**Fixing the existing issues**

1. Existing Member registration page needs modification:
   1. Add a field self-register or register by existing Member
   2. Why you want to join Tapassya :?
   3. Add field - Reference Tapassya Members Name:
   4. If you want to join Tapassya WA group please enter your WA number :
   5. Upload photo (not mandatory)
   6. Add as a last Field – do you want to be notified if you miss your contributions
   7. **Get involved in any of the Social Projects (Not related with financial contribution) \* :**

All the projects should be displayed, member can choose multiple projects, currently from mobile it’s not visible properly. if it’s difficult to do please remove

* 1. If Member registration done by other member it has to be done from members login , in that case , Registered by Self / Member Name should be recorded

1. Member Login page redirects after an unsuccessful login , please stop the redirection
2. Members / any registered donor can should be able to download donation receipt
   1. If receipt number and reconcile ID is available
   2. PAN, Address, contact number provided
   3. Donation receipt and 80G certificate would be provided based on the details available
3. Dashboard page redesign with
   1. Donation details
   2. Raise request, show previous request
   3. Update profile
4. Members Dashboard –> **Raise Your Request Page** 
   1. Rename the page to Raise Payment requests
   2. Rename Request for Payment \* : -> Select Project / Initiative
   3. Upload – bills / Invoice / supporting doc\* : - currently this field is not there
   4. Rename Beneficiary details - > Change to Beneficiary Name
   5. Beneficiary name would be listed as drop down, based on the Project Name
   6. Beneficiary Account holder Name, Account number, IFSC code & Bank Name, would be displayed, once beneficiary name is selected - currently this field is not there
   7. On request submission the page redirects to [Other Request Dashboard | Tapassya Foundation](https://tapassya.org/tapassya-new/other-request-dashboard/) , please change it back to Raise request page
   8. Already raised requests should be shown in lines below Pane date wise, and could be modified until they are approved at next level - currently this field is not there
   9. Remarks field is not mandatory
5. Treasurer Login – Payment other request [Other Request Dashboard | Tapassya Foundation | Page 2](https://tapassya.org/tapassya-new/other-request-dashboard/page/2/) redirects after clicking on Payment Awaited . it should stay on same page
6. Similar problem on GB Member other request dashboard page , please check the redirection issues post modifications of the requests
7. All requested should be sequenced in descending order by Request raise Date
8. User Profile Page - Member Responsibility feature does not work :
9. Choose Member Responsibility – HES Admin (Basically this a project admin role) , any member with an additional responsibility will be able to approve different types of requests along with payment requests , such as HES Admin is applied to my id nirmalaya,karmakar@hotmail.com , however the approve / reject button is not visible anymore on the request page e.g [Pano Sabar | Tapassya Foundation](https://tapassya.org/tapassya-new/scholar_request/pano-sabar-39/) , for now I am approving all HES requests as admin using backend form

Approve Status \* : Approved is shown only , its cant be modified . Earlier this feature used to work .

1. **Debit Entries and Debit Page:**

Payment requests can be generated by

* Members
* Project Admins
* Students [ currently it’s there]
* Beneficiaries [ This needs to be configurable, not all beneficiaries will habe privilege to raise payment requests by themselves]

1st level Payment requests can be approved by Members Having below roles

* Member with GBMem role (Can approve any requests)
* Member with Specific Project Admin role can approve specific project requests (this should be configurable)
* Once approved the request should be shown as payment awaited

All 2nd Level approval goes to treasurer

* Member with Treasurer, Asst Treasurer Role will have two options
* Generate Bulk Payment instruction for the selected requests

in a xls / CSV file with the below details available in the request form

NFT, 098301003057, <Beneficiary ID>,<Requested Amount>,<Proj Short Code + beneficiary Name + purpose > within 30 char

*Note: So far we pay using NEFT using net banking it’s not integrated. Will do that later.*

* Payment confirmation [button] after checking at bank end
* Once payment confirmation is done, one debit entry would happen in the debit table with below details
* Debit Entry Date, Amount, Purpose, Account Head, Beneficiary Name, NTF Bene ID, Remarks from request Form, bank Trans ref, Bank narration, Bank trans Date, Bank Name [ all the red colored items would be updated by account admin during account reconciliation]

**New Requirements**

\*\* Email notifications for any new requests, approvals, user creations should be sent to respective approvers and requester. also, the updated status should get notified to requester

**A. Registrations [ Main Menu]**

It should have two options

A.1 - Member, Volunteer, Well-Wisher Registrations

A.2 – Beneficiary Registration

Beneficiary registration can only be done by members; hence it would ask for member login.

