**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
* **BUDGET**
* **REPORTING (Treasury and IT)**

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. General supplier or ICP supplier, address and country of supplier.
3. Bank Management: Admin can add, delete and edit banks. The fields will be bank name, code, currency accepted. Bank Swift code, IBAN, Country of the bank, ! if bank in USA, UK, Australia: ABA, Wire Routing, Sort, Branch/BSB Code). A sub module will be there where admin can edit bank cash details. This is like adding Negative Cash(Loan), Term Deposits and Other Deposits.
4. Project Management: Admin can add, delete and edit project information. LOP(Life of Project)= the full amount of the project (can be Revenue project or Expenses project). This is to control how much we have already spent for that or received for that; and how much remaining Expense or Revenue.
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.

**Expenses**: Capex expenses; Dividend paid; Financial Expenses; Management fees expenses; Other corporate expenses; Overhead expenses; Royalties expenses; Salaries

These expenses types have to appear in the Treasury Report (treasury reporting long term & weekly treasury reporting).

1. Site Management: Admin can add, edit and delete locations (sites).
2. Payment Approval Management: Here user will define that which title required approval from which user. Here the Admin will create Department and 2 persons by department which can approve for the regarding department, *by site(location)*. There are 2 department by default Finance Dpt. and High Management which will approve all documents for all sites (location). They are the 2 last signatures in the AFP.
3. Settings: Here admin can manage currencies used and their conversion rate

**Account Receivable**

**Files:** *2014\_Control of Receivables.xls*

Whenever an invoice from supplier is received, the user will enter respective details in the system. The data entered should have name of person updated last and timestamp.

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 *\*The bank should be selected by the treasury only for payment*
   6. Amount: Decimals Only The format is 000.00
   7. Currency: Selectable
   8. Invoice Date:
   9. Due Date: By default 45 days from today date
   10. *Urgent Button: to redefine payment day less than 30 days. Will Admin approval*
   11. Save Button: The click will validate all fields and insert data into database.
   12. Reset Button: The click will rest all fields after a prompt.
   13. Cancel Button: The cancel will make user returned to main menu.
2. View: This will display all active invoices present in a table(grid). If any invoice is selected then it will move to edit screen. A delete (cross image) will put invoice in achieve mode forever.
3. Edit: This will display an invoice saved earlier. Here it can be updated. The fields will be same as while creating new invoice.

**Account Payable – Accounting**

**Files Used:** Modelo AFP.xls

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. SupplierName: Selectable
   3. SupplierCode: Selectable
   4. Link “NewSupplier”: This will open a new supplier page.
   5. InvoiceDate:
   6. RecievedDate:
   7. PaymentDueDate: By default 30 days Payable from today
   8. Amount
   9. Currency: Selectable
   10. Site(Location): Selectable
   11. PO Number: PO is purchase Order
   12. PO Amount: The amount of PO. This will be used to check in we have fully paid or not the regarding Purchase Order
   13. Payment Purpose: % of payment to be done
   14. CostCode: This will be a select list having 4 values “Department”, ”Project”, “Capex” & “IT”.
   15. Project: This will be selectable list on basis of expense selected in above point.
   16. Approver Management: On basis of CostCode, a table(grid) will be displayed having column as Title, UserName, Comment. User can add comments.
   17. Save Button: The click will validate all fields and insert data into database.
   18. Generate Excel/PDF: This link will become active after user saves invoice successfully. The PDF doc will be used to get the signature of the management for its approval.
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 achieve 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. Button pre-save will keep the change until the Admin click on the Button complete save to definitely save the changing.
4. Approve: Here a list of all invoices will be displayed along with a column “Approve”. Three buttons “Approve”, “Reset” and “Cancel” should be there. On click of approve button, a confirmatory box will be shown that following items are being approved. Please confirm. Once confirmed all invoices will be approved and can be used for AFP>

**Account Payable – AFP: Approval For Payment**

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 using a checkbox that are due for payment. After this all checked form can be used Treasurer only. . The treasurer will choose, by checking in his matrix, for each invoice, which of each of them will be paid in which bank. This decision will be taken logically by seeing the cash flow of each bank by each currency. The treasurer can made some scenario (simulation) of payment, to check and see how will be the result of the cash flow after the regarding payment.
2. When the treasurer validates the payment and excel/PDF will be generated to be send to the bank. He can also add comments (reference) for each invoice. After processing a pdf/excel will be generated which will have predefined format.
3. 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”.

*You can use the words in my vba codes to generate the sentences in portuguese.* The treasurer can select multiple invoices for payment.

1. 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”.

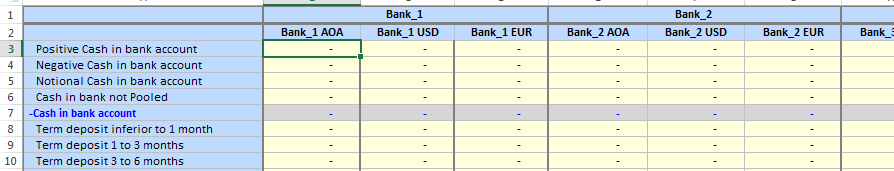
Only treasurer can does it for petty cash replenishment. Full Name and ID number will be need of the person which will go the bank for taking money.

**REPORTING**

* **Banks**

*Files Used: WEETRE - Weekly Treasury Reporting.xlsx*

This report should show current status of money in all banks of Rasta. Format Below



* + Positive cash is the real cash available in bank. This will increase as soon as money is credited (revenue) in respective account. This will decrease as soon as money is deducted(expense) from bank.
  + Negative Cash is termed as loan.
  + Also show rows for term deposits and other deposits.
* **WeeTre – Weekly Treasury Reporting**

*Files Used: WEETRE - Weekly Treasury Reporting.xlsx*

This report will be categorised in two sub reports i.e. For Revenues & Expense.

* + Revenues: The revenue report will be directly link to account receivable. It should show all revenues based on type/gender, Project Revenue and Other Corporate Revenue. See excel sheet.
  + Expenses: The report will show expenses by category, project expenses, corporate expenses etc.
* **Treasury**

*File Used: Treasury Reporting.xlsx*

This should ask for start year & end year for which treasury is to be shown. After this below options should be there. Graph can also be added for each section.

* + General View: TREFLT: Treasury Forecast Long Term: Expenses + Revenues in single report. Please see excel sheet.
  + Project Revenue: Please see excel sheet.
  + Project Expenses: Please see excel sheet.
  + Other Revenue Expenses: Similar to WeeTre. See Excel Sheet.
  + ICP Other Corporates Rev/Exp: Previosly known as INTERCO Revenue: Here reports of revenue that comes from ICP revenue. See excel sheet.
  + Forecasting: Here user can edit the fields to see reports.
* IT Report: IT is important part of any organisation and hence it’s reporting needs to be done alone.

*File Used: IT Report.xlsx*

**BUDGET**