**Requirement Collection**

**Credit Control**

1. Invoice raise – Auto invoice number
   1. Invoice only modified by admin
   2. Invoice raise against hours
2. Invoice Type
   1. AIT
   2. VAT
   3. Deduction
3. Invoice number will generate against invoice type
4. Required Reports
   1. Monthly invoice report against invoice type or all
   2. Current report against invoice type or all
   3. Outstanding collection report
   4. Statement report on date range
   5. Advance report
5. Client History/Profile
6. Collection type = Cheque or Cash
7. Advance will adjust if service not running
8. Employee Information – Id, name, Joining date, etc.

**Accounting**

1. Deposit to Bank – Trust Bank, Shajalal Bank, Brac Bank
2. Cash expense
3. Source of Income – Service, Advanced payment, Welfare
4. Chart of Account provided by client
5. Expense – Guard wages, Staff salary, convince bill
6. Outsource income - Loan
7. Pay slip
8. Reports
   1. Income /Expense report

**Admin**

1. Store – Item
2. Item disburse against security guard id
3. Guard dress change after one year from issue date
4. Mess Allowance given by admin
5. Mobile allowance provided by admin
6. Report
   1. Today’s dress due date