**BPrism Invoice Processing Module**

**Client Master Creation Process**

**1**. This process will take entry on following fields by Client Entry form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field Name** | **Entry Type** | **Field Length  In number of characters** | **Data Type** | **Unique Identifier** |
| Client Code | Manual Feed | 10 | Alpha Numeric |  |
| Name of the client | Manual Feed | 50 | Alpha Numeric |  |
| Address of the Client | Manual Feed | 200 | Alpha Numeric |  |
| Land Mark | Manual Feed | 50 | Alpha Numeric |  |
| City | Manual Feed/Select using Drop Down |  | Alpha |  |
| State | Manual Feed/Select using Drop Down |  | Alpha |  |
| Country | Manual Feed/Select using Drop Down |  | Alpha |  |
| GST Number | Manual Feed | 15 | Alpha Numeric | Yes |
| PAN Number | Manual Feed | 10 | Alpha Numeric | Yes |
| MSME No | Manual Feed | 19 | Alpha Numeric | Yes |
| CIN No | Manual Feed | 21 | Alpha Numeric | Yes |

**2.**  In this module entry of city, state and country will also be created from the same UI and all the standard checks will be applied as per mentioned in above table.

**3.**  Every client can be mapped with multiple vendors and there will a feature to map vendor to client.

**4.** UI of this module will initially list all the clients and have features of **Add/Edit/Soft Delete/Search** will be there.

**Vendor Master Creation Process**

**1**. This process will take entry on following fields by Vendor Entry excel sap dump upload format.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field Name** | **Excel Map Column** | **Entry Type** | **Field Length** | **Data Type** | **Unique Identifier** |
| Vendor Code | A-Vendor Number | By Scan process | 10 | Alpha Numeric | Yes |
| Vendor Name | D-Name | By Scan process | 50 | Alpha Numeric |  |
| Account Group | B-Account Group | By Scan process |  | Alpha Numeric |  |
| Address LIne-1 | I-STREET | By Scan process | 100 | Alpha Numeric |  |
| Address Line 2 | G-STREET2 | By Scan process | 100 | Alpha Numeric |  |
| Address Line 3 | H-STREET3 | By Scan process | 100 | Alpha Numeric |  |
| Address Line 4 | J-STREET4 | By Scan process |  |  |  |
| Postal Code | K-Postal Code | By Scan process | 6 | Alpha Numeric |  |
| City | L-City1 | By Scan process |  |  |  |
| State | If Not available then null | By Scan process |  |  |  |
| Country | M-Country | By Scan process |  |  |  |
| Corporate Group | P-Corporate Group | By Scan process |  | Alpha Numeric |  |
| Telephone No1 | T-Telephone Number1 | By Scan process | 10 | Alpha Numeric |  |
| TELEPHONE EXCHANGE | R- TELEPHONE EXCHANGE | By Scan process | 4 | Alpha Numeric |  |
| Telephone No2 | S- Telephone No2 | By Scan process | 10 | Alpha Numeric |  |
| Fax Number | T- Fax Number | By Scan process | 10 | Numeric |  |
| Email Address1 | U-EMAIL ADDR1 | By Scan process | 50 | Numeric |  |
| Email Address2 | V-EMAIL ADDR2 | By Scan process | 50 | Numeric |  |
| Email Address3 | W- EMAIL ADDR3 | By Scan process | 50 | Alpha Numeric and Hiphen |  |
| GST No | AC-GST No | By Scan process | 15 | Alpha Numeric |  |
| PAN No | AI-Pan No | By Scan process | 10 | Alpha Numeric |  |
| MSME | If not available null | By Scan process | 19 |  |  |
| Type of Industry | AF-Type of Industry | By Scan process |  | Alpha Numeric |  |
| Client Code | By Client Master Drop Down | Manually Done |  | Numeric |  |

**3.**  Every vendor will be mapped manually with a specific client after upload of Vendors by Clients panel.

**4.** UI of this module will initially list all the vendors and have features of **Update** will also be there by excel upload.

