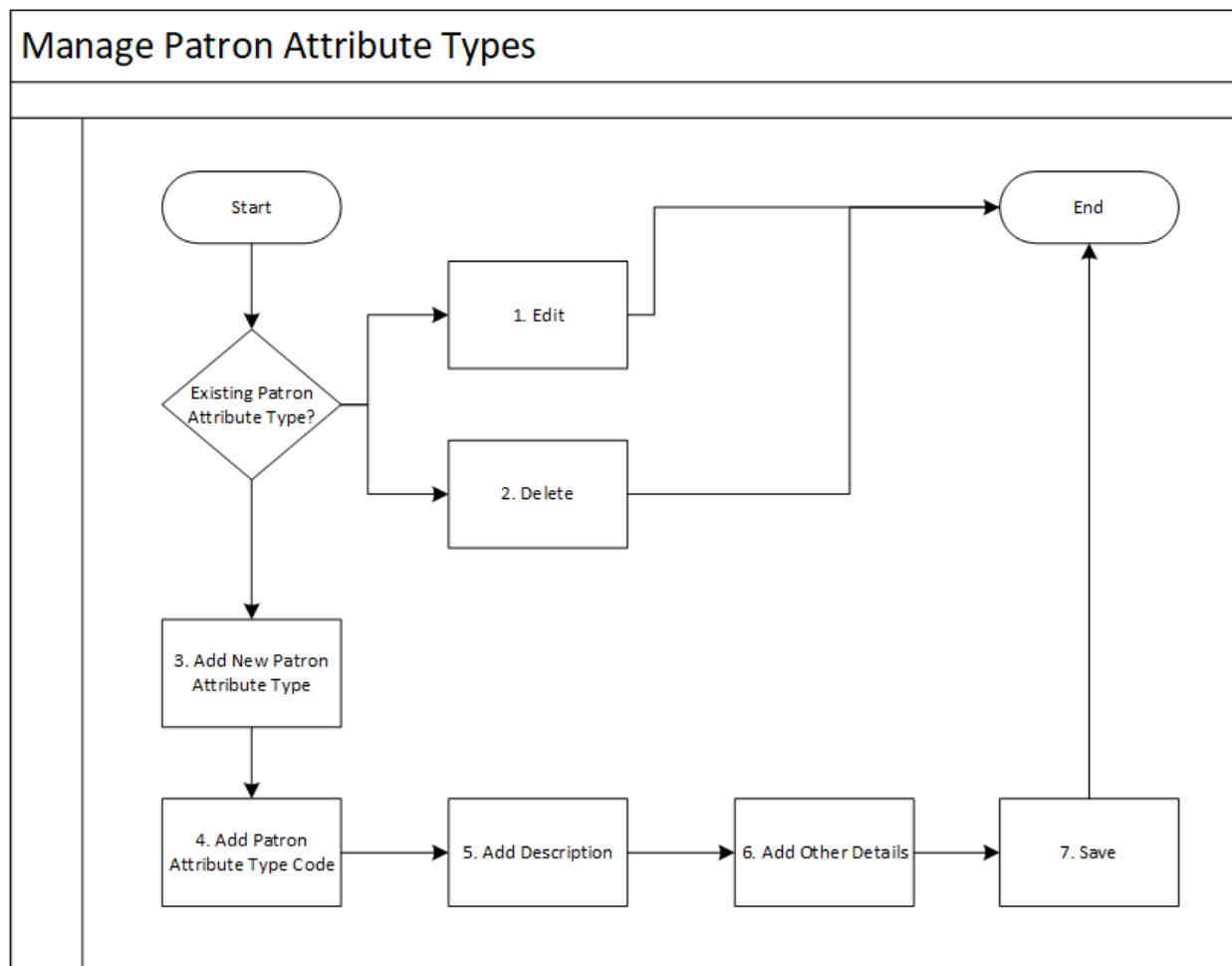


Figure 3.2.2: "Manage Patron Attribute Types" Flow Diagram

<b>3.2.2 Manage Patron Attribute Types</b>	<b>Description:</b> User will be able to define extended attributes (Identifiers and Statistical Categories) for patron records.  <b>Path:</b> Administration > Manage Patron Attribute Types
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	<b>Mandatory Fields:</b> Patron Attribute type Code, Description
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<b>Pre-Conditions</b>	None
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Process ID#	Description	Actor
1	If existing Attribute Type, User can click on the “Edit” button and edit details	Library Department
2	If existing Attribute Type, User can click on the “Delete” button and delete details	Library Department
3	If not an existing attribute type, user can click on the “New Patron Attribute Type” button and add a new type	Library Department
4	Add patron attribute type code	Library Department
5	Add description	Library Department
6	Add Other Details 6.1 Repeatable (Check to let a patron record have multiple values of this attribute) 6.2 Unique Identifier (If ticked, attribute will be a unique identifier. If a value is given to a patron record, the same value cannot be given to a different record) 6.3 Display in OPAC (Tick to display this attribute on a patron’s details page in the OPAC) 6.4 Editable in OPAC (Tick to allow patrons to edit this attribute from their details page in the OPAC (Requires above)) 6.5 Searchable (Tick to make this attribute staff_searchable in the staff patron search) 6.6 Mandatory (Tick to make this attribute mandatory when creating or editing a patron) 6.7 Display in patron’s brief information ( Tick to show this attribute in the brief information panel in the patron’s record(staff interface)) 6.8 Select Authorized value category (If one selected, the patron record input page will only allow values to be chosen from the authorized value list. However, an authorized value list is not enforced during batch patron import) 6.9 Select Library Limitation (Select “All Libraries” if this attribute type should always be displayed. Otherwise select libraries the user wants to associate with this value)	Library Department

	6.10 Select Category (Choose one to limit this attribute to one patron type. User can leave it blank if wants these attributes to be available for all types of patrons)  6.11 Add class (Group attribute types with a block title)	
7	Save	Library Department

### 3.2.3 Manage Patron Application

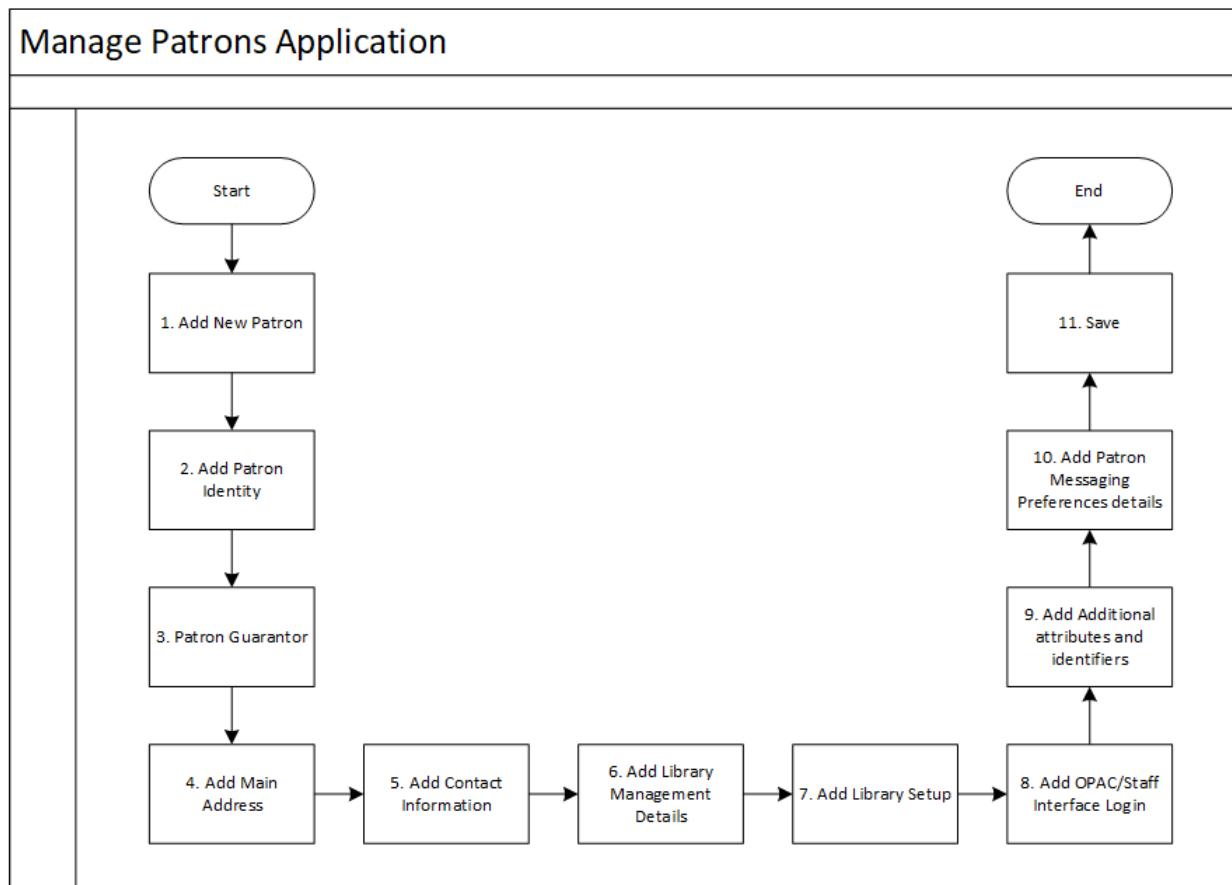


Figure 3.2.3: “Manage Patron Application” Flow Diagram

<b>3.2.3 Manage Patron Application</b>	<b>Description:</b> User will be able to define Libraries through here.  <b>Path:</b> Administration > Manage Patron Application  <b>Mandatory Fields:</b> Salutation, First Name, Card Number, Library, Category
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<b>Pre-Conditions</b>	None
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<b>Process ID#</b>	<b>Description</b>	<b>Actor</b>
1	User can click on the “Add New Patron” button	Library Department
2	Add Patron identity 2.1 Add Salutation 2.2 Add First Name 2.3 Add Date of Birth 2.4 Add Initials 2.5 Select Title(Female/Male/Other/Non Specified)	Library Department
3	Add Patron Guarantor  User can click on the “Add Guarantor” button	Library Department
4	Add Main Address 4.1 Enter Street No 4.2 Enter Address 4.3 Enter Address 2 4.4 Enter City 4.5 Enter State 4.6 Enter Zip/Postal Code 4.7 Enter Country	Library Department
5	Add Contact Information 5.1 Enter Primary Phone No (Shows on transit slips) 5.2 Enter Secondary Phone No 5.3 Enter Other Phone No 5.4 Enter Primary email (Shows on transit slips) 5.5 Enter Secondary email 5.6 Enter Fax No 5.7 Select Main Contact Method	Library Department
6	Add Library Management Details 6.1 Enter Card No (must between 1 and 32 characters) 6.2 Select Library 6.3 Select Category 6.4 Add Sort 1 and Sort 2 6.5 Allow Auto-Renewal of items(Yes/No)	Library Department
7	Add Library Setup Details 7.1 Add Registration Date 7.2 Add Expiry Date (Leave blank for auto calculate) 7.3 Add OPAC Note (This message appears on this patron’s user page in the OPAC) 7.4 Add Circulation Note(This message displays when checking out to this patron)	Library Department
8	Add OPAC/Staff Interface Login 8.1 Enter User Name 8.2 Enter Password (Maximum password length is 8) 8.3 Confirm password	Library Department

