

Advance

Advance Taken

ID	Advance Taken	Amount	Currency	Company/Shop Name	Status	Allocated	Actions
274	test	4500.00	USD	Testing Shop	Pending Approval from Treasurer	No	× 👁 📄
264	test - odeesha	7800.00	USD	TEST one	Active	No	× 👁 📄
263	test 890	5400.00	USD	DSA	Pending Approval from Manager	No	× 👁 📄
254	dsgd	6500.00	USD	rfseda	Pending Approval from Leader	No	✎ 📄
253	Testing 1	700.00	USD	TOU 623	Canceled	No	× 👁 📄

The advance taken page design will incorporate a user-friendly interface to facilitate the addition of advance expenses. A key feature will be the ability to link these expenses to specific expense titles, streamlining the categorization and tracking of funds.

this organized into four primary sections: Filter, My Applications, To Approve, and To Disburse.

Filter Section

The Filter section offers a granular view of expense data, allowing users to analyze and summarize information based on various criteria.

Search Filters : Eight search filters are available to refine expense data, These filters enable users to identify specific expenses based on their attributes, such as status, payment type, or currency.

Advance Table: The Expense Table provides a detailed view of individual expenses, including few columns.

My Applications Section

This section allows users to view and manage expenses they have personally created.

To Approve Section

This section lists expenses that are ready to be Approve.

To Disburse Section

This section lists expenses that are ready to be disbursed.

Actors:

- Staff
- Team Leader
- Manager
- Treasurer
- Treasurer Manager
- Accountant

Step 1: Invoice Submission

- **Actor:** Staff
- **Action:**
 - Receives an invoice from a company or shop.
 - Enters the invoice details into the system and submits it to the Team Leader.
 - Prints the entered invoice details, signs it, and sends it to the Team Leader for review and approval.

Add

Dashboard > Expense > Add

Date Create * 11/25/2024 Create Staff * 55555 - Lanka Sena demo.crm@lanka.la Office *

Use Staff

Expense Title * Payment Type *

Advance Taken

Account Code *

Description (Case outline)

Date Use Start * Date Use End *

Amount * Currency *

Company/Shop Name

Company/Shop Contact

Company/Shop Address

Company/Shop Account Name

Company/Shop Account No.

Company/Shop Other Details

Invoice documents (PDF/Excel/Word/Image files only). Invoice Doc Payment Type Document Number

