



iPaymentTracker

A Invoice Payment Tracking System

Abstract

This document describes the software requirements of the iPaymentTracker (an Invoice Payment Tracking System) Project. It provides a description of all functional and non-functional requirements for the system. It also acts as a contract between the Company and Project team for what will entail for a high-quality end product.

Revision History

Name	Date	Reason for Changes	Version
Md.Abdul Hamid	August 9, 2020	Adding Screen Mock-ups	1.01

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Purpose

The main purpose of the system is to create Work Orders for Vendors and track all kinds of submitted bill/invoice against the Work Order to avoid undesirable situations i.e. Bill missing/ submitted double bill/ delay payment.

This system will be designed to cover only local payments which excludes international LC/TT payment. Only applicable for check payment for the suppliers.

This is a simplified product which allows different Sub Units of the customers to create work order for its local purchase, which also offer facility to track the payment invoice hard copy which submitted by the vendors through a Barcode based tracking mechanism until the payment is being settle down.

[illegible]

Features

Below list is the set of features which will be developed for the product as agreed with the customer (Babylon Group) referencing commercial proposal submitted on 5th July.

Operational Features

- User Management
 - User Setup
 - Access Permission Setup
- Sub Unit Information Setup
- Department Setup
- Purchase Order Information Entry
- Non-Purchase Order Bill Entry
- Supplier Payment Invoice Tagging against Purchase Order
- Bar Code Generation for Supplier Payment Invoice
- Supplier Payment Invoice Scanning at different Departments
- Calculated VAT/AIT amount entry against Supplier Payment Invoice Grand Total Amount
- Cheque Detail Entry referencing Supplier Payment Invoice
- Cheque Disbursement Confirmation

Reports

- Purchase Order
- Supplier Payment Invoice Receive Acknowledgement Slip
- Barcode Sticker for Supplier Payment Invoice
- Cheque Handover confirmation Slip

Feature Details

This main objective of the system is to allow users to create Purchase Order from different Units by concern Procurement Departments which will be shown to the Corporate Office users for Tracking and Processing purposes, which means that this system supposed to be design in a way that a Master Company (Corporate Office) users can access all units Purchase Orders.

User Setup

Through this feature Users will be created for the system.

Field Name	Data Type	Comments	Sample Data
User Name	Text	Primary Key	Abdul
Full Name	Text		Abdul Hamid
Created On	Datetime	Dd/mm/yyyy	d/8/2020
Role/Department	Text		Procurement
Sub Unit	Numeric	Foreign Key	Babylon Garments Ltd.
Is Active	Boolean	Yes/No	Yes
Inactive Date	Datetime	dd/mm/yyyy	Null
Password	Text		hamid@123

Sub Unit Information Setup

Sub Unit's users will create Purchase Orders for the regarding unit. For which system need to provide facility to create Units

Field Name	Data Type	Comments	Sample Data
Unit ID	Numeric	Primary Key	1
Unit Name	Text		Babylon Garments Ltd.
Mail Address	Text		H # 2-B/1, Darussalam Road, Mirpur, Dhaka - 1216
Short Name	Text		BGL
Logo	Image		

Department Setup

Corporate Office different Department's users will scan the Supplier Payment Invoice. For which system need to provide facility to create departments.

Field Name	Data Type	Comments	Sample Data
Department Name	Text	Primary Key	Finance
Unit ID	Numeric	Foreign Key	Babylon Garments Ltd.

Purchase Order Information Entry

Sub Unit's users can only create Purchase Orders. Purchase Order will have 3 Parts for an example. Basic Info, Product Details and Terms & Conditions.

Basic Part will contain the basic details like PO No, Issue Date, Supplier Names etc. Product Details part will contain product related details like Item name, Brand, Quantity, Rate etc. and Terms & Condition part will contain the details of terms for the PO.


Creating Purchase Order will be a free hand data entry like Excel Work Sheet.

