

Address

Flat No. A-302, Global Park, Nr. Datta Mandir, Azadegaon,
Dombivli (East)

M: +91 8082776668

E: info@itechprovisions.com

W: <http://www.itechprovisions.com>

Business Requirement Document

Prepared for:

Sure Shot Suggestions India Private Limited

Prepared by:

ITECH Provisions

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Amendment History

Version	Date	Created/Amended By	Change History
1.0	02-12-2022	Vinay Pardeshi	Initial Draft

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Executive Summary

The business requirement document covers the work required by Sure Shot Suggestions India Private Limited [referred to as Client].

One of the issues faced by the **Client** is that they do not have an ERP software - Finance Module [referred to as web application] to track the tax invoices and the workflow related to it. Currently, it is managed through MS Excel. It becomes difficult to maintain the historical and generate relevant reports / dashboards.

The goal of the **web application** is to manage an end-to-end workflow of the tax invoice and allow the users to manage bank books and its transactions that will certainly bring ease and convenience to the **Client**.

The **Client** gets the benefit of ITECH Provisions years of experience in services that we have been providing. ITECH Provisions appreciates the faith that the **Client** has placed in us. ITECH Provisions will work hard to ensure that the **Client** receives everything necessary to accomplish their business goals upon the successful delivery of the **web application**

Overview

The **Client** requires services for implementation of a **web application** to manage an end-to-end workflow of the tax invoice and allow the users to manage bank books and its transactions without any hassle. ITECH Provisions will oversee quality control at each step of the process to avoid issues during deployment

Purpose of the Project

Design and implement a web application, particularly a finance module to manage an end-to-end workflow of the tax invoice and allow the users to manage bank books and its transactions

In Scope

1. Financial Module

a. User Role Management

This page should focus on the following fields

- i. User Role Id
- ii. User Role Name
- iii. User Role Description

b. User Management

This page should focus on the following fields

- i. User Id
- ii. User Role Id
- iii. First Name
- iv. Last Name
- v. Email Id
- vi. Password
- vii. Designation
- viii. Contact Number
- ix. Employee Id

c. Client Management

The page should focus on the following fields

- i. Client Id
- ii. Client Name
- iii. Place of Service [State]
- iv. State Code
- v. GSTIN No

d. Financial Management

i. Tax Invoice

- User enter the details in the Tax Invoice form
- The calculation is done based on the amount entered by the user

ii. List of Tax Invoices

- This page shows all the tax invoices added by the user with an option to enter the payments received

iii. Payment Received

- User enters the details of the payment received.
- The payment mode can either be Full or Partial
- TDS Calculation is done accordingly at this stage
- This page should also show a section of Payment History which allows the user to fill the Deal Disbursal Chart

iv. Deal Disbursal Chart [DDC]

- This page should show all the details from the Tax Invoice and Payment Received
- It should also consider the Stock Brokerage and Miscellaneous Expenses
- Once the user enters the details in DDC, the Our Share page gets active for that Tax Invoice

v. Deal Details Draft [Our Share]

- This page shows the actual earning after all the deductions and the options in which the amount is distributed to the employees

vi. Bank Books [Passbook of a bank]

- This page should allow the user to make a debit and credit entry for an entity
- Any entry made in the payment received should be automatically shown in the bank book.

