1. Business Team Login
2. Operation Team Login
3. Vendor Login
4. Accounts Team Login
    i. New Cases ticker
    ii. Pending Cases
    iii. In Dispute Cases
    iv. New Query ticker
    v. Pending Queries
  a. Inward Team
  b. Passing Team
  c. Billing Team
  d. Dispute Team
  e. Dispatch Team
  f. Payment Team
5. Management Login

(A) On top of the screen on Dashboard show 2 buttons **View Invoice** and **View Queries.** When user clicks on **View Invoices** user will land on the invoice section of the application which will have following modules:

1. Upload RO list fields (Ops user login) **(www.zeliant.in\FlowTrack\Oprerations\)**
   a. Upload file field
   b. Remark
   c. Grid to view uploaded Data / Excel upload columns
      i. RO Number
      ii. RO Date
      iii. Vendor Code
      iv. Vendor Name
      v. Customer Code
      vi. Customer Name
      vii. Brand Name
      viii. Product Name
      ix. Business Unit Name (BU Name)
      x. BU City Name
      xi. Estimate number
      xii. Estimate Date
      xiii. RO Create by
      xiv. RO Created On
      xv. Estimate Created By
      xvi. Estimate Created On

2. Upload Vendor Invoice (Vendor Login) **(www.zeliant.in\FlowTrack\Vendor\)**
   a. Uploaded invoice list with status
      i. RO Number
      ii. RO Date
      iii. Customer Name
      iv. Brand Name
      v. Invoice Number
      vi. Invoice Date
      vii. Invoice Status
      viii. Last updated on
      ix. Upload Invoice Button
         - Pop up to have fields to enter invoice number and invoice date
         - Upload invoice pdf or image
         - Have option to upload multiple files as supporting document
         - Add Remark for the invoice.
         - Click submit button to save all the data
         - Workflow management team will receive notification.
      x. Button to view status history
         - Pop up to show history trail with billing team remarks on Left.
         - On right side view query history for the invoice.
         - Button to “Raise query”

3. Add New query (Vendor Login)
    a. General Query or Closed Invoice Related query
    b. Search invoice by invoice number or RO number or Customer name
    c. Enter the query title
    d. Enter query remark
    e. Select reason code or problem code for the query from drop down
    f. Based on the reason code matrix, user names will be listed in next drop down
    g. Select name of the user to be assigned to (User will be added by default if query is general query)
    h. Add option to upload a multiple files as well.
    i. Click on submit to send query by mail to creator, assignee and their reporting managers.
    j. Email alert will be received by the above users.

4. Invoice Assignment (Workflow Management Team) **(www.zeliant.in\FlowTrack\Workflow\)**
    a. Manager will see 4 tab 1st Awaiting Inward Assignment, 2nd Awaiting Passing Assignment, 3rd Awaiting Billing Assignment, 4th Invoices in Dispute and 5th Invoices list (In Dispatch, In Payment and Closed)

    b. <u>1st tab listing for Awaiting Inward Assignment</u>
        i. Invoice Number
        ii. Invoice Date
        iii. RO Number
        iv. RO Date
        v. Customer Name
        vi. Brand Name
        vii. Vendor Name
        viii. Uploaded On
        ix. Assigned inward to (Prefilled drop down with list of billing team users or in future equal Auto Assignment)
        x. Assign button – to submit individual invoice to inward team.
    c. Click on “Assign All” button at the bottom of the screen to confirm collective assignment.
    d. One mail with all allocated invoice will be sent as alert. One mail one assignee.

    e. <u>2nd tab listing for Awaiting Passing Assignment</u>
        i. Invoice Number
        ii. Invoice Date
        iii. Last updated on
        iv. Last Update By
        v. RO Number
        vi. RO Date
        vii. Customer Name
        viii. Brand Name
        ix. Vendor Name
        x. Uploaded On
        xi. Assign Passing to (Prefilled drop down with list of billing team users)
        xii. Assigned on (Auto date time in database)
        xiii. Assign button – to submit individual invoice to passing team.
        xiv. Button to view status history

- Pop up to show history trail with billing team remarks on Left.
- On right side view query history for the invoice.
- Button to “Raise query”

f. Click on “Assign All” button at the bottom of the screen to confirm collective assignment.
g. One mail with all allocated invoice will be sent as alert. One mail one assignee.