Field Name	Data Type	Comments	Sample Data
Basic Information			
Purchase Order No	Text	Primary Key	BGL-2020/08/0001
Unit ID	Numeric	Foreign Key	Babylon Garments Ltd.
Issue Date	Datetime	dd/mm/yyyy	21/08/2020
Reference No	Text		Nil
Reference Date	Datetime	dd/mm/yyyy	Nil
Supplier Name	Text		M/S. Satata Enterprise
Supplier Address	Text		67, Mazar Co-Operative Market, Mirpur 1, Dhaka 1216
Cell No	Text		+880 1680 057 522
Email ID	Text		satataenterprise@gmail.com
Place of Loading	Text		
Means of Transport	Tet		Suitable Transport
Place of Delivery	Text		Babylon Garments Ltd. Premises
Delivery Time	Text		01 Days
MPR No	Text		
MPR Date	Datetime	dd/mm/yyyy	
Payment Type	Text		Credit
Credit Limit	Numeric		30
Delivery Terms	Text		
VAT & TAX	Text		
Payment Terms	Text		
Total Amount	Numeric		Tk.1,872.00
Discount Amount	Numeric		0
Carrying, Loading & Uploading Amount	Numeric		0
Advance Amount	Numeric		0
Actual Payable Amount	Numeric		Tk.1,872.00
In Words	Text		One Thousand Eight Hundred Seventy-Two Taka Only
User Name	Text	Created By/Last Updated By	Abdul
Last Updated Date	Datetime	dd/mm/yyyy	21/08/2020

Field Name	Data Type	Comments	Sample Data
Product Details Information – Multiple Product Line could be entered referencing the Purchase Order No			
Purchase Order No	Text	Primary Key	BGL-2020/08/0001
Serial No	Numeric		1
Item Name	Text	dd/mm/yyyy	Glue Gum
Size/Capacity/Others	Text		
Brand	Text		Kippy
Origin	Text		
Quantity	Numeric		36
UOM	Numeric		Pcs
Unit Price	Numeric		12.00
Total Value	Numeric		432.00

Field Name	Data Type	Comments	Sample Data
Terms & Condition Information – Multiple Terms could be entered referencing the Purchase Order No			
Purchase Order No	Text	Primary Key	BGL-2020/08/0001
Terms	Text		All Goods/Services are to be supplied according to the descriptions given in this purchase order or approved sample

Sample

 Babylon Garments Ltd. H# 2-B/1, Darussalam Road, Mirpur, Dhaka-1216.							
Purchase order							
Seller / Service Provider :		M/S. Satata Enterprise		Order #	BGL-006-2019		
Address: 67,Mazar Co-Operative Market, Mirpur-1, Dhaka-1216, Bangladesh.		E-mail : shataenterprise@gmail.com		Ref # Nil	Ref. Date : Nil		
Cell # +880 1680 057 522		Place of Delivery : Babylon Garments Ltd. Premises.		Place of Shipment / Loading :		Suitable Transport	
Delivery Time : 01 Days		MPR # 10149		Date : 21.01.2019			
Our Management pleased to give you the order as per the following Terms & Conditions :							
SL.No.	Item Name	Size/Capacity/Others	Brand	Origin	Qty	Unit Price	Total Value(Tk)
01	Glue Gum		Kippy		36 Pcs	12.00	432.00
02	Glass Pencil		Diamond		12 Dozen	120.00	1,440.00
Total:							1,872.00
1) Delivery Terms : Should be delivered in a single delivery at Seller's Cost.				Discount: -			
2) VAT & TAX : VAT & Tax will be charged as per Govt. Rules				Sub-Total: -			
3) Payment Terms : Payment will be made thru A/C Payee Cheque with 30 working Days .				Carrying,Loading & Unloading: 0.00			
				Advance: 0.00			
				Actual Payable Amt: 1,872.00			
In Words: One Thousand Eight Hundred Seventy Two Taka				Payment Type:		Credit	
Confirmed by Seller		Prepared by : Md. Foyzal Ahamed 21/01/19 Officer, Procurement		Approved by : Md. Nurul Hossain Manager, Procurement Babylon Group			
Name :							
Signature :							
Seal :							
Other Terms & Condition : <ol style="list-style-type: none"> All goods/services are to be supplied according to the descriptions given in this purchase order or approved sample. Prices agreed upon by the Company are final. Delivery must be made within stipulated time. No discrepancy is acceptable without our prior agreement or consent in writing. All additional cost will be on supplier's account unless otherwise specified. 							
Compliance & Legal Requirement :							

