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| **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 list  Data 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 |