e. Analytics

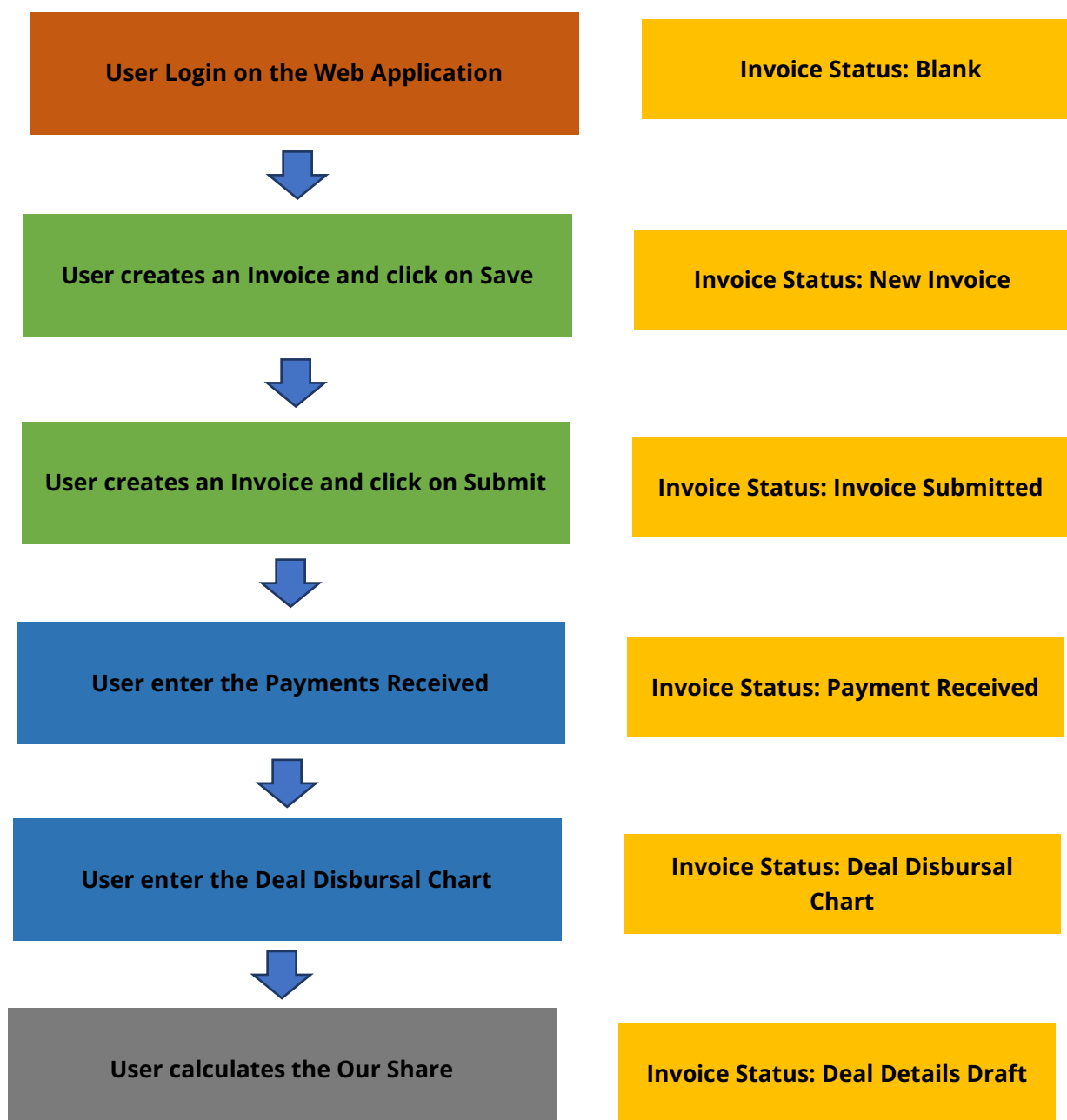
Appropriate Dashboards/Reports should be created

Process Diagrams

Current Process Diagram

Not Available

New Process Diagram



Requirements

Business Requirements

BR-01: User Login

- The login page should be the first page that the users see in the application
- It should provide a dropdown to select the company or an individual. The dropdown is auto-populated from the database table

Table Name	Column Names	Data Type
sss_entities	sss_entity_id	Int
	sss_entity_name	Short Text
	Sss_entity_description	Long Text

- It should provide two text fields, one to enter the Email and one to enter the Password
 - Email
 - Password
- In addition, it should a button to check the values entered in the textboxes
 - Login
- The page should consist of an additional button
 - Forgot Password; to be used if the user does not remember the password
- On success, the user should be redirected to the Home Page
- On failure, the user should get an error message

BR-02: Administration Panel

- This should be the default template of the application. It should have a sidebar that consist of the navigation links to all the pages of the application
- It should also consist of an open spare where the actual content [forms, grids, reports and dashboard] would be displayed

BR-03: Users

- This is one of the navigation links in the sidebar of the administration panel. It should consist of the following pages
 - Create User Role Permissions
 - Create a User Role
 - Create a User
 - Create