Choose File No file chosen

Receipt Voucher

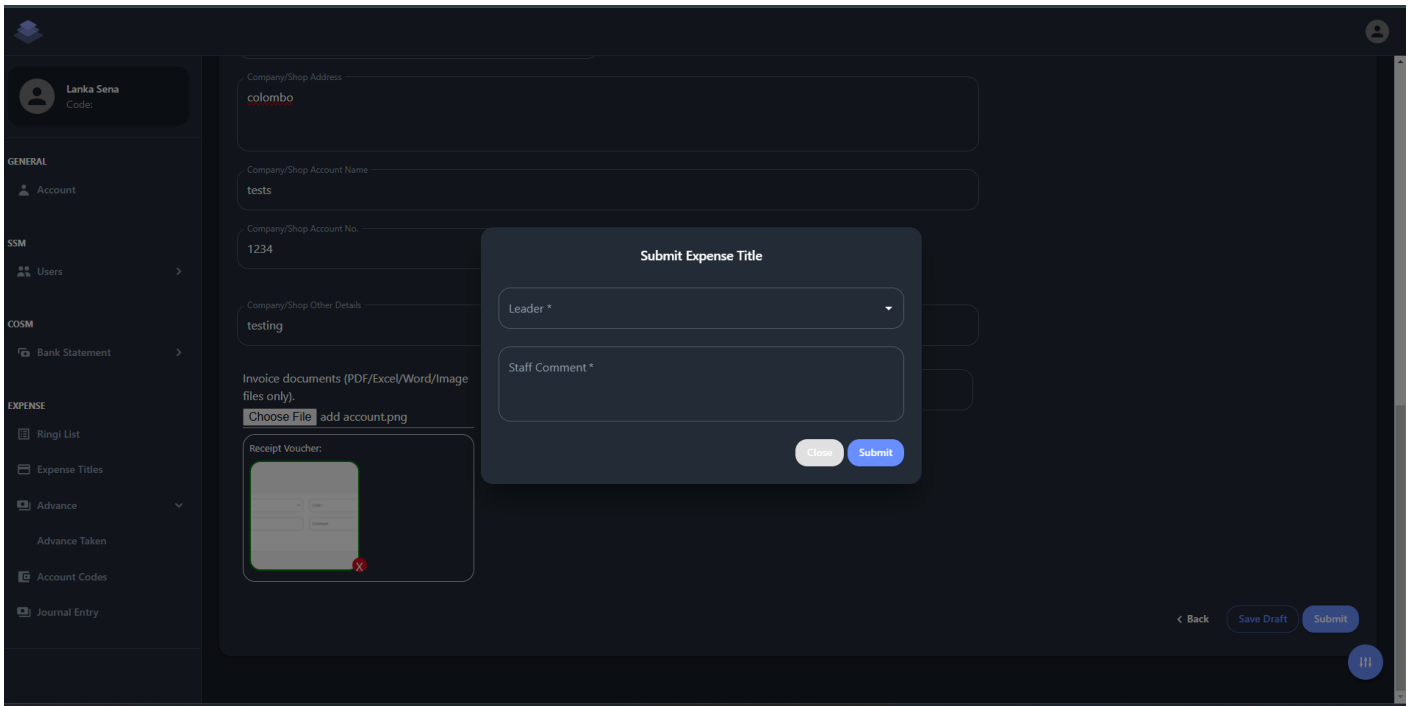
< Back Save Draft Submit

Here, user can link expense title with Advance taken. after submit this, user can download payment voucher according to the given details.

If user select I bank as Payment type, it will add new three(3) fields.

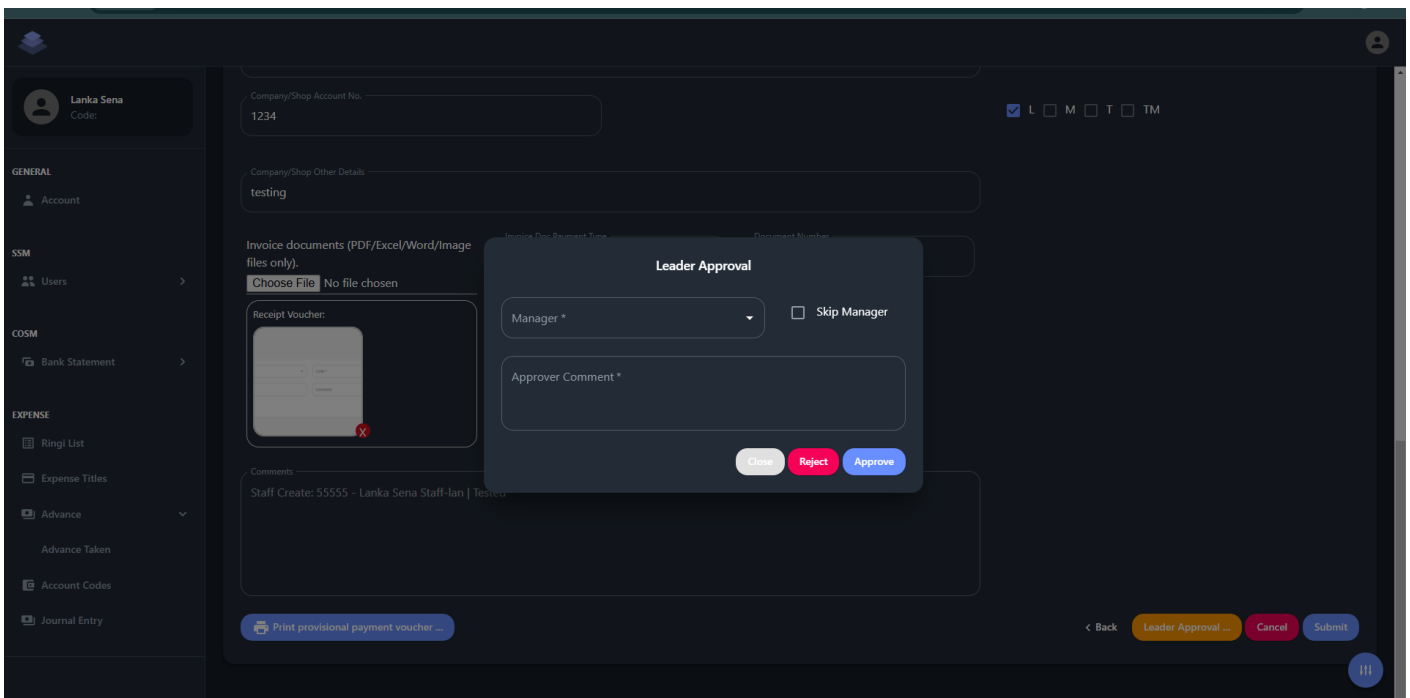
1. Bank Name
2. Recipient Name
3. Bank Account Currency

