**CWFM - billing Implementation**



**FUNCTIONAL requirements specification**

**Document Review and Sign Off**

The undersigned agree that they have read the Functional Requirements Specification for CWFM - Billing Implementation Project and to the best of their knowledge the document meets the criteria for acceptance.

**Accepted by ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name:**

**Position:**

**Reviewed by:**

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| **Name:**  **Position:** | **Name:**  **Position:** |
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**Document Change Control**

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# Introduction

Contract Workforce Management - Billing Project is an initiative by Ultratech Cement, which aims to automate the CWFM Billing process for Contractors which is currently being conducted manually. The proposed solution will be built to utilize future ready application framework.

# Business Functional Requirements

The system will cater for the following functional requirements:

| **No.** | **Requirement** |
| --- | --- |
|  | **The portal will be designed as CWFM Billing Automation Application where the Contractors can upload their bill copies and UTCL can follow the approval process.**  **There will be 2 types of Users for this system: Contractors and Permanent Employees of UTCL. When a permanent employee will login to the system, we will check for the User in the existing User ID and Password(abgplanet), while if a Contractor will login to the system it will follow separate Contractor Login process.**  **Invoice will be generated according to the Work Order imported from KRONOS. Work Order will be imported to KRONOS from SAP. The Work Order Rates and Contractor Attendance are already present in KRONOS. We need to fetch this data from the KRONOS system in order for us to generate the Invoice.**  **The Invoice amount will be calculated based on the following fields: Work Rates(hr), Attendance in days, OT(hr) and Margin. The following formulae is used for calculation of Invoice Amount:**  **Wages = Work Rate (per hr) \* Regular(days)**  **Line Total (one workman of contractor) = Wages+OT+Margin**  **Invoice amount = Summation of Line Amount of all Workmen of Contractor + CGST+ IGST+ SGST**  **Once the invoice has been generated, the Contractor will need to verify the invoice in order for it to proceed further. The verification window for Contractor is 3 days(configurable).**  **Bill Generation will be done automatically on regular billing period defined against each Plant. Different contractors have different billing cycles.**  **A bill will be visible to the Contractor once they come to their Dashboard on the System. If the Contractor finds any dispute in the bill, they can raise it on the system. Once the dispute is raised it will go to the ER department for regularization.**  **The final bill which has been regularized (in case of dispute), will need to be Digitally signed by the Contractor. Once the bill has been signed by the Contractor, no further dispute can be raised. This bill will be ignored by the billing cycle.**  **Depending on the type of Work Order (BSR and Supply), the Bill will go to the respective department for Approval. All the approvals will be taken care in the system.**  **The Department Head can impose a penalty(deduction) to the Contractor when the bill comes to them for Approval. The DH approval screen will have an input field for imposing a penalty, if needed.**  **Once all the Approvals are done, system will automatically generate a Service Order Entry which will be posted on SAP. We will receive a Service Entry number after posting on SAP.**  **Once the Service Entry number is generated, Service Order Entry will be given to SAP for MIRO Posting. Post the MIRO posting, a unique transaction number will get generated.**  **With the Transaction number, the system will upload the final bill to the Payment Processing system (UKSC Mailroom). Once we post the data on UKSC Case Manager, a new Case ID will be generated for the same.**  **The status of the bill will keep on getting updated on the System and the person responsible for acting on the Bill will be shown as well.**  **Reports to be generated for Invoice Status.**  **Dashboard to be created according to different Units and Department wise(MIS Dashboard).** |

# INTEGRATION SYSTEMS

The CWFM system has to be integrated with multiple third party systems for the entire flow of Bill Generation and Payment Processing.

Below are the systems from which we require an integration point:

1. SAP.
2. UKSC.
3. KRONOS.