

This SRS describes the requirements and specifications of Sales Tracking System for the **Crescent Chemicals Limited**. It explains the functional features of the system, along with attribute details, design details and related considerations such as performance characteristics. The SRS is intended for project team members, technical working group, end users, any other officials involved in the project.

# Software Requirement Specification for

Sales Tracking System

Version: 01

**Newgen Technology Limited**

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## Software Requirement Specification Authorization Memorandum

I have carefully assessed the Software Requirements Specification for the (Sales Tracking System).

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

\_\_\_\_\_ The document is accepted.

\_\_\_\_\_ The document is accepted pending the changes noted.

\_\_\_\_\_ The document is not accepted.

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We fully accept the changes/requirements as needed improvements and authorize initiation of work to proceed.  
Based on our authority and judgment, the continued operation of this system is authorized.

\_\_\_\_\_  
NAME & SIGNATURE  
Finance & Admin  
Mr. Sanjid Parvez-(Assistant Manager)

\_\_\_\_\_  
DATE

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NAME & SIGNATURE  
Crescent Chemical Project Manager  
Mr. Sanjid Parvez

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME & SIGNATURE  
Newgen Technology Ltd.-  
Golam Mowla  
Project Manager

\_\_\_\_\_  
DATE

## RECORD OF CHANGES

Version #	Date	Location of change	A M D	Brief description of change	Author/Changed by
V 1.0	25 <sup>th</sup> Dec-21			Initial Version	Mowla

**A** - ADDED **M** - MODIFIED **D** - DELETED

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## 1.0 GENERAL INFORMATION

### 1.1 Purpose

This document is the software requirement specifications for the Sales Tracking System (hereafter refer to as STS) of Crescent Chemical a chemical manufacturer and supplier in Bangladesh. The document intends to describe the requirements for STS as a Web Based System, which is tailor able and easily usable guidelines and materials in order to implement a good Software Design. The content of this document is entirely informative. This document has been originally developed by “NTL-Newgen Technology Limited”. It has since then been substantially reviewed by others, as indicated in the revision history

### 1.2 Scope

This Software Requirements Specification will outline the functional, performance, security and other system requirements identified by the Team Sales/Accounts & Finance as the proposed information system solution for Sales Tracking System for sales & finance departments users.

### 1.3 Project References

Key documents needed as supporting references to this document are listed below and must be taken into consideration by NTL while responding to the details outlined in this document:

- RE: Work Order

### 1.4 Acronyms, Abbreviations and Definition

SRS-Software Requirements Specifications.  
NTL – Newgen Technology Limited.  
STS- Sales Tracking System  
DFD – Data Flow Diagram  
SC - Scope

### 1.5 Points of Contact

#### 1.5.1 Information & Coordination

Below is a list of Point of Contacts relevant to this project:

Contact	Contact	Dept.	Telephone	Email	Oversight Function
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Name	Type		Number		
Mr. Sanjid Parvez	STS Lead	Finance & Admin	01712 200813	sanjid_ccl@hotmail.com	Implementation Training General Governance High Level Decisions Problem Resolution
Mr. Liakat Hossain Nayan	Project Lead	NTL		liakathossain@Crescent-bd.com	Implementation Training General Governance High Level Decisions Problem Resolution
Mr. Mowla	General	NTL		golam.mowla@newgen-bd.com	General Governance



## 2.0 OVERVIEW

### 2.1 Document

This SRS is organized as follows: Section 2 gives an overall description of the software. Section 3 gives specific requirements which the software is expected to deliver. Functional requirements are given by various scopes with attributes including corresponding business rules. Section 4 gives what level of proficiency is expected by the user, some failure contingency while using the software and some assumptions and dependencies that are assumed. Section 5 gives some guidelines for recommended equipment/software possible communications media/s. The user characteristics in Section 6 describe user groups, corresponding roles and rights the audit trail. Finally, Annexure in section 7 outlined with reports template.

### 2.2 System

STS-Sales Tracking System is aimed toward Crescent Chemicals Ltd who has considerable number of sales in markets, and so needs software assistance for sale based record keeping and computations regarding the sales. STS should be user-friendly, 'quick to learn' and reliable software for the above purpose. STS is intended to be a stand-alone product and should not depend on the availability of other software. It should run on both UNIX and Windows based platform.

The application will be WEB-based information storage and retrieval system that will replace the long-outdated manual system to help the task maintaining the processes in a much more organized way. Currently it involves lot of paper work thus requires time and is also prone to error thus the benefit with a new online system would be that work could be done much faster and in a much more accurate manner.

## 3.0 FUNCTIONAL REQUIREMENTS AND USER IMPACTS

### 3.1 Summary of Functions

The Team-Sales & Finance requires a technology based solution for a community-wide data collection and management system whose primary function is to:

- ✓ Expedite and streamline the process of delivery of chemicals to customers and associated or parties
- ✓ Determine the size and scope of the sales problem at all level
- ✓ Assess service needs and gaps across the community
- ✓ Plan services and programs appropriately to address needs

- ✓ Measure progress in addressing sales & financial adjustments/collection process.
- ✓ Measure performance of individual and the system as a whole.

### **3.1.1 Functional Requirements**

In order to accomplish the above articulated need, the Team-Sales & Finance requires a community-wide data collection and management system that includes the following functionality in addition with existing functionalities:

