

## Document 1- Business case document template

### ➤ Why is this project initiated?

#### Answer:

The project was initiated to automate and streamline the processing of the **G File**, which contains records of payments that have already been received and accounted for in the respective GL accounts in accrual form. This file includes confirmed payment data, and the initiative aims to ensure accurate financial reporting, reduce manual intervention, and improve efficiency in handling already-settled transactions.

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### ➤ What are the current problems?

#### Answer :

🔍 **Manual Processing Effort** – G File data is often processed manually, increasing workload and chances of human error.

🔍 **Data Duplication Risks** – Without proper validations, duplicate entries may be recorded for already received payments.

🔍 **Delayed Reconciliation** – Manual or semi-automated processes delay timely reconciliation of received payments with financial records.

🔍 **Lack of Real-time Visibility** – There is no real-time tracking or dashboard to monitor confirmed payments reflected in the GL.

🔍 **Error-Prone Accrual Matching** – Matching payments to the accrual entries can be inaccurate or inconsistent without automation.

🔍 **Inconsistent File Formats** – G File data may be received in inconsistent formats, causing difficulties in ingestion and processing.

🔍 **Limited Validation Rules** – Absence of strong validation checks increases the risk of processing incorrect or incomplete data.

🔍 **Audit Challenges** – Difficulty in tracking changes or justifying entries in G File during audits due to missing traceability or logs.

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➤ **With this project how many problems could be solved?**

**Answer :** This project addresses **all 8 identified problems**, offering a comprehensive solution by automating and streamlining the processing of the G File. Specifically, it will:

1. **Eliminate manual efforts** by automating data ingestion and validation.
2. **Prevent data duplication** through system-level checks.
3. **Accelerate reconciliation** with automated matching against accruals.
4. **Enable real-time visibility** of confirmed payments via dashboards or reports.
5. **Ensure accurate accrual matching** through rule-based processing.
6. **Standardize file formats** with pre-defined templates and validations.
7. **Enforce strong validation rules** to detect incomplete or incorrect data.
8. **Enhance audit readiness** with complete traceability and system logs.

Thus, the project is expected to **fully resolve all major issues currently faced** in the handling of the G File.

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➤ **What are the resources required?**

**Answer :** To successfully implement the GST reporting automation project, a mix of human, technical, financial, and supplementary resources will be required. These resources ensure smooth execution, regulatory compliance, and timely delivery of the project.

**1) People – Project Team Members**

- **Business Analysts (BAs):** Responsible for gathering business requirements, mapping GST rules, and ensuring the solution aligns with current tax regulations.
- **Finance & Tax Experts:** Validate the GST logic, tax calculations, and legal compliance of the reports.
- **Developers & System Integrators:** Build the reporting tool, automate data extraction, integrate systems, and generate reports.
- **Quality Assurance (QA) Testers:** Ensure that reports are accurate, data validations are working, and the system functions as expected.
- **Project Manager:** Manages the overall timeline, resources, and communication to keep the project on track.
- **Client-side Stakeholders:** Involve finance managers, compliance officers, and IT administrators for requirement validation, approvals, and user acceptance testing (UAT).

## 2) Time – Implementation Timeline

- **Total Project Duration:** Estimated 4 to 6 months
- **Phases Include:**
  - ✓ Requirements & Design: 4–5 weeks
  - ✓ Development & Integration: 8–10 weeks
  - ✓ Testing & UAT: 3–4 weeks
  - ✓ Deployment & Training: 2 weeks
  - ✓ Buffer for changes/regulatory updates: 2 weeks

## 3. Budget – Cost Allocation

- **Hardware & Infrastructure:** ₹50,000 – ₹1,00,000 (for servers or cloud platforms)
- **Software Licensing & Tools:** ₹75,000 – ₹1,50,000 (reporting and database tools)
- **Training & Documentation:** ₹20,000 – ₹50,000
- **Professional Services & Development:** ₹1,50,000 – ₹3,00,000
- **Total Estimated Budget:** ₹3,00,000 – ₹5,00,000
- **Contingency Reserve:** 10% of total budget for unexpected needs (regulatory updates or validations)

## 4. Other Resources

- **Third-party GST Software Evaluation:** To benchmark functionality and ensure solution is competitive.

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### ➤ How much organizational change is required to adopt this technology?

**Answer :** Adopting the GST Compliance Reporting System will need some moderate changes in how the organization works, especially in processes, training, and using the new system. The finance, tax, and IT teams will need to adjust, but these changes will make GST reporting faster, easier, and more accurate in the long run.  
Key Areas of Organizational Change:

#### 1. Staff Training:

- People using the system (finance, accounts, tax, IT) will need training.

- Training materials, guides, and workshops will help them learn the new system.
- Before the system goes live, users will test it to get comfortable.

## 2. Policy Updates:

- Company rules on handling GST data and documents will be updated to fit the new system.
- The system will follow GST rules strictly, reducing mistakes and increasing compliance.
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## 3. Team Coordination:

- Better teamwork between departments (finance, tax, IT) will be needed during setup and use.
- Regular communication will help everyone stay informed and on track.

## 5. No Big Structural Changes:

- The organization won't need to change its structure or hire many new people.
- Existing teams will keep doing their jobs, just with better tools.
- Less need for outside consultants as the system handles much of the work automatically.

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## ➤ Time frame to recover ROI?

**Answer :** The return on investment (ROI) for the GST Compliance Reporting System can be recovered in **12 to 18 months** after it's implemented. This depends on how big the company is, how many transactions it handles, and how much of the process is automated.

## Key Factors Contributing to ROI Recovery:

### 1. Less Manual Work:

- ✓ The system does tasks like report creation and data checking automatically.
- ✓ This saves time and reduces workload, which means lower costs and higher productivity from day one.

### 2. Fewer Errors and Penalties:

- ✓ Automated, accurate filings help avoid mistakes that could lead to fines or audits.

- ✓ It also reduces the number of notices or questions from tax officers.

### 3. Better ITC Claims:

- ✓ The system helps claim Input Tax Credit (ITC) correctly, which improves cash flow.
- ✓ Even a small improvement (like 2–5%) can save a lot of money.

### 4. Less Need for Outside Help:

- ✓ Businesses won't need to rely much on external tax consultants for routine work, saving consulting fees.

### 5. Grows with Your Business:

- ✓ As your transactions increase, the system can handle the extra load without needing more staff.
- ✓ This keeps costs stable as the business grows.

### Estimated ROI Timeline:

- ✓ 6–12 months: Medium or large companies may start seeing savings early, especially if they did a lot of manual work before.
  - ✓ 12–18 months: Most companies will fully recover their investment through savings on time, penalties, ITC, and consultant fees.
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### ➤ How to identify Stakeholders?

**Answer :** Identifying stakeholders for the **GST Compliance Reporting System** is a critical step to ensure all relevant parties are involved in gathering requirements, validating compliance logic, and supporting smooth implementation. Stakeholders are individuals or groups who are directly or indirectly affected by the system or influence its success.