9	Add Additional Attributes and Identifiers. Attribute Types which are added in the Patron attribute Types will appear here ( <a href="#">Refer Patron Attribute Types</a> )  9.1 Add “Attribute Type” 9.2 Select “Show barcode on the summary screen items listing”	Library Department
10	Select Patron messaging preferences 10.1 If item due, tick to send a mail 10.2 If Advance Notices, select Days in advance and tick to send a mail 10.3 If Hold Filled, tick to send a mail 10.4 When Item check –in, tick to send a mail 10.5 When Item checkout, tick to send a mail 10.6 Tick to send Hold Reminders	Library Department
11	Save	Library Department

### 3.2.4 Add New Patron

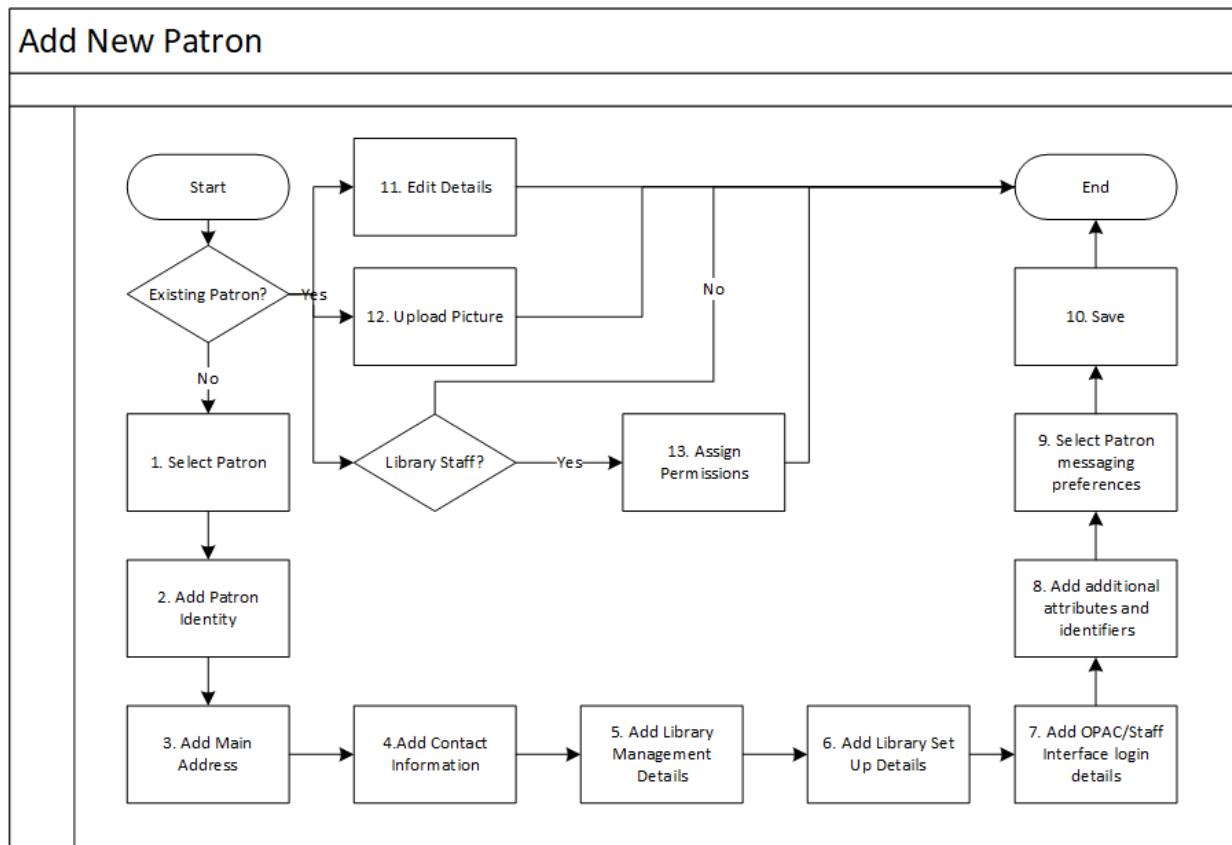


Figure 3.2.4: “Add New Patron” Flow Diagram

<b>3.2.4 Add New Patron</b>	<b>Description:</b> User will be able to add new patrons.  <b>Path:</b> Administration > Add New Patron
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	<b>Mandatory Fields:</b> Salutation, First Name, Card Number, Library, Category
--	---

<b>Pre-Conditions</b>	Patron Categories has to be predetermined
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Process ID#	Description	Actor
1	User can click on the “Add New Patron” button	Library Department
2	Add Patron identity 2.1 Add Salutation 2.2 Add First Name 2.3 Add Date of Birth 2.4 Add Initials 2.5 Select Title(Female/Male/Other/Non Specified)	Library Department
3	Add Main Address 4.1 Enter Street No 4.2 Enter Address 4.3 Enter Address 2 4.4 Enter City 4.5 Enter State 4.6 Enter Zip/Postal Code 4.7 Enter Country	Library Department
4	Add Contact Information 5.1 Enter Primary Phone No (Shows on transit slips) 5.2 Enter Secondary Phone No 5.3 Enter Other Phone No 5.4 Enter Primary email (Shows on transit slips) 5.5 Enter Secondary email 5.6 Enter Fax No 5.7 Select Main Contact Method	Library Department
5	Add Library Management Details 6.1 Enter Card No (must between 1 and 32 characters) 6.2 Select Library 6.3 Select Category 6.4 Add Sort 1 and Sort 2 6.5 Allow Auto-Renewal of items(Yes/No)	Library Department
6	Add Library Setup Details 7.1 Add Registration Date 7.2 Add Expiry Date (Leave blank for auto calculate as in the category) 7.3 Add OPAC Note (This message appears on this patron’s user page in the OPAC) 7.4 Add Circulation Note(This message displays when checking out to this patron)	Library Department

7	Add OPAC/Staff Interface Login 8.1 Enter User Name 8.2 Enter Password (Minimum password length is 8) 8.3 Confirm password	Library Department
8	Add Additional Attributes and Identifiers. Attribute Types which are added in the Patron attribute Types will appear here ( <a href="#">Refer Patron Attribute Types</a> )  9.1 Add “Attribute Type” 9.2 Select “Show barcode on the summary screen items listing”	Library Department
9	Select Patron messaging preferences 10.1 If item due, tick to send a mail 10.2 If Advance Notices, select Days in advance and tick to send a mail 10.3 If Hold Filled, tick to send a mail 10.4 When Item check –in, tick to send a mail 10.5 When Item checkout, tick to send a mail 10.6 Tick to send Hold Reminders	Library Department
10	Save	Library Department
11	User will be able to edit details of an existing patron  <b><u>11.1 Check Out Details</u></b> This tab includes Issued Books and books can be issued through here  <b><u>11.2 Personal and details</u></b>  <b><u>11.3 Account Details</u></b> Transactions, make a Payment, Create Manual Invoice, Create Manual Credit tabs included. 11.3.1 If there's any fines, it will show under “Make a Payment” tab. Option will be provided there to make the fine payment. Fine Amount will be auto calculated.  11.3.2 Create Manual Invoice User can Select Type (Lost Item, etc.), Enter Barcode, Enter Description, Add Notes, Add Amount, Save, Save and Pay.  Once this is added it will show under “Make a Payment” tab. User will be able to “Pay”, “Write Off”, “Pay Amount”.  Write Off function can be accessed by Super Librarian only.  11.3.2.1 Once click on the “Pay Amount” button, user will be able to add following. 11.3.2.1.1 Amount being paid 11.3.2.1.2 Amount tendered 11.3.2.1.3 Invoice number under “Notes” field 11.3.2.1.4 Payment Type, and confirm	

	<p>11.3.3 Once confirmed it will show in the “Transactions” tab. User will be able to “Print”, “View Details” and “Issue Refund”.</p> <p>“Transaction” tab will show all the payment history of the particular reader.</p> <p><b><u>11.4 Circulation History</u></b></p> <p>All the items which have been lended by the reader will be displayed here.</p> <p><b><u>11.5 Hold History</u></b></p> <p>If there's any hold items, those will be showed here</p> <p><b><u>11.6 Modification Log</u></b></p> <p>This will show the information about the patrons who has created readers account, who has issued books to the particular reader</p> <p><b><u>11.7 Notices</u></b></p> <p>Reminders Letters, Check In notices, Check Out Notices will be shown here</p>	
12	User will be able to upload profile picture for patrons	
13	If the patron is in the “Library Staff” category, user will be able to assign permissions	