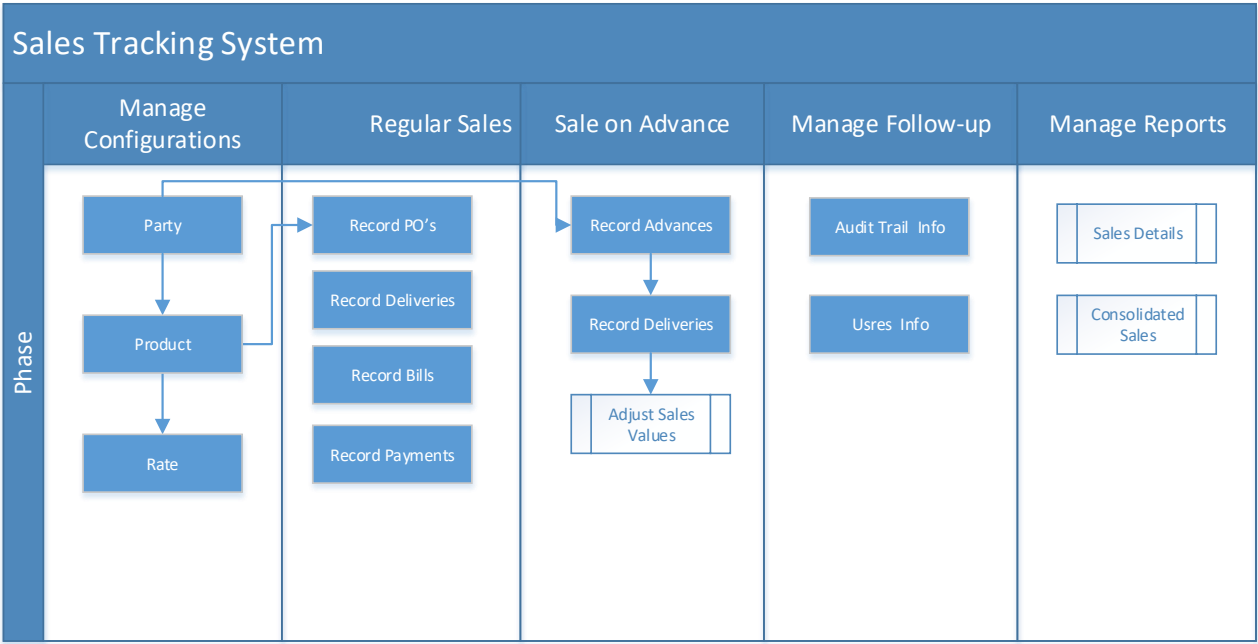
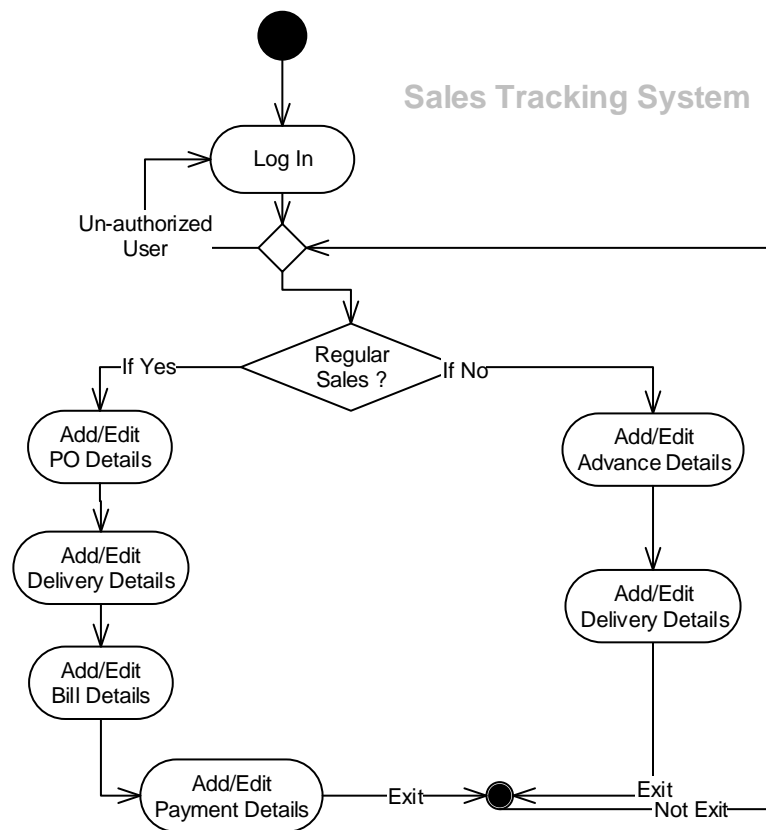
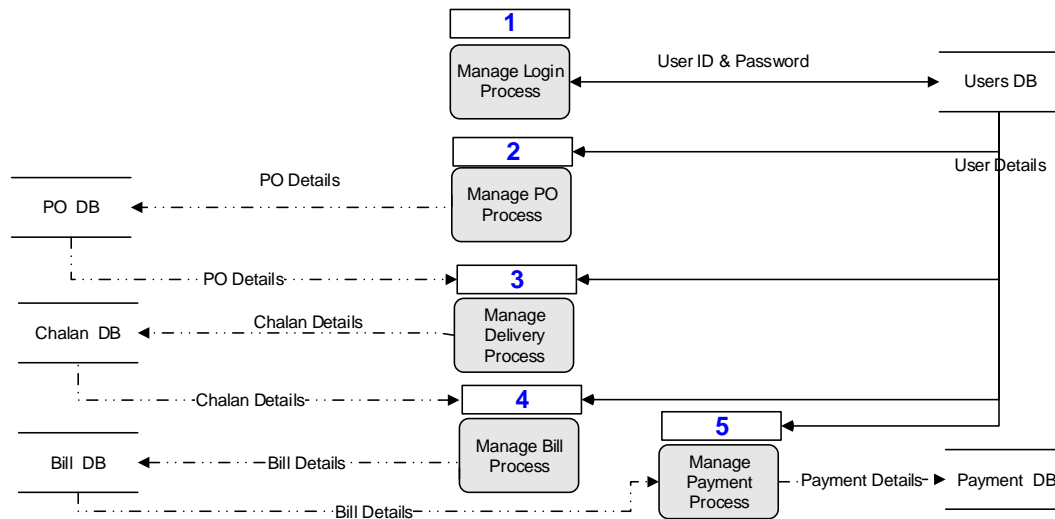


Figure 1: Process flow Diagram of Sales Tracking System



*Figure 2: Activity Diagram of Sales Tracking System*

- System allows authorized personnel to log in to the system and will be able to perform all sorts of activities according to assigned roles & rights.
- The authorized user has the options for performing either regular sales task or sales on advance activities.
- Upon entering PO information, user will be able to store all sorts of delivery to payment related information into the system.
- Upon entering advance details, registered user(s) will be able to store all delivery details into the system respectively.



*Figure 3: System Level DFD of STS - Regular Sales*

- 1 **Users Authentication:** By using this process; only authorized users can be login into the system through user authentication from Users DB.
- 2 **PO-Purchase Order Process:** By using this process; authorized user able to store all of the PO details in the PO DB and gets respective user Details from user DB.
- 3 **Delivery Process:** By using this process; authorized user able to store all of the descriptive delivery details in the Chalan DB and gets respective user Details from user DB and PO details from PO DB.
- 4 **Bill Process:** By using this process; authorized user able to store all of the bill details into the Bill DB and gets respective user Details from user DB and chalan details from chalan DB.
- 5 **Payment Process:** By using this process; authorized user able to store all of the payment details into the Payment DB and gets respective user Details from user DB and bill details from Bill DB.

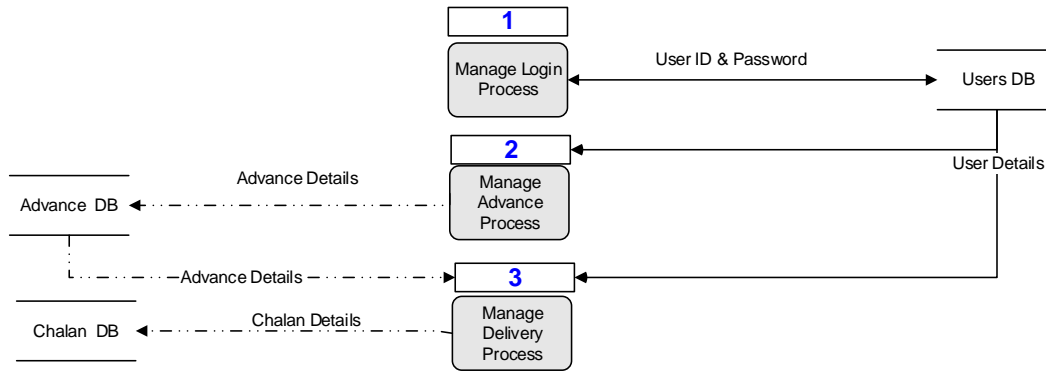


Figure 4: System Level DFD of STS - Advance Sales

- 1 **Users Authentication:** By using this process; only authorized users can be login into the system through user authentication from Users DB.
- 2 **Advance Process:** By using this process; authorized user able to store all of the advance details in the Advance DB and gets respective user Details from user DB.
- 3 **Delivery Process:** By using this process; authorized user able to store all of the descriptive delivery details in the Chalan DB and gets respective user Details from user DB and Advance details from Advance DB.
- 4 **Bill Process:** By using this process; authorized user able to store all of the bill details into the Bill DB and gets respective user Details from user DB and chalan details from chalan DB.
- 5 **Payment Process:** By using this process; authorized user able to store all of the payment details into the Payment DB and gets respective user Details from user DB and bill details from Bill DB.

