Project Title

Shared Financial Workspace for Clients & Chartered Accountants

Document Version

v1.0 – Requirements Finalization Draft

Phase

Analysis / Requirements Gathering

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1. INTRODUCTION

1.1 Purpose of the Document

This document defines **functional, non-functional, business, and operational requirements** for the Finance Tracking & CA Management Platform.

It serves as:

- A single source of truth for development
- A validation tool for stakeholders (CAs)
- A basis for cost estimation, scheduling, and feasibility analysis

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1.2 Product Vision (Non-Technical)

The system provides a **structured, secure, and workflow-driven collaboration platform** between Clients and Chartered Accountants, replacing informal tools like WhatsApp, Excel, and email.

The system **does not perform accounting**.
It prepares, organizes, validates, and tracks financial data **before accounting and filing**.

1.3 Target Deployment

- Web-first (desktop primary)
- Mobile-responsive (client usage)
- Multi-tenant SaaS architecture

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2. STAKEHOLDERS & USER ROLES

2.1 Stakeholders

- Chartered Accountants (primary adopters)
- End clients (individuals & businesses)
- Platform owner (you)
- Future: auditors, regulators (indirect)

2.2 User Roles

Role	Description
Client	Provides transactions & documents
CA Partner	Owns firm workspace
CA Staff	Operates under assigned permissions
Platform Admin	Controls system-wide operations

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3. BUSINESS REQUIREMENTS

3.1 Business Model Requirement

- The platform **must be free for CAs**
- CAs **charge clients directly**

- Platform supports **revenue-sharing configuration**
- Platform **must not directly bill clients** in Phase 1

3.2 Distribution Requirement

- Client acquisition must be **CA-driven**
- The system must support **CA-controlled onboarding**
- Clients must not create independent workspaces

3.3 Legal & Trust Requirement

- All interactions must be **auditable**
- Data ownership must remain with CA-client relationship
- Platform must provide **legal defensibility** for CAs

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4. SYSTEM OVERVIEW

4.1 High-Level Architecture (Conceptual)

- Multi-tenant SaaS
- Each CA Firm = isolated workspace
- Clients exist **inside CA firm scope**
- No data crossover between firms

4.2 Core System Modules

1. Client Portal

2. CA Firm Portal
3. Compliance Workflow Engine
4. Transaction Intelligence Engine
5. Document Management System
6. Platform Administration Module

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5. FUNCTIONAL REQUIREMENTS — CLIENT PORTAL

5.1 Client Onboarding

FR-C-01
Clients must only be onboarded via CA invitation.

FR-C-02
Client invitation must include:

- Secure token
- Expiry
- Assigned CA firm

FR-C-03
Client must complete basic profile before accessing dashboard.

5.2 Transaction Management

FR-C-04
Clients must be able to upload bank statements in CSV or PDF format.

FR-C-05
System must normalize transactions into a standard ledger format.

FR-C-06
Transactions must be categorized as:

- Income
- Expense
- Transfer

FR-C-07
Clients must be allowed to edit categories subject to CA review.

5.3 Analytics Dashboard

FR-C-08
System must display monthly cash flow.

FR-C-09
System must distinguish tax-relevant vs non-tax expenses.

FR-C-10
System must display red-flag alerts in non-technical language.

5.4 Document Vault

FR-C-11
Clients must upload documents against a CA request.

FR-C-12
Documents must be auto-tagged by:

- Financial year
- Compliance type

FR-C-13
System must indicate missing documents clearly.

5.5 Compliance Timeline

FR-C-14
Clients must see all assigned compliances.

FR-C-15
Each compliance must show:

- Current stage
- Pending action
- CA review status

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6. FUNCTIONAL REQUIREMENTS — CA PORTAL

6.1 CA Registration & Workspace

FR-CA-01
CA registration must require verification approval by Platform Admin.

FR-CA-02
Each CA firm must have:

- Unique workspace
- Isolated data
- Configurable staff roles

6.2 Client Management

FR-CA-03
CAs must be able to invite clients.

FR-CA-04
Each client must have a compliance health score.

FR-CA-05
CAs must view client lifecycle states.

6.3 Transaction Intelligence

FR-CA-06
System must classify transactions as:

- Cash / Bank
- Personal / Business

FR-CA-07
System must flag:

- Cash deposits above threshold
- Repeated round-figure entries
- Unusual credit patterns

6.4 Compliance Workflow Engine

FR-CA-08
Each compliance must follow defined stages.

FR-CA-09
CAs must request documents through system workflows.

FR-CA-10
Clarifications must be linked to specific documents or transactions.

6.5 Structured Communication

FR-CA-11
Free-text chat must not exist.

FR-CA-12
All communication must be context-bound and logged.

6.6 CA Analytics

FR-CA-13
System must display firm-level analytics.

FR-CA-14
Analytics must include staff productivity and client risk.

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7. FUNCTIONAL REQUIREMENTS — PLATFORM ADMIN

7.1 Administration

FR-A-01
Admin must approve CA registrations.

FR-A-02
Admin must manage feature flags.

7.2 Revenue Management

FR-A-03
System must support revenue share configuration per CA.

FR-A-04
System must generate revenue reports.

7.3 Audit & Legal

FR-A-05
Admin must access audit logs.

FR-A-06
System must allow legal disclaimer updates.

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8. NON-FUNCTIONAL REQUIREMENTS

8.1 Performance

NFR-01
System must support at least **10,000 concurrent users**.

NFR-02
Dashboard load time ≤ 3 seconds.

8.2 Security

NFR-03
All data must be encrypted at rest.

NFR-04
Read-only access for financial imports.

NFR-05
All actions must be logged.

8.3 Scalability

NFR-06
System must scale horizontally.

8.4 Availability

NFR-07
System uptime ≥ 99.5%.

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9. CONSTRAINTS

- Must comply with Indian data protection norms
- No direct tax filing integration in Phase 1
- No accounting entries or ledger balancing

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10. ASSUMPTIONS

- CAs are willing to adopt digital workflows if free

- Clients will comply if guided
- CA firms act as gatekeepers

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11. OUT OF SCOPE (PHASE 1)

- Automated tax filing
- Bank login scraping
- Investment execution
- Payments processing

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12. SUCCESS METRICS

- CA onboarding rate
- Clients per CA
- Compliance completion time reduction
- CA retention rate

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13. FINAL STATEMENT

This system is designed to:

- Shift compliance from **panic-driven** to **process-driven**
- Turn CAs into distribution partners
- Build long-term defensibility via workflow lock-in