### Steps to Identify Stakeholders:

- ✧ **Analyze Business Functions Impacted:**  
Start by identifying departments and roles involved in GST-related activities. For this project, these include:
- ✧ **Finance & Accounting Teams** – responsible for invoice processing, payments.
- ✧ **Tax & Compliance Officers** – ensure correct GST filings, ITC claims, and legal compliance

- ✧ **IT/Admin Teams** – manage data sources, integrations, and system security
- ✧ **Project Sponsor or Senior Management** – approve the project scope, budget, and strategic alignment
- ✧ **Review Existing Processes & Systems:**  
Analyze current GST workflows, tools, and reporting processes. This helps identify:
  - ✓ Who generates invoices or maintains sales/purchase records
  - ✓ Who handles filing and compliance tasks
  - ✓ Who manages technical platforms from where data will be extracted
- ✧ **Conduct Stakeholder Interviews & Workshops:**  
Organize meetings with key departments to understand their roles and involvement. This also helps discover:
  - ✓ End users who will interact with the system
  - ✓ Approvers for reports and returns
  - ✓ Support roles (e.g., legal, audit teams)
- ✧ **Use the RACI Matrix Framework:**  
Categorize stakeholders based on their role:
  - ✓ **Responsible:** Business Analysts, Developers, QA
  - ✓ **Accountable:** Project Manager
  - ✓ **Consulted:** Finance Managers, Compliance Officers, Tax Experts
  - ✓ **Informed:** IT Admins, Department Heads, End Users

### **Examples of Key Stakeholders in GST Compliance Reporting System:**

- ✧ **Internal Stakeholders:**
  - ✓ Finance & Accounts Teams
  - ✓ Taxation & Compliance Officers
  - ✓ IT/Admin Team
  - ✓ Senior Management
  - ✓ End Users of GST dashboards

✧ **External Stakeholders:**

- ✓ Government Tax Portals/APIs
  - ✓ GST Consultants (if involved initially)
  - ✓ Vendors/Partners sharing data
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## Document 2: BA Strategy

Answer :

### 1) Elicitation Techniques:

a) We'll conduct **Joint Application Development (JAD) sessions** to bring finance, tax, and IT teams together for discussions.

b) We'll also organize **Focus Groups** with end-users (like the finance and compliance team) to understand their day-to-day GST needs (like invoicing, ITC, filing).

c) Since this is a **Waterfall model**, we'll collect and finalize all requirements at the beginning.

### 2) Stakeholder Analysis:

We will use a **RACI Matrix** to define who does what:

- **Responsible:** Business Analysts, Developers, Testers
- **Accountable:** Project Manager
- **Consulted:** Finance Leads, Tax Experts, Compliance Officers
- **Informed:** IT Admins, Business Heads

This helps everyone know their role and when to give feedback or approvals.

### 3) Documentation:

a) **BRD (Business Requirement Document)** – What the business needs

b) **FRS (Functional Requirements)** – Step-by-step processes and GST logic

c) **SRS (Software Requirements)** – How the system should behave, including rules and validations

d) **Solution Design Document** – Technical mapping and how reports/calculations will be handled

e) **Test Plan/Test Cases** – For testing dashboards, filings, and GST reports

### 4) Sign-Offs and Approvals:

- We'll get sign-off on the SRS before starting development to lock the scope.
- After UAT (User Testing), a Client Acceptance Form will be signed to confirm successful delivery.
- All important documents (BRD, FRS, SRS) will go through formal review and approval.

### 5) Communication Channels:

- a) Use **workshops, JAD sessions, interviews, and focus groups** to gather and clarify requirements.
- b) We'll analyze **old reports, systems, and audit data** to understand current practices.
- c) During UAT, **questionnaires** will be used to gather feedback from users.
- d) Technical documents like **High-Level Design (HDD)** and **Application Design (ADD)** will be shared with developers and other stakeholders.

### 6) Change Request Handling:

If something needs to change after sign-off:

- We'll first **check if the change is possible (feasibility)**
- Then do **impact analysis** (time, logic, and dependencies)
- Estimate effort with the team
- Only after client **approval**, the change will be made and documents updated

### 7) Project Progress Updates:

- a) Regular **status meetings and dashboards** will keep stakeholders informed
- b) We'll use **Requirement Traceability Matrix (RTM)** and **Use Case Diagrams** to track everything
- c) Share **test results and design docs** to show we're on track
- d) **Walkthroughs during UAT** will help users understand the system and give feedback

### 8) UAT and Final Sign-Off:

After users test the system and approve it (UAT),

- The **Client will sign a Project Acceptance Form**
- Then we'll deploy the solution
- **User manuals and training materials** will be shared for easy onboarding

### Document 3- Functional Specifications

|                                |                                                         |
|--------------------------------|---------------------------------------------------------|
| <b>Project name</b>            | GST Compliance Reporting System                         |
| <b>Customer name</b>           | HDFC Bank                                               |
| <b>Project Version</b>         | 1.0                                                     |
| <b>Project Sponsor</b>         | Chief Financial Officer (CFO) or <b>Mr. Samudra Sen</b> |
| <b>Project Manager</b>         | Mr. Pankaj Sutar                                        |
| <b>Project Initiation date</b> | 13 March 2025                                           |

| Req ID | Req Name                           | Req Description                                                                       | Priority |
|--------|------------------------------------|---------------------------------------------------------------------------------------|----------|
| FR0001 | Login                              | User should be able to log in to the application to perform GST compliance operations | High     |
| FR0002 | User Role Management               | Admin should be able to create, update, and manage user roles and permissions.        | High     |
| FR0003 | GST AMC Master Upload              | Upload AMC details linked to individual products via GST AMC Master..                 | High     |
| FR0004 | GST Product Category Master Upload | Upload product category and subcategory data via GST Product Category Master.         | High     |
| FR0005 | GST Account Master Upload          | Upload dummy account details for collection parking via GST Account Master.           | High     |
| FR0006 | GST GL Account Master Upload       | Upload GL account details via GST GL Account Master.                                  | High     |
| FR0007 | GST Branch-State Mapping Upload    | Upload branch code to state code mappings via GST Branch-State Code Master.           | High     |
| FR0008 | Master Data Validation             | Validate G File data against uploaded GST masters.                                    | High     |
| FR0009 | G File Payment Confirmation        | Process only confirmed payment records in the G File                                  | High     |
| FR0010 | G File Upload Interface            | Provide interface to upload G File generated from Xcelerate.                          | Medium   |
| FR0011 | G File Format Validation           | Validate structure and format of the G File.                                          | High     |
| FR0012 | G File Status Report Generation    | Generate G File Status Report showing processing status.                              | High     |
| FR0013 | Scheduler – G File Generation      | Scheduler task to generate G File from Xcelerate.                                     | High     |
| FR0014 | Scheduler – G File Consumption     | Scheduler task to consume G File from Xcelerate.                                      | High     |
| FR0015 | Error Logging for G File           | Log detailed errors for failed G File entries.                                        | High     |

|        |                                           |                                                                  |        |
|--------|-------------------------------------------|------------------------------------------------------------------|--------|
| FR0016 | Audit Trail for Master Uploads            | Maintain audit trail of GST master uploads.                      | Medium |
| FR0017 | Duplicate Entry Check                     | Restrict duplicate entries in G File processing.                 | High   |
| FR0018 | Real-time G File Processing Status        | Provide real-time status of G File processing.                   | Medium |
| FR0019 | Master Dependency Check                   | Restrict processing if required masters are missing or outdated. | High   |
| FR0020 | Email Notification for Scheduler Failures | Email alert for G File scheduler task failures                   | Medium |

#### Document 4- Requirement Traceability Matrix

| Req ID | Req Name                           | Req Description                                                                       | Design | D1 | T1 | D2 | T2 | UAT |
|--------|------------------------------------|---------------------------------------------------------------------------------------|--------|----|----|----|----|-----|
| FR0001 | Login                              | User should be able to log in to the application to perform GST compliance operations | YES    | ✓  | ✓  | ✓  | ✓  | ✓   |
| FR0002 | User Role Management               | Admin should be able to create, update, and manage user roles and permissions.        | YES    | ✓  | ✓  | ✓  | ✓  | ✓   |
| FR0003 | GST AMC Master Upload              | Upload AMC details linked to individual products via GST AMC Master..                 | YES    | ✓  | ✓  | ✓  | ✓  | ✓   |
| FR0004 | GST Product Category Master Upload | Upload product category and subcategory data via GST Product Category Master.         | YES    | ✓  | ✓  | ✓  | ✓  | ✓   |
| FR0005 | GST Account Master Upload          | Upload dummy account details for collection parking via GST Account Master.           | YES    | ✓  | ✓  | ✓  | ✓  | ✓   |
| FR0006 | GST GL Account Master Upload       | Upload GL account details via GST GL Account Master.                                  | YES    | ✓  | ✓  | ✓  | ✓  | ✓   |
| FR0007 | GST Branch-State Mapping Upload    | Upload branch code to state code mappings via GST Branch-State Code Master.           | YES    | ✓  | ✓  | ✓  | ✓  | ✓   |
| FR0008 | Master Data Validation             | Validate G File data against uploaded GST masters.                                    | YES    | ✓  | ✓  | ✓  | ✓  | ✓   |
| FR0009 | G File Payment Confirmation        | Process only confirmed payment records in the G File                                  | YES    | ✓  | ✓  | ✓  | ✓  | ✓   |
| FR0010 | G File Upload Interface            | Provide interface to upload G File generated from Xcelerate.                          | YES    | ✓  | ✓  | ✓  | ✓  | ✓   |
| FR0011 | G File Format Validation           | Validate structure and                                                                | YES    | ✓  | ✓  | ✓  | ✓  | ✓   |