### 3.1.2 Input Requirements

#### 3.1.2.1 Scopes

##### 3.1.2.1.1 Manage User Account Information

1	<b>Scope ID</b>	:	<b>STS/SC/01</b>
2	Name of Scope	:	<b>Manage User Account Information</b>
3	General description of scope	:	<p>In STS, the User Account Management Module provides Administrative functions for authorized personnel to User and Password management.</p> <ol style="list-style-type: none"> <li>1. Based on unit, the Administrator will be able to create user account and Password and employee information imported through Excel/CSV. Furthermore, user will be given certain roles and each role will have some functional rights (<i>Add/Edit/Delete/View on certain feature/s</i>). The user corresponding assigned roles and rights will be stored here after system will verify the registration form.</li> <li>2. Provide the function to add new role rights and remove existing role rights.</li> <li>3. Provide the function to store/edit/enquire/report on login success, login failure, active roles, inactive roles, active users, inactive users, reactivate (frozen) password and reset password.</li> <li>4. The system will create accounts and access rights for the User.</li> <li>5. Authorized user will be able to view or edit information as required.</li> <li>6. Authorized user will be able to delete particular user's information as required.</li> </ol>

**3.1.2.1.2 Manage Authorized User to Login into the system**

1	<b>Scope ID</b>	:	<b>STS/SC/02</b>
2	Name of Scope	:	<b>Allow Authorized User to Login into the system</b>
3	General description of scope	:	<ol style="list-style-type: none"> <li>1. Based on unit, authorized User login into the system by providing his user ID and password. After that system will validate his user ID and password to declare the user is authorized or not.</li> <li>2. User's information depicted from the predefined database.</li> <li>3. If the user is declared unauthorized by the system then it will go back to the authorization process again.</li> <li>4. In case of authorized user; the user will be entering into the main system.</li> <li>5. Authorized users are able to perform operation as per obtained privileges and or roles.</li> </ol>
4	Attribute List	:	Pls. see Table 2

**Table 2: Attribute List of (STS/SC/02)**

Attribute Name	Input Description	Default Value	Mandatory/ Optional	Instruction (if any)
User ID	Text		M	
Password	Text-Digit		M	



## 3.1.2.1.3 Manage Customer Setup

1	Scope ID	:	STS/SC/03
2	Name of Scope	:	Manage Customer Setup
3	General description of scope	:	<p>This scope captures customer information may include name to conduct sales and contact details. This scope provides a choice of three actions: Store, Update, and Delete.</p> <ol style="list-style-type: none"> <li>1. Authorized user will be able to set (store) customer information (<i>including address and contacts</i>) into the system. If the customer is already entered on the system, then the new customer is not created.  [<i>Note: One single customer can associate more than one sub customer with different names.</i>]</li> <li>2. Authorized user can modify existing customer information. No action is performed if the customer be used in any way by the system.</li> <li>3. Authorized user can remove existing customer information. No action is performed if the customer be used in any way by the system.</li> <li>4. The stored information can be searched with the following parameter(s): <ul style="list-style-type: none"> <li>• Customer (full) Name</li> <li>• Customer (Short) Name</li> <li>○ Note: [<i>quick filter facility for each choice (number and letters) should match its value</i>]</li> </ul> </li> <li>5. Authorized user logs out of the system.</li> <li>6. This scope provides a choice of 2 (two) Status for Customer: <ol style="list-style-type: none"> <li>i. Active</li> <li>ii. Inactive</li> </ol> <p>[<i>Note: To deactivate a customer, the sales records that belongs to, must remain/s in deactivated/realized.</i>] Inactive Reasons can be recorded under a customer.</p> </li> </ol>

4	Attribute List	:	Pls. see Table 3
	Business Rules: <i>A. Facility to display the notification panel and during sales where the rule checks that the deposit limit amount is exceeded and the Credit limit threshold is exceeded.</i>		

**Table 3: Attribute List of (STS/SC/03)**

Attribute Name	Input Description	Default Value	Mandatory/ Optional	Instruction (if any)
Customer Name	Text, size= "80"		M	
Customer's Short Name	Text, size= "10"		M	A summarized form can be used in the reference numbers/search.
Address	Text, size= "250"		M	Multi Line Textbox field required.
Phone & Fax	Text, size= "150"		O	Multi Line Textbox field required.
Email	Text, size= "50"		O	
Contact Person's Details	Text, size= "350"		O	Multi Line Textbox field required.
District	Drop-down list(Single Choice)	Dhaka	M	Should have the ability to input and selection.
Customer Type	Options include: Advance Sale; Regular Sales; Both. (Single Choice)	Advance Sales	M	
Credit Limit (Max. Amount)	Number of positive integers. (Format "###,##,###.00")	0	O	
Currency	Drop-down list(Single Choice)	BDT	O	Should have the ability to input and selection.
Credit Limit (Max. Quantity)	Number of positive integers. (Format "###,##,###.00")	0	O	
Default UoM	Drop-down list(Single Choice)	KG	O	
Effective Date (for each credit LIMIT)	Date. Format (dd: mm:yyyy hh:mm am/pm)	Today's date	O	User can over right it.
Deposit Limit	Number of positive	0	O	

(Upper)	integers. (Format "###,##,###.00")			
Deposit Limit (Lower)	Number of positive integers. (Format "###,##,###.00")	0	0	
Currency	Drop-down list(Single Choice)	BDT	0	Derived, as credit limit
Effective Date (for each deposit LIMIT)	Date. Format (dd: mm:yyyy hh:mm am/pm)	Today's date	0	User can over right it.
Remarks	Text, size= "150"		0	Multi Line Textbox field required.

#### 3.1.2.1.4 Manage Sub-Customer/Party Setup

1	Scope ID	:	STS/SC/04
2	Name of Scope	:	Manage Sub-Customer/Party Setup
3	General description of scope	:	<p>The "Manage Sub-Customer Setting" scope allows user to managing various Sub-Customers information according to Customer because Sub-Customer varies from Customer to Customer. The following 1 (one) feature is intended for this scope.</p> <ol style="list-style-type: none"> <li>Sub-Customer/Parties must be configured under Customer(s) with <b>Priority. Selected Sub-Customer treated as a separate entity and non-selected considered to be other entity at the certain reports.</b> The customers' deposits money of its parties and these parties purchase chemicals according to price sets (<i>party specific</i>) for products throughout the sales cycle. Deposits and prices should pay in local currency (BDT).</li> </ol> <p>This scope provides a choice of 3 (three) actions: Store, Update, and Delete.</p> <ol style="list-style-type: none"> <li>Authorized user will be able to set (store) parties information (<i>based on customer</i>) into the system. If the party is already entered on the system, then the new party is not created. [Note: <i>One customer can associate more than one party and one party cannot be possessed by the other customer at a time.</i>]</li> <li>Authorized user can modify existing record of a</li> </ol>

			<p>party. And needs to keep track of all the changes. This revision history lets user see every change made.</p> <p>4. Authorized user can remove an existing party. No action is performed if the charge be used in any way by the system. [<i>Note: record will be flagged as deleted but not necessarily removed from the system</i>]</p> <p>5. The stored information can be searched with the following parameter(s):</p> <ol style="list-style-type: none"> <li>Customer (full/short) Name</li> <li>Party (full/short) Name.</li> <li>Note: [<i>quick filter facility for each choice (number and letters) should match its value</i>]</li> </ol> <p>6. Authorized user logs out of the system.</p> <p>7. This scope provides a choice of 2 (two) Status for charge: <ul style="list-style-type: none"> <li>Active</li> <li>Inactive</li> </ul> <i>[Note: To deactivate a party, the sales records that belongs to, must remain/s in deactivated/realized.]</i>  Inactive Reasons can be recorded under a party. </p>
4	Attribute List	:	Pls. see Table 4