Non-Purchase Order Bill Entry

Corporate user (Reception Staff) can create Non-Purchase Order Bills. Purchase Order will have 3 Parts for an example. Basic Info, Service Details and Terms & Conditions.

Field Name	Data Type	Comments	Sample Data
Basic Information			
Non-Purchase Order No	Text	Primary Key	BGLNPO-2020/08/0001
Unit ID	Numeric	Foreign Key	Babylon Garments Ltd.
Entry Date	Datetime	dd/mm/yyyy	21/08/2020
Reference No	Text		Nil
Reference Date	Datetime	dd/mm/yyyy	Nil
Supplier Name	Text		M/S. Satata Enterprise
Supplier Address	Text		67, Mazar Co-Operative Market, Mirpur 1, Dhaka 1216
Cell No	Text		+880 1680 057 522
Email ID	Text		satataenterprise@gmail.com
Payment Type	Text		Credit
Credit Limit	Numeric		30
VAT & TAX	Text		
Payment Terms	Text		
Total Amount	Numeric		Tk.1,872.00
Discount Amount	Numeric		0
Advance Amount	Numeric		0
Actual Payable Amount	Numeric		Tk.1,872.00
In Words	Text		One Thousand Eight Hundred Seventy-Two Taka Only
User Name	Text	Created By/Last Updated By	Abdul
Last Updated Date	Datetime	dd/mm/yyyy	21/08/2020

Field Name	Data Type	Comments	Sample Data
Product Details Information – Multiple Service Line could be entered referencing the Non Purchase Order No			
Non Purchase Order No	Text	Primary Key	BGLNPO-2020/08/0001
Serial No	Numeric		1
Service Name	Text	dd/mm/yyyy	Glue Gum
Quantity	Numeric		36
UOM	Numeric		Pcs
Unit Price	Numeric		12.00

Total Value	Numeric		432.00
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Field Name	Data Type	Comments	Sample Data
Terms & Condition Information – Multiple Terms could be entered referencing the Non Purchase Order No			
Non Purchase Order No	Text	Primary Key	BGLNPO-2020/08/0001
Terms	Text		

Supplier Payment Invoice Tagging against Purchase Order/Non-Purchase Order & Bar Code Generation for Supplier Payment Invoice

Suppliers supposed to submit Payment Invoice at Customer's Corporate Office Reception. Help Desk personnel will search the Purchase Order in the system and add Payment Invoice details referencing the Purchase Order

Field Name	Data Type	Comments	Sample Data	Entry Location
Unit Name	Text	Primary Key	Babylon Garments Ltd.	During Supplier Payment Invoice Entry
Purchase Order Type	Text		Purchase Order	
Purchase Order No	Text		BGL-2020/08/0001	
Bill No	Text		Invo-012568	
Bill Date	Datetime	dd/mm/yyyy	25/08/2020	
Received From	Text		Mr. Kamal	
Bill Amount	Numeric		Tk.1,872.00	
Bar Code	Text	Bar Code will be generated respecting the Purchase Order No & Bill No	System Generated	
VAT Amount	Numeric	Calculate VAT		During Finance VAT & AIT Calculation
Tax Amount	Numeric	Calculate TAX/AIT		
Payable Amount	Numeric	After calculating VAT & AIT		
Auditor Comments	Text			During Auditor Comments entry
Cheque No	Text			During Cheque Preparation
Bank Name	Text			

Account Name	Text			
Cheque Date	Datetime	dd/mm/yyyy		
Cheque Disburse To	Text			During Cheque Disbursement Confirmation
Disbursement Date	Datetime	dd/mm/yyyy		
Cheque Disbursed By	Text	Logged in user name		
Print Count	Numeric			

Supplier Payment Invoice Scanning at different Departments

Supplier Payment Invoice will be scan at different Departments.