|        |                                           |                                                                  |     |   |   |   |   |   |
|--------|-------------------------------------------|------------------------------------------------------------------|-----|---|---|---|---|---|
|        |                                           | format of the G File.                                            |     |   |   |   |   |   |
| FR0012 | G File Status Report Generation           | Generate G File Status Report showing processing status.         | YES | ✓ | ✓ | ✓ | ✓ | ✓ |
| FR0013 | Scheduler – G File Generation             | Scheduler task to generate G File from Xcelerate.                | YES | ✓ | ✓ | ✓ | ✓ | ✓ |
| FR0014 | Scheduler – G File Consumption            | Scheduler task to consume G File from Xcelerate.                 | YES | ✓ | ✓ | ✓ | ✓ | ✓ |
| FR0015 | Error Logging for G File                  | Log detailed errors for failed G File entries.                   | YES | ✓ | ✓ | ✓ | ✓ | ✓ |
| FR0016 | Audit Trail for Master Uploads            | Maintain audit trail of GST master uploads.                      | YES | ✓ | ✓ | ✓ | ✓ | ✓ |
| FR0017 | Duplicate Entry Check                     | Restrict duplicate entries in G File processing.                 | YES | ✓ | ✓ | ✓ | ✓ | ✓ |
| FR0018 | Real-time G File Processing Status        | Provide real-time status of G File processing.                   | YES | ✓ | ✓ | ✓ | ✓ | ✓ |
| FR0019 | Master Dependency Check                   | Restrict processing if required masters are missing or outdated. | YES | ✓ | ✓ | ✓ | ✓ | ✓ |
| FR0020 | Email Notification for Scheduler Failures | Email alert for G File scheduler task failures                   | YES | ✓ | ✓ | ✓ | ✓ | ✓ |

## Document 5- BRD Template

### **Overview :**

The system is designed to automate GST-related processes using various master uploads such as AMC, Product Category, GL Accounts, and Branch-State mappings. It includes functionality to generate and consume G Files through scheduled tasks, ensuring only confirmed payment data is processed. Validations against master data, error logging, and duplicate checks enhance data accuracy. Real-time status tracking and audit trails provide transparency and compliance. Additionally, user login, role management, and email notifications ensure secure and responsive operations.

- **File Upload Maker.**

#### **General Features/ Functionalities**

- Navigation – GST Reporting > File Upload Maker.
- This module supports uploading G File,
- After uploading of file, system will display total record, valid record and invalid record.
- System will allow export of invalid record in .xlsx format, exported file will contain exception remark column.

#### **Input/ Output Fields and Validations for File Upload Maker Screen.**

| Field Name       | Field Type<br>(Input/ Output)                              | Validation/ Business Logic                                                                                                                                                                                                                                                                 | Remarks |
|------------------|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| G file upload    | <ul style="list-style-type: none"><li>• Label</li></ul>    |                                                                                                                                                                                                                                                                                            |         |
|                  | <ul style="list-style-type: none"><li>• Checkbox</li></ul> | <ul style="list-style-type: none"><li>• Navigation – GST Reporting &gt; File Upload Maker &gt; File Upload Maker tab.</li><li>• System will display profile mapping after clicking on upload button.</li></ul>                                                                             |         |
| Product Category | <ul style="list-style-type: none"><li>• Dropdown</li></ul> | <ul style="list-style-type: none"><li>• Mandatory.</li><li>• Navigation – GST Reporting &gt; File Upload Maker &gt; File Upload Maker tab.</li><li>• System will add Values from GST Product Category Master in this dropdown.</li></ul>                                                   |         |
| Sub Category     | <ul style="list-style-type: none"><li>• Dropdown</li></ul> | <ul style="list-style-type: none"><li>• Mandatory if Product Category has Sub – Category.</li><li>• Navigation – GST Reporting &gt; File Upload Maker &gt; File Upload Maker tab.</li><li>• System will populate this dropdown with values from the GST Product Category Master.</li></ul> |         |

|            |                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|------------|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Month      | <ul style="list-style-type: none"> <li>• Dropdown</li> </ul> | <ul style="list-style-type: none"> <li>• Mandatory.</li> <li>• Navigation – GST Reporting &gt; File Upload Maker &gt; File Upload Maker tab.</li> <li>• System to add below Values in Dropdown – <ul style="list-style-type: none"> <li>i. JAN</li> <li>ii. FEB</li> <li>iii. MAR</li> <li>iv. APR</li> <li>v. MAY</li> <li>vi. JUN</li> <li>vii. JUL</li> <li>viii. AUG</li> <li>ix. SEP</li> <li>x. OCT</li> <li>xi. NOV</li> <li>xii. DEC</li> </ul> </li> </ul> |  |
| Year       | <ul style="list-style-type: none"> <li>• Dropdown</li> </ul> | <ul style="list-style-type: none"> <li>• Mandatory.</li> <li>• Navigation – GST Reporting &gt; File Upload Maker &gt; File Upload Maker tab.</li> <li>• System will add Year in YYYY Format in this dropdown. For Ex – 2012.</li> </ul>                                                                                                                                                                                                                             |  |
| Session ID | <ul style="list-style-type: none"> <li>• Dropdown</li> </ul> | <ul style="list-style-type: none"> <li>• Navigation – GST Reporting &gt; File Upload Maker &gt; File Upload Export tab.</li> <li>• System will display session id on the basis of selection of from and to date.</li> </ul>                                                                                                                                                                                                                                         |  |

### Commands and Actions

|                        |                                                                                                                                                                                                        |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Browse                 | <ul style="list-style-type: none"> <li>• Navigation – GST Reporting &gt; File Upload Maker &gt; File Upload Maker tab.</li> <li>• This button will be used for browsing file for selection.</li> </ul> |
| Click here to Upload   | <ul style="list-style-type: none"> <li>• Navigation – GST Reporting &gt; File Upload Maker &gt; File Upload Maker tab.</li> <li>• This button will be used for uploading the selected file.</li> </ul> |
| Export Invalid Records | <ul style="list-style-type: none"> <li>• Navigation – GST Reporting &gt; File Upload Maker &gt; File Upload Export tab.</li> <li>• System will export invalid records from that session.</li> </ul>    |

### **G File Upload:**

•G File- The file where the payment is already received in the respective GL account as in the accrual form. This file consists of data where the payment is received and confirmed.

•Navigation – GST Reporting > File Upload Maker.

•The user will select the Product Category for which the G File needs to be uploaded. If the selected Product Category has an associated Sub-Category, a Sub-Category

dropdown will be displayed and must be selected. The user will then specify the month and year for which the G File is to be uploaded.

- The G file must always be in .txt format and use a pipe (|) as the delimiter.  
Validation Message: "Invalid file format or delimiter. Expected a .txt file with pipe-separated values."
- This file contains the Transaction price of the services provided to the client for which GST needs to be calculated.
- The system will treat the most recently uploaded file as the final version
- If any validation error occurs during the file upload, the system will reject the entire G File, and the user will be required to re-upload it.
- If same file name is tried to upload in the system then a message should be prompted stating the file already exists. Would you like to overwrite it? If the user clicks yes; system will allow to upload the file and replace the existing records in the database with the new records details from the file
- After successful validation when the file gets uploaded in the system it will display a message stating the count of records in the file and the total transaction price amount.
- Sample G File format is as attached below.