BR-04: Clients

BR-05: Invoices

- This is one of the navigation links in the sidebar of the administration panel. It should consist of two pages
 - Create an Invoice
 - View Invoices

BR-05A: Create an Invoice

- This page should consist of a form to create an invoice. It should have the following fields
 - Type of Invoices – Rental and Sub-Brokerage
 - Checkbox – To be Disbursed / Not to be Disbursed
 - Bill Number
 - Bill Date
 - Client Name
 - Place of Service [State]
 - State Code
 - GSTIN Number [Client]
 - Description
 - Default Text
 - Short Description
 - Duration
 - 15 Days
 - 1-12 Months

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- LUMPSUM
- Others

- Address
 - Invoice Detail – Premise [Default] / Liasoning Charges
 - Deposit
 - SGST
 - CGST
 - IGST
 - RTGS Details [As per the Entity]
 - Account Name
 - Account Number
 - Bank Name
 - IFSC Code
 - Amount in Words
- Amount in Figures
- GST Number [As per the Entity]
- PAN Number [As per the Entity]
- FOR Statement [FOR <Entity Name>]
- The page should also have three buttons, one to **save** the tax invoice so that the user can edit it later, second to **submit** the tax invoice to start the process workflow and third to **reset** the values entered by the user
 - Save
 - Submit
 - Reset
- The flow of Invoice Status at this stage

Action	Status
Save	Initial Draft
Submit	Invoice Submitted

BR-05B: View Invoices

- This page should show the list of all the invoices irrespective of the Invoice Status
- For each row, it should have the following actions,

- Edit
- Payment Received

BR-06: Payment Received

- This page should consist of 3 sections
 - **Invoice Details** – It consist of a few fields transferred from the Invoice page
 - Client Name
 - Invoice Description
 - Bill Number
 - Bill Date
 - Rent Amount
 - GST
 - If the invoice is of Maharashtra; formula **GST = SGST + CGST**
 - If the invoice is of outside Maharashtra; formular **GST = IGST**
 - Total Amount = Rent Amount + GST
 - **Payment Received** – It consist of fields that should be entered by the user
 - TDS
 - Dropdown values: 5%, 7.5% and 10%
 - Default Value: 5%
 - TDS Calculation: It should be done the Rent Amount
 - Final Amount = Rent Amount – TDS Calculation + GST
 - Amount Received
 - Date Received
 - Cleared On
 - Payment Type
 - Dropdown values: Full / Part
 - Default value: Automatically set on the basis of Amount Received.
If Amount Received **equal to** Rent Amount, then **Full**
If Amount Received **not equal to** Rent Amount, then **Part**
 - Balance = Rent Amount – Amount Received
 - This section should also have a button to submit the details which occur in the Payment History section
 - **Payment History** – It consist of all the payments received for a particular Invoice
 - Serial number

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- Rent Amount
- Amount Received
- Date Received
- Payment Type

For each row, it should have a button to enter the details in the **Deal Disbursal Chart**

BR-07: Deal Disbursal Chart

- This page should have 2 sections
 - **Payment Received Details** – Few fields transferred from Payment Received page
 - Bill Number
 - Rent Amount
 - Amount Received
 - Date Received
 - Payment Type
 - Balance
 - **Deal Disbursal Chart** – The user needs this section to enter a few more details about the payment
 - Sub-Brokerage Amount
 - Company Name
 - Person
 - **Paid On**
 - ##### Person
 - Required On
 - **Pain On**
 - #CIRIL Royalty
 - **Pain On – 7.5%**
 - Locker/Source
 - Profit Amount
 - Sheet Number
- This page should also have a button to submit the details
- For each row, it should have a button to enter the details in the **Deal Details Draft** and accordingly calculate **Our Share**

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BR-07: Deal Details Draft [Our Share]

- The page should have all the calculations. It should have the following fields

a. SH

b. Date

1. Client Details

- Entity Name
- Bill Number
- Bill Date
- Client Name
- Premises
- Amount = Rent Amount
- GST
- Balance Amount = Amount + GST
- TDS
- Miscellaneous
- Balance Amount Due
- Cheque Amount

2. Service Details

- Our Service Fees [Rent Amount]
- GST
- Sub Brokerage
 - Sub Brokerage
 - TDS
 - Cheque Number
 - Cheque Amount
 - CIRIL Royalty
 - TDS
 - Cheque Number
 - Cheque Amount

- UNKNOWN
 - TDS
 - Cheque Number
 - Cheque Amount

- **Balance [Our Share]** = Rent Amount – [Sub Brokerage + CIRIL Royalty] – UNKNOWN

3. Calculation Section

Default Text: W.E.F 01.09.14 everything is calculated on 70% of our share.