**Table 4: Attribute List of (STS/SC/04)**

Attribute Name	Input Description	Default Value	Mandatory/ Optional	Instruction (if any)
Customer	Drop-down list(Single Choice)		M	Active customers. Derived from "STS/SC/03"
Party Name	Text, size= "80"		M	
Party's Short Name	Text, size= "10"		M	A summarized form can be used in the reference numbers/search.
Address	Text, size= "250"		M	Multi Line Textbox field

				required.
Phone & Fax	Text, size= "150"		O	Multi Line Textbox field required.
Email	Text, size= "50"		O	
Contact Person's Details	Text, size= "350"		O	Multi Line Textbox field required.
District	Drop-down list(Single Choice)	Dhaka	M	Should have the ability to input and selection.
Remarks	Text, size= "150"		O	Multi Line Textbox field required.
Priority	Number of positive integers. (Format "#")	0	M	have to set for the party with maximum priority to 5.

## 3.1.2.1.5 Manage Product Setup

1	Scope ID	:	STS/SC/05
2	Name of Scope	:	Manage Product Setup
3	General description of scope	:	<p>This scope captures product information may include name to conduct sales and rate details. This scope provides a choice of three actions: Store, Update, and Delete.</p> <ol style="list-style-type: none"> <li>1. Authorized user will be able to set (store) product information (<i>including sale price and UoM-Unit of Measurement</i>) into the system. If the product is already entered on the system, then the new product is not created. [<i>Note: Prices can further be fixed here for long or during the sales process (PO/Party wise) whereby organization sets the price at which it will sell its chemicals. It comes into effect at the date and time specified (effective date)</i>]</li> <li>2. Authorized user can modify existing record of a product. And needs to keep track of all the changes. This revision history lets user see every change made.</li> <li>3. Authorized user can remove existing product information. No action is performed if the product be used in any way by the system.</li> <li>4. The stored information can be searched with the following parameter(s): <ol style="list-style-type: none"> <li>a. Product (full) Name</li> <li>b. Product (Short) Name <ol style="list-style-type: none"> <li>i. Note: [<i>quick filter facility for each choice (number and letters) should match its value</i>]</li> </ol> </li> </ol> </li> <li>5. Authorized user logs out of the system.</li> <li>6. This scope provides a choice of 2 (two) Status for Customer: <ol style="list-style-type: none"> <li>a. Active</li> <li>b. Inactive</li> <li>c. [<i>Note: To deactivate a product, the records that belongs to, must remain/s in deactivated/closed.</i>]</li> </ol> </li> </ol>

4	Attribute List	:	Pls. see Table 5
	Special Requirements: <ul style="list-style-type: none"> <li>System should have multiple units of measures as alternative unit of measure with corresponding conversion factors and these all conversion factor will be calculated with base/default unit of measure.</li> </ul>		

Table 5: Attribute List of (STS/SC/05)

Attribute Name	Input Description	Default Value	Mandatory/ Optional	Instruction (if any)
Product Name	Text, size= "80"		M	
Product's Short Name	Text, size= "10"		O	A summarized form can be used in the reference numbers/search.
Description	Text, size= "250"		O	Multi Line Textbox field required.
Rate/Value	Number of positive integers. (Format "#,###.00")	0	O	
Currency	Drop-down list(Single Choice)	BDT	O	Should have the ability to input and selection.
Default Currency	Drop-down list(Single Choice)	BDT	O	Derived from Currency
Default UoM	Drop-down list(Single Choice)	KG	M	Derived from Currency
Effective Date (for each rate)	Date. Format (dd: mm:yyyy hh:mm am/pm)	Today's date	O	User can over right it.
Remarks	Text, size= "150"		O	Multi Line Textbox field required.

## 3.1.2.1.6 Manage Unit Setup

1	Scope ID	:	STS/SC/06
2	Name of Scope	:	Manage Unit Setup
3	General description of scope	:	<p>This scope captures unit information to launch the application "Sales Tracking System". This scope provides a choice of three actions: Store, Update, and Delete.</p> <ol style="list-style-type: none"> <li>1. Authorized user will be able to set (store) unit information (<i>including address and contacts</i>) into the system. If the unit is already entered on the system, then the new unit is not created. [<i>Note: One single unit must associate with more than one Sub-Unit</i>]</li> <li>2. User can upload single image file (Unit's logo) on behalf of unit.</li> <li>3. Authorized user can modify existing unit information.</li> <li>4. Authorized user can remove existing unit information. No action is performed if the unit be used in any way by the system.</li> <li>5. The stored information can be searched with the following parameter(s): <ul style="list-style-type: none"> <li>• Unit Name</li> </ul> </li> <li>6. Authorized user logs out of the system.</li> </ol>
4	Attribute List	:	Pls. see Table 6



**Table 6: Attribute List of (STS/SC/06)**

Attribute Name	Input Description	Default Value	Mandatory/ Optional	Instruction (if any)
Unit	Text, size= "150"		M	Should have the ability to input and selection.
Unit's Short Name	Text, size= "10"		M	A summarized form can be used in the reference numbers.
Address	Text, size= "250"		M	Multi Line Textbox field required.
Phone & Fax	Text, size= "150"		O	Multi Line Textbox field required.
Email	Text, size= "50"		O	
Contact Person's Details	Text, size= "350"		O	Multi Line Textbox field required.
District	Drop-down list(Single Choice)	Dhaka	M	Should have the ability to input and selection.
Remarks	Text, size= "350"		O	Multi Line Textbox field required.

**3.1.2.1.7 Customer and Party Mapping for Advance Sales**

1	<b>Scope ID</b>	:	<b>STS/SC/07</b>
2	Name of Scope	:	<b>Customer and Party Mapping in Advance Selling</b>
3	General description of scope	:	<p>The "Customer and Party Mapping for Advance Sales" scope allows user to mapping various products according to customers and there's parties for advance sale purposes. The following 2 (two) feature is intended for this scope.</p> <ul style="list-style-type: none"> <li>a. Multiple customers and associated parties maps to a single product giving customers a choice of where they can purchase chemicals and measure sales performance.</li> <li>b. Groups of products mapped with multiple customers and associated parties.</li> </ul> <p>This scope provides a choice of 3 (three) actions: Store, Update, and Delete.</p> <ol style="list-style-type: none"> <li>1. Authorized user will be able to set (store) Customer and Party Mapping information into the system. If</li> </ol>

			<p>the Customer and Party Mapping is already entered on the system, then the new Customer and Party Mapping is not created.</p> <ol style="list-style-type: none"> <li>2. Authorized user can modify existing Customer and Party Mapping information. No action is performed if the information be used in any way by the system</li> <li>3. Authorized user can remove existing Customer and Party Mapping information. No action is performed if the Customer and Party Mapping be used in any way by the system.</li> <li>4. The stored information can be searched with the following parameter(s): <ul style="list-style-type: none"> <li>• Customer's (full/short) Name</li> <li>• Party's (full/short) Name</li> <li>• Product's (full/short) Name</li> </ul> </li> <li>5. Authorized user logs out of the system.</li> </ol>
4	Attribute List	:	Pls. see Table 7