### 3.3 Catalog Management

#### 3.3.1 Add New Item

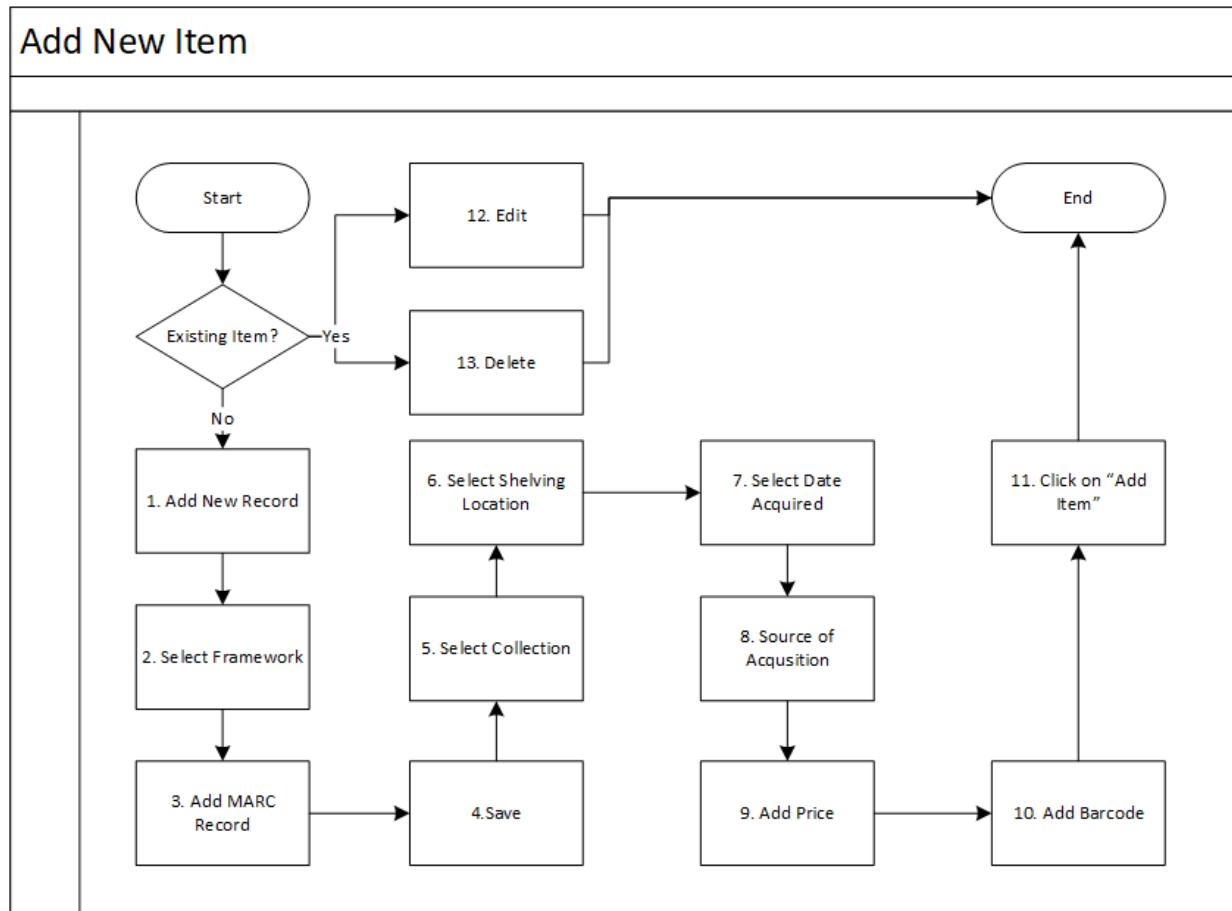


Figure 3.3.1: "Add New Item" Flow Diagram

<b>3.3.1 Add New Item</b>	<b>Description:</b> User will be able to add a New Item to the library. Ex: - Books, Magazines, etc. <b>Path:</b> Cataloging > Add New Item <b>Mandatory Fields:</b>
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<b>Pre-Conditions</b>	None
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Process ID#	Description	Actor
1	If not an existing item, add new item	Library Department

2	Select framework	Library Department
3	Add MARC record	Library Department
4	Save	Library Department
	If there's a mandatory field which has not filled, it will indicate once saved.	
5	Select collection	Library Department
6	Select shelving location	Library Department
7	Select date acquired	Library Department
8	Select source of acquisition	Library Department
9	Add price	Library Department
10	Add barcode	Library Department
11	Click on “Add Item” button to save	Library Department

## 3.4 Acquisition Management

### 3.4.1 Manage Budget

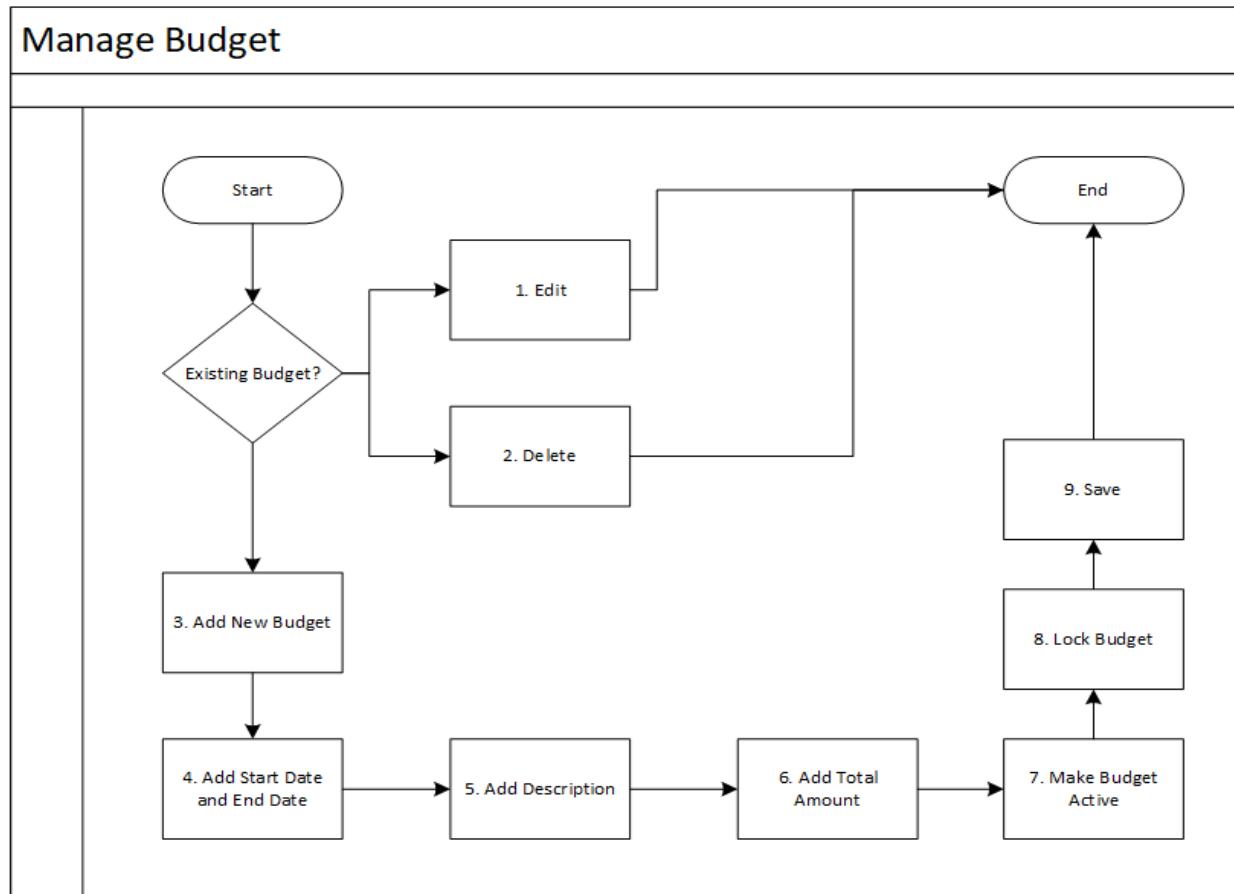


Figure 3.4.1: "Manage Budget" Flow Diagram

<b>3.4.1 Manage Budget</b>	<p><b>Description:</b> Once the budget is added into the system cannot be used. The budget has to be divided into funds.</p> <p><b>Path:</b> Advance Search &gt; Manage Budget</p> <p><b>Mandatory Fields:</b> Start Date, End Date, Description</p> <p>User can view active budgets and inactive budgets in different tabs.</p>
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<b>Pre-Conditions</b>	None
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Process ID#	Description	Actor
1	If existing budget, user can edit	Library Department

2	If existing budget, user can delete	Library Department
3	If not existing, add New Budget	Library Department
4	Add Start Date and End Date	Library Department
5	Add Description	Library Department
6	Add Total Amount	Library Department
7	Tick to make budget active	Library Department
8	User will be able to Lock the budget if needed	Library Department
9	Save	Library Department

