Requirement Document (Invoice Generator)

Invoice Management Application is a web-based application, The application will help the business create, manage, and track invoices for customers, including repeat customers, multiple projects per customer, and milestone-based (slab-wise) payments.

1.2 Scope
The application will:

- Maintain a customer master database
- Allow multiple projects per customer
- Support different service types per project
- Handle flexible payment slabs (milestones)
- Generate invoices per slab
- Track invoice status (Raised, Paid, Pending, Overdue)
- Provide dashboards and reports for financial tracking

The system is primarily for **internal business use**.

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2 Users

Admin - Full access to the system, manages users, customers, projects, invoices .

Employee - Operational user, can create customers, projects and invoices, can send invoices and update payment status, can view dashboards and reports

CA (Chartered Accountant) - Read-only access, can view invoices and financial reports can export reports (PDF / Excel), No create, edit, or delete permissions

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Flow

1. User logs into the system
2. Creates Customer (occasionally)
3. Creates service (occasionally)
4. Creates contract or project
5. Creates invoice for a project, for some customer, for some service
6. invoice gets stored under particular OneDrive folder, as excel and pdf
7. Invoice is sent automatically via email
8. Invoice status is marked as Sent
9. Payment status is marked as unpaid,
10. Once payment is received online/offline
11. Employee/Admin manually updates invoice status to Paid
12. Reports are generated and viewed/exported by Admin or CA

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3. Functional Requirements - Tabs / Modules

3.1 User Authentication & Access Control

- Login using email & password
- Role-based access control
- Password reset functionality

3.2 Customer Management

3.2.1 Create Customer

Fields:

- Customer Company Name (Mandatory)
- Country (Dropdown)
- Email ID
- Phone Number
- Address
- Tax ID (GST/VAT – optional)
- Currency (auto-mapped based on country, editable)

3.2.2 View & Manage Customers

- List of all customers
- Search & filter by country, company name
- View customer details
- View all projects under a customer

3.3 Project Management

3.3.1 Create Project under Customer

Fields:

- Project Name
- Service Type (e.g. Web App, VAPT, Consulting, etc.)
- Project Description
- Project Start Date
- Project Value (Total Amount)
- Currency
- Payment Structure Type:
    - Full Payment (100%)
    - Milestone-based Payment

3.3.2 Payment Slab Configuration

For milestone-based projects:

- Ability to define multiple slabs
- Each slab contains:
    - Slab Name (e.g. Advance, Phase 1, Final)
    - Percentage (%) OR Amount
    - Invoice Due Condition (Immediate / After milestone)

Examples:

- 50% – 50%
- 40% – 30% – 30%
- Custom slabs

System validation:

- Total slab percentage must equal 100%

3.4 Invoice Management

3.4.1 Invoice Creation

- Create invoice against:
    - Customer
    - Specific Project
    - Specific Slab

- Auto-generate Invoice Number
- Invoice Date
- Due Date
- Tax calculation (GST/IGST/No Tax – configurable)
- Currency handling

3.4.2 Invoice Status

Each invoice will have one of the following statuses:

- Draft
- Raised
- Paid
- Partially Paid
- Unpaid /not paid

3.4.3 Invoice View

- View invoice details
- Download invoice (PDF)
- Email invoice to customer

3.5 Payment Tracking

- Record payment against invoice
- Support partial payments
- Payment date
- update invoice status (Draft ,Raised ,Paid ,Partially Paid ,Unpaid /not paid)

3.6 Dashboard & Reporting

3.6.1 Dashboard

Key metrics:

- Total Invoiced Amount
- Total Received Amount
- Total Pending Amount
- Unpaid Invoices
- Customer-wise outstanding

3.6.2 Reports

- Customer-wise invoice report
- Project-wise billing report
- Pending invoice report
- Date range filtering
- Export to Excel / PDF

Header UI

- Valency logo on right
- Application logo on left

Menu on left side

- Create new invoice
- Edit an invoice
- Add/Edit Service
- Add/Edit Project
- Add/Edit Contract
- View Audit Trail
- Reports/Downloads

This document defines the high-level requirements for the Invoice Generator application and will be used as a reference for design and development.