**Plant Master Creation Process**

1. This process will take entry on following fields by Plant Entry form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field Name** | **Entry Type** | **Field Length  In number of characters** | **Data Type** | **Unique Identifier** |
| Plant Code | Manual | 10 | Alpha Numeric | Yes |
| Plant Name | Manual | 50 | Alpha Numeric |  |
| Plant Address | Manual | 200 | Alpha Numeric |  |
| Plant type | Manual Feed/Select using Drop Down |  |  |  |
| Plant short code | Manual | 10 | Alpha Numeric |  |
| Postal code | Manual | 6 | Numeric |  |
| City | Manual Feed/Select using Drop Down |  |  |  |
| State | Manual Feed/Select using Drop Down |  |  |  |
| Country | Manual Feed/Select using Drop Down |  |  |  |
| Client Code | Select using Drop Down of Client Master |  |  | Yes |

**2.**  In this module entry of city, state and country will also be created from the same UI and all the standard checks will be applied as per mentioned in above table.

**3.**  Each plant can be mapped with a one client only, so the system will show list of clients who are not mapped with any plant for mapping.

**4.** UI of this module will initially list all the clients and have features of **Add/Edit/Soft Delete/Search** will be there.

**GST Master Creation Process**

1. This process will take entry on following fields by GST Master Entry form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field Name** | **Entry Type** | **Field Length  In number of characters** | **Data Type** | **Unique Identifier** |
| Description of Tax | Manual | 50 | Alpha Numeric | Yes |
| Tax Code | Manual | 10 | Alpha Numeric | Yes |
| SGST | Manual | 2 | Numeric | Yes |
| CGST | Manual | 2 | Numeric | Yes |
| IGST | Manual | 2 | Numeric | Yes |
| UGST | Auto calculated sum of  SGST,CGST,IGST | 3 | Numeric |  |

1. This register will help to create entry after validating duplicate combination **of SGST, CGST, IGST** rates, if found duplicate will not allow saving entry.
2. UI of this module will initially list all the clients and have features of **Add/Edit/Soft Delete/Search** will be there.

**TDS Master Creation Process**

1. This process will take entry on following fields by TDS Master Entry form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field Name** | **Entry Type** | **Field Length  In number of characters** | **Data Type** | **Unique Identifier** |
| GL Code | Select using Drop Down of GL Master | 5 | Alpha Numeric | Yes |
| Tax Code | Manual | 5 | Numeric | Yes |
| Tax Description | Manual | 25 | Alpha Numeric |  |
| Tax Section | Manual | 5 | Alpha Numeric | Yes |
| Rate | Manual | 2 | Numeric |  |

1. The above entries will be created after validating there should not be a duplicate for GL Code, Tax Code.
2. UI of this module will initially list all the clients and have features of **Add/Edit/Soft Delete/Search** will be there.

**Business Place Master Creation Process**

1. This process will take entry on following fields by Business Place Master Entry form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field Name** | **Entry Type** | **Field Length  In number of characters** | **Data Type** | **Unique Identifier** |
| Code | Manual | 5 | Alpha Numeric | Yes |
| Name | Manual | 25 | Numeric |  |

1. UI of this module will initially list all the clients and have features of **Add/Edit/Soft Delete/Search** will be there.

**GL Account Master Creation Process**

1. This process will take entry on following fields by GL Account Master Entry form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field Name** | **Entry Type** | **Field Length  In number of characters** | **Data Type** | **Unique Identifier** |
| GL Account | Manual | 10 | Numeric | Yes |
| Ledge Description | Manual | 25 | Alpha Numeric |  |

1. UI of this module will initially list all the clients and have features of **Add/Edit/Soft Delete/Search** will be there.

**Profit Center Master Creation Process**

1. This process will take entry on following fields by Profit Center Master Entry form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field Name** | **Entry Type** | **Field Length  In number of characters** | **Data Type** | **Unique Identifier** |
| Code | Manual | 10 | Numeric | Yes |
| Description | Manual | 25 | Alpha Numeric |  |

1. UI of this module will initially list all the clients and have features of **Add/Edit/Soft Delete/Search** will be there.

**Cost Center Master Creation Process**

1. This process will take entry on following fields by Cost Center Master Entry form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field Name** | **Entry Type** | **Field Length  In number of characters** | **Data Type** | **Unique Identifier** |
| Code | Manual | 10 | Numeric | Yes |
| Description | Manual | 25 | Alpha Numeric |  |

1. UI of this module will initially list all the clients and have features of **Add/Edit/Soft Delete/Search** will be there.

**Purchasing Group Master Creation Process**

1. This process will take entry on following fields by Purchasing Group Master Entry form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field Name** | **Entry Type** | **Field Length  In number of characters** | **Data Type** | **Unique Identifier** |
| Code | Manual | 10 | Numeric | Yes |
| Description | Manual | 25 | Alpha Numeric |  |

1. UI of this module will initially list all the clients and have features of **Add/Edit/Soft Delete/Search** will be there.