### 3.4.2 Manage Funds

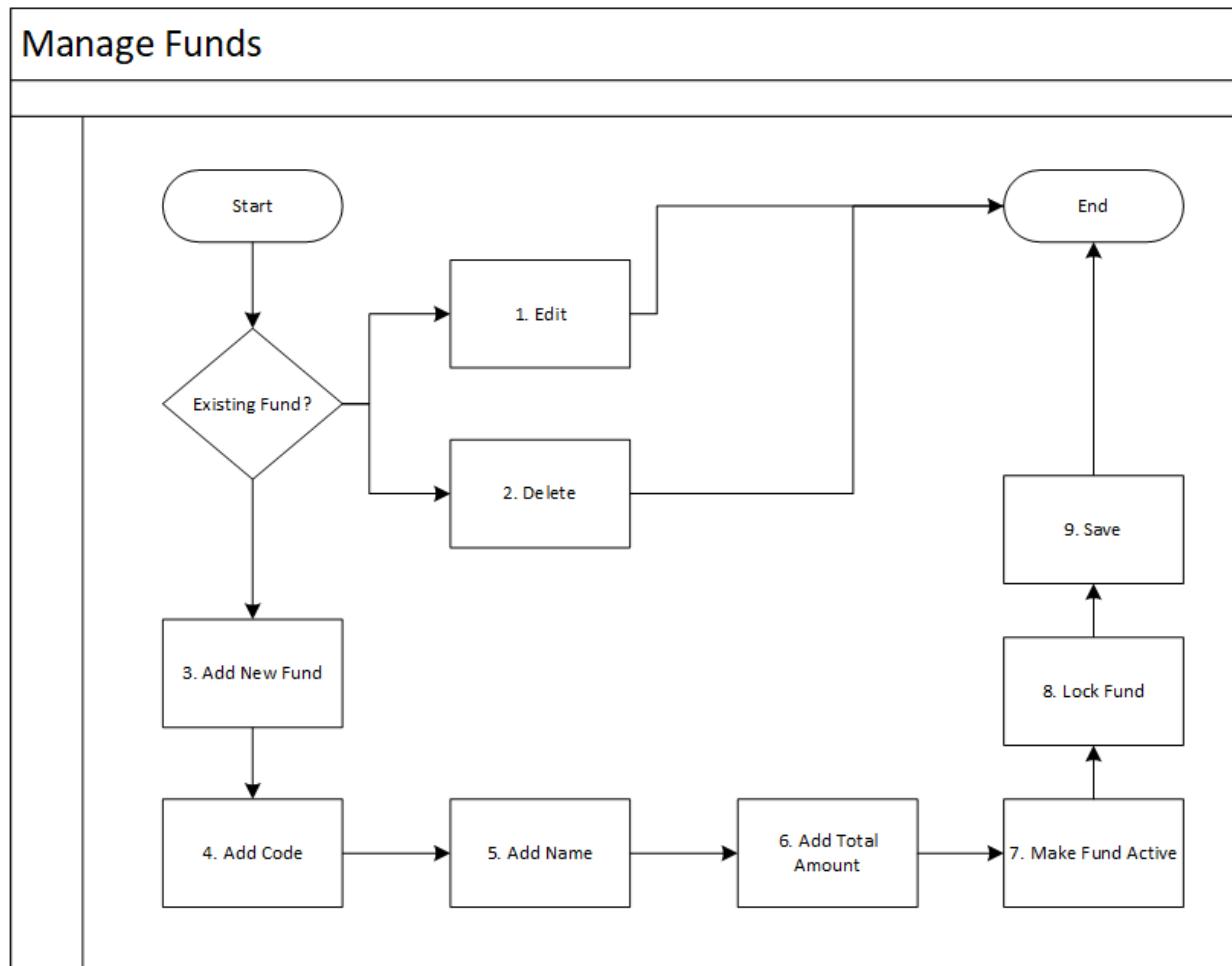


Figure 3.4.2: "Manage Funds" Flow Diagram

<b>3.4.2 Manage Funds</b>	<p><b>Description:</b> User will be able to define funds within the budget.</p> <p><b>Path:</b> Advance Search &gt; Manage Funds</p> <p><b>Mandatory Fields:</b> Code, Name, Amount</p> <p>User can view active funds and inactive funds in different tabs.</p>
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<b>Pre-Conditions</b>	None
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Process ID#	Description	Actor
1	If existing fund, user can edit	Library Department
2	If existing fund, user can delete	Library Department
3	If not existing, add New fund	Library Department
4	Add Code	Library Department
5	Add Name	Library Department
6	Add Total Amount	Library Department
7	Tick to make fund active	Library Department
8	User will be able to Lock the fund if needed	Library Department
9	Save	Library Department

## 3.5 Tool Management

### 3.5.1 Generate Patron Lists

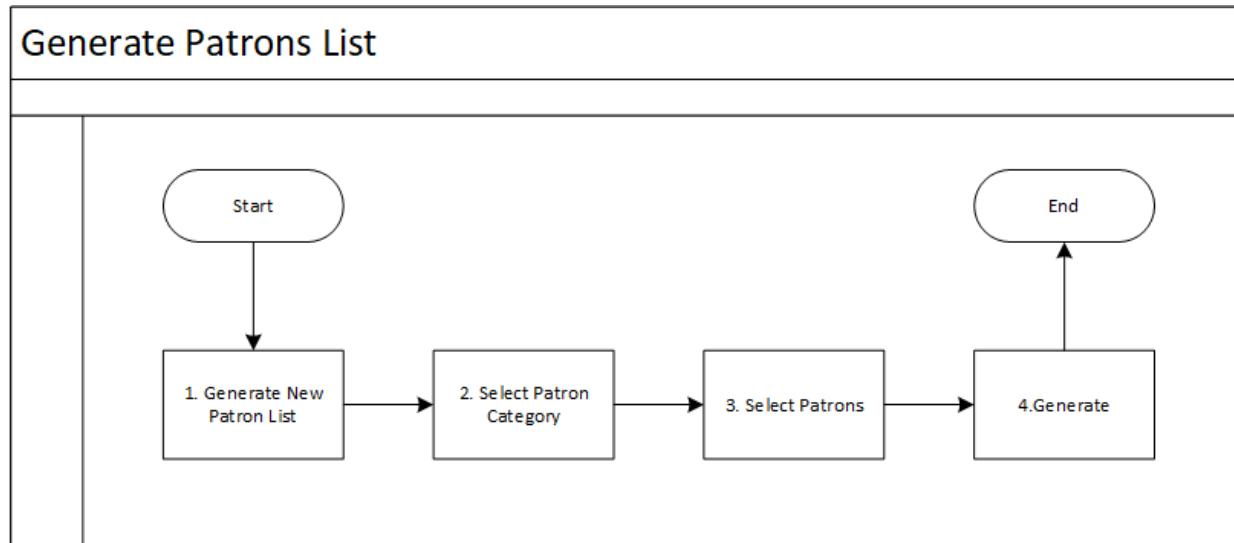


Figure 3.5.1: "Generate Patron List" Flow Diagram

<b>3.5.1 Generate Patron Lists</b>	<b>Description:</b> User will be able to generate list of patrons. <b>Path:</b> Advance Search > Generate Patron Lists <b>Mandatory Fields:</b> Patrons Selection
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<b>Pre-Conditions</b>	Patron Categories has to be predetermined Patrons has to be predetermined
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Process ID#	Description	Actor
1	Click on the "Generate New Patron List" button	Library Department
2	Select Patron Category	Library Department
3	Select Patrons	Library Department
4	Click on the "Generate" button to generate the list of the patrons of a selected category	Library Department

### 3.5.2 Import Patrons

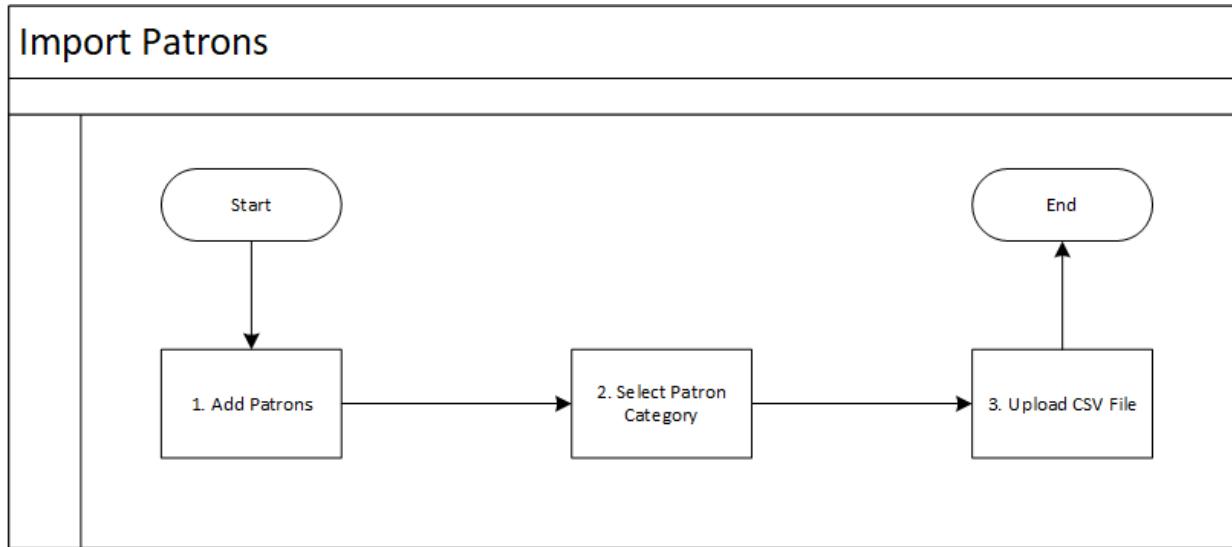


Figure 3.5.2: "Import Patrons" Flow Diagram

<b>3.5.2 Import Patrons</b>	<b>Description:</b> User will be able to import patrons to the system by a CSV File upload as a bulk.  <b>Path:</b> Tools Management > Patrons and Circulation > Import Patrons  <b>Mandatory Fields:</b> Patron Category
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<b>Pre-Conditions</b>	Patron Categories has to be predetermined
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Process ID#	Description	Actor
1	If user wants to upload patrons as a bulk, user navigate to "Add Patrons"	Library Department
2	Select Patron Category	Library Department
3	Upload CSV file	Library Department

### 3.5.3 Manage Notices and Slips

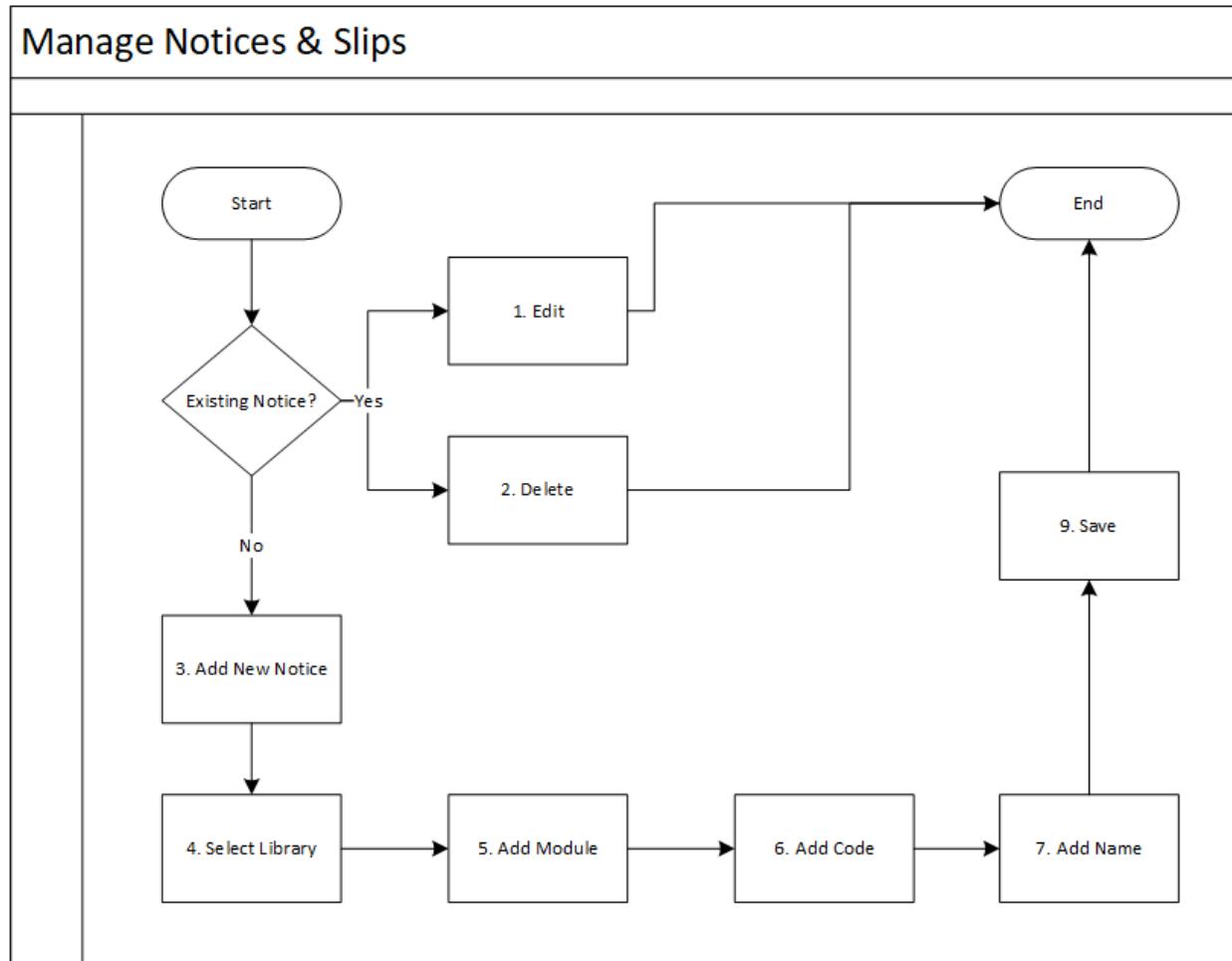


Figure 3.5.3: "Manage Notices and Slips" Flow Diagram

<b>3.5.3 Manage Notices and Slips</b>	<b>Description:</b> User will be able to define notices. Print and email notification messages for over dues, etc. <b>Path:</b> Tools Management > Patrons and Circulation > Manage Notices and Slips <b>Mandatory Fields:</b>
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<b>Pre-Conditions</b>	Libraries has to be predetermined
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Process ID#	Description	Actor
1	If existing user can edit notices	Library Department
2	If existing user can delete notices	Library Department

