Specification for a Receipting System Phase 1. (Jentayu)

1. Overview.
   1. To facilitate recording of monies via software.
   2. Allow issuance of receipts for the monies collected.
   3. Maintain list of Inter Bank GIRO receipts.
   4. Provide necessary daily reports.
2. Scope Of Work.
   1. Login Security.
      1. Allow the existence of a Super-user.
      2. Allow access by module.
      3. Allow management of users with self-management of password.
   2. Contact list.
      1. Maintain a list of names and related information.
      2. Ability to maintain a list of next of kin between various contact records.
      3. Allow export of data to CSV (only for super-user and administrator.)
      4. Allow checking of NRIC and FIN.
      5. Allow merging of records if the user finds it’s a duplicate contact. Audit trail will be maintained. (only for super-user and administrator)
   3. Payment Mode List.
      1. Allow the management of payment modes. Examples of receipt type are Cash, Check, NETS.
   4. Receipt Types List.
      1. A list of receipt types to be selected at the receipt lines during entry of receipts.
   5. Receipts Entry.
      1. Allow entry of receipt.
      2. Allow printout of receipts of a half a A4 paper.
      3. Allow issuance of replacement receipt.
      4. Receipt number is incrementing with option of resetting the numbers.
      5. Receipts will be dated as per system date.
      6. Receipts cannot be deleted or edited.
      7. Replacement receipt can be issued against a receipt issued before.
   6. GIRO Module.
      1. Provide interface to management GIRO payees and the related payment.
      2. Generation of upload file.
      3. Import of GIRO Status file.
      4. Updating to a receipt.
   7. Reports
      1. Dashboard of reports on number of contacts.
      2. Collection summary for the past 3 days.