#### Input/ Output Fields and Validations for G File.

| Field Name | Field Type<br>(Input/ Output)                                                                    | Validation/ Business Logic                                                                                                                              | Remarks |
|------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Account ID | <ul style="list-style-type: none"><li>• Input</li><li>• Numeric</li><li>• Varchar (10)</li></ul> | <ul style="list-style-type: none"><li>• Mandatory.</li><li>• The system will validate the Account ID value against the GST Account ID Master.</li></ul> |         |

|                           |                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                       |
|---------------------------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Transaction Priced Charge | <ul style="list-style-type: none"> <li>Input</li> <li>Varchar (10)</li> </ul>                    | <ul style="list-style-type: none"> <li>Mandatory.</li> <li>System will allow decimal up to 2 places.</li> <li>If the 'Transaction Price Charge' value is less than or equal to 0, the system will display the message: 'Transaction Price Charge value cannot be less than or equal to 0.</li> </ul>                                                                                                                                     | It will contain Charges w.r.t particular transaction. |
| Charge Inclusive of Tax   | <ul style="list-style-type: none"> <li>Input</li> <li>Alphabet</li> <li>Char (1)</li> </ul>      | <ul style="list-style-type: none"> <li>Mandatory.</li> <li>It will contain only two Values – Y / N.</li> </ul>                                                                                                                                                                                                                                                                                                                           | Describes if tax is included in charge                |
| Transaction Date          | <ul style="list-style-type: none"> <li>Input</li> <li>Numeric</li> <li>Char (14)</li> </ul>      | <ul style="list-style-type: none"> <li>Mandatory.</li> <li>Date Format - YYYYMMDDHHMMSS.</li> </ul>                                                                                                                                                                                                                                                                                                                                      | This Date will contain Upload Date and Time.          |
| Source State              | <ul style="list-style-type: none"> <li>Input</li> <li>Numeric</li> <li>Char (2)</li> </ul>       | <ul style="list-style-type: none"> <li>Mandatory.</li> <li>The system will validate the Source State value against the GST Branch Code Master.</li> </ul>                                                                                                                                                                                                                                                                                |                                                       |
| Destination State         | <ul style="list-style-type: none"> <li>Input</li> <li>Numeric</li> <li>Char (2)</li> </ul>       | <ul style="list-style-type: none"> <li>Mandatory.</li> <li>The system will validate the Destination State value against the GST Branch Code Master.</li> </ul>                                                                                                                                                                                                                                                                           |                                                       |
| Customer_Name             | <ul style="list-style-type: none"> <li>Input</li> <li>Varchar (50)</li> </ul>                    | <ul style="list-style-type: none"> <li>Mandatory.</li> <li>The system will validate the Customer_Name value against the GST AMC Master.</li> </ul>                                                                                                                                                                                                                                                                                       |                                                       |
| GSTIN                     | <ul style="list-style-type: none"> <li>Input</li> <li>Alphanumeric</li> <li>Char (15)</li> </ul> | <ul style="list-style-type: none"> <li>The system will validate the GSTIN value against the GST AMC Master.</li> </ul>                                                                                                                                                                                                                                                                                                                   |                                                       |
| GL_Code                   | <ul style="list-style-type: none"> <li>Input</li> <li>Varchar (50)</li> </ul>                    | <ul style="list-style-type: none"> <li>Mandatory.</li> <li>Format is Branch code-GL account number.</li> <li>This value is a combination value derived from two masters. The first half is the Branch code that should be validated from branch code and state code mapping master (For now consider Destination State Branch Code) and second half is the GL account number that should be validated from GL_account master.</li> </ul> |                                                       |
| Product Category          | <ul style="list-style-type: none"> <li>Input</li> <li>Varchar (50)</li> </ul>                    | <ul style="list-style-type: none"> <li>Mandatory.</li> <li>The system will validate the Product Category value against the GST Product Category Master.</li> </ul>                                                                                                                                                                                                                                                                       |                                                       |

|            |                                                                           |                                                                                                                                                                                                                                                                                                                                          |  |
|------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Month Year | <ul style="list-style-type: none"> <li>Input</li> <li>Char (5)</li> </ul> | <ul style="list-style-type: none"> <li>Mandatory.</li> <li>Format is Month Name in 3 Characters and Year in 2 Character – MMMYY.</li> <li>Month Name (MMM) will be validated from Month field Dropdown.</li> <li>Year Name (YY) will be validated from Year Dropdown where system will check the last two characters in Year.</li> </ul> |  |
|------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

| Field Name                | Action                                                                        | Validation Message                                                                            |
|---------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Account ID                | Mandatory Field Validation                                                    | Account ID is mandatory.                                                                      |
|                           | Validation with GST Account ID Master.                                        | Invalid Account ID: Value not found in GST Account ID Master.                                 |
| Transaction Priced Charge | Mandatory Field Validation                                                    | Transaction Priced Charge is mandatory.                                                       |
|                           | 'Transaction Price Charge' amount is zero or negative                         | Transaction Price Charge value cannot be less than or equal to 0.                             |
|                           | Length Check (10 characters)                                                  | Input exceeds maximum allowed length of 10 characters for Transaction Priced Charge.          |
| Charge Inclusive of Tax   | Mandatory Field Validation                                                    | Charge Inclusive of Tax is mandatory.                                                         |
|                           | Value check (Y/N only)                                                        | Invalid value for Charge Inclusive of Tax: Only 'Y' or 'N' are allowed.                       |
| Transaction Date          | Mandatory Field Validation                                                    | Transaction Date is mandatory.                                                                |
|                           | Transaction Date Format                                                       | Invalid Transaction Date Format.                                                              |
| Source State              | Mandatory Field Validation                                                    | Source State is mandatory.                                                                    |
|                           | Validation with GST Branch Code Master.                                       | Invalid Source State: Value not found in GST Branch Code Master.                              |
| Destination State         | Mandatory Field Validation                                                    | Destination State is mandatory.                                                               |
|                           | Validation with GST Branch Code Master.                                       | Invalid Destination State: Value not found in GST Branch Code Master.                         |
| Customer_Name             | Mandatory Field Validation                                                    | Customer_Name is mandatory.                                                                   |
|                           | Validation with GST AMC Master.                                               | Invalid Customer_Name: Value not found in GST AMC Master.                                     |
| GSTIN                     | Validation with GST AMC Master.                                               | Invalid GSTIN: Value not found in GST AMC Master.                                             |
| GL_Code                   | Validate the first part before the hyphen against the GST Branch Code master. | Invalid GL_Code: The Value before the hyphen does not match any valid GST Branch Code Master. |
|                           | Validate the Second part after the hyphen against the GST GL_account master.  | Invalid GL_Code: The Value after the hyphen does not match any valid GST GL_account Master.   |
|                           | Mandatory Field Validation                                                    | GL_Code is mandatory.                                                                         |
| Product Category          | Mandatory Field Validation                                                    | Product Category is mandatory.                                                                |
|                           | Validation with GST Product Category Master.                                  | Invalid Product Category: Value not found in GST Product Category Master.                     |
| Month Year                | Mandatory Field Validation                                                    | Month Year is mandatory.                                                                      |
|                           | Validate the Month Part against the Month Field.                              | Invalid Month: The Value in Month Part does not match with Value from Month Dropdown.         |

|  |                                                |                                                                                     |
|--|------------------------------------------------|-------------------------------------------------------------------------------------|
|  | Validate the Year Part against the Year Field. | Invalid Month: The Value in Year Part does not match with Value from Year Dropdown. |
|--|------------------------------------------------|-------------------------------------------------------------------------------------|

- **Scheduler Details :**

### 1) Scheduler Task to generate the G files for Xcelerate.

- System will generate the G.txt file in the required format.
- System will copy the generated G.txt file to the configured SFTP path.
- Upon successful generation of the G.txt file, system will create a confirmation file named G.Text.Done.
- System will ensure that the G.txt file is copied to the SFTP path only after successful generation and creation of the G.Text.Done file.
- If any step fails (e.g., file generation, file copy, or .Done creation), the system will halt further processing.
- System will maintain detailed logs capturing the status (success/failure) of each step in the process.
- System will fetch and use the following SFTP configuration parameters from the web.config file:
  - Host Name (IP Address)
  - Port Number
  - User ID
  - Encrypted Password
  - SshHostKeyFingerprint (optional)

### 2) Scheduler Task to consume the G files (output) from Xcelerate

- The response received from Xcelerate for the G.txt will be stored by system in database.
- System should monitor the shared location for the response file, following the defined file naming convention.
- The response file from Xcelerate must be a pipe-separated (|) text file.
- Logs must be maintained to track the file processing activity, including success and failure cases.
- Frequency of file pickup and processing must be configurable and validated as per business requirements.