Field Name	Data Type	Comments	Sample Data
Unit Name	Text	Primary Key	Babylon Garments Ltd.
Purchase Order Type	Text		Purchase Order
Purchase Order No	Text		BGL-2020/08/0001
Bill No	Text		Invo-012568
Department Name	Text		Procurement
Scan Time	Datetime	dd/mm/yyyy	
Scanned By	Text		

Calculated VAT/AIT amount entry against Supplier Payment Invoice Grand Total Amount

Finance department concern will scan the Invoice and calculate the AIT, VAT and Actual Payable and update in the system

Cheque Detail Entry referencing Supplier Payment Invoice


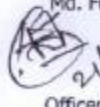
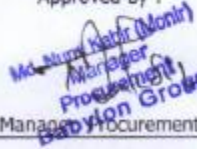
Finance department concern will scan the Invoice and update the Cheque Details in the system

Cheque Disbursement Confirmation

Corporate Reception Help Desk personnel will scan the Invoice and update the disbursement details

Report Format Details

Purchase Order

 Babylon Garments Ltd. H# 2-B/1, Darussalam Road, Mirpur, Dhaka-1216.																																	
Purchase order																																	
Seller / Service Provider :	M/S. Satata Enterprise Order # BGL-006-2019 Date : 21.01.2019																																
Address: 67,Mazar Co-Operative Market, Mirpur-1, Dhaka-1216, Bangladesh.	Ref # Nil Ref. Date : Nil																																
Cell # +880 1680 057 522 E-mail : shatataenterprise@gmail.com	Place of Shipment / Loading :																																
Place of Delivery : Babylon Garments Ltd. Premises.	Means of Transport : Suitable Transport																																
Delivery Time : 01 Days	MPR # 10149 Date : 21.01.2019																																
Our Management pleased to give you the order as per the following Terms & Conditions :																																	
<table border="1"> <thead> <tr> <th>SL.No.</th> <th>Item Name</th> <th>Size/Capacity/Ot hres</th> <th>Brand</th> <th>Origin</th> <th>Qty</th> <th>Unit Price</th> <th>Total Value(Tk)</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Glue Gum</td> <td></td> <td>Kippy</td> <td></td> <td>36 Pcs</td> <td>12.00</td> <td>432.00</td> </tr> <tr> <td>02</td> <td>Glass Pencil</td> <td></td> <td>Diamond</td> <td></td> <td>12 Dozen</td> <td>120.00</td> <td>1,440.00</td> </tr> <tr> <td colspan="7">Total:</td> <td>1,872.00</td> </tr> </tbody> </table>	SL.No.	Item Name	Size/Capacity/Ot hres	Brand	Origin	Qty	Unit Price	Total Value(Tk)	01	Glue Gum		Kippy		36 Pcs	12.00	432.00	02	Glass Pencil		Diamond		12 Dozen	120.00	1,440.00	Total:							1,872.00	1) Delivery Terms : Should be delivered in a single delivery at Seller's Cost 2) VAT & TAX : VAT & Tax will be charged as per Govt. Rules 3) Payment Terms : Payment will be made thru A/C Payee Cheque with 30 working Days .
SL.No.	Item Name	Size/Capacity/Ot hres	Brand	Origin	Qty	Unit Price	Total Value(Tk)																										
01	Glue Gum		Kippy		36 Pcs	12.00	432.00																										
02	Glass Pencil		Diamond		12 Dozen	120.00	1,440.00																										
Total:							1,872.00																										
Discount: - Sub-Total: - Carrying,Loading & Unloading: 0.00 Advance: b 0.00 Actual Payable Amt: b 1,872.00																																	
In Words: One Thousand Eight Hundred Seventy Two Taka							Payment Type: Credit																										
Confirmed by Seller Name : Singnature : Seal :	Prepared by : Md. Foyzal Ahamed  21/01/19 Officer, Procurement			Approved by :  Md. Nurul Hossain (Monir) Manager Procurement Babylon Group																													
Other Terms & Condition : <ol style="list-style-type: none"> All goods/services are to be supplied according to the descriptions given in this purchase order or approved sample. Prices agreed upon by the Company are final. Delivery must be made within stipulated time. No discrepancy is acceptable without our prior agreement or consent in writing. All additional cost will be on supplier's account unless otherwise specified. 																																	
Compliance & Legal Requirement :																																	

