Finance:

The objectives of the Finance module are to:

- Generate Income
- Track Expenses
- View Total Funds
- View Income and Expense Dashboards by level, affiliate, city, etc..(P& L)
- Maintain all the data in the Finance database to generate reports & dashboards

INCOME:

The objective of the Income portal is to either generate a QR code or upload Bank Transfer screenshots through which income can be raised for Streetcause

User Journey:

As a User of the StreetCause App, with the help of the INCOME sub module within the Finance module, I should be able to raise funds by either generating a QR Code, web link or attaching the payment screen shot of the Bank Transfer

Within Income, I will have two options.

1. ONE TIME
2. RECURRING

ONE TIME:

If I click the One Time Option, I want to be able to enter the following details:
All the below fields are mandatory unless specified

- Choose **Affiliate** from a dropdown with the list of Affiliates - Is this required for L1? Is this going to be different for L1 vs L4 vs L8? Because we have written that the user journey is the same? To be clarified.
- **Payment Mode** (Dropdown with three options - UPI, Web Link, Bank Transfer)
- **Date** Field but this should already be there and greyed out. Current Date should already be there in this field
- **Donor Name**
- **Donor Mobile Number**
- **Donor Email ID**
- **Amount**
- **PAN CARD**

  PAN CARD is mandatory only in two cases.

  1. If 80 G is selected as YES

    2. If the amount > 50,000

- **80 G Certificate** (Dropdown with Yes, No)
  I should be able to select one of the options in 80G only if the amount is > 10,000. Else, I shouldn't be able to do anything in the 80G section. It should be greyed out.
- **Payment Proof** (Payment Proof should be greyed out and only enabled if Bank Transfer option is selected). If Bank Transfer is selected, then Payment Proof is mandatory
- **Comments**

Workflow if I select either the UPI or the Web Link Payment option.

Even if one of the mandatory field details are not entered, I shouldn't be able to proceed further. After I have entered all the above details and Submit, I should be able to see a synopsys of the details I have entered for double confirmation. I will have an option to go back if any of the details are incorrect. Correct the details and see the synopsis again till I confirm.

After I confirm, I shall be redirected to the razorpay link with the QR details or the weblink that can be shared with the donor (Razorpay Integration here)

After the payment is done, I want the amount to be cumulatively added into my TOTAL FUNDS. After the payment is done, the donor should a receive a receipt of the payment

Workflow if I select the Bank Transfer Payment option.

If I select the Bank Transfer Option, and all the mandatory fields are updated, and I Submit the details, then I should be able to see a synopsys of the details I have entered for double confirmation. I will have an option to go back if any of the details are incorrect. Correct the details and see the synopsis again till I confirm.

Below L3
After I confirm, a notification shall go to the corresponding L4 for approval of the payment transaction. If the L4 hasn't approved the payment, then the status of the payment should be approval pending

After L4 has approved the request, it will go to L5 for approval. After approval from L5, the amount shall be added to my TOTAL FUNDS

L4 and Above

RECURRING PAYMENT

If I select the Recurring Payment, I want to be able to enter the following details:
All the below fields are mandatory unless specified

- Choose **Affiliate** from a dropdown with the list of Affiliates
- **Payment Mode** (Dropdown with three options - UPI, Web Link, Bank Transfer)
- **Donor Name**
- **Donor Mobile Number**
- **Donor Email ID**
- **Subscription Amount per Month (Amount should be entered)**
- **Duration (Have a dropdown in Yrs)**
- **PAN CARD (Upload a copy of the PAN CARD)**
- **80 G Certificate** (Dropdown with Yes, No)
  I should be able to select one of the options in 80G only if the yearly amount is > 10,000. Else, I shouldn't be able to do anything in the 80G section. It should be greyed out.

After all the mandatory fields are updated, and I Submit, then I should be able to see a synopsys of the details I have entered for double confirmation. I will have an option to go back if any of the details https://meet.google.com/raf-kfrc-docincorrect. Correct the details and see the synopsis again till I confirm.

After I confirm, I shall be redirected to the razorpay link with the QR details that can be shared with the donor (Razorpay Integration here)

For Recurring Payment, I want the amount to be added into TOTAL FUNDS only after the payment for the corresponding month is done.