If user select cash as Payment type, these three(3) fields are hide.



Step 2: Team Leader Approval

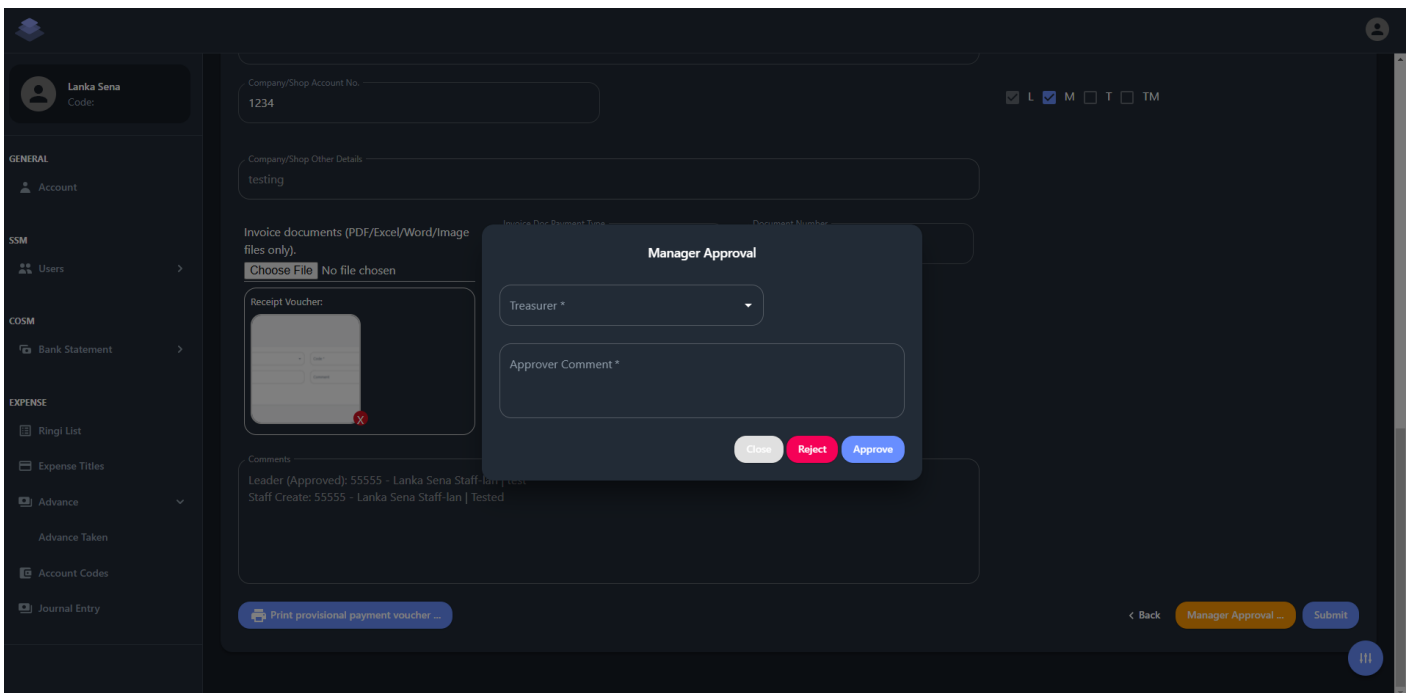
- **Actor:** Team Leader
- **Action:**
 - Reviews and approves the invoice in the system.
 - Checks and signs the physical document.
 - Sends the approved invoice to the Manager.