3	If not existing, Add New Notice	Library Department
4	Select Library	Library Department
5	Add Module	Library Department
6	Add Code	Library Department
7	Add Name	Library Department
8	Save	Library Department

### 3.5.4 Manage Overdue Notice/Status Triggers

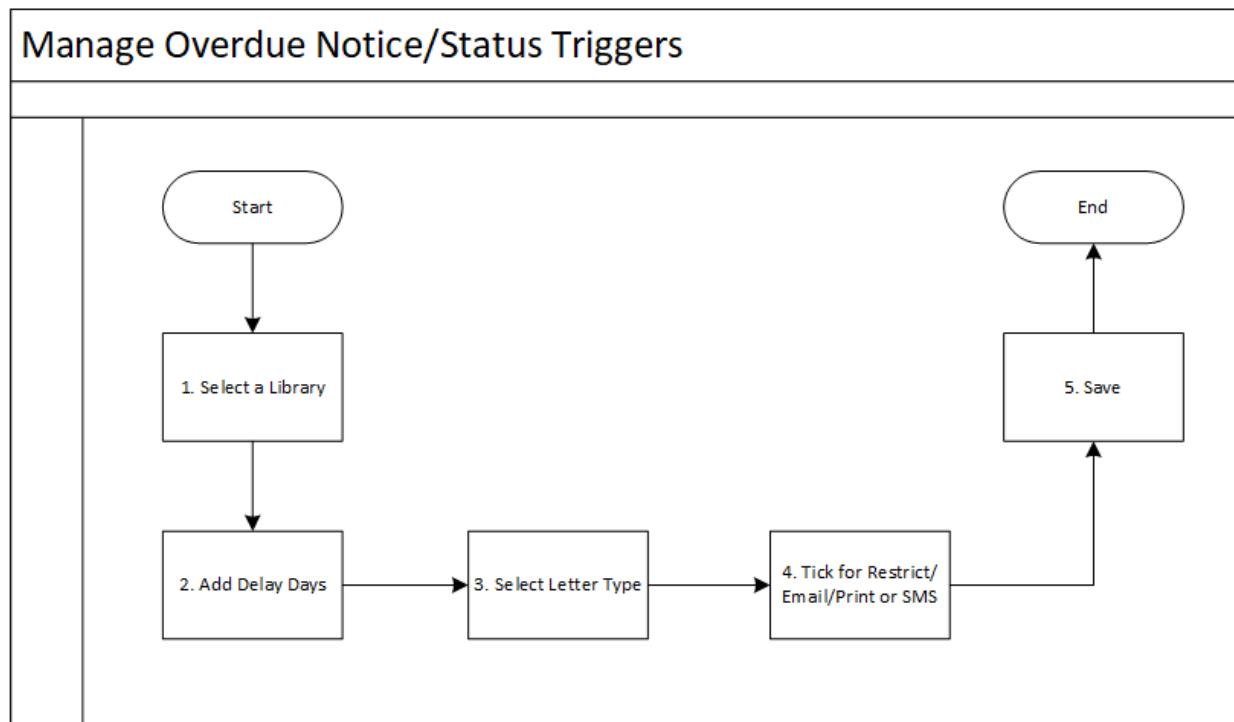


Figure 3.5.4: "Manage Overdue Notice/Status Triggers" Flow Diagram

<b>3.5.4 Manage Overdue Notice/Status Triggers</b>	<p><b>Description:</b> User will be able to send overdue notices through email. User will be able to send 3 overdue notices. Set Notice/Status triggers for overdue items through here.</p> <p>Delay in the number of days after a checkout is due before and action is triggered. To trigger an action (Send a letter or restrict a member), a delay value is required</p> <p><b>Path:</b> Tools Management &gt; Patrons and Circulation &gt; Manage Overdue Notices/Status Triggers</p>
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	<b>Mandatory Fields:</b>
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<b>Pre-Conditions</b>	Libraries has to be predetermined
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Process ID#	Description	Actor
1	Select a library	Library Department
2	Add Delay Days	Library Department
3	Select Letter Type(Overdue notice, etc.)	Library Department
4	Select whether to Restrict, Email, Print or SMS	Library Department
5	Save	Library Department

### 3.5.5 Manage Batch Patron Modification

**(Cannot proceed with the diagram without having valid card numbers)**

Figure 3.5.5: “Manage Batch Patron Modification” Flow Diagram

<b>3.5.5 Manage Batch Patron Modification</b>	<b>Description:</b> User will be able to modify Details as a batch. Ex: - First Years goes to Second Year  <b>Path:</b> Tools Management > Patrons and Circulation > Manage Batch Patron Modification  <b>Mandatory Fields:</b>
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<b>Pre-Conditions</b>	
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Process ID#	Description	Actor
1		Library Department
2		Library Department
3		Library Department
4		Library Department

### 3.5.6 Manage Batch Extend Due Dates

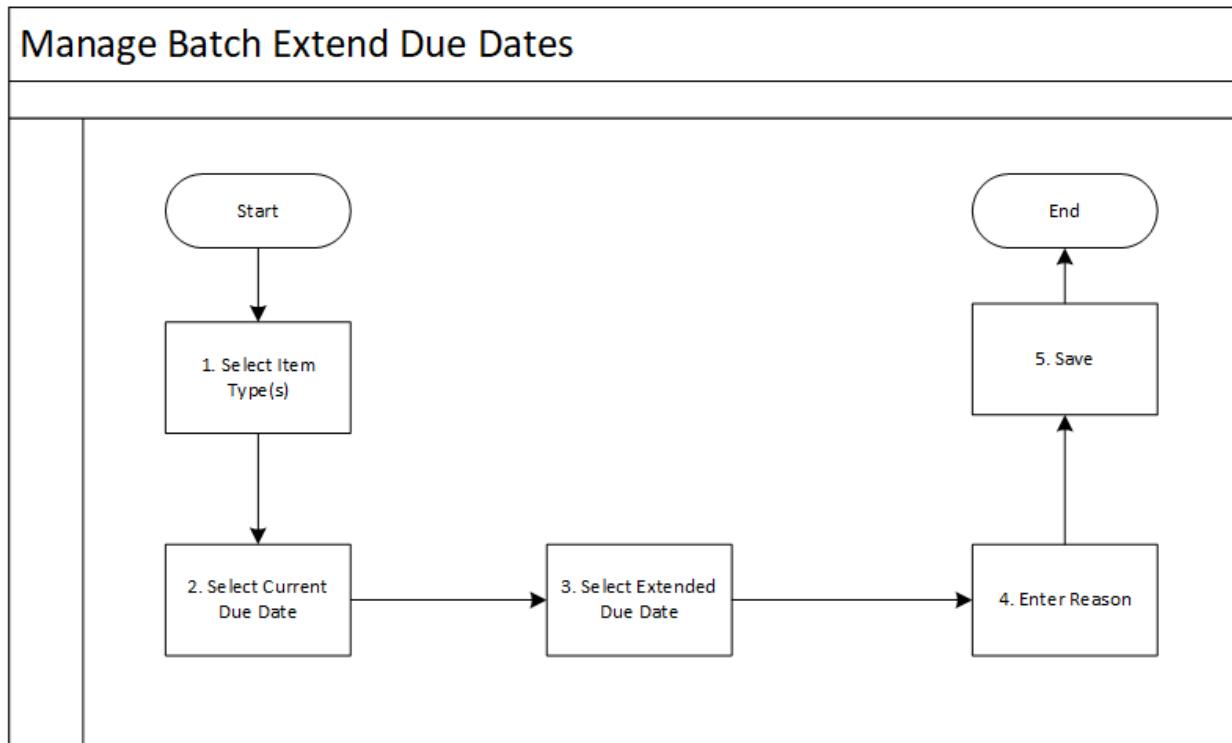


Figure 3.5.6: “Manage Batch Extend Due Dates” Flow Diagram

<b>3.5.6 Manage Batch Extend Due Dates</b>	<p><b>Description:</b> User will be able to extend due dates if needed. Modify the due dates checkout in batch. User can extend the due date of all the item types at once which have a same current due date.</p> <p><b>Path:</b> Tools Management &gt; Patrons and Circulation &gt; Manage Batch Extend Due Dates</p> <p><b>Mandatory Fields:</b> Item Type, Extended Due Date</p>
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<b>Pre-Conditions</b>	Patrons has to be predetermined Item Types has to be predetermined
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Process ID#	Description	Actor
1	Select Item Type(s)	Library Department
2	Select Current Due Date	Library Department

