|  |  |
| --- | --- |
| **Requirement** | **System Function** |
| Mandatory input of Official Receipt (OR) number for all collections received.  | Receipt ID for all collections should be a mandatory field For group/center payments, same Receipt ID (OR number) for each client will appear in the transaction record |
| Cashier should be able to accept non-MIFOS payments (such as payments to cash advances) and issue an OR for these transactions. (OR is issued manually but the number has to be inputted into system). | Data entry for cashiering function with the following information:* Transaction date
* Mode of payment
* Receipt ID
* Client/Employee name
* Account code to debit (defaults to bank)
* Account code to credit
* Amount
* Narration
 |
| If the payment is against a receivable, cashier should be able to pull out the receivable entry from a list | Display receivables and choose from listData entry for cashiering function will have default data from the chosen receivable entry (entries will be reverse) |
| Print the OR (future requirement) |  |
| In setting up Loan Disbursements, Receipt ID should contain the CV number | CV is automatically created and the cheque number xxxxx |
| All disbursements are paid by cheque. Each cheque should have a supporting Cheque Voucher (CV).  | Data entry for CV with the following information:* CV number (system generated)
* Transaction date
* Account code to credit (defaults to bank)
* Account code/s to debit
* Amount/s
* Payee
* Cheque number
* Cheque date (can be postdated cheque)
* Recurring tag (Y/N)?
* If it is a recurring entry, enter due dates for next entries and confirm each date
* Narration
 |
| Recurring entries are automatically posted on due dates | Recurring entries are automatically posted at a certain time on due dates |