Step 3: Manager Approval

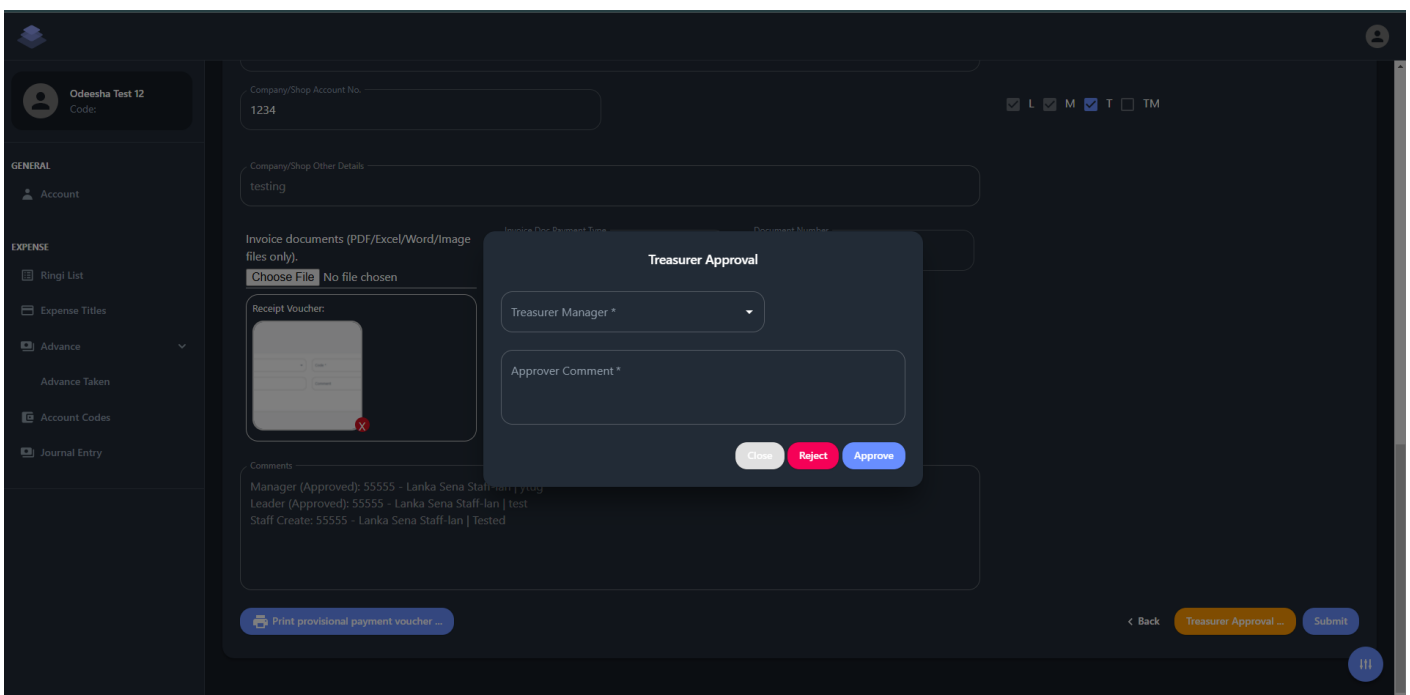
- **Actor:** Manager
- **Action:**

- Reviews and approves the invoice in the system.
- Checks and signs the physical document.
- Sends the approved invoice to the Treasurer.