A.2 - Two types of beneficiaries

* NGOs, Institutions
* Individual

NGO, Institution Registration Form:

* Name Of the Body / Org: Text – long \*
* Registration Type: Trust / Societies /privately owned \*
* Registration Number: Text – long \*
* Registering Authority: Text – long \*
* Purpose of the Organization: \*
* Why thy need Tapassya Help: 1000 char \*
* Phone \*
* Address \*
* Email
* Name of Secretory / President \*
* Contact Number \*
* Address
* Bank Name \*\* [Can be Modified post registration]
* IFSC Code \*\* [Can be Modified post registration]
* Branch Name \*\* [Can be Modified post registration]
* Account Number \*\* [Can be Modified post registration]
* Tapassya Member Name (Ref): \*\* [Can be Modified post registration]
* Beneficiary Bank ID : \*\* [ would be updated later ]
* Upload documents [ latest Registration Renewal Cert, PAN, Application Copy \*\* [Can be Modified post registration]

Individual Registration Form:

* Name \*
* Address \*
* Contact No: \*
* Email: \*
* Age: \*
* DOB: \*
* ADDHAR:\*
* Profession: \*
* Highest Educational Qualification: \*
* Why He/She should be beneficiary, what type of support needed: [long Text] \*
* Father / Mother / Husband / Wife / Gurdian’s Name: \*\*
* Contact No: \*\*
* Relationship with the Beneficiary: \*\*[Can be Modified post registration]
* Local reference Contact Person\*\*: [Can be Modified post registration]
* Contact No: \*\*[Can be Modified post registration]
* Tapassya Member Name (Ref): \*\* [Can be Modified post registration]
* Beneficiary Bank ID : \*\* [ would be updated later ]
* Upload documents [ latest Registration Renewal Cert, PAN, Application Copy \*\* [Can be Modified post registration]
* After form submission it would automatically make an entry to the database with a Flag **Draft**
* And it would go to GBMember [Role] for validation and approval. GBMem has to validate the entire form and all \*\* marks items before **Approved / Rejected / Send Back** – Accordingly the Flag will be set for the entry .
* GBMem needs to associate the beneficiary Inst / NGO with an existing Project
* GBMem has to fill the remarks before the Approve / Reject / Send Back.
* Until the Flag is set to **Approved** , Payment Raise Request would be disabled for the beneficiary
* One unique NTF Beneficiary ID would be generated automatically - <NTFBEN<PROJ Short Code><YYYY>000X

**B. Project Addition**

Any member can add a project, approval has to be done by Member, Financial approval for Budget Treasurer

Name of Project \*

Purpose [ Long Text ]\*

Project Short Description [10 Char] \*:

Project Short Code < Max 4 Char>\* :

Beneficiary type \*

Details of beneficiaries \*\*

Location of the project / beneficiaries \*

Duration of the project in Months \*

Project Type [Short Term <1 yr (ST), Medium Term <5 yr (MT) , Long Term > 5yrs(LT)] – auto decided

Budget Monthly:\*\*

Source Of Budget: \*\*

Name of the Members Responsible for the Project:

Local contact person Name of the project:

Local Contact Person Phone number:

Project ID: NTFPRJ<Short Code><YYYY>00X [ Auto generated Post submission]

Approval link goes to GBMember’s individual or group members

**C. Account Related**

1. Account Reconciliation

**1.a Offline Donations Entries :**

* Can be done by Members / users with Accountant privileges
* Raw Bank statement bulk record (XLS, CSV) should be able to uploaded to a staging area / table, matching bank trans ID (this is an Unique record) and records with “EZY/EZY” (these are online donations) should be excluded while uploading to temp credit staging table [ similar fields to credit table ]
* Once uploaded to a staging table, the respective entries can be modified to update the respective details received during donation from various sources

**1.b while reconciling the credit entries** , donor details Name , Email , contact , address , PAN , should auto populated once donor name selected from search / drop down



**1.c Donation dashboard View** - for donor name , year wise in the below format [ Only available to members with GB Mem role ]

Donor name, Donor ID, donor type , Donation amount , Purpose , Account head , Date

**2. Fund Allocation / Distribution**

After Credit account reconciliation, Fund allocation can be done by members having access such as Treasurer / GB Mem

* Any donation where purpose / Project name /AC Head is specifically mentioned for specific project is excluded, as its purpose is already defined by donor
* Donations made as “general Donation” / “Membership Contribution “/ “no Specific purpose / project “can treated for fund allocation for several projects .