h. <u>3rd tab listing of Awaiting Billing Assignment</u>
   i. Invoice Number
   ii. Invoice Date
   iii. Last updated on
   iv. Last Update By
   v. RO Number
   vi. RO Date
   vii. Customer Name
   viii. Brand Name
   ix. Vendor Name
   x. Uploaded On
   xi. Assigned Billing to (Prefilled drop down with list of billing team users)
   xii. Assigned on (Auto date time in database)
   xiii. Assign button – to submit individual invoice to passing team.
   xiv. Button to view status history
      - Pop up to show history trail with billing team remarks on Left.
      - On right side view query history for the invoice.
      - Button to “Raise query”

i. Click on “Assign All” button at the bottom of the screen to confirm collective assignment.
j. One mail with all allocated invoice will be sent as alert. One mail one assignee.

k. <u>4th tab with list of invoices which are In Dispute</u>
   All invoices which are in dispute in any department can be seen here
   i. Invoice Number
   ii. Invoice Date
   iii. Last updated on
   iv. Last Update By
   v. RO Number
   vi. RO Date
   vii. Customer Name
   viii. Brand Name
   ix. Vendor Name
   x. Uploaded On
   xi. Button to view status history
      - Pop up to show history trail with billing team remarks on Left.
      - On right side view query history for the invoice.
      - Button to “Raise query”

l. <u>5th tab with list of invoices which are In Dispatch, In Payment and Closed</u>
   Only to view invoice status history of the invoice and raise Query
   i. Invoice Number

ii. Invoice Date
iii. Last updated on
iv. Last Update By
v. RO Number
vi. RO Date
vii. Customer Name
viii. Brand Name
ix. Vendor Name
x. Uploaded On
xi. Button to view status history
    - Pop up to show history trail with billing team remarks on Left.
    - On right side view query history for the invoice.
    - Button to "Raise query"

5. WIP Invoice – Inward Team **(www.zeliant.in\FlowTrack\Inward\)**
    a. View List of assigned invoice by workflow manager
        i. Invoice Number
        ii. Invoice Date
        iii. Invoice Status
        iv. Last updated on
        v. RO Number
        vi. RO Date
        vii. Customer Name
        viii. Brand Name
        ix. Vendor Name
        x. Uploaded On
        xi. Assigned on
        xii. Button Verify and Update invoice status
            - On click new screen will open which will have 4 sections
            - 3 section will be on the left side and 1 big section on right
            - From 3 sections 1st will be invoice details from the vendor RO upload as well from previous department updates.
            - 2nd will be list of uploaded supporting document along with uploaded invoice file. This list will have view button at the end of each row of the file. List will have File name and Uploaded by column which will show if it is by Vendor or Inward/Passing team etc. Clicking on the button will open the file in the 1 big container which on the right side of the screen.
            - And 3rd will be section to update inward booked yes or no, if yes then update <u>inward date, inward no, inward remark and search keyword</u>. There will be option to <u>update status as "Inward Pending", "Inward Completed" and "In Dispute"</u>. If status is pending then remark will be mandatory to add.
            - There will be option to upload multiple files for any supporting document for the booked inward. These files will be added to 2nd section on the left of the screen.
            - Submit button at the bottom will send the invoice to workflow manager's bucket for passing user assignment.
        xiii. Button to view status history
            - Pop up to show history trail with billing team remarks on Left.
            - On right side view query history for the invoice.

- Button to “Raise query”

6. WIP Invoice – Passing Team **(www.zeliant.in\FlowTrack\Passing\)**
   a. Screen view will be exactly same as for Inward Team. Except for below points
   b. On invoice update screen 3rd section will have invoice number, Inward number and their respective date prefilled.
   c. There will be option to add multiple approvers who have approved the invoice.
   d. Status will be “Passing Pending”, “Passing Completed” and “In Dispute”.
   e. If status is pending then remark will be mandatory to add.
   f. There will be option to upload multiple files for any supporting document for the booked inward. These files will be added to 2nd section on the left of the screen.

7. WIP Invoice – Monitoring Team (Search & Others) **(www.zeliant.in\FlowTrack\Monitoring\)**
   a. Screen view will be exactly same as for Inward Team. Except for below points
   b. On invoice update screen 3rd section will have invoice number, Inward number and their respective date prefilled.
   c. There will be option to add multiple approvers who have approved the invoice.
   d. Status will be “Monitoring Pending”, “Monitoring Completed” and “In Dispute”.
   e. If status is pending then remark will be mandatory to add.
   f. There will be option to upload multiple files for any supporting document for the booked inward. These files will be added to 2nd section on the left of the screen.

8. WIP Invoice – Outward Billing Team **(www.zeliant.in\FlowTrack\Billing\)**
   a. Screen view will be exactly same as for Inward Team. Except for below points
   b. On invoice update screen 2nd section will have now list of approvers added by the previous team. Billing team can add more approvers.
   c. On invoice update screen 3rd section will have invoice number, Inward number and their respective date prefilled.
   d. Add 2 new fields Outward bill number and date. Bill copy can be uploaded in the file upload option available below.
   e. Status will be “Billing Pending”, “Billing Completed”, “Send to Dispatch” and “In Dispute”
   f. When its send to dispatch invoice will be sent to dispatch screen.
   g. If status is pending then remark will be mandatory to add.
   h. There will be option to upload multiple files for any supporting document for the booked inward. These files will be added to 2nd section on the left of the screen.