- **Master for G-file**

#### *GST Product Category Master – Maker.*

- Product Category and Subcategory related details will be uploaded through this Master.
- Navigation - Master > Master Upload Maker > GST Product Category Master.

- Only .xlsx/.xls file format will be allowed for upload of file. Validation message for wrong file format upload – “**Invalid file format**. Please upload an Excel file with .xlsx or .xls extension.”
- 
- Refer Below Sample file for GST Product Category Master –



Category Master.xlsx

**Input/ Output Fields and Validations for GST Product Category Master File.**

| Field Name       | Field Type<br>(Input/ Output)                                                                     | Validation/ Business Logic                                                                                                                                                                         | Remarks |
|------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Product Category | <ul style="list-style-type: none"> <li>• Input</li> <li>• Varchar (50)</li> </ul>                 | <ul style="list-style-type: none"> <li>• Mandatory.</li> <li>• It will accept special characters like “ / ”, “ - ”, “ _ ”, “ \ ”.</li> </ul>                                                       |         |
| Sub - Category   | <ul style="list-style-type: none"> <li>• Input</li> <li>• Varchar (50)</li> </ul>                 | <ul style="list-style-type: none"> <li>• Non - Mandatory.</li> <li>• It will accept special characters like “ / ”, “ - ”, “ _ ”, “ \ ”.</li> </ul>                                                 |         |
| HSN / SAC Code   | <ul style="list-style-type: none"> <li>• Input</li> <li>• Numeric</li> <li>• Char (6)</li> </ul>  | <ul style="list-style-type: none"> <li>• Mandatory.</li> <li>• It will be numeric number identifying the Product category. Also one HSN code can have multiple categories mapped to it.</li> </ul> |         |
| Active           | <ul style="list-style-type: none"> <li>• Input</li> <li>• Alphabet</li> <li>• Char (1)</li> </ul> | <ul style="list-style-type: none"> <li>• Mandatory.</li> <li>• It will contain only two Values – Y / N.</li> </ul>                                                                                 |         |

| Field Name       | Action                       | Validation Message                                                                   |
|------------------|------------------------------|--------------------------------------------------------------------------------------|
| Product Category | Mandatory Field Validation   | Product Category is mandatory.                                                       |
|                  | Special Character Check      | Invalid character found in Product Category: Only '/', '-', '_', and '' are allowed. |
|                  | Length Check (50 characters) | Input exceeds maximum allowed length of 50 characters for Product Category.          |
| Sub - Category   | Special Character Check      | Invalid character found in Sub-Category: Only '/', '-', '_', and '' are allowed.     |
|                  | Length Check (50 characters) | Input exceeds maximum allowed length of 50 characters for Sub-Category.              |
| HSN / SAC Code   | Mandatory Field Validation   | HSN Code is mandatory.                                                               |
|                  | Length Check (6 Digits)      | HSN Code must have 6 – digit numeric value.                                          |
| Active           | Mandatory Field Validation   | Active Field is mandatory.                                                           |
|                  | Value check (Y/N only)       | Invalid value for Active field: Only 'Y' or 'N' are allowed.                         |

## 2) GST AMC Master – Maker.

- Details of the various AMCs with respect to the individual product will be uploaded through this Master.
- Navigation - Master > Master Upload Maker > GST AMC Master.
- Only .xlsx/.xls file format will be allowed for upload of file. Validation message for wrong file format upload – “**Invalid file format.** Please upload an Excel file with .xlsx or .xls extension.”
- Refer Below Sample file for GST AMC Master –



Client Master.xlsx

### Input/ Output Fields and Validations for GST AMC Master File.

| Field Name       | Field Type<br>(Input/ Output)                                                  | Validation/ Business Logic                                                                                                                            | Remarks                                                                         |
|------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| AMC Name         | <ul style="list-style-type: none"><li>• Input</li><li>• Varchar (50)</li></ul> | <ul style="list-style-type: none"><li>• Mandatory.</li></ul>                                                                                          |                                                                                 |
| Product Category | <ul style="list-style-type: none"><li>• Input</li><li>• Varchar (50)</li></ul> | <ul style="list-style-type: none"><li>• Mandatory.</li><li>• It will accept special characters like “/”, “-“, “_“, “\”.</li></ul>                     | It should match with the value in Product Category master for the given client. |
| Sub - Category   | <ul style="list-style-type: none"><li>• Input</li><li>• Varchar (50)</li></ul> | <ul style="list-style-type: none"><li>• Non - Mandatory.</li><li>• It will accept special characters like “/”, “-“, “_“, “\”.</li></ul>               | It should match with the value in Product Category master for the given client. |
| AMC GSTIN        | <ul style="list-style-type: none"><li>• Input</li><li>• Alphanumeric</li></ul> | <ul style="list-style-type: none"><li>• Mandatory.</li><li>• If the State Code has a leading zero (e.g., 01, 07), it should be retained and</li></ul> |                                                                                 |