3	Select Extended Due Date	Library Department
4	Enter Reason	Library Department
5	Save	Library Department

### 3.5.7 Manage Catalog

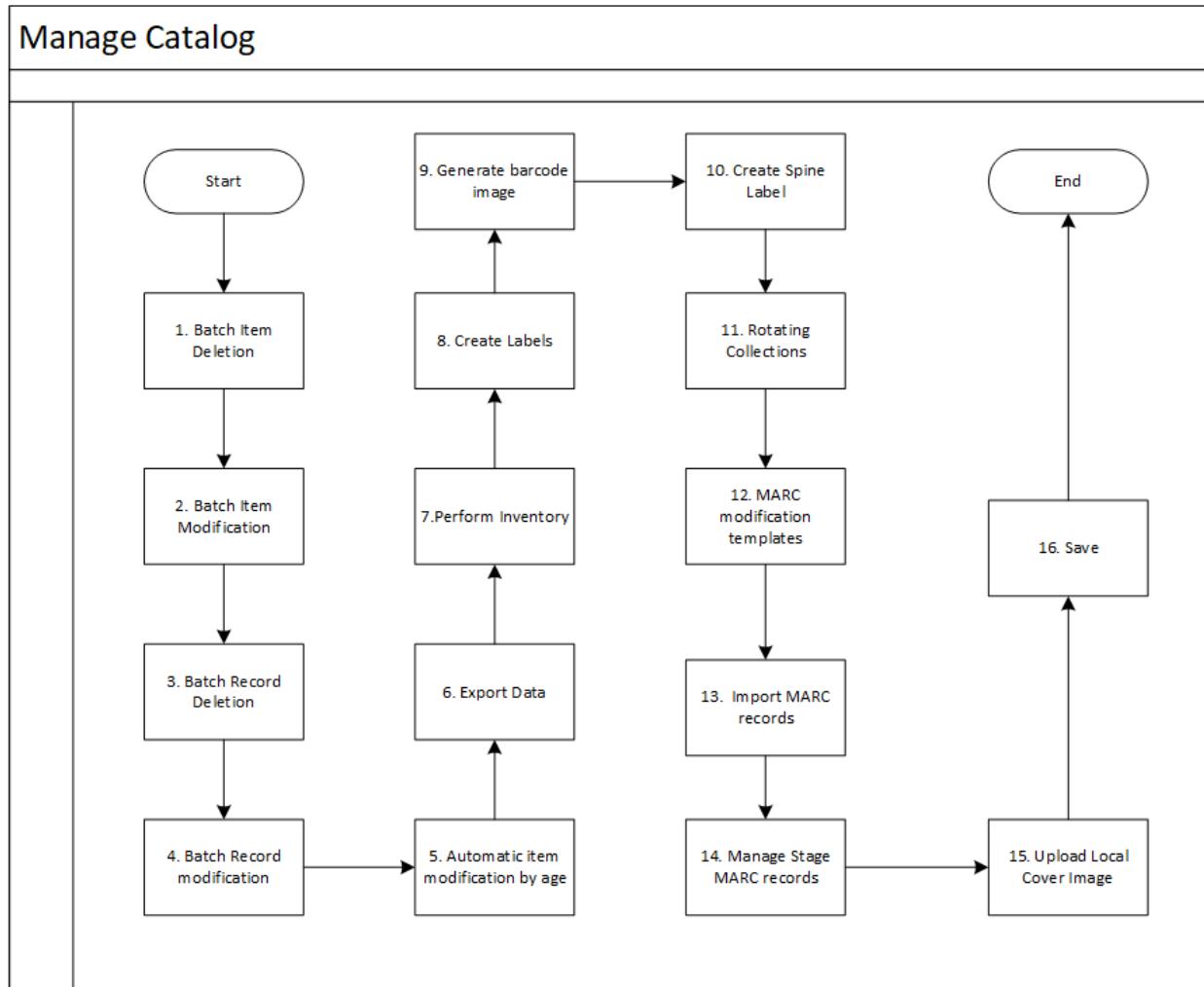


Figure 3.5.7: "Manage Catalog" Flow Diagram

<b>3.5.7 Manage Catalog</b>	<b>Description:</b>  <b>Path:</b> Tools Management > Catalog  <b>Mandatory Fields:</b> Item Types
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<b>Pre-Conditions</b>	Patrons has to be predetermined
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	Item Types has to be predetermined
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<b>Process ID#</b>	<b>Description</b>	<b>Actor</b>
1	User can delete a batch of items	Library Department
2	User can modify items in a batch	Library Department
3	User can delete batch record Delete a batch of bibliographic or authority records	Library Department
4	User can modify batch records Modify a batch of bibliographic or authority records	Library Department
5	Automatic item modification by age (User can define rules to modify items by age)	Library Department
6	Export Data (User will be able to export bibliographic, holdings and authority records)	Library Department
7	User can perform inventory of the catalog	Library Department
8	User will be able to create printable labels and barcodes from catalog data	Library Department
9	User will be able to configure and create barcodes of various types to be output as an image	Library Department
10	User can enter a barcode and generate a printable spine label	Library Department
11	User can manage rotating collections	Library Department
12	Manage Templates for modifying MARC records during import	Library Department
13	Stage MARC records into the reservoir Can import MARC records which are in another database.	Library Department
14	Manage staged MARC records, including, completing and reversing imports	Library Department
15	User can upload cover image of a book (Utility to upload scanned cover images for display in OPAC)	Library Department
16	Save	Library Department

### 3.5.8 Manage Calendar

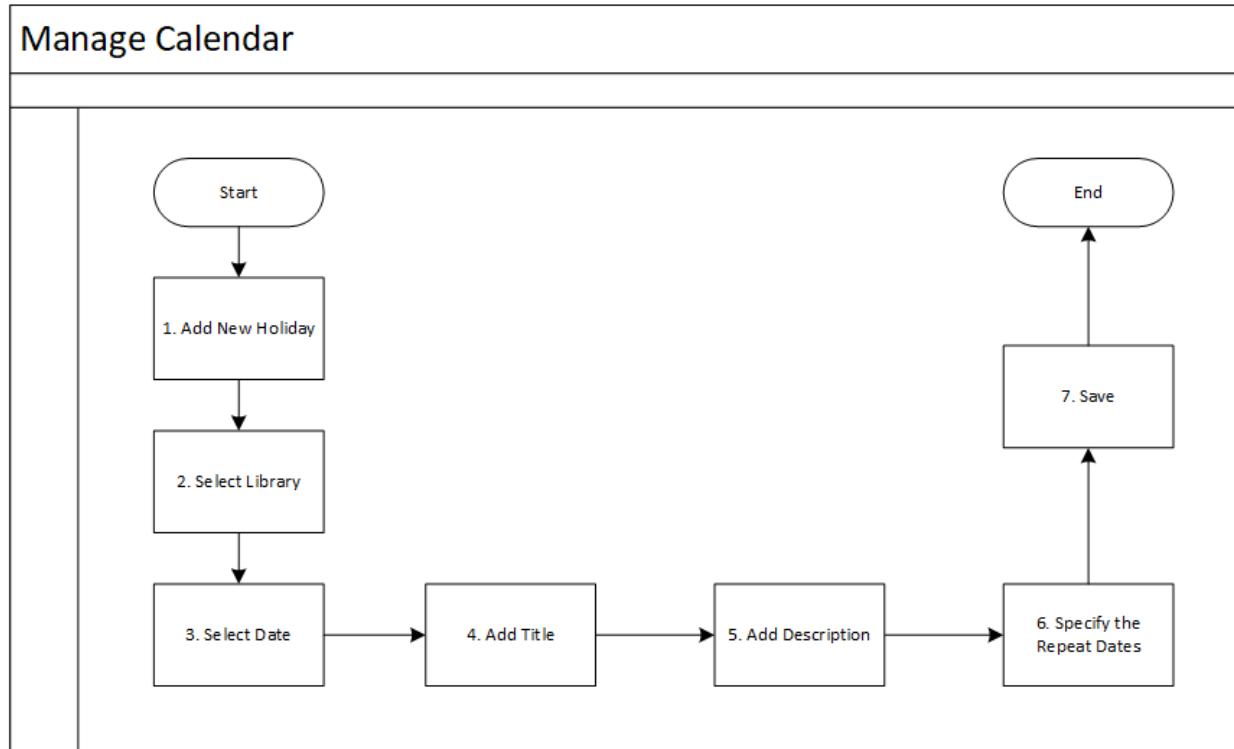


Figure 3.5.8: "Manage Calendar" Flow Diagram

<b>3.5.8 Manage Calendar</b>	<b>Description:</b> Define days when the library is closed  <b>Path:</b> Tools Management > Calendar  <b>Mandatory Fields:</b>
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<b>Pre-Conditions</b>	Libraries has to be predetermined
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Process ID#	Description	Actor
1	User can add a new holiday	Library Department
2	Select Library	Library Department
3	Select date (Click the date to add or edit a holiday)	Library Department
4	Add Title	Library Department
5	Add Description	Library Department

6	Specify How the Holiday should repeat 6.1 Holiday only on this day 6.2 Holiday repeated every same day of the week 6.3 Holiday repeated yearly on the same date 6.4 Holidays on a Range 6.5 Holidays repeated yearly on a range	Library Department
7	Save	Library Department

### 3.5.9 Manage Log Viewer

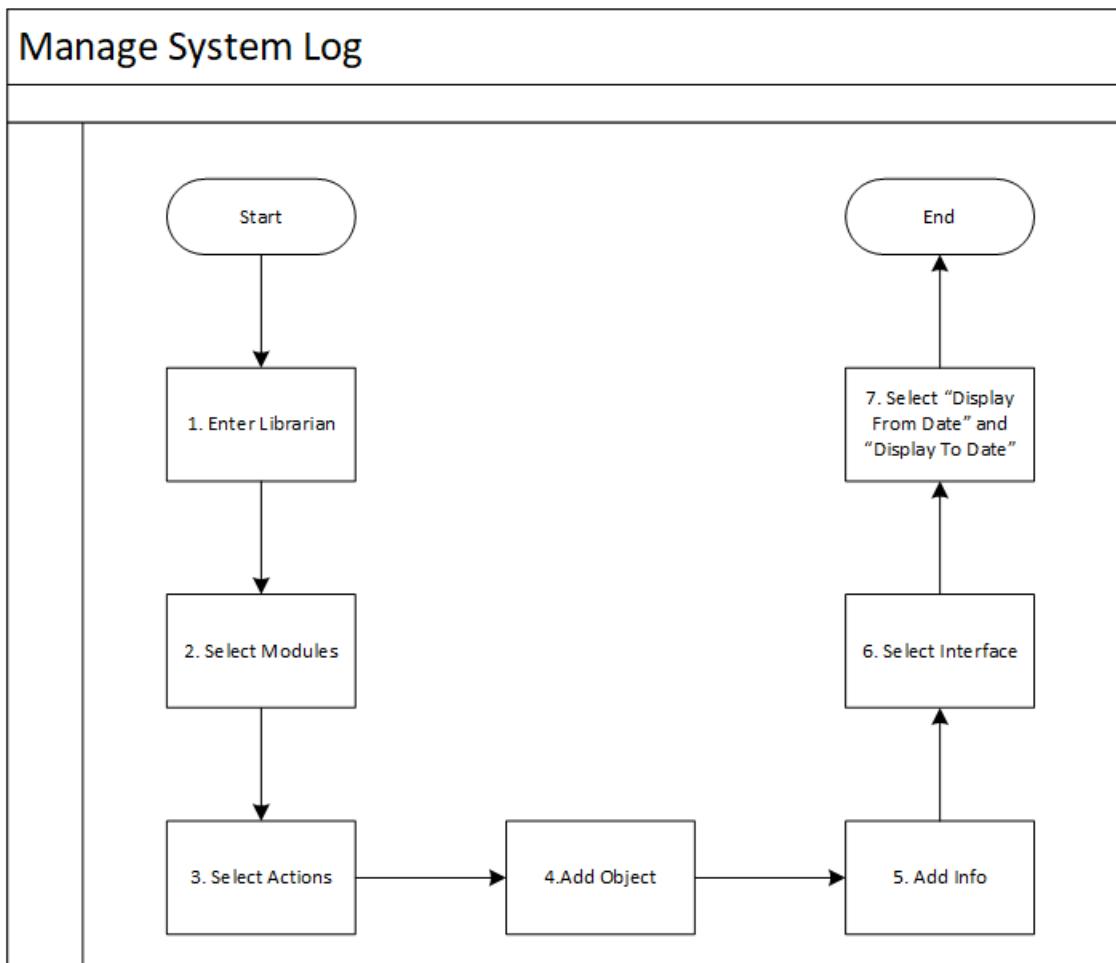


Figure 3.5.9: “Manage Log Viewer” Flow Diagram

#### 3.5.9 Manage Log Viewer

**Description:** User will be able to browse system log. All the activities which are done through the system will be recorded here.