Barcode Sticker for Supplier Payment Invoice



Supplier Payment Invoice Receive Acknowledgement Slip

Corporate Name
Corporate Address
Receive Acknowledgement Slip



Original Copy

Bill No		Bill Date	
Reference Purchase Order No		PO Date	
Bill Submitted For Unit			
Bill Received From			
Tentative Payment Date			

Issued By

Issue Date

Cheque Handover confirmation Slip

Corporate Name
Corporate Address
Cheque Disbursement Slip

Bill No		Bill Date	
Reference Purchase Order No		PO Date	
Bill Submitted For Unit			
Cheque No		Date	
Bank Name			
Disbursement Date			
Received By			
Received From			

Printed By

Received By

Received Date

Screen Mock-ups

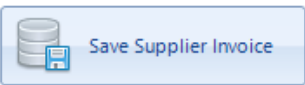
Few screen mock-ups for the system

Supplier Payment Invoice Tagging against Purchase Order & Bar Code Generation for Supplier Payment Invoice

- Purchase Order Type – 1. Purchase Order 2. Non-Purchase Order
- Purchase Order No – Load those Purchase Orders which are mapped in any Bills/Invoices
- Tentative payment Date = Bill Date + Credit Limit
- Generate Barcode Button – By clicking this a Barcode will be generated
- Print Sticker – 2 Barcode Sticker will be printed
- Save Supplier Invoice - Print Acknowledgement Slip after successful Save
- **All Fields in Purchase Order Information and Tentative Payment Date will be read only**
- **Acknowledgement Slip Print in Supplier Invoice List will be activated for few specific users**

Supplier Invoice Information
Purchase Order Type
Purchase Order No
Bill No
Bill Date
Received From
Invoice Amount
Tentative Payment Date

Purchase Order Information
Purchase Order Date
Service Provider
Purchase Order Type
Place of Delivery
Credit Limit
Barcode
Barcode



Supplier Invoice List

Bill No	Bill Date	Received From	Invoice Amount	Payment Date (Tentative)	Edit	Delete	Acknowledgement Slip
---------	-----------	---------------	----------------	--------------------------	------	--------	----------------------

Supplier Payment Invoice Scanning at different Departments

Scanned from Department			
<input type="text"/>			
Scanned by User			
<input type="text"/>			
Scan Barcode	<input type="text"/>		
	<input type="button" value="Clear"/>		
Supplier Invoice Information			
Purchase Order No	<input type="text"/>	Purchase Order Date	10 August 2020
Bill No	<input type="text"/>	Service Provider	<input type="text"/>
Bill Date	10 August 2020	Tentative Payment Date	10 August 2020

Notes

All fields in Supplier Invoice Information, Scanned from Department and Scanned by User will be read only

Calculated VAT/AIT amount entry against Supplier Payment Invoice Grand Total Amount