|                                                     |                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                      |                                                    |                     |                                                     |                     |                            |                     |                            |         |                            |                         |                             |                                         |  |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------|----------------------------------------------------|---------------------|-----------------------------------------------------|---------------------|----------------------------|---------------------|----------------------------|---------|----------------------------|-------------------------|-----------------------------|-----------------------------------------|--|
|                                                     | <ul style="list-style-type: none"><li>Char (15)</li></ul>                                    | <ul style="list-style-type: none"><li>considered as valid. Leading zeros must not be removed during validation or processing.</li><li>GSTIN Validations –<br/>GSTIN should contain exactly 15 characters.</li></ul> <table><tr><td>First two characters</td><td>Numeric – State Code</td></tr><tr><td>From 3<sup>rd</sup> to 7<sup>th</sup> characters</td><td>Alphabet in Capital</td></tr><tr><td>From 8<sup>th</sup> to 11<sup>th</sup> characters</td><td>Numeric</td></tr><tr><td>12<sup>th</sup> character</td><td>Alphabet in Capital</td></tr><tr><td>13<sup>th</sup> character</td><td>Numeric</td></tr><tr><td>14<sup>th</sup> character</td><td>Alphabet – Z by Default</td></tr><tr><td>15<sup>th</sup> characters</td><td>Alpha numeric<br/>( Alphabet in Capital)</td></tr></table> | First two characters                                                            | Numeric – State Code | From 3 <sup>rd</sup> to 7 <sup>th</sup> characters | Alphabet in Capital | From 8 <sup>th</sup> to 11 <sup>th</sup> characters | Numeric             | 12 <sup>th</sup> character | Alphabet in Capital | 13 <sup>th</sup> character | Numeric | 14 <sup>th</sup> character | Alphabet – Z by Default | 15 <sup>th</sup> characters | Alpha numeric<br>( Alphabet in Capital) |  |
| First two characters                                | Numeric – State Code                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                      |                                                    |                     |                                                     |                     |                            |                     |                            |         |                            |                         |                             |                                         |  |
| From 3 <sup>rd</sup> to 7 <sup>th</sup> characters  | Alphabet in Capital                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                      |                                                    |                     |                                                     |                     |                            |                     |                            |         |                            |                         |                             |                                         |  |
| From 8 <sup>th</sup> to 11 <sup>th</sup> characters | Numeric                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                      |                                                    |                     |                                                     |                     |                            |                     |                            |         |                            |                         |                             |                                         |  |
| 12 <sup>th</sup> character                          | Alphabet in Capital                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                      |                                                    |                     |                                                     |                     |                            |                     |                            |         |                            |                         |                             |                                         |  |
| 13 <sup>th</sup> character                          | Numeric                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                      |                                                    |                     |                                                     |                     |                            |                     |                            |         |                            |                         |                             |                                         |  |
| 14 <sup>th</sup> character                          | Alphabet – Z by Default                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                      |                                                    |                     |                                                     |                     |                            |                     |                            |         |                            |                         |                             |                                         |  |
| 15 <sup>th</sup> characters                         | Alpha numeric<br>( Alphabet in Capital)                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                      |                                                    |                     |                                                     |                     |                            |                     |                            |         |                            |                         |                             |                                         |  |
| AMC PAN                                             | <ul style="list-style-type: none"><li>Input</li><li>Alphanumeric</li><li>Char (10)</li></ul> | <ul style="list-style-type: none"><li>Non – Mandatory.</li><li>PAN Validations –<br/>PAN should contain exactly 10 characters.</li></ul> <table><tr><td>First 5 characters</td><td>Alphabet in Capital</td></tr><tr><td>From 6th to 9<sup>th</sup> characters</td><td>Numeric</td></tr><tr><td>Last 10<sup>th</sup> character</td><td>Alphabet in Capital</td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                       | First 5 characters                                                              | Alphabet in Capital  | From 6th to 9 <sup>th</sup> characters             | Numeric             | Last 10 <sup>th</sup> character                     | Alphabet in Capital |                            |                     |                            |         |                            |                         |                             |                                         |  |
| First 5 characters                                  | Alphabet in Capital                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                      |                                                    |                     |                                                     |                     |                            |                     |                            |         |                            |                         |                             |                                         |  |
| From 6th to 9 <sup>th</sup> characters              | Numeric                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                      |                                                    |                     |                                                     |                     |                            |                     |                            |         |                            |                         |                             |                                         |  |
| Last 10 <sup>th</sup> character                     | Alphabet in Capital                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                      |                                                    |                     |                                                     |                     |                            |                     |                            |         |                            |                         |                             |                                         |  |
| HSN / SAC Code                                      | <ul style="list-style-type: none"><li>Input</li><li>Numeric</li><li>Char (6)</li></ul>       | <ul style="list-style-type: none"><li>Mandatory.</li><li>It will be numeric number identifying the Product category. Also one HSN code can have multiple categories mapped to it.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | It should match with the value in Product Category master for the given client. |                      |                                                    |                     |                                                     |                     |                            |                     |                            |         |                            |                         |                             |                                         |  |
| State Code                                          | <ul style="list-style-type: none"><li>Input</li><li>Numeric</li><li>Char (2)</li></ul>       | <ul style="list-style-type: none"><li>Mandatory.</li><li>State Code should contain exactly 2 characters except 00.</li><li>If the State Code has a leading zero (e.g., 01, 07), it should be retained and considered as valid. Leading zeros must not be removed during validation or processing.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                 |                      |                                                    |                     |                                                     |                     |                            |                     |                            |         |                            |                         |                             |                                         |  |
| Addressee                                           | <ul style="list-style-type: none"><li>Input</li><li>Varchar (50)</li></ul>                   | <ul style="list-style-type: none"><li>Mandatory.</li><li>The details of the concerned person in respective corporate who will be taking the service</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                 |                      |                                                    |                     |                                                     |                     |                            |                     |                            |         |                            |                         |                             |                                         |  |
| Add1                                                | <ul style="list-style-type: none"><li>Input</li><li>Varchar (50)</li></ul>                   | <ul style="list-style-type: none"><li>Mandatory.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                 |                      |                                                    |                     |                                                     |                     |                            |                     |                            |         |                            |                         |                             |                                         |  |
| Add2                                                | <ul style="list-style-type: none"><li>Input</li><li>Varchar (50)</li></ul>                   | <ul style="list-style-type: none"><li>Non - Mandatory.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                 |                      |                                                    |                     |                                                     |                     |                            |                     |                            |         |                            |                         |                             |                                         |  |
| Add3                                                | <ul style="list-style-type: none"><li>Input</li><li>Varchar (50)</li></ul>                   | <ul style="list-style-type: none"><li>Non - Mandatory.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                 |                      |                                                    |                     |                                                     |                     |                            |                     |                            |         |                            |                         |                             |                                         |  |
| Add4                                                | <ul style="list-style-type: none"><li>Input</li><li>Varchar (50)</li></ul>                   | <ul style="list-style-type: none"><li>Non - Mandatory.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                 |                      |                                                    |                     |                                                     |                     |                            |                     |                            |         |                            |                         |                             |                                         |  |
| PIN                                                 | <ul style="list-style-type: none"><li>Input</li></ul>                                        | <ul style="list-style-type: none"><li>Mandatory.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                 |                      |                                                    |                     |                                                     |                     |                            |                     |                            |         |                            |                         |                             |                                         |  |

|        |                                                                                             |                                                                                                                |  |
|--------|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--|
|        | <ul style="list-style-type: none"> <li>Numeric</li> <li>Char (6)</li> </ul>                 | <ul style="list-style-type: none"> <li>PIN must have 6 digit Numeric Value.</li> </ul>                         |  |
| State  | <ul style="list-style-type: none"> <li>Input</li> <li>Varchar (50)</li> </ul>               | <ul style="list-style-type: none"> <li>Mandatory.</li> </ul>                                                   |  |
| Active | <ul style="list-style-type: none"> <li>Input</li> <li>Alphabet</li> <li>Char (1)</li> </ul> | <ul style="list-style-type: none"> <li>Mandatory.</li> <li>It will contain only two Values – Y / N.</li> </ul> |  |

| Field Name       | Action                                   | Validation Message                                                     |
|------------------|------------------------------------------|------------------------------------------------------------------------|
| AMC Name         | Mandatory Field Validation               | AMC Name is mandatory.                                                 |
|                  | Length Check (50 characters)             | Input exceeds maximum allowed length of 50 characters for AMC Name.    |
| Product Category | Mandatory Field Validation               | Product Category is mandatory.                                         |
|                  | Match Value with Product Category Master | Product Category does not match with value in Product Category Master. |
| Sub - Category   | Match Value with Product Category Master | Sub - Category does not match with value in Product Category Master.   |
| AMC GSTIN        | Mandatory Field Validation               | GSTIN is mandatory.                                                    |
|                  | GSTIN Format                             | Invalid GSTIN Format.                                                  |
| AMC PAN          | PAN Format                               | Invalid PAN Format.                                                    |
| HSN / SAC Code   | Mandatory Field Validation               | HSN Code is mandatory.                                                 |
|                  | Match Value with Product Category Master | HSN Code does not match with value in Product Category Master.         |
| State Code       | Mandatory Field Validation               | State Code is mandatory.                                               |
|                  | State Code Format                        | Invalid State Code Format.                                             |
| Addressee        | Mandatory Field Validation               | Addressee is mandatory.                                                |
|                  | Length Check (50 characters)             | Input exceeds maximum allowed length of 50 characters for Addressee.   |
| Add1             | Mandatory Field Validation               | Add1 is mandatory.                                                     |
|                  | Length Check (50 characters)             | Input exceeds maximum allowed length of 50 characters for Add1.        |
| Add2             | Length Check (50 characters)             | Input exceeds maximum allowed length of 50 characters for Add2.        |
| Add3             | Length Check (50 characters)             | Input exceeds maximum allowed length of 50 characters for Add3.        |
| Add4             | Length Check (50 characters)             | Input exceeds maximum allowed length of 50 characters for Add4.        |
| PIN              | Mandatory Field Validation               | PIN is mandatory.                                                      |
|                  | PIN Format                               | Pin Code must have 6 – digit Numeric Value.                            |

|        |                              |                                                                             |
|--------|------------------------------|-----------------------------------------------------------------------------|
| State  | Mandatory Field Validation   | State Field is mandatory.                                                   |
|        | Length Check (50 characters) | Input exceeds maximum allowed length of 50 characters for Product Category. |
| Active | Mandatory Field Validation   | Active Field is mandatory.                                                  |
|        | Value check (Y/N only)       | Invalid value for Active field: Only 'Y' or 'N' are allowed.                |