**Table 7: Attribute List of (STS/SC/07)**

Attribute Name	Input Description	Default Value	Mandatory/ Optional	Instruction (if any)
Customer's Full Name	Drop-down list(Single Choice)		M	Active Customers
Customer's Short Name	Text, size= "10"		M	Derived as selected customer's full name
Party's Full Name	Drop-down list(Single Choice)		M	Derived active parties associated with selected customer.
Party's Short Name	Text, size= "10"		M	Derived as selected party's full name
Product's Full Name	Drop-down list(Single Choice)		M	Derived. Active Products
Product's Short Name	Text, size= "10"		M	Derived as selected product's full name
Remarks	Text, size= "200"		O	Multi Line Textbox field required. ( <i>corresponding with the mapping</i> )

**3.1.2.1.8 Manage Access Audit Trail**

1	<b>Scope ID</b>	:	<b>STS/SC/08</b>
2	Name of Scope	:	<b>Managing Access Audit Trail</b>
3	General description of scope	:	<p>In STS, The System Administrator will be able to view the audit trail of Service invocation details. The system shall provide full audit trail life cycle of each transaction.</p> <ol style="list-style-type: none"> <li>1. Every change must be tracked as Audit Log and the system shall automatically timestamp insert, update, and delete activity during the process stages.</li> <li>2. The System Administrator shall be able to view the audit trail life cycle of their transactions over the web.</li> </ol>
4	Attribute List	:	Pls. see Table 8

**Table 8: Attribute List of (STS/SC/08)**

Attribute Name	Input Description	Default Value	Mandatory/ Optional	Instruction (if any)
Owner of service	Text	Name/ID of logged-In User	M	auto input
Name of Service	Text-Digit	Name/ID of Service	M	auto input
Service invoked date/time	Date (dd:mm:yyyy hh:mm AM/PM) ,	Current system date & time	M	auto input
Service Released date/time	Date (dd:mm:yyyy hh:mm AM/PM)	Current system date & time	M	auto input

### 3.1.2.1.9 Setting Pricing Policy in Advance Selling

1	Scope ID	:	STS/SC/09
2	Name of Scope	:	<b>Setting Pricing Policy in Advance Selling</b>
3	General description of scope	:	<p>The "Setting Pricing Policy in Advance Selling" scope allows user to managing various product's prices information according to parties because prices varies from party to party. The following 1 (one) feature is intended for this scope.</p> <ol style="list-style-type: none"> <li>1. Product price must be configured under single/group of party(s) with customer and that the price will be determined at the time when the delivery chalan of sale will be created. Price should set in local currency (BDT) or other foreign currencies. When price in foreign currency, system needs to record exchange rates of BDT during delivery chalan of sale will be created.</li> </ol> <p>This scope provides a choice of 3 (three) actions: Store, Update, and Delete.</p> <ol style="list-style-type: none"> <li>2. Authorized user will be able to set (store) product's price information (<u>based on party "derived from STS/SC/07"</u>) into the system. If the product's price is already entered on the system, then the new price is not created. [Note: <u>One product's price can associate more than one prices and can vary depending on different parties.</u>]</li> <li>3. After entering, product's price might have to route to respective individuals and notified promptly, where every product's price for parties has been properly checked and get approved or roll back. Once approved, it comes into effect at the date and time specified (effective date).</li> <li>4. Authorized user can modify existing record of a price. [Note: <u>It is necessary to obtain department's prior internal approval for modify existing record of price</u>] and needs to keep track of all the changes. This revision history lets user see every change made.</li> <li>5. Authorized user can remove an existing price. No action is performed if the price be used in any way by the system and necessary to obtain department's prior internal approval for remove a price. [Note:</li> </ol>

			<p><u>record will be flagged as deleted but not necessarily removed from the system]</u></p> <p>6. The stored information can be searched with the following parameter(s):</p> <ul style="list-style-type: none"> <li>a. Effective Date/s interval</li> <li>b. Party's (Full/Short) Name.</li> <li>c. Customer's (Full/Short) Name.</li> <li>d. Product's (Full/Short) Name.</li> </ul> <p>7. Authorized user logs out of the system.</p> <p>8. This scope provides a choice of 2 (two) Status for prices:</p> <ul style="list-style-type: none"> <li>iii. Active</li> <li>iv. Inactive</li> <li>v. <u>[Note: To deactivate a price, the sales records that belongs to, must remain/s in deactivated.]</u></li> <li>vi. Inactive Reasons can be recorded under a price.</li> </ul>
4	Attribute List	:	Pls. see Table 09
	<p><i>Business Rules:</i></p> <p>A. A facility of Revision of historical Price and necessary adjustments against the sales (with corresponding parties) during past dates is required.</p> <p>B.</p>		

**Table 9: Attribute List of (STS/SC/09)**

Attribute Name	Input Description	Default Value	Mandatory/Optional	Instruction (if any)
Customer's Full Name	Drop-down list(Single Choice)		M	Active Customers
Customer's Short Name	Text, size= "10"		M	Derived as selected customer's full name
Party's Full Name	Drop-down list(Single Choice)		M	Derived active parties associated with selected customer.
Party's Short Name	Text, size= "10"		M	Derived as selected party's full name
Product's Full Name	Drop-down list(Single Choice)		M	Derived. Active Products
Product's Short Name	Text, size= "10"		M	Derived as selected product's full name
Price/Rate	Number of positive	0	M	

	integers. (Format "#,###.00")			
Currency	Drop-down list(Single Choice)	BDT	M	Should have the ability to input and selection.
UoM (Default)	Text, size= "10"		M	Derived as selected product's full name
CCL Market Price/Rate	Number of positive integers. (Format "#,###.00")	0	O	For above selected currency and UoM.
Effective Date (for each Price/Rate)	Date. Format (dd: mm:yyyy hh:mm am/pm)	Today's date	M	User can over right it.
Remarks	Text, size= "350"		O	Multi Line Textbox field required. ( <i>corresponding with the rate</i> )

### 3.1.2.1.10 Manage Advance Payments

1	<b>Scope ID</b>	:	<b>STS/SC/10</b>
2	Name of Scope	:	<b>Manage Advance Payments</b>
3	General description of scope	:	<p>The "Manage Advance Payments" scope allows user to managing various received advance amount information according to different customer.</p> <p>This scope provides a choice of 3 (three) actions: Store, Update, and Delete.</p> <ol style="list-style-type: none"> <li>1. Authorized user will be able to set (store) received advance information (<u>based on customer</u>) into the system and it comes into effect at the date and time specified. In addition to, each advance can be specified by date and reference number. Reference Number: <i>Consecutive serial number generation inside the database. The code is heavily based on the Unit's &amp; Customer's 'Short Name' , consecutive serial number and year only; whenever a new year commenced; consecutive serial number reinitialize and started from 0001 again) e.g. CCL/UBL/0001/2022. (Unit's 'Short Name' followed by a customer's short name "UBL" its respective consecutive serial number and the Year).</i></li> <li>2. Authorized user can modify existing record of an advance and needs to keep track of all the changes. This revision history lets user see every change</li> </ol>

			made.
			<p>3. Authorized user can remove an existing advance. No action is performed if the advance be used in any way by the system. <u>[Note: record will be flagged as deleted but not necessarily removed from the system]</u></p> <p>4. The stored information can be searched with the following parameter(s):</p> <p style="margin-left: 40px;">a. Customer's full/short name</p> <p style="margin-left: 40px;">b. Received date interval.</p> <p>5. Authorized user logs out of the system.</p>
4	Attribute List	:	Pls. see Table 11
<p><b>Business Rules:</b></p> <p>A. <i>System will track purchase price as advance payment receive from customers, and adjust this against the sales (with corresponding parties) partially/fully, based on the sale value transacted (during chalan creation) with different prices in different time periods.</i></p> <p>B. <i>During receiving advances, system will displays set limit/s and remaining balance by subtracting the total sales from the total advances.</i></p>			