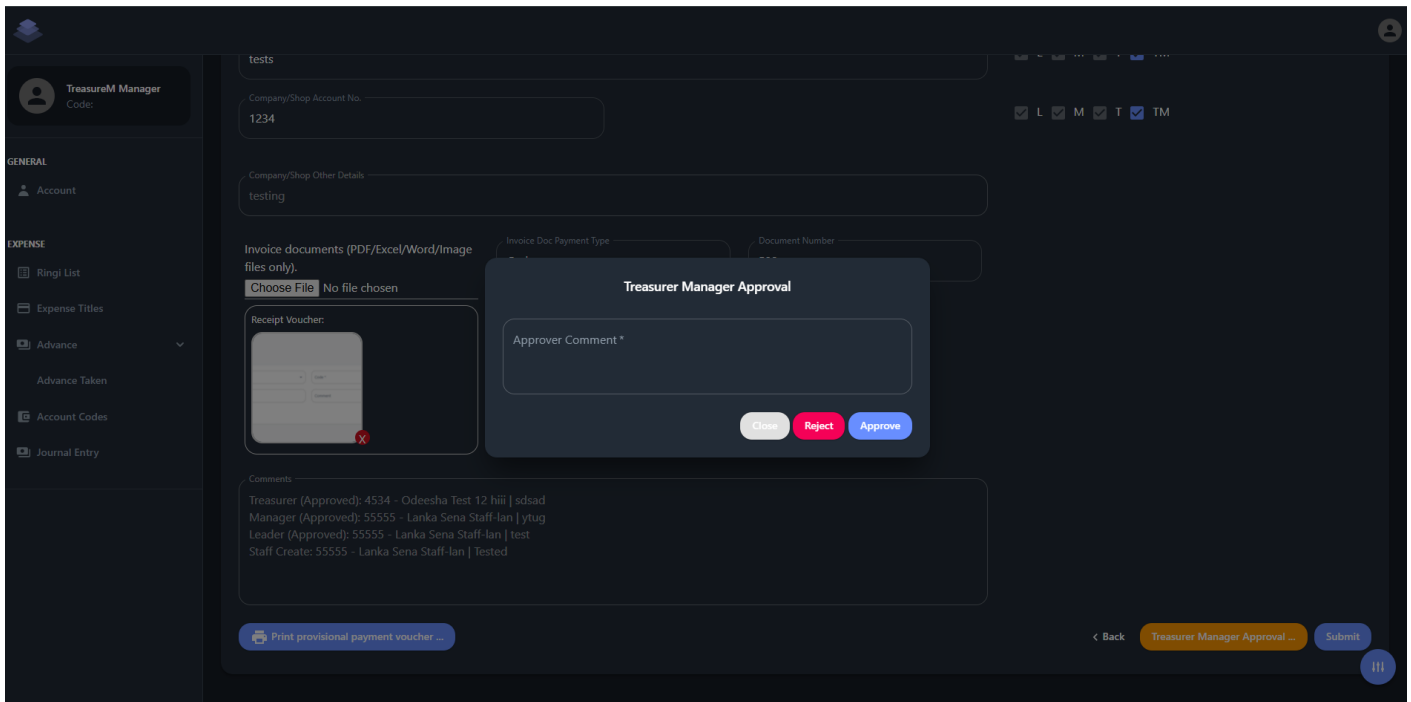
Step 4: Treasurer Approval

- **Actor:** Treasurer
- **Action:**
 - Reviews and approves the invoice in the system.
 - Initiates an I Bank transfer in the system and sends it to the Treasurer Manager for confirmation.