### 3) GST Account ID Master.

- Details regarding the various dummy accounts in which the collection amount is parked will be uploaded through this Master.
- Navigation - Master > Master Upload Maker > GST Account ID Master.
- Only .xlsx/.xls file format will be allowed for upload of file. Validation message for wrong file format upload – “**Invalid file format.** Please upload an Excel file with .xlsx or .xls extension.”
- Refer Below Sample file for GST Account ID Master –



Dummy Account  
Master.xlsx

### Input/ Output Fields and Validations for GST Account ID Master File.

| Field Name       | Field Type<br>(Input/ Output)                                                                        | Validation/ Business Logic                                                                                                                         | Remarks                                                                        |
|------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Account ID       | <ul style="list-style-type: none"> <li>• Input</li> <li>• Numeric</li> <li>• Varchar (10)</li> </ul> | <ul style="list-style-type: none"> <li>• Mandatory.</li> </ul>                                                                                     |                                                                                |
| Account Name     | <ul style="list-style-type: none"> <li>• Input</li> <li>• Varchar (50)</li> </ul>                    | <ul style="list-style-type: none"> <li>• Mandatory.</li> </ul>                                                                                     |                                                                                |
| IFSC Code        | <ul style="list-style-type: none"> <li>• Input</li> <li>• Varchar (11)</li> </ul>                    | <ul style="list-style-type: none"> <li>• Non – Mandatory.</li> <li>• IFSC Code should mandatorily have 11 Alphanumeric Characters.</li> </ul>      |                                                                                |
| Product Category | <ul style="list-style-type: none"> <li>• Input</li> <li>• Varchar (50)</li> </ul>                    | <ul style="list-style-type: none"> <li>• Mandatory.</li> <li>• It will accept special characters like “ / ”, “ - ”, “ _ ”, “ \ ”.</li> </ul>       | It should match with the value in Product Category master for the given client |
| Sub - Category   | <ul style="list-style-type: none"> <li>• Input</li> <li>• Varchar (50)</li> </ul>                    | <ul style="list-style-type: none"> <li>• Non - Mandatory.</li> <li>• It will accept special characters like “ / ”, “ - ”, “ _ ”, “ \ ”.</li> </ul> | It should match with the value in Product Category master for the given client |

|        |                                                                                                   |                                                                                                                    |  |
|--------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--|
| Active | <ul style="list-style-type: none"> <li>• Input</li> <li>• Alphabet</li> <li>• Char (1)</li> </ul> | <ul style="list-style-type: none"> <li>• Mandatory.</li> <li>• It will contain only two Values – Y / N.</li> </ul> |  |
|--------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--|

| Field Name       | Action                                   | Validation Message                                                      |
|------------------|------------------------------------------|-------------------------------------------------------------------------|
| Account ID       | Mandatory Field Validation               | Account ID is mandatory.                                                |
|                  | Length Check (10 characters)             | Input exceeds maximum allowed length of 10 characters for Account ID.   |
|                  | Account ID Format                        | Account ID must have Numeric Value.                                     |
| Account Name     | Mandatory Field Validation               | Account Name is mandatory.                                              |
|                  | Length Check (50 characters)             | Input exceeds maximum allowed length of 50 characters for Account Name. |
| IFSC Code        | Mandatory Field Validation               | IFSC Code is mandatory.                                                 |
|                  | IFSC Code Format.                        | Invalid IFSC Code Format.                                               |
| Product Category | Mandatory Field Validation               | Product Category is mandatory.                                          |
|                  | Match Value with Product Category Master | Product Category does not match with value in Product Category Master.  |
| Sub - Category   | Match Value with Product Category Master | Sub - Category does not match with value in Product Category Master.    |
| Active           | Mandatory Field Validation               | Active Field is mandatory.                                              |
|                  | Value check (Y/N only)                   | Invalid value for Active field: Only 'Y' or 'N' are allowed.            |

#### 4) GST GL Account Master.

- Details regarding the various GL accounts will be uploaded through this master.
- Navigation - Master > Master Upload Maker > GL Account Master.
- Only .xlsx/.xls file format will be allowed for upload of file. Validation message for wrong file format upload – “**Invalid file format.** Please upload an Excel file with .xlsx or .xls extension.”
- Refer Below Sample file for GST GL Account Master –



GL Master.xlsx

#### Input/ Output Fields and Validations for GST GL Account Master File.

| Field Name   | Field Type (Input/ Output)                                                                           | Validation/ Business Logic                                     | Remarks |
|--------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|---------|
| Account ID   | <ul style="list-style-type: none"> <li>• Input</li> <li>• Numeric</li> <li>• Varchar (18)</li> </ul> | <ul style="list-style-type: none"> <li>• Mandatory.</li> </ul> |         |
| Account Name | <ul style="list-style-type: none"> <li>• Input</li> <li>• Varchar (50)</li> </ul>                    | <ul style="list-style-type: none"> <li>• Mandatory.</li> </ul> |         |

|                  |                                                                                             |                                                                                                                                                   |                                                                                |
|------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Product Category | <ul style="list-style-type: none"> <li>Input</li> <li>Varchar (50)</li> </ul>               | <ul style="list-style-type: none"> <li>Mandatory.</li> <li>It will accept special characters like “ / ” , “ - ” , “ _ ” , “ \ ”.</li> </ul>       | It should match with the value in Product Category master for the given client |
| Sub - Category   | <ul style="list-style-type: none"> <li>Input</li> <li>Varchar (50)</li> </ul>               | <ul style="list-style-type: none"> <li>Non - Mandatory.</li> <li>It will accept special characters like “ / ” , “ - ” , “ _ ” , “ \ ”.</li> </ul> | It should match with the value in Product Category master for the given client |
| Type of GL       | <ul style="list-style-type: none"> <li>Input</li> <li>Varchar (100)</li> </ul>              | <ul style="list-style-type: none"> <li>Non – Mandatory.</li> </ul>                                                                                |                                                                                |
| Active           | <ul style="list-style-type: none"> <li>Input</li> <li>Alphabet</li> <li>Char (1)</li> </ul> | <ul style="list-style-type: none"> <li>Mandatory.</li> <li>It will contain only two Values – Y / N.</li> </ul>                                    |                                                                                |

| Field Name       | Action                                   | Validation Message                                                      |
|------------------|------------------------------------------|-------------------------------------------------------------------------|
| Account ID       | Mandatory Field Validation               | Account ID is mandatory.                                                |
|                  | Length Check (18 characters)             | Input exceeds maximum allowed length of 18 characters for Account ID.   |
|                  | Account Number Format                    | Account Number must have Numeric Value.                                 |
| Account Name     | Mandatory Field Validation               | Account Name is mandatory.                                              |
|                  | Length Check (50 characters)             | Input exceeds maximum allowed length of 50 characters for Account Name. |
| Product Category | Mandatory Field Validation               | Product Category is mandatory.                                          |
|                  | Match Value with Product Category Master | Product Category does not match with value in Product Category Master.  |
| Sub - Category   | Match Value with Product Category Master | Sub - Category does not match with value in Product Category Master.    |
| Type of GL       | Length Check (100 characters)            | Input exceeds maximum allowed length of 50 characters for Type of GL.   |
| Active           | Mandatory Field Validation               | Active Field is mandatory.                                              |
|                  | Value check (Y/N only)                   | Invalid value for Active field: Only 'Y' or 'N' are allowed.            |