**Table 11: Attribute List of (STS/SC/11)**

Attribute Name	Input Description	Default Value	Mandatory/ Optional	Instruction (if any)
Reference Number	Text-Digit, size= "30"		M	Auto. Consecutive serial for each transaction.
Customer's Full Name	Drop-down list(Single Choice)		M	Active Customers
Customer's Short Name	Text, size= "10"		M	Derived as selected customer's full name
Amount	Number of positive integers. (Format "###,###,###.00")	0	M	
Currency	Drop-down list(Single Choice)	BDT	M	Should have the ability to input and selection.
Mode	Options include: Cash; Cheque. (Single Choice)	Cash	M	
Cheque Details	Text, size= "350"		O	If Mode- Cheque, Multi Line Textbox field required. (corresponding with the Advance)
Received Date (for each Advance)	Date. Format (dd: mm:yyyy hh:mm	Today's date	M	User can over right it.



	am/pm)			
Deposit Limit (Upper)	Number of positive integers. (Format "###,##,###.00")		0	Derived from STS/SC/03, according to selected customer.
Deposit Limit (Lower)	Number of positive integers. (Format "###,##,###.00")		0	
Currency	Text, size= "50"		0	
Remarks	Text, size= "350"		0	Multi Line Textbox field required. (corresponding with the classification Name)

### 3.1.2.1.11 Manage PO-Purchase Order Information

1	<b>Scope ID</b>	:	<b>STS/SC/11</b>
2	Name of Scope	:	<b>Managing PO-Purchase Order Information</b>
3	General description of scope	:	<p>The "Manage PO Information" scope allows user to managing PO information according to customer (REGULAR/Advance) for regular sales purposes.</p> <p>This scope provides a choice of 4 (four) actions: Store, Update, Delete and upload.</p> <ol style="list-style-type: none"> <li>1. User logs into the system with his credential.</li> <li>2. Authorized user will be able to set (store) PO information (<i>based on customer, PO &amp; unit</i>) into the system by checking the uniqueness of the PO number. If the PO is already entered on the system, then the new PO is not created. [<i>Note: One PO can associate more than one product with different price &amp; UoM information</i>].</li> <li>3. Authorized user can modify existing record of a PO. No action is performed if the PO be used in any way by the system</li> <li>4. Authorized user can remove an existing PO. No action is performed if the PO be used in any way by the system. [<i>Note: record will be flagged as deleted but not necessarily removed from the system</i>]</li> <li>5. The stored information can be searched with the following parameter(s):</li> </ol>

			<ul style="list-style-type: none"> <li>a. PO /No</li> <li>b. Customer's full/short name</li> <li>c. PO date Interval.</li> </ul> <p>6. User can upload single/multiple files on behalf of PO. (File types are PDF, Document (DOC, DOCX, TXT, ODT), Spreadsheet (CSV, XLS, XLSX, ODS), or Graphic (JPG, PNG, GIF and each file size limit is 1 MB) and view uploaded files.</p> <p>7. User logs out of the system.</p> <p>8. This scope provides a choice of 2 (two) Status for sanction:</p> <ul style="list-style-type: none"> <li>i. Active</li> <li>ii. Inactive</li> <li>iii. <u>[Note: To deactivate a PO, the PO records that belongs to, must remain/s in deactivated.]</u></li> <li>iv. Inactive Reasons can be recorded under a PO.</li> </ul>
4	Attribute List	:	Pls. see Table 11
	✓		

Table 11: Attribute List of (STS/SC/11)

Attribute Name	Input Description	Default Value	Mandatory/ Optional	Instruction (if any)
<b>Section: A</b>				
Customer's Full Name	Drop-down list(Single Choice)		M	Active Customers
Customer's Short Name	Text, size= "10"		M	Derived as selected customer's full name
PO No	Text, size = "100"		M	
PO Date	Date, format ("dd:mm:yyyy")	Today's date	M	The system defaults to the current date, but user can overwrite it, but should not be greater than today's date.
<b>Section: B</b>				
Product's Full Name	Drop-down list(Single Choice)		M	Active Products
Product's Short Name	Text, size= "10"		M	Derived as selected products full name
Price/Rate	Number of positive integers. (Format "#,###.00")	0	M	Derived but user can overwrite it for this PO.
Currency	Text, size= "10"	BDT	M	Derived for selected Product.
Quantity	Number of positive integers. (Format "#,###,###,#")	0	M	
TOTAL	Number of positive integers. (Format "#,###,###,#")	0	M	Calculative: (Price/Rate x Quantity)
G. TOTAL	Number of positive integers. (Format "#,###,###,#")	0	M	Calculative: Sum of all totals.
UoM (Default)	Text, size= "10"	KG	M	Derived for selected Product.
Delivery Date	Date, format ("dd:mm:yyyy")	Today's date	O	The system defaults to the current date, but user can overwrite it, but should not be greater than today's date.
Remarks	Text, size= "350"		O	Multi Line Textbox field required. ( <i>corresponding with the PO</i> )

## 3.1.2.1.12 Manage Delivery Information

1	Scope ID	:	STS/SC/12
2	Name of Scope	:	Managing Delivery Information
3	General description of scope	:	<p>The "Manage Delivery Information" scope allows user to managing products Delivery information according to (active) PO and advance sales for parties. The following 2 (two) feature is intended for this scope.</p> <ul style="list-style-type: none"> <li>a. Delivery must be under PO number with customer, PO values for products &amp; corresponding delivery chalan details.</li> <li>b. Delivery in advance with customer, products &amp; corresponding delivery chalan details.</li> </ul> <p>This scope provides a choice of 3 (three) actions: Store, Update, and Delete.</p> <ul style="list-style-type: none"> <li>1. User logs into the system with his credential.</li> <li>2. Authorized user will be able to set (store) delivery information (<i>based on PO/in-Advance</i>) into the system by checking the uniqueness of the delivery chalan number. [<i>Note: One PO can associate more than one delivery up to not equal the PO quantity.</i>]</li> <li>3. After entering, <ul style="list-style-type: none"> <li>a. If the case in Advance Sales: The price will be the same as the price sets with mapped parties with customer. The delivered amount that user entered will be deducted from customer's deposit. [<i>Note: Customer may have a negative deposit balance while delivery but must not go over credit limits</i>]</li> <li>b. If the case in Regular Sales: The product's price will be the same as the PO with customer. The delivered product's quantity that user entered will be deducted from customer's PO.</li> <li>c. <b>NOTE:</b> <i>Price should not be visible to users on chalan creations but is require on billing and adjustment process.</i></li> </ul> </li> <li>4. Authorized user can modify existing record of a delivery. No action is performed if the delivery be</li> </ul>

			<p>used in any way by the system.</p> <p>5. Authorized user can remove existing record of a delivery. No action is performed if the delivery be used in any way by the system. [<i>Note: record will be flagged as deleted but not necessarily removed from the system</i>]</p> <p>6. The stored information can be searched with the following parameter(s):</p> <ul style="list-style-type: none"> <li>a. Chalan No</li> <li>b. Customer's full/short</li> <li>c. Party's full/short</li> <li>d. Delivery date Interval.</li> </ul> <p>7. User logs out of the system.</p>
4	Attribute List	:	Pls. see Table 12
	<p><i>Business Rules:</i></p> <p>A. <i>If the case in Regular Sales: Product should be delivered according to purchase order.</i></p>		