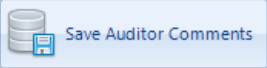
Scan Barcode			
<input type="text"/>			
Supplier Invoice Information			
Purchase Order No	<input type="text"/>	Purchase Order Date	10 August 2020
Bill No	<input type="text"/>	Service Provider	<input type="text"/>
Bill Date	10 August 2020	Tentative Payment Date	10 August 2020
Payable Calculation as per Purchase Order		Payable Calculation for Cheque	
Total Amount	<input type="text"/>	Submitted Invoice Amount	<input type="text"/>
Discount	<input type="text"/>	Calculated VAT Amount	<input type="text"/>
Sub Total	<input type="text"/>	Calculated AIT Amount	<input type="text"/>
Carrying, Loading & Unloading	<input type="text"/>	Payable Amount	<input type="text"/>
Advance	<input type="text"/>		
Actual Payable Amount	<input type="text"/>		
		<input type="button" value="Save Payable Calculation"/>	

Notes

- All fields in Supplier Invoice Information, Payable Calculation as per Purchase Order and Submitted Invoice Amount will be read only

- Payable Calculation as per Purchase Order – Data will be loaded from Purchase Order/Non-Purchase Order database
- Submitted Invoice will be loaded from Supplier Payment Invoice database

Auditors Comments Capturing

Scan Barcode			
Supplier Invoice Information			
Purchase Order No	<input type="text"/>	Purchase Order Date	10 August 2020
Bill No	<input type="text"/>	Service Provider	<input type="text"/>
Bill Date	10 August 2020	Tentative Payment Date	10 August 2020
Auditor's Comments			
			


Notes

- All fields in Supplier Invoice Information will be read only

Cheque Detail Entry referencing Supplier Payment Invoice

Cheque Amount = Payable Amount

Scan Barcode			
<div></div>			
Supplier Invoice Information			
Purchase Order No	<div></div>	Purchase Order Date	10 August 2020
Bill No	<div></div>	Service Provider	<div></div>
Bill Date	10 August 2020	Tentative Payment Date	10 August 2020
Payable Calculation as per Purchase Order		Cheque Preparation	
Total PO Amount	<div></div>	Bank Name	<div></div>
Discount	<div></div>	Account Name	<div></div>
Sub Total	<div></div>	Cheque No	<div></div>
Carrying, Loading & Unloading	<div></div>	Cheque Date	10 August 2020
Advance	<div></div>	Cheque Amount	<div></div>
Actual Payable Amount	<div></div>		
Submitted Invoice Amount	<div></div>		
Calculated VAT Amount	<div></div>		
Calculated AIT Amount	<div></div>		
Payble Amount	<div></div>		


 Save Cheque Details

Notes

- All fields in Supplier Invoice Information, Payable Calculation as per Purchase Order will be read only

Cheque Disbursement Confirmation

Scan Barcode			
Supplier Invoice Information			
Purchase Order No	<input type="text"/>	Purchase Order Date	10 August 2020
Bill No	<input type="text"/>	Service Provider	<input type="text"/>
Bill Date	10 August 2020	Tentative Payment Date	10 August 2020
Cheque Preparation			
Bank Name	<input type="text"/>		
Account Name	<input type="text"/>		
Cheque No	<input type="text"/>	Cheque Date	10 August 2020
Disbursement Details			
Disbursed On	10 August 2020		
Disbursed To	<input type="text"/>		

 Save Cheque Disbursement

Notes

- All fields in Supplier Invoice Information, Cheque Preparation will be read only
- After Saving Cheque Handover Confirmation Slip will be printed automatically

Dashboard

Scan Barcode

Supplier Invoice Information

Purchase Order No

Purchase Order Date

10 August 2020

Bill No

Service Provider

Bill Date

10 August 2020

Tentative Payment Date

10 August 2020

Cheque Preparation

Bank Name

Account Name

Cheque No

Cheque Date

10 August 2020

Auditor's Comments

Invoice Scanning History

Scanned Department	Scanned By	Scanned Datetime
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All fileds will be Readonly