**Material Group Master Creation Process**

1. This process will take entry on following fields by Material Group Master Entry form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field Name** | **Entry Type** | **Field Length  In number of characters** | **Data Type** | **Unique Identifier** |
| Code | Manual | 10 | Numeric | Yes |
| Description | Manual | 25 | Alpha Numeric |  |

1. UI of this module will initially list all the clients and have features of **Add/Edit/Soft Delete/Search** will be there.

**PO Master Creation Process**

1. This process will create following PO entries by scanning uploaded PO Template in system.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PO Master Entry** | | | | | |
| **Field Name** | **Excel Map Column** | **Entry Type** | **Field Length  In number of characters** | **Data Type** | **Unique Identifier** |
| PO Number | B-Purchasing Document | By Scan process | 50 | Alpha Numeric | Yes |
| Vendor Code | U-Name of Supplier | By Scan process | 10 | Alpha Numeric |  |
| Vendor Name | By Identifying vendor code master | By Master | 2 | Numeric |  |
| Plant Code | N-Plant | By Scan Process | 2 | Numeric |  |
| Material Group | Not Available in given template | Select using Drop Down of Material Group Master | 2 | Numeric |  |
| Purchasing Group | E-Purchasing Group | By Scan Process | 3 | Numeric |  |
| Po Amount | Auto | Auto calculated based line items |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PO Details Entry** | | | | | |
| **Field Name** | **Excel Map Column** | **Entry Type** | **Field Length  In number of characters** | **Data Type** | **Unique Identifier** |
| Line Item | C-Line Items | By Scan process | 5 | Numeric | Yes |
| Activity Text | G-Short Text | By Scan process | 50 | Alpha Numeric |  |
| Month/Period | H-Month or Period | By Scan process | 2 | Numeric |  |
| Amount | J-Net Price | By Scan Process | 10 | Numeric |  |
| HSN/SAC Code | Not Available in given template | Open for Manual Entry | 10 | Numeric |  |
| GL Account | X-GL Account | By Scan Process | 8 | Numeric |  |
| Profit Center | Not Available in given template | Manual Feed/Select using Drop Down |  |  |  |
| Cost Center | Not Available in given template | Manual Feed/Select using Drop Down |  |  |  |

1. The above details will automatically identified in the specified excel columns in the uploaded excel PO template and fetch the PO data recursively to fetch number of line items and will create multiple PO entries if multiple PO numbers are available.
2. The PO template scanning process will discard all those line items which are not having match in masters data to following fields and will be marked in uploaded PO template excel as not uploaded.
   1. **Vendor Code**
   2. **Plant Code**
   3. **Purchasing Group**
   4. **GL Account**
3. The created PO’s will be listed in PO details list screen on UI from where they can be searched and edited for further PO processing stage.
4. In the PO processing stage PO Material Group will manually selected for PO Master entry.
5. In the PO processing stage following PO line item columns will be manually mapped.
   1. HSN/SAC Code Manual Feed
   2. Profit Center from Master
   3. Cost Center from Master

**Invoice Registration Process**

1. Invoice registration master entries are following

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invoice Master Entries** | | | | |
| **Field Name** | **Entry Type** | **Field Length  In number of characters** | **Data Type** | **Unique Identifier** |
| Bar Code Number | Manual Entry | 15 | Numeric | Yes |
| Vendor Code | Manual Feed/Select using Drop Down | 10 | Alpha Numeric |  |
| Vendor Name | By Vendor Master | 10 | Numeric |  |
| Invoice Number | Manual Entry | 10 | Numeric |  |
| Invoice Date | Manual Entry | 8 | Numeric |  |
| Invoice Base Amount | Auto calculate by line of items added | 15 | Numeric |  |
| Discount | Manual Entry | 15 | Numeric |  |
| GST Amount | Auto calculate by line of items added | 15 | Numeric |  |
| Net Payable Amount | Auto calculate by line of items added | 15 | Numeric |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invoice Detail Entries** | | | | |
| **Field Name** | **Entry Type** | **Field Length  In number of characters** | **Data Type** | **Unique Identifier** |
| PO Number | Manual Feed/Select using Drop Down as per vendor selected in master | 15 | Numeric | Yes |
| PO Line Item | Select using Drop Down as per PO number selected in previous field | 3 | Numeric | Yes |
| Activity Text | From PO data(editable) | 50 | Alpha Numeric |  |
| Month/Period | From PO data | 2 | Numeric |  |
| Invoice Base Amount | From PO data | 10 | Numeric |  |
| HSN/SAC Code | From PO data | 10 | Numeric |  |
| Discount | Manual Feed | 10 | Numeric |  |
| GST GL Account | From PO data | 8 | Alpha Numeric |  |
| GST Code | Manual Feed/Select using Drop Down from master | 15 | Numeric |  |
| GST Rate | Automatically Picked from GST master as per selected GST code | 2 | Numeric |  |
| SGST Amount | Will be auto calculated from GST master as per selected GST code | 15 | Numeric |  |
| CGST Amount | Will be auto calculated from GST master as per selected GST code | 15 | Numeric |  |
| IGST Amount | Will be auto calculated from GST master as per selected GST code | 15 | Numeric |  |
| Gross Amount | Auto Calculated | 15 | Numeric |  |