The below two have to be included in the Total Funds Section

DONATE.STREETCAUSE.ORG

If a donor donates using the donate.streetcause.org and mentions the SC ID of the L1 volunteer, this amount should be considered as an income and cumulatively added into the TOTAL FUNDS of the L1

PASS SALES

If I raise funds under PASS SALES, those funds should also be considered as INCOME and added cumulatively into my TOTAL FUNDS

L1 - L8 have the same User Journey in INCOME:

*If a L4 or L5 raises funds through BANK TRANSFER, what is the workflow like?

EXPENSES:

The objective of the EXPENSES module is to track the expenses incurred by the Street Cause team to carry out various activities related to SC

As a User, when I enter the Expenses module, I want to see the below three sub modules:

- Fund Raising Expenses
- Project Expenses
- Other Expenses

Fund Raising Expenses:

As a User, when I log into Fund Raising Expenses, I want to be able to enter the following details:

- **Event** under which I want to submit the expenses
  I want to have a drop down with the list of all the Events from where I can select
- **Task** under which i want to submit the expenses
  I want to have a drop down with the list of the sub tasks within the Event from where I can select.
  The list of Events and Tasks must be pulled in from the Affiliation module.
- **Date -** Enter the Date on which the expense was incurred
- **Expense Proof -** Upload a minimum of 1 image and a maximum of 5 images for showing proof of the expense
- **Amount -** Enter the value of the expense
- **Comments -** Write comments about the expense

I want to be able to download either in Excel/PDF or print the details of all the expenses that have been logged in by me across events

Project Expenses :

As a User, when I enter the Project Expenses, I want to be able to enter the following details:

- **Project** under which I want to submit the expenses
  I want to have a drop down with the list of all the projects that are Active from where I can select
- **Task** under which i want to submit the expenses
  I want to have a drop down with the list of the sub tasks within the project from where I can select.
  The list of Projects and Tasks must be pulled in from the Project Management module.
- **Date -** Enter the Date on which the expense was incurred
- **Expense Proof -** Upload a minimum of 1 image and a maximum of 5 images for showing proof of the expense

- **Amount -** Enter the value of the expense
- **Comments -** Write comments about the expense

I want to be able to download either in Excel/PDF or print the details of all the expenses that have been logged in by me across projects

OTHER EXPENSES

ADVANCES:

L3:

I want the advances to be:

- Enabled in the expenses Tab
- The user should be able to raise an advance request
- The expense request should reach the L4 for an approval
- Once the advance is approved the advance will be transferred to the **CashBOOK App** and the same will reflect on the L3 portal
- Once the advance has reached. The user can start expensing and the expenses have to be deducted against the advances and NET Advance balance should reflect

L4:

- L4 should be able to edit the amount as per discretion and approve the amount and the same will reflect in the L3 advance

P&L

L3:

I want to be able to do:

- See all the income & expenses of my unit in a single place
- With a dashboard view, Total Funds Raised, Amount paid to central team, (Expenses and net balance)
- Should be able to download an excel sheet

- All income should have all the line by line transactions of all the incomes and the respective proofs and all the expenses with a cloud link of the task bills & task report.

L4:

Notes on the allocation:

Option 1:
  - Automated and is taken care by razor pay integration; where the payments are made and the same is accurately reflecing in the funds raised.

Option 2: (Manual)
- Go the affiliation income as they donate.streetcause.org; will tag all the donations to the Affliation and then transfer 75 % of the fund to the respective L3
-

TOTAL FUNDS :

L1 User Journey:

As a L1, I want to be able to
- View the total funds I have raised as Income till date.
- View a table with date, type of income (One Time, Recurring, Donate.Streetcause, Pass Sales), donor name.
- Download the above tabular details into an excel

L2 User Journey:

As a L2, I want to have two options
- SELF : In the Self option, I want to have the same features as that of L1
- TEAM : Under the team, I should be able to view the details of the income that have been generated by all the L1s reporting into me. The report should have details such as L1 Name, L1 SC ID, Income Value, Type of Income, Date, etc

L3 User Journey