**Master Data**

The system will have below Master data prefilled and that cannot be changed

1. **Privileges : Each of user can have one or more than below privileges**

* Admin
* Account Receivable
* Account Payable - Accounting
* Account Payable - AFP
* Treasury & Cash Management

1. Admin : A pre-defined user Admin having userid, password and all privileges will be available.

**Admin Module**

The Admin module is accessible by Admin only. This module will have below sub modules

1. User Management
   1. Create User: Admin can create new users(name, userid, password, privilege). The id will be same as domain login id.
   2. Delete User: Admin can delete existing users
   3. Modify User: Admin can edit existing user’s details except userid.
2. Supplier Management: Admin can add, delete and edit suppliers. The fields will be supplier’s code, name, bank details etc.
3. Bank Management: Admin can add, delete and edit banks. The fields will be bank name, code, currency accepted.
4. Project Management: Admin can add, delete and edit project information.
5. Expense Type Management: Admin can add, edit and delete Expense Type. The sample values of gender/type are General activities Expenses, Management fees Expenses, Capex Expenses, Projects Expenses.
6. Site Management: Admin can add, edit and delete locations (sites).
7. Payment Approval Management: Here user will define that which title required approval from which user.
8. Settings: Here admin can manage currencies used and their conversion rate

**Account Receivable**

Whenever an invoice from supplier is received, the user will enter respective details in the system.

The system will have below features

1. New: A new invoice filling form will be opened. This will have below field.
   1. SupplierCode: Selectable
   2. SupplierName: Selectable
   3. Type/Gender: Selectable
   4. Project: Selectable. Only visible if Type is “Project”
   5. Bank: Selectable
   6. Amount: Decimals Only
   7. Currency: Selectable
   8. Invoice Date:
   9. Due Date: By default 45 days from today’s date.
   10. Save Button: The click will validate all fields and insert data into database.
2. View: This will display all invoices present in a table(grid). If any invoice is selected then it will move to edit screen. A delete(cross image) will delete invoice forever.
3. Edit: This will display a invoice saved earlier. Here it can be updated. The fields will be same as while creating new invoice.

**Account Payable - Accounting**

The user will access this screen when there is need to pay to supplier.

1. New: A new form will be opened and needs to be filled. This will have below field.
   1. Date: Auto Generated
   2. SupplierCode: Selectable
   3. SupplierName: Selectable
   4. Link “NewSupplier”: This will open a new supplier page.
   5. InvoiceDate:
   6. RecievedDate:
   7. PaymentDueDate
   8. Amount
   9. Currency: Selectable
   10. Site(Location): Selectable
   11. PO/SC Refrence
   12. Payment Purpose
   13. CostCode: This will be a select list having 3 values “Department”, “Capex” & “IT”.
   14. Project: This will be selectable list on basis of expense selected in above point.
   15. Approver Management: On basis of CostCode, a table(grid) will be displayed having column as Title, UserName, Comment. User can add comments.
   16. Save Button: The click will validate all fields and insert data into database.
   17. Generate Excel/PDF: This link will become active after user saves invoice successfully.
2. View: This will display all invoices present in a table (grid). If any invoice is selected then it will move to edit screen. A delete (cross image) will delete invoice forever.
3. Edit: This will display an invoice saved earlier. Here it can be updated. The fields will be same as while creating new form.

**Account Payable - AFP**

Here user will get all list of invoices which are approved from all departments. The user can select the invoices which he wants to send for payment. A pdf/excel can be generated after selecting invoices. The cash out flow will be modified in Treasury matrix.

Below Screens will be there

1. Create New AFP: The user can select multiple invoices and select the bank from where money should be deducted. He can also add comments (reference) for each invoice. After processing a pdf/excel will be generated which will have predefined format.
2. Create Bank Reference: This will generate a pdf/excel which will says that pay this much amount to this person having identity number as “XXXXXXXXXX”.