Number	Details	Amount	Rounded	Total	TDS	Cheque Amount
1	GST	Value from Client Details Section	Manually Entered	Value given in Rounded		Manually Entered
2	INCOME TAX	5% of [70% of Our Share]	Manually Entered	Value given in Rounded		Manually Entered
3	S.P MOM [SELF]	1% of [70% of Our Share]	Manually Entered	[Number 3] + [Number 4] + [Number 5]		Manually Entered
4	CHARITY 1 [SELF]	1% of [70% of Our Share]	Manually Entered			
5	CHARITY 2 [SELF]	1% of [70% of Our Share]	Manually Entered			
6	ADVERTISEMENT [AD]	5% of [70% of Our Share]	Manually Entered	[Number 6] + [Number 7]		Manually Entered
7	DIWALI [AD]	3.25% of [70% of Our Share]	Manually Entered			
8	MISCELLANEOUS EXPENSES	2% of [70% of Our Share]	Manually Entered	Value given in Rounded		Manually Entered
9	PRISCILLA PINTO	7.25% of [70% of Our Share]	Manually Entered		5% Of Rounded	Rounded - TDS
10	RAKESH CHARATKAR	7.25% of [70% of Our Share]	Manually Entered		5% Of Rounded	Rounded - TDS
11	BHAVNA DAXINI	5% of [70% of Our Share]	Manually		5% Of	Rounded -

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			Entered		Rounded	TDS
12	VRINDA BHAT	5% of [70% of Our Share]	Manually Entered		5% Of Rounded	Rounded - TDS
13	PHIROZA DUMASIA	5% of [70% of Our Share]	Manually Entered		5% Of Rounded	Rounded - TDS
14	VIJAY KUMAR	6% of [70% of Our Share]	Manually Entered		5% Of Rounded	Rounded - TDS

Number	Details	Amount	Rounded	Total	TDS	Cheque Amount
15	VRUNDA SAWANT	4% of [70% of Our Share]	Manually Entered		5% Of Rounded	Rounded - TDS
16	KIRTI JABDE	4% of [70% of Our Share]	Manually Entered		5% Of Rounded	Rounded - TDS
17	VISHAL JADHAV	1% of [70% of Our Share]	Manually Entered		5% Of Rounded	Rounded - TDS
18	SUSHANT ADIVIREKAR	1% of [70% of Our Share]	Manually Entered		5% Of Rounded	Rounded - TDS
19	VRUTI CHAVAN	0.75% of [70% of Our Share]	Manually Entered		5% Of Rounded	Rounded - TDS
Provision to add more employees						
	Total Expenses	[Sub Brokerage + CIRIL Royalty + UNKNOWN] + Sum of All Rounded Values [Total Expenses]	Sum of All Rounded Values	Total of TDS paid for STAFF [Rows 9 to 19]	Total paid to STAFF [Rows 9 to 19]	

BALANCE [Current Account] = Cheque Amount [Client Details] - [Total Expenses]

BALANCE IN CURRENT ACCOUNT % = [BALANCE [Current Account] / Cheque Amount [Client Details]] * 100

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Working Example

Suppose the Invoice Amount = Rs. 100000

First **Payment Received** is of Rs. 60000

Entry made on 25/11 for **DDC [Sub Brokerage]** = Rs. 20000 [Assumption]

Calculated Our Share = 60000

Second **Payment Received** is of Rs. 40000

But now, the actual entry made on 27/12 **DDC [Sub Brokerage]** = Rs. 15000 [Actual]

So, the difference in

DDC [Sub Brokerage] = [Assumption] – [Actual] = Rs. 20000 – Rs.15000 = Rs. 5000

Hence, Our Share which was supposed to be Rs. 40000 will now be Rs. 45000 by adding the difference calculated