9. WIP Invoice – Dispatch Team **(www.zeliant.in\FlowTrack\Dispatch\)**
   a. Screen view will be exactly same as for Inward Team. Except for below points
   b. On invoice update screen 3rd section will have invoice number, Inward number and their respective date prefilled.
   c. There will be option to add courier name, Docket number, dispatch date and POD receipt yes/no.
   d. Status will be “Dispatch Pending”, “Dispatch Completed” and “POD Received”
   e. When status is dispatch completed it will move to Payment team. However Dispatch team will have access to view and update POD details. Once status is POD received invoice will not be seen by the dispatch team.
   f. If status is pending then remark will be mandatory to add.

g. There will be option to upload multiple files for any supporting document for the booked inward. These files will be added to 2nd section on the left of the screen.

10. Outward Bill collection – Collection Team **(www.zeliant.in\FlowTrack\Collection\)**
    a. Screen view will be exactly same as for Inward Team. Except for below points
    b. On invoice update screen 3rd section will have invoice number, Inward number and their respective date prefilled.
    c. Along with the above data there will outward bill number and date available there which will be pulled from the billing team's update.
    d. Status will be <u>"Collection Pending" and "Collection Completed"</u>
    e. There will be option to add receipt date after user selects status as completed.
    f. If status is pending then remark will be mandatory to add.
    g. There will be option to upload multiple files for any supporting document for the booked inward. These files will be added to 2nd section on the left of the screen.

11. Invoice Payment update – Payment Team **(www.zeliant.in\FlowTrack\Payment\)**
    a. Screen view will be exactly same as for Inward Team. Except for below points
    b. On invoice update screen 3rd section will have inward number and date prefilled.
    c. Status will be <u>"Payment Pending" and "Payment Completed"</u>
    d. There will be option to add Payment type, Instrument Number, Instrument date, Transaction Date after user selects status as completed.
    e. If status is pending then remark will be mandatory to add.
    f. There will be option to upload multiple files for any supporting document for the booked inward. These files will be added to 2nd section on the left of the screen.

12. Add New query (Entire Workflow Team – Including manager)
    This screen will be available in all the above workflow module. It will repeat in each point from 5 till 9.
    a. General Query or Closed Invoice Related query
    b. Search invoice by invoice number or RO number or Customer name or Vendor Name
    c. Enter the query title
    d. Enter query remark
    e. Select reason code or problem code for the query from drop down
    f. Based on the reason code matrix, user names will be listed in next drop down
    g. Option to select Vendor or Application user
    h. If Application user option is selected then list the name of the internal application users (User will be added by default if query is general query)
    i. Assigner will select the user that the query needs to be assigned to
    j. If the query is for the vendor then based on the invoice selection list the vendor name
    k. Select vendor from the list
    l. Enter the query title
    m. Enter query remark
    n. Click on submit to send query by mail to creator, assignee and their reporting managers.
    o. Email alert will be received by the above users.

13.

(B) After Login user will see Dashboard and on top of the dashboard screen user will see 2 buttons **View Invoice** and **View Queries.** When user clicks on **View Queries** user will land on the Query section of the application which will have following modules:

On **View Query** screen there will be button "Add New Query" on the right side end of screen.

1. Queries in my bucket
   a. List of queries, where there will be option to filter the queries which are raised by user and raised for user or to see all user can see the all queries as well.
   b. In option drop down there will be option there will option to search are view closed queries too. Following the fields structure for the screens
      i. Query Code
      ii. Query Date
      iii. Query Type
      iv. Invoice No.
      v. Customer Name
      vi. Brand Name
      vii. Raised by
      viii. Raised On
      ix. Aging
      x. Waiting Age
      xi. Query Status
      xii. View query button
         - As soon as user clicks on this button new screen will be loaded on the same container
         - This screen will have 2 tabs. 1st will be Query Update and 2nd tab will be Invoice Update.
         - User will by default land on query update tab where the tab will be divided in 3 sections. Top, Left and right section.
         - On top of both section user will see the title of the query, date, raised by, remark, if it is for invoice then invoice number, vendor name etc. These fields will be pulled from query entry screen and invoice screen if it is against invoice.
         - Section on the left will have option to update status of the query, if the query is raised by the user himself then it will be disabled.
         - There will be option to upload multiple files while user replied to the query
         - There user will have option to enter the remark for the query