Table 12: Attribute List of (STS/SC/12)

Attribute Name	Input Description	Default Value	Mandatory/ Optional	Instruction (if any)
<i>If the case in Regular Sales</i>				
<b>Section: A</b>				
Customer's Full Name	Drop-down list(Single Choice)		M	Active Customers
Customer's Short Name	Text, size= "10"		M	Derived as selected customer's full name
PO No	Drop-down list(Single Choice)		M	Active PO. Derived corresponding with selected customer
PO Date	Date, format ("dd:mm:yyyy")		M	Derived corresponding with selected PO
<b>Section: B</b>				
Product's Full Name	Drop-down list(Single Choice)		M	Derived corresponding with selected PO
Product's Short Name	Text, size= "10"		M	Derived corresponding with selected PO
Ordered. Quantity	Number of positive integers. (Format	0	M	Derived corresponding with selected PO

	"#,###,###,#")			
UoM (Default)	Text, size= "10"	KG	M	Derived for selected Product.
Delivered. Quantity	Number of positive integers. (Format "#,###,###,#")	0	M	Not more than ordered quantity.
UoM (Default)	Text, size= "10"	KG	M	Derived for selected Product.
Chalan No	Drop-down list(Single Choice)		M	
Chalan Date	Date, format ("dd:mm:yyyy")		M	The system defaults to the current date, but user can overwrite it, but should not be greater than today's date.
Remarks	Text, size= "350"		O	Multi Line Textbox field required. ( <i>corresponding with the chalan</i> )

**If the case in Advance Sales****Section: A**

Customer's Full Name	Drop-down list(Single Choice)		M	Active Customers
Customer's Short Name	Text, size= "10"		M	Derived as selected customer's full name
Party's Full Name	Drop-down list(Single Choice)		M	Derived as selected customer's full name
Party's Short Name	Text, size= "10"		M	Derived as selected party's full name

**Section: B**

Product's Full Name	Drop-down list(Single Choice)		M	Derived corresponding with selected PO
Product's Short Name	Text, size= "10"		M	Derived corresponding with selected PO
Delivered. Quantity	Number of positive integers. (Format "#,###,###,#")	0	M	Not more than ordered quantity.
UoM (Default)	Text, size= "10"	KG	M	Derived for selected Product.
Chalan No	Drop-down list(Single Choice)		M	
Chalan Date	Date, format ("dd:mm:yyyy")		M	The system defaults to the current date, but user can overwrite it, but should not be greater than today's date.
Remarks	Text, size= "350"		O	Multi Line Textbox field required. ( <i>corresponding with the chalan</i> )

**3.1.2.1.13 Manage Bill Information**

1	<b>Scope ID</b>	:	<b>STS/SC/13</b>
2	Name of Scope	:	<b>Managing Bill Information</b>
3	General description of scope	:	<p>The "Manage Bill Information" scope allows user to managing bill information according to delivery against PO only. The following 2 (two) feature is intended for this scope.</p> <ul style="list-style-type: none"> <li>• Bill must be for a customer by Delivery Chalan within PO with financial values corresponding with Bill details.</li> <li>• Receive payments must be by Bill number with financial values corresponding with payment details</li> </ul> <p>This scope provides a choice of 3 (three) actions: Store, Update and Delete.</p> <ol style="list-style-type: none"> <li>1. User logs into the system with his credential.</li> <li>2. Authorized user will be able to set (store) bill information (<i>based on delivery chalan but not yet billed</i>) into the system by checking the uniqueness of the bill number. If the bill is already entered on the system, then the new bill is not created. One Bill can associate more than one pending chalans for corresponding customer. <ul style="list-style-type: none"> <li>• Bill Number &amp; Date: Consecutive serial number generation inside the database. The code is heavily based on the unit's 'Short Name' and year only; whenever a new year commenced; consecutive serial number reinitialize and started from 0001 again) e.g. CCL/BILL/0001/2022. (Unit's 'Short Name' followed by a prefix "Bill" its respective consecutive serial number and the Year)</li> </ul> </li> <li>3. Authorized user will be able to set (store) payments information including payment date, payment value (<i>based on bill number but not yet fully paid</i>) into the system by checking the uniqueness of the bill number. If the bill is fully paid and already entered on the system, then the new bill is not created.</li> </ol>

			<ol style="list-style-type: none"> <li>4. Authorized user can modify existing record of a bill. No action is performed if the bill be used in any way by the system</li> <li>5. Authorized user can remove an existing bill. No action is performed if the bill be used in any way by the system. [<i>Note: record will be flagged as deleted but not necessarily removed from the system</i>]</li> <li>6. The stored information can be searched with the following parameter(s): <ul style="list-style-type: none"> <li>• Bill No</li> <li>• Customer's full/short Name</li> <li>• Bill date Interval.</li> </ul> </li> <li>7. User logs out of the system.</li> <li>8. This scope provides a choice of 3(three) Status for Bill: <ol style="list-style-type: none"> <li>i. <b>Billed</b> (<i>Not yet received payments.</i>)</li> <li>ii. <b>Partially Paid</b> (<i>Payment Received in part</i>)</li> <li>iii. <b>Paid</b> (<i>Payment Received in full</i>)</li> </ol> </li> </ol>
4	Attribute List	:	Pls. see Table 13
	<p>Business Rules:</p> <ul style="list-style-type: none"> <li>• During Bill creation, facility to view previous bills credit balance (<i>paid amount for the bill</i>) – <i>total billed amount</i>) corresponding with customer.</li> <li>• Facility to view and add unpaid chalans details with product prices (<i>as follows attributes</i>) corresponding with active customer. Make sure the chalan not used in any way by Sales Tracking System.</li> <li>• Payments can be in full or less than the full amount billed by the organization. And gets the bill paid with outstanding amount later dates.</li> <li>• One Bill must be prepared with the same currency.</li> </ul>		



Table 13: Attribute List of (STS/SC/13)

Attribute Name	Input Description	Default Value	Mandatory/ Optional	Instruction (if any)
<i>If the case in Bill Preparation</i>				
<b>Section: A</b>				
Customer's Full Name	Drop-down list(Single Choice)		M	Active Customers
Customer's Short Name	Text, size= "10"		M	Derived as selected customer's full name
PO No	Drop-down list(Single Choice)		M	Active PO. Derived corresponding with selected customer
PO Date	Date, format ("dd:mm:yyyy")		M	Derived corresponding with selected PO
Chalan No	Drop-down list(Single Choice)		M	Active Chalan. Derived corresponding with selected PO
Chalan Date	Date, format ("dd:mm:yyyy")		M	Derived corresponding with selected CHALAN
Chalan Value	Number of positive integers. (Format "#,###,###,#")	0	M	Calculative (sum of all sold products)
Bill Value	Number of positive integers. (Format "#,###,###,#")	0	M	Calculative (sum of all chalan value)
Currency	Text, size= "10"	BDT	M	Derived for selected chalan.
<b>Section: B</b>				
<i>If the case in Bill Payments : Based on Bill Number</i>				
Payment Reference	Text-Digit, size= "10"		O	
Payment Date	Date, format ("dd:mm:yyyy")		M	The system defaults to the current date, but user can overwrite it, but should not be greater than today's date.
Payment Value	Number of positive integers. (Format "#,###,###,#.00")	0	M	Must not greater than billed value.
Outstanding Value	Number of positive integers. (Format "#,###,###,#.00")	0	M	Calculative (Bill value-payment value)
Currency	Text, size= "10"	BDT	M	Derived for selected bill.
Remarks	Text, size= "350"		O	Multi Line Textbox field required. ( <i>corresponding with the payment</i> )