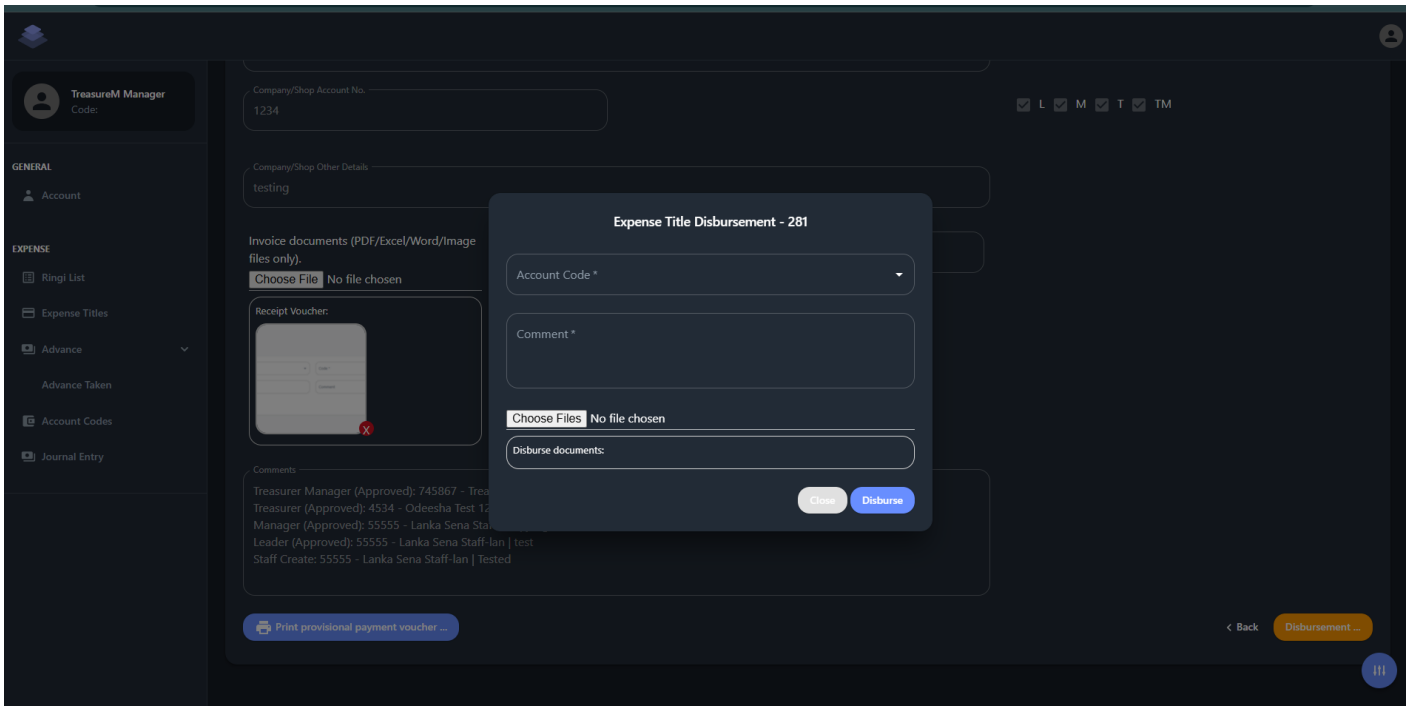
Step 5: Treasurer Manager Confirmation

- **Actor:** Treasurer Manager
- **Action:**
 - Reviews and approves the invoice in the system.
 - Sends the approved invoice back to the Treasurer.
 - After approve the Treasurer Manager, Expense title status changed as **Active**.



Step 6: Treasurer Disbursement

- **Actor:** Treasurer
- **Action:**
 - If cash disbursement, provides the staff with the cash and gets their signature.
 - If I Bank transfer, downloads the transfer slip and uploads it to the system.
 - Confirms the disbursement.



After Doing the disbursement, Journal Entry recorded automatically.

Revision #4

Created 25 November 2024 06:05:29 by Odeesha Gamage

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