For example – one donor donate 100000 as general donation, after account reconciliation , treasure / GB member can distribute the find as 10K Membership ,50K Kishalay , 40K HES

3. Account Summary

Current page - [Account Summary | Tapassya Foundation](https://tapassya.org/tapassya-new/account-summary/) :

* Account summary page needs to be recreated it was half done.
* every registered donor should be able to see the Account status, only after reconciled and budget allocation based on the account Head, Debit, Credit side by side, Account Heads: <Proj ID>\_CR , <Proj ID>\_DR
* Old account summary also should be visible as a report given a date range

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**Flagship Program:** Tapassya Jyoti [ Spreading the lights of Education]

Projects under Tapassya Jyoti (Primary School , Residential & Day Care center)

* Tapassya Bhaban ( HVSN ) Hatpara Vivek Sevaniketan , Joynagar Majilpur, South 24 Pgs
* Tapassya Bhaban ( MKRS ) Ananda Ashram - MAA KARUNAMOYEE RAMKRISHNA SEVASHRAM , Tollygunge , Kolkata
* Kishalaya VidyaNiketan (KVN ) Dattapukur , N24 Pgs

Other Educational Projects

* Aalo - Higher Education Scholarship (HES )
* AHEAD - A Holistic Education System Aided Digitally (AHED)

Community Development Programs :

* + Astha -1 – Community development 3 remote villages at Jharkhand (JCD1)
  + Astha-2 – Community development at Sabar Nagar at Jharkhand (JCD2)

Relief Programs (Carried out on need basis):

* + Agomoni – Annual Dress Distribution (Agom)
  + Arogya – Medical Support (AMS)
  + Asha – Disaster Relief during disaster (DRD)

User Type / Roles To be Created:

1. Mem – Registered Member
2. HMem – Registered Donors but not member
3. GBMem – Registered Member with additional privileges
4. Treasurer
5. Accountant (Can be non-member / Volunteer)
6. Account Admin / Auditor (Can be non-member / Volunteer)
7. Student
8. Beneficiary
9. Project Admin (Can be non-member / Volunteer)

Access Privileges to be created:

* Create Project
* Modify Project
* Approve Project
* Create user
* Update Own User Profile
* Change Own password
* Approve User request
* Assign / Change / Modify Role
* Assign / change / modify Access privileges
* Update Others user profile & password
* View member list
* View Beneficiary list
* Raise Payment Request
* Modify Payment Request
* Approve Payment Request
* Create Bulk Payment request
* Payment confirmation
* Add / modify to credit entries
* Add / modify to debit entries

|  |  |
| --- | --- |
| Member | * Create Project * Modify Project * Raise Payment Request * Modify Payment Request * Update Own User Profile * Change Own password * View member list * View Beneficiary list * View account dashboard |
| GBMem | * Modify Project * Approve Project * Approve Payment Request * Approve User request * Assign / Change / Modify Role * Assign / change / modify Access privileges * View member list * View Beneficiary list * View account dashboard |
| Treasurer | * Create Bulk Payment request * Payment confirmation * Add / modify to credit entries * Add / modify to debit entries * Create budget * Allocate budget * View member list * View Beneficiary list * View account dashboard |
| Accountant | * View member list * View Beneficiary list * Add / modify to credit entries * Add / modify to debit entries |
| Account Admin / Auditor | * Credit Entry Reconciliation * Debit Entry Reconciliation * View member list * View Beneficiary list * View account dashboard |
| Student | * Raise Payment request * Confirm payment received * View own payment request and received dashboard |
| Beneficiary | * Raise Payment request * Confirm payment received * View own payment request and received dashboard |
| Project Admin | * Modify project profile * Budget allocation * View Account Dashboard * View member list * View Beneficiary list * View account dashboard |