### 3.1.2.1.14 Generate Reports

1	Scope ID	:	STS/SC/14
2	Name of Scope	:	Generate Report
3	<p><b><u>Report # 01: Customer Wise Outstanding (Details) Report</u></b></p> <p><u>Business Rules:</u></p> <ol style="list-style-type: none"> <li>1. These scopes are limited to user/s of Sales Tracking System only.</li> <li>2. Generate report based on days and followings;               <ol style="list-style-type: none"> <li>a. Date Interval [Mandatory]. Also facility should have month picker and month range with corresponding year. (Delivery &amp; Advance date, <i>user can't provide any future dates</i>)</li> <li>b. Unit [<b>Derived</b>] (Optional. <i>user can selects one/group of unit/s</i>)</li> <li>c. Customer [<b>Derived</b>] (Mandatory. <i>user can selects one/group of Customer/s corresponding with the unit</i>)</li> <li>d. System should generate report as per mandatory and optional parameter that was passed. When optional parameter(s) are not specified, will display all records based on the group of all optional Parameters..</li> <li>e. <b>The monetary values must have rounded with followings;</b> <ol style="list-style-type: none"> <li>i. Print/view only up to 2 places after the dot (decimal places), round it up from 3<sup>rd</sup> digit after the decimal point.</li> <li>ii. For calculations pick up to 4 places after the dot (decimal places), round it up from 5<sup>th</sup> digit after the decimal point.</li> </ol> </li> </ol> </li> <li>3. User can generate report in Excel( <u><i><b>XML Format</b></i></u>) and/or in PDF also, that must contains following elements;</li> </ol>		
4	<ul style="list-style-type: none"> <li>• <b>Report Contents:</b> <ol style="list-style-type: none"> <li>1. In Title Section:                   <ol style="list-style-type: none"> <li>i. Report Title: - <u><b>Customer Wise Outstanding (Details) Report.</b></u></li> <li>ii. Report Period: Date interval as specified by the user.</li> <li>iii. Generation Date &amp; Time: Date &amp; Time of report triggered.</li> <li>iv. Generated by: logged in user.</li> <li>v. Deposit Balance: subtract sum of all sales amount from Sum of all deposit corresponding to the customer.</li> <li>vi. UoM: KG</li> </ol> </li> <li>2. In table of Contents: [Display data in a tabular format]                   <ol style="list-style-type: none"> <li>i. Date: derived according to selection. <i>format, for date (dd-mm-yy)</i></li> <li>ii. Party: derived according to selected customer (<i>place the party from left to right according to sets priority from 1 to 5</i>). Other than 5 all collectively will be considered by “Other”</li> </ol> </li> </ol> </li> </ul>		

	<ul style="list-style-type: none"> <li>iii. <b>Sales (Quantity) of Product:</b> aggregated sales quantity for the each date of each party.</li> <li>iv. <b>Sales (Rate) of Product:</b> Average sales rate for the each date of each party.</li> <li>v. <b>Sales (Value) of Product:</b> Sales rate multiplied by quantity sales for the each date of each party.</li> <li>vi. <b>Deposit:</b> aggregated deposited amount for the each date of each customer.</li> <li>vii. <b>Total Delivery:</b> sum of all Sales (Value) of Product for the each date of each customer.</li> <li>viii. <b>Remaining Deposit:</b> sum of all deposits - Total Delivery for the each date of each customer.</li> </ul> <p>3. In Conclusion:</p> <ul style="list-style-type: none"> <li>i. <b>Print the total number of printed pages (1 of xx) in the footer of PDF File.</b></li> </ul> <p><u>Special Requirements:</u></p> <ul style="list-style-type: none"> <li>1. <i>Total: The amounts will be aggregated at the bottom of the each particular to display the total/s, based on the individual parties sales values.</i></li> <li>2. <i>In excel data need to transform into the right format, for date (dd-mm-yyyy) and number (###,###.##) in excel.</i></li> </ul>
	<p>Report Template: (Drawn By SME) As below;</p> <p><u><b>As specified into Annexure: Section 7</b></u></p>

## 4.0 PERFORMANCE REQUIREMENTS

### 4.1 Specific Performance Requirements

#### 4.1.1 Accuracy and Validity

The system will employ numerous data quality assurance techniques, including but not limited to:

- ✓ Minimize keystroke required fields: The system shall rely primarily on field population through pull down menus as opposed to keystrokes with standard responses
- ✓ The system shall be user intuitive: The system shall be easy to use and intuitive for all end users regardless of computer literacy.
- ✓ Basic data logic warnings (i.e., The system defaults to the current date (today's date), but user can overwrite it)

#### 4.1.2 Timing

The system will be available online 24 hours per day, 365 days per week with the exception of scheduled and pre-notified system maintenance downtimes.

Data will become immediately available for use, both during input and for reporting. The NTL will ensure that system resources are adequate for timely report generation response times and overall software functionality. The NTL will ensure that system updates, software updates, and regular system maintenance is not completed during peak operation periods.

#### 4.1.3 Failure Contingencies

In the event of a natural disaster, the NTL and Crescent IT will ensure continuity of available by having adequate, tested disaster and recovery protocols and solutions in place that will facilitate system availability. The Crescent IT will also ensure completion and validation of daily backups of the records/data and the NTL will ensure system structure.

#### 4.1.4. Assumptions and Dependencies:

1. Full working of STS is dependent on the availability of Internet connection.

## 5.0 EQUIPMENT AND SOFTWARE

### 5.1 Equipment

The STS implementing Agency will rely on the Crescent IT to provide basic system (hardware) requirements as part of the STS implementation process for data input requirements. This includes computers and accessories along with printers, routers, cabling, and internet access requirements.

### 5.2 Software

The STS implementing agency will rely on the Crescent IT to provide the primary software package for the STS implementation as well as any supporting software required for the commercial. The STS implementing agency will rely on the NTL to provide basic system (software).

This software includes operating system sufficient to run the STS software and that includes user authentication, user inactivity timeout security, and system audit trails.

Crescent IT will be responsible for internet access, internet speed, anti-virus and anti-spy ware, firewall software, and any other supporting software. The Team Commercial does not make any requirements on this software other than it must meet at a minimum the software requirements and validated by the validator and meets the minimum security requirements of the Data and Technical Standards.

### 5.3 Communications Requirements

Communication between the User and the STS system will be through the worldwide web.

## 6.0 USER CHARACTERISTICS

The user roles identified for each user groups are given in table below:

User Group	User Role	Remarks
Administrator	STS System administration	
General User	Application information entry, edit, delete, view, search & Print	
Administrative User	Application information view, approval, search & Print	

In order to maintain the highest levels of security and privacy of the data, the following requirements to be considered:

- Access to the data would be suitably protected through access control mechanisms providing user-based, group-based/role-based security
- Audit trails would be maintained for any and all changes made to the data in the central database

- Backup operation on encrypted data, so that there is no pilferage of data to achieve the above described features, access to the Software and Database has to be strictly controlled and monitored. At a broad level, the security will consist of the following:
  - ✓ User levels.
  - ✓ Password security at application level.
  - ✓ Policy based security management that provides single sign-on
  - ✓ Access control and rights and authorization levels
  - ✓ Audit trail to store all access to all parts of the data and transactions and for reporting security breach

In Sales Tracking System, The nominated Administrator will have all the access to all of the features. S/he will be able to create different users using the Security Tool, and then will assign different features to the selected users.

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