**Path:** Tools Management > Log Viewer

	<b>Mandatory Fields:</b> Display From Date, Display To Date
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<b>Pre-Conditions</b>	None
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Process ID#	Description	Actor
1	Enter Librarian	Library Department
2	Select Modules	Library Department
3	Select Actions	Library Department
4	Add Object	Library Department
5	Add Info	Library Department
6	Select Interface	Library Department
7	Select “Display From Date” and “Display To Date”	

## 3.6 Administration Management

### 3.6.1 Manage Libraries

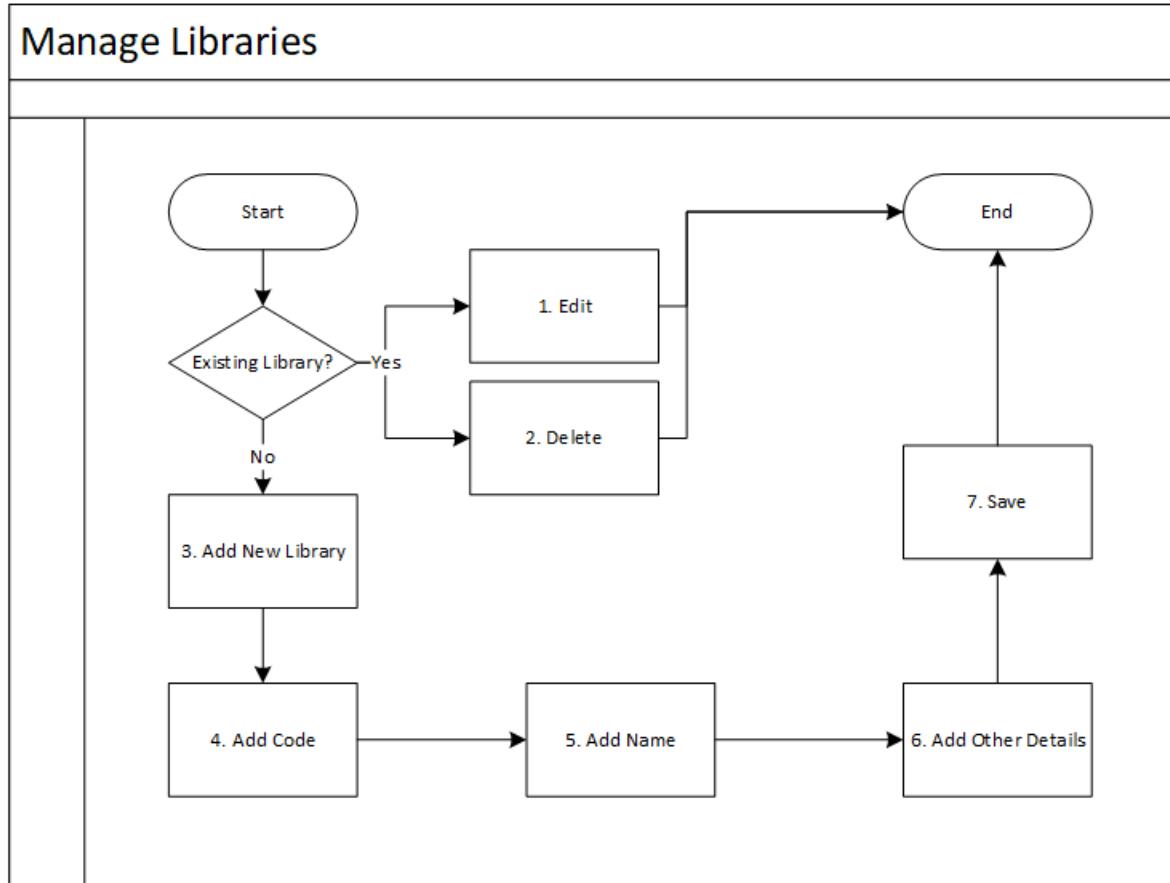


Figure 3.6.1: "Manage Libraries" Flow Diagram

<b>3.6.1 Manage Libraries</b>	<b>Description:</b> User will be able to define Libraries through here. <b>Path:</b> Administration > Manage Libraries <b>Mandatory Fields:</b> Code, Name
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<b>Pre-Conditions</b>	None
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Process ID#	Description	Actor
1	If it's an existing Library, User will be able to Edit.  <b>Note:</b> "Code" cannot be edited.	Library Department

2	User can delete existing libraries from the system	Library Department
3	If it's not existing, user can add a new library	Library Department
4	Add Code	Library Department
5	Add Name	Library Department
6	Add Other Details 6.1 Enter Address Line 1, Address Line 2, Address Line 3 6.2 Add City 6.3 Add State 6.4 Add Zip/Postal Code 6.5 Add Country 6.6 Add Phone No 6.7 Add Fax No 6.8 Add Email 6.9 Add "Reply To" 6.10 Add "Return Path" 6.11 Select SMTP Server 6.12 Add URL 6.13 Add OPAC Info 6.14 Add IP 6.15 Add Organization Code 6.16 Add Notes 6.17 Select Pickup Location(Yes/No) 6.18 Select Public(Yes/No) – This is set to "Yes" to show this library on the Library Page in the OPAC	Library Department
7	Save	Library Department