1. All above entries will be created on selecting and adding PO line items of a specified vendor which is selected for invoice registration.
2. All GST amount calculation will be done on the basis of mapped GST Code from master to each line item of the invoice.
3. All totals like Invoice Base Amount, Discount, GST Amount and Net Payable Amount will be auto calculated as number of line items added in invoice.
4. All registered invoice will be shown in invoice list UI, from where they can be **added/Edited/Deleted and switch to Invoice processing Screen**.

**Invoice Processing Process (Incomplete to be understand about it)**

1. Invoice processing master entries are following.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invoice Master Entries** | | | | |
| **Field Name** | **Entry Type** | **Field Length  In number of characters** | **Data Type** | **Unique Identifier** |
| Invoice Date | By Invoice Registration | 15 | Numeric |  |
| Invoice Posting Date | Current Date | 8 | Date |  |
| Invoice Number | By Invoice Registration | 10 | Numeric | Yes |
| Currency | BY default for now INR | 10 | Numeric |  |
| Vendor Code | By Invoice Registration | 8 | Numeric |  |
| Invoice Base Amount | By Invoice Registration | 15 | Numeric |  |
| Discount | By Invoice Registration | 15 | Numeric |  |
| GST Amount | By Invoice Registration | 15 | Numeric |  |
| Net Payable Amount | By Invoice Registration | 15 | Numeric |  |
| Document Header Text | Manual Feed | 30 | Alpha Numeric |  |
| WHT | Auto Calculated |  |  |  |
| Payment Terms | In Number of days manual entry | 5 | Numeric |  |
| Baseline Date | Manual Feed | 8 | Date |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invoice Detail Entries** | | | | |
| **Field Name** | **Entry Type** | **Field Length  In number of characters** | **Data Type** | **Unique Identifier** |
| PO Number | By Invoice Registration | 15 | Numeric | Yes |
| PO Line Item | By Invoice Registration | 3 | Numeric | Yes |
| Activity Text | By Invoice Registration | 50 | Alpha Numeric |  |
| Month/Period | By Invoice Registration | 2 | Numeric |  |
| Invoice Base Amount | By Invoice Registration | 10 | Numeric |  |
| HSN/SAC Code | By Invoice Registration | 10 | Numeric |  |
| Discount | By Invoice Registration | 10 | Numeric |  |
| GST GL Account | By Invoice Registration | 8 | Alpha Numeric |  |
| GST Code | By Invoice Registration | 15 | Numeric |  |
| GST Rate | By Invoice Registration | 2 | Numeric |  |
| SGST Amount | By Invoice Registration | 15 | Numeric |  |
| CGST Amount | By Invoice Registration | 15 | Numeric |  |
| IGST Amount | By Invoice Registration | 15 | Numeric |  |
| Gross Amount | By Invoice Registration | 15 | Numeric |  |
| WHT GLAccount | To be selected from (TDS Master) Drop down |  |  |  |
| WHT(TDS) Category | To Be selected from (TDS Master) Drop Down(Tax Code) |  |  |  |
| WHT Rate | To be fetched from TDS Master as per selected GL Account and Category |  |  |  |
| WHT (TDS)Amount | Auto Calculated | 15 | Numeric |  |
| Invoice Payable Amount | Auto Calculated | 15 | Numeric |  |

1. Details of WHT will be amount will be auto calculated based on the WHT rate selected from TDS master.

**User Access Level Mapping Table**

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