**Account Management Module – Business Process & Feature Documentation**

**1. Overview**

This document outlines the design and workflow for an Account Management Module tailored to track income and expenditure in a categorized and automated manner. The system will support file upload, auto-categorization of data, voucher number generation, and visual reporting, offering both screen display and download options. The input format is detailed in **Annexure A**.

**2. Key Functional Goals**

* Accept bank transaction data through Excel upload. *(See Annexure A for sample format.)*
* Automatically recognize:
  + **Credit (Income)** – Who is giving the money, amount, transaction reference number, purpose, and date.
  + **Debit (Expenditure)** – Who received the money, amount, reference number, purpose, and date.
* Generate a unique voucher number in the format **V/25-26/01** for each transaction line.
* Visually represent data using pie or bar charts, category-wise and time-wise.
* Allow users to view, filter, and download categorized data with voucher number

**3. Input Specification**

**🔹 Upload Method:**

* Excel or CSV format containing (named RELF account data)
  + ~~Date~~
  + ~~Type (Credit/Debit)~~
  + ~~Amount~~
  + ~~Purpose/Remarks~~

|  |
| --- |
| Txn Date |
| Value Date |
| Description |
| Ref No./Cheque No. |
| Branch Code |
| Debit |
| Credit |
| Balance |

**🔹**

**Software identifies Months and assigns Vouchers Numbers**

**Input to be supplied voucher wise by user: Purpose of transaction, Payee/Recipient Name**

**Input Classification:**

* **Credit (Incoming Funds)**  
  Categorized under **Donations**, with types such as:
  + Corpus
  + CSR (Corporate Social Responsibility)
  + Grants
  + Membership fees
  + Registration fees
  + Loans
  + Donation
  + Others
* **Debit (Expenditure)**  
  Further divided into **two main categories**:

🔸 **Category 1 – Programmatic Domains**

* + Education
  + Empowerment
  + Environment
  + Innovation

🔸 **Category 2 – CAPX & OPX**

CAPX is Equipment/Computer & Capital items. All others are OPX

|  |  |
| --- | --- |
| Human Resource | * Salaries to Employees * Stipends to apprentice * Honorarium to tutors * Honorarium to others |
| Equipment/Computer & Capital items (CAPX) | * Equipment/Machine * Computer, Laptop, Printer, scanners, etc * Furniture |
| Maintenance | * Rent of office space * Maintenance |
| Travel | * Transport * Car hire * Petrol * Car maintenance |
| Educational aid | * Digital gadgets * Stationary items to students * Mats, Lights, books, etc |
| Consumables | * Cartridge * Paper * Pen * Electronic items * Computer consumables * Paints, cloths, stitching items * Raw materials |
| Training expenses | * Venue hire * Audio-visual rent * Refreshment * Registration kits |
| Advertisement & Promotion | * Banners and other printing materials * Gifts |
| Other operational expenses | * Bank charge * Audit expenses * Outsourcing * Refreshment * Loan repayment * Others |

**4. Software Workflow**

1. **Admin logs in to the system**
2. **Uploads Excel file** with financial data
3. **System processes each row**, determines:
   * Credit or Debit
   * Appropriate category
4. **Generates unique line-wise voucher numbers**
   * Format: V/25-26/Month/No
5. **Displays categorized data** in a tabular view on screen
6. Provides **downloadable version** with voucher numbers (Excel/PDF)
7. Generates **visual summary**:

**Income:**

* Data visualization should represent the defined categories within given time frame
* Simple month wise data visualization

**Expenditure:**

* Visualize the data using category 1 within the given time frame
* Visualize the data using category 2 within the given time frame
* Simple month wise data visualization

**5. Visual Reporting**

* **Option to view either Pie Chart or Bar Chart**
* Filters:
  + Monthly or yearly view
  + By credit/debit
  + By category (e.g., Education, CSR)
* Export as PDF/Image for records

**6. Features Summary**

|  |  |
| --- | --- |
| **Feature** | **Description** |
| Data Upload | Upload Excel with transaction details |
| Auto Categorization | System classifies credit/debit with correct category |
| Voucher Number | Auto-generated per row in sequence |
| Dashboard View | Interactive display of categorized data |
| Visualization | Pie/Bar chart view of monthly or yearly trends |
| Download | Export processed data with vouchers (Excel/PDF) |

**7. Summary**

This module provides a semi-automated solution for organizing and visualizing monthly financial data. With input categorization, voucher generation, and visual reports, it streamlines bookkeeping and ensures organized, auditable, and downloadable financial records.

**Annexure A: Input Data File with Header**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Account Name : | RELEARN FOUNDATION | |  |  |  |  |  |
| Address : | 2681, VIJAYA GARDEN BARIDIH, BIRSANAGAR JAMSHEDPUR Purbi Singhbhum | | | | |  |  |
|  | JAMSHEDPUR | |  |  |  |  |  |
|  | JHARKHAND-831007 | |  |  |  |  |  |
|  | India |  |  |  |  |  |  |
| Date : | 03-Jun-25 |  |  |  |  |  |  |
| Account Number : | \_00000034718081723 | |  |  |  |  |  |
| Account Description: | CA-GEN-PUB OTH-NONRURAL-INR | | |  |  |  |  |
| Branch : | NML JAMSHEDPUR | |  |  |  |  |  |
| Drawing Power : | 0 |  |  |  |  |  |  |
| Interest Rate(% p.a.): | 0 |  |  |  |  |  |  |
| MOD Balance : | 0 |  |  |  |  |  |  |
| CIF No. : | \_88250326545 | |  |  |  |  |  |
| IFS Code : | SBIN0003329 | |  |  |  |  |  |
| MICR Code : | \_831002013 |  |  |  |  |  |  |
| Balance on 1 May 2025 : |  |  |  |  |  |  |  |
| Start Date : | 01-May-25 |  |  |  |  |  |  |
| End Date : | 31-May-25 |  |  |  |  |  |  |
| Txn Date | Value Date | Description | Ref No./Cheque No. | Branch Code | Debit | Credit | Balance |