### 3.6.2 Manage Item Types

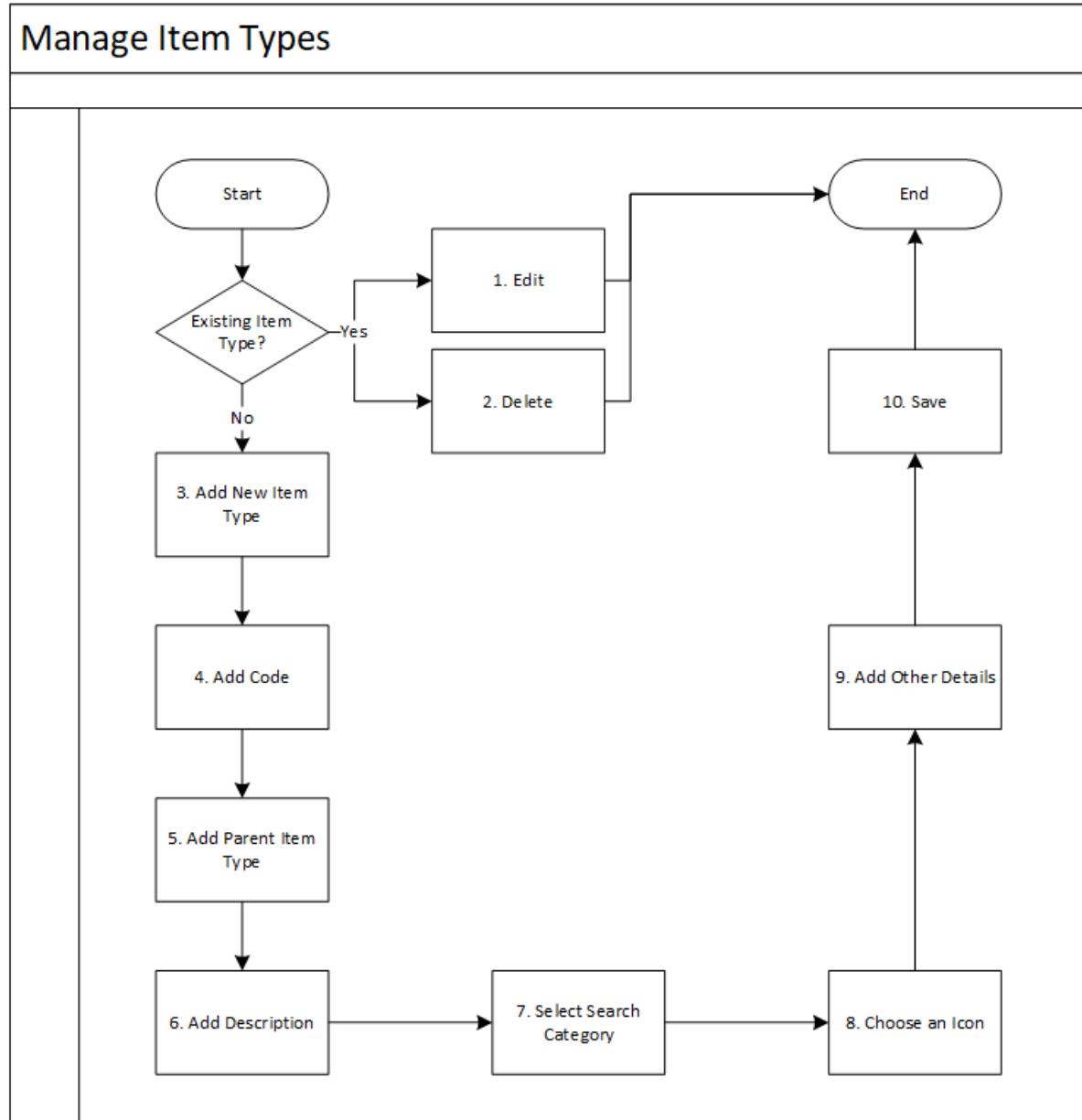


Figure 3.6.2: "Manage Item Types" Flow Diagram

<b>3.6.1 Manage Item Types</b>	<p><b>Description:</b> User will be able to manage resources in the Library through here. Materials in the Library. Ex: - Books, Magazines, CD, DVD, Reference Books, Newspapers, etc.</p> <p><b>Path:</b> Administration &gt; Manage Item types</p> <p><b>Mandatory Fields:</b> Code, Description</p>
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<b>Pre-Conditions</b>	None
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Process ID#	Description	Actor
1	If it's an existing Item Type, User will be able to Edit.  <b>Note:</b> "Code" cannot be edited.	Library Department
2	User can delete existing item type from the system	Library Department
3	If it's not existing, user can add a new item type	Library Department
4	Add Code	Library Department
5	Add Parent Item type	Library Department
6	Add Description	Library Department
7	Select Search Category	Library Department
8	Choose an Icon	Library Department
9	Add Other Details 9.1 Select If hide in OPAC (If ticked, items of this type will be hidden as filters in OPAC's advanced search) 9.2 Select if Not for Loan (If ticked, no item of this type can be issued. If not ticked, every item of this type can be issued unless "not for loan" is set for a specific item) 9.3 Select if Automatic Checking. (If ticked, items will be automatically checked in once they've reached their due date) 9.4 Add Rental Charge (This fee is charged once per checkout/renewal per item) 9.5 Add Daily Rental Charge (If ticked, this fee is charged at checkout/renewal time for each day between the checkout/renewal date and due date for loans specified in days) 9.6 Select If Daily Rentals use calendar. (If ticked, daily charge will be calculated using the calendar to exclude holidays. If not ticked, the fee will be calculated based on the No: of days until due, directly) 9.7 Add Default replacement cost	Library Department

	9.8 Add Processing Fee (When Lost) 9.9 Add checking message 9.10 Select Checking Message Type 9.11 Select SIP Media Type 9.12 Select library Limitations (Select “All Libraries” if all libraries use this item type. Otherwise select specific libraries that use this item type) 9.13 Enter Summary	
10	Save	Library Department

### 3.6.3 Manage Authorized Values

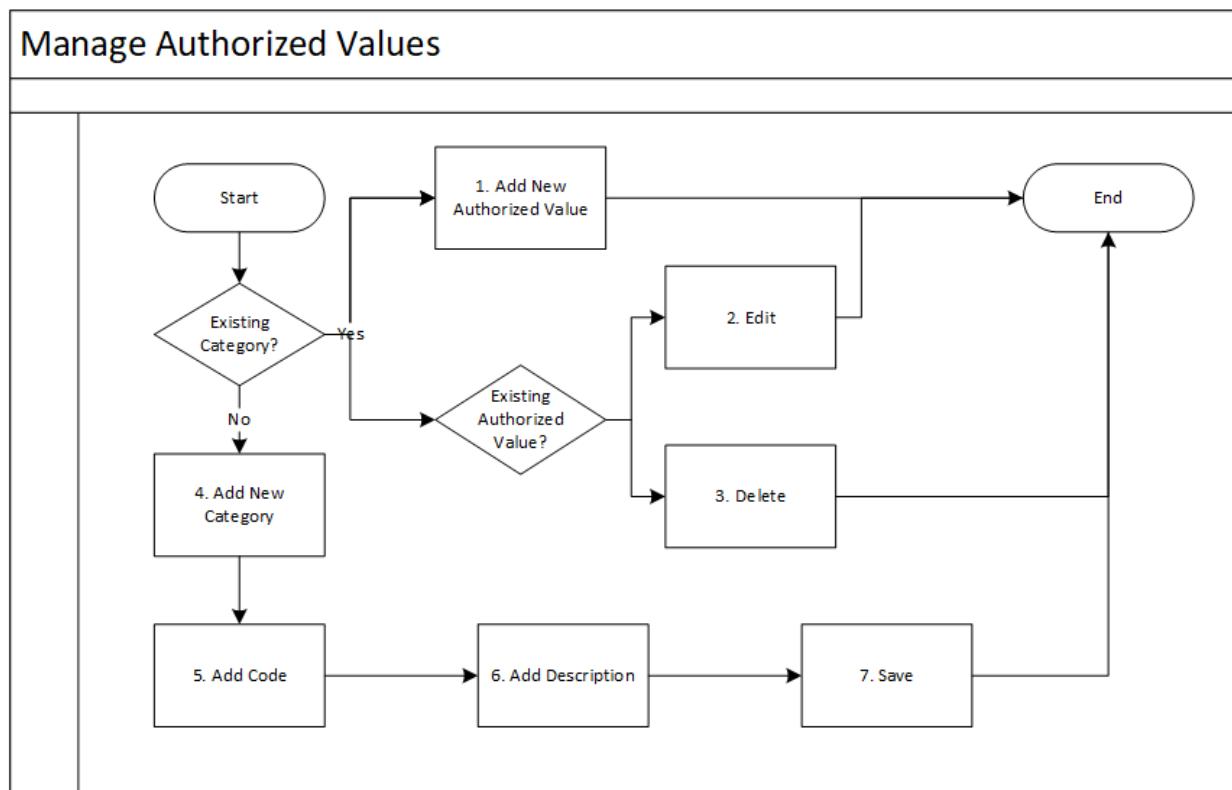


Figure 3.6.3: “Manage Authorized Values” Flow Diagram

<b>3.6.3 Manage Authorized Values</b>	<b>Description:</b> User can define categories and authorized values for them. <b>Path:</b> Administration > Manage Authorized Values
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	<b>Mandatory Fields:</b> Code, Description
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<b>Pre-Conditions</b>	None
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Process ID#	Description	Actor
	If existing category,	Library Department
1	User can Add New Authorized Value 1.1 Add authorized value 1.2 Add Description 1.3 Add Description(OPAC) 1.4 Select Library Limitations (User can select “All Libraries” if this authorized value must be displayed all the time. Otherwise select libraries you want to associate with this value) 1.5 Choose an Icon 1.6 Save	Library Department
2	If existing authorized value, User can edit details	Library Department
3	If existing authorized value, user can delete if needed	Library Department
4	If not an existing category, user can add new category	Library Department
5	Add Code	Library Department
6	Add Description	Library Department
7	Save	Library Department

## 4. Reports

### 4.1 Manage Reports

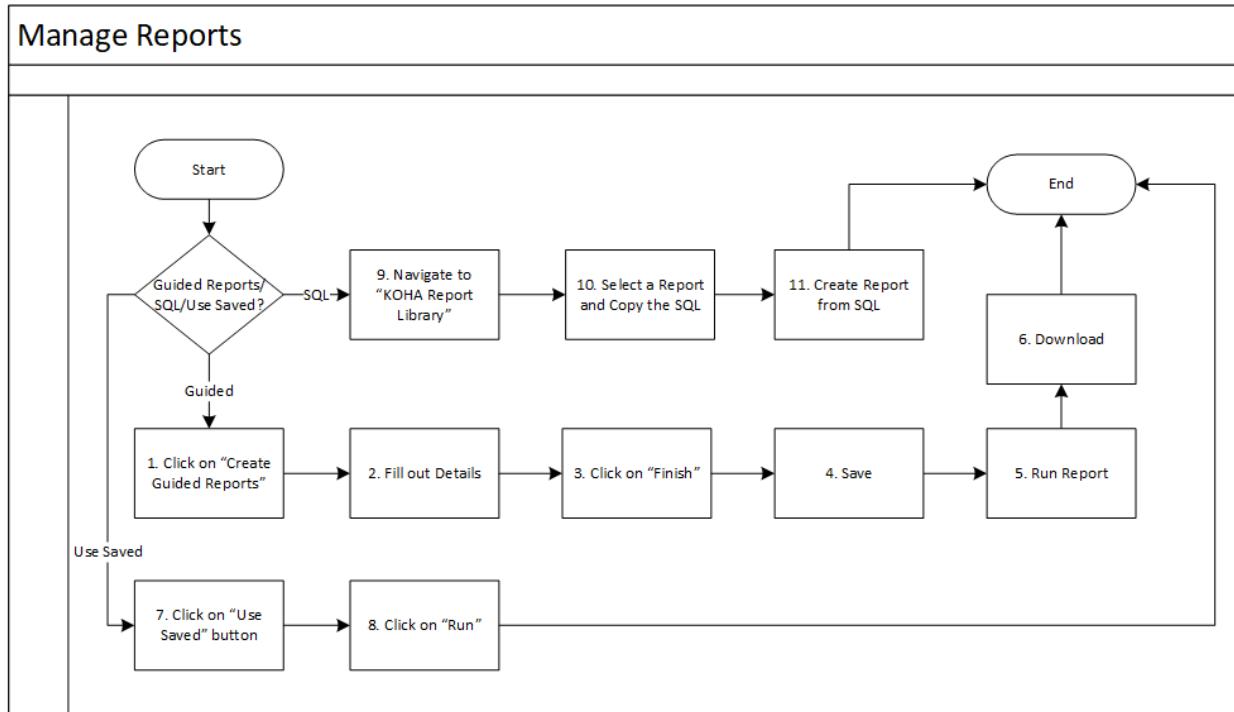


Figure 4.1: “Manage Reports” Flow Diagram

<b>4.1 Manage Authorized Values</b>	<b>Description:</b> User will be able to, Create Guided Reports Create from SQL Use Saved Reports <b>Path:</b> Reports > Create Guided Reports Reports > Create from SQL Reports > Use Saved
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<b>Pre-Conditions</b>	None
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Process ID#	Description	Actor
1	If guided reports, user can click on the “Create Guided Reports” button	Library Department
2	Fill out Details: 2.1 User can choose a module to report on, set cache expiry, choose report visibility 2.2 Pick a report type	Library Department

	2.3 Select Columns for display 2.4 Select criteria to limit on 2.5 Pick which columns to total 2.6 Choose how the user wants to report ordered	
3	Click on “Finish” button and confirm	Library Department
4	Save the custom report	Library Department
5	User can run the report	Library Department
6	User can download the report	Library Department
7	Click on the “Use Saved” button	Library Department
8	Click on the “Run” button	Library Department
9	Navigate to “KOHA Reports Library”	Library Department
10	Choose a Report Copy the SQL	Library Department
11	Navigate to Guided Reports and click on the “Create from SQL” button Paste the SQL Give a Report Name	Library Department

## Prototype discussion changes

1. Exam attendance to be captured from individual student's admission - May 19th, 2022



Re Updated  
invitation Exam Clai

2. Employees to be added into the employee list only via the recruitment module therefore no employee will be on boarded without a recruitment process – May 26<sup>th</sup> 2022



Re IBSL HR &  
Payroll Employee Re