#### 5) GST Branch and State Code Mapping Master.

- Details regarding the various branch codes respective to the state code will be uploaded through this master.
- Navigation - Master > Master Upload Maker > Branch and State Code Mapping Master.
- Only .xlsx/.xls file format will be allowed for upload of file. Validation message for wrong file format upload – **“Invalid file format. Please upload an Excel file with .xlsx or .xls extension.”**
- Refer Below Sample file for GST Branch and State Code Mapping Master –



Branch Codes  
Statewise.xlsx

**Input/ Output Fields and Validations for GST Branch and State Code Mapping Master File.**

| Field Name  | Field Type<br>(Input/ Output)                                                               | Validation/ Business Logic                                                                                                                                                                                                                                                                                        | Remarks                                                                                   |
|-------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| State Code  | <ul style="list-style-type: none"> <li>Input</li> <li>Numeric</li> <li>Char (2)</li> </ul>  | <ul style="list-style-type: none"> <li>Mandatory.</li> <li>State Code should contain exactly 2 characters except 00.</li> <li>If the State Code has a leading zero (e.g., 01, 07), it should be retained and considered as valid. Leading zeros must not be removed during validation or processing.</li> </ul>   |                                                                                           |
| Branch Code | <ul style="list-style-type: none"> <li>Input</li> <li>Numeric</li> <li>Char (4)</li> </ul>  | <ul style="list-style-type: none"> <li>Mandatory.</li> <li>Branch Code should contain exactly 4 characters except 0000.</li> <li>If the Branch Code has a leading zero (e.g., 0118), it should be retained and considered as valid. Leading zeros must not be removed during validation or processing.</li> </ul> | As discussed with Rushang – Branch Code will be Validated from Branch Master (19.0.2025). |
| State       | <ul style="list-style-type: none"> <li>Input</li> <li>Varchar (50)</li> </ul>               | <ul style="list-style-type: none"> <li>Mandatory.</li> </ul>                                                                                                                                                                                                                                                      |                                                                                           |
| Active      | <ul style="list-style-type: none"> <li>Input</li> <li>Alphabet</li> <li>Char (1)</li> </ul> | <ul style="list-style-type: none"> <li>Mandatory.</li> <li>It will contain only two Values – Y / N.</li> </ul>                                                                                                                                                                                                    |                                                                                           |

| Field Name  | Action                        | Validation Message                                                          |
|-------------|-------------------------------|-----------------------------------------------------------------------------|
| State Code  | Mandatory Field Validation    | State Code is mandatory.                                                    |
|             | State Code Format             | Invalid State Code Format.                                                  |
| Branch Code | Mandatory Field Validation    | Branch Code is mandatory.                                                   |
|             | Branch Code Format            | Invalid Branch Code Format.                                                 |
|             | Validation with Branch Master |                                                                             |
| State       | Mandatory Field Validation    | State Field is mandatory.                                                   |
|             | Length Check (50 characters)  | Input exceeds maximum allowed length of 50 characters for Product Category. |
| Active      | Mandatory Field Validation    | Active Field is mandatory.                                                  |
|             | Value check (Y/N only)        | Invalid value for Active field: Only 'Y' or 'N' are allowed.                |

## **1. Document Revisions**

| Date          | Version Number | Document Change                                      |
|---------------|----------------|------------------------------------------------------|
| 23 March 2025 | 0.1            | Initial Draft                                        |
| 01 April 2025 | 0.2            | Added business objective and problem statement       |
| 06 April2025  | 0.3            | Included stakeholder list and RACI matrix            |
| 10 April 2025 | 1.0            | Drafted BRD and FRS sections                         |
| 15 April2025  | 1.1            | Updated requirement list and added use case diagrams |
| 24 April 2025 | 1.2            | Added SRS and validation rules                       |
| 1 May 2025    | 1.3            | Included UI wireframes and screen mockups            |

## **2. Approvals**

| Role                 | Name            | Title                       | Signature  | Date       |
|----------------------|-----------------|-----------------------------|------------|------------|
| Project Sponsor      | Ramesh Mehta    | VP - Corporate Finance      | R Mehta    | 2 May 2025 |
| Business Owner       | Sunita Agarwal  | Head Tax & Compliance       | S Agarwal  | 3 May 2025 |
| Project Manager      | Nikhil Sharma   | Sr. IT Project Manager      | N Sharma   | 4 May 2025 |
| System Architect     | Priya Iyer      | Solution Architect          | P Iyer     | 5 May 2025 |
| Development Lead     | Manish Raut     | Tech Lead - Web Development | M Raut     | 6 May 2025 |
| User Experience Lead | Anjali Verma    | UX Designer                 | A Verma    | 7May2025   |
| Quality Lead         | Deepak Joshi    | QA Manager                  | D Joshi    | 8May 2025  |
| Content Lead         | Shweta Kulkarni | Documentation Specialist    | S Kulkarni | 9May2025   |

### **3. RACI Chart for This Document**

| Role                | Responsible | Accountable | Consulted | Informed |
|---------------------|-------------|-------------|-----------|----------|
| Business Analyst    | ✓           |             |           |          |
| Project Manager     |             | ✓           |           | ✓        |
| Developers          | ✓           |             |           |          |
| QA Team             | ✓           |             |           |          |
| Finance Team        |             |             | ✓         |          |
| Tax/Compliance Team |             |             | ✓         |          |
| IT Support          |             |             |           | ✓        |

### **4) Introduction**

#### **4.1. Business Goals**

- Ensure GST compliance and avoid penalties
- Improve accuracy of GST and income reports
- Replace old IHA tool with new IBO system
- Generate GST invoices with digital signatures
- Automate credit note and GST reversal process
- Claim maximum eligible Input Tax Credit (ITC)
- Provide easy-to-download reports (Excel/PDF)
- Reduce need for external consultants
- Maintain audit-ready records with tracking
- Build a scalable, future-ready system

#### **4.2. Business Objectives**

- **To provide an IT solution for:**
  - Automating GST reporting, invoice generation, and return filing
  - Replacing the existing IHA utility with a centralized, web-based solution in the IBO system
  - Managing Input Tax Credit (ITC) calculations and claims
  - Reducing manual errors by integrating finance and tax data in one system
  - Enabling extraction of reports in Excel/PDF formats for management use
  - Supporting real-time data validation and compliance with GST laws

- Providing role-based access and dashboard views for Finance, Tax, and IT teams

#### **Mobile Application for Android and iOS (if applicable):**

- Allow GST report status tracking and notifications on mobile
- View invoices, filing due dates, and ITC status
- Enable finance team members to approve tasks on the go

#### **E-Learning Management System (if applicable):**

- Train users on the new GST system and its features
- Provide step-by-step video tutorials and guides for using the portal
- Track learning progress and feedback

### **4.3. Business Rules**

- **Follow GST deadlines** – All GST returns must be filed on time as per government rules.
- **Use proper invoice format** – Invoices must have correct GSTIN, tax details, and HSN/SAC codes.
- **Digital signatures are a must** – All invoices should be digitally signed by the authorized person.
- **Keep data for 8 years** – All records must be saved safely for future audits.
- **Access based on roles** – Only authorized users should see or edit certain data.
- **Need approval before filing** – Reports and returns must be approved before submission.
- **Any system changes need approval** – Changes to logic or reports must go through a process.
- **Track everything with logs** – Every change or submission should be logged for audits.
- **Monthly data check** – GST and income data must be checked and matched every month.
- **Master data must be correct** – Client and tax information must be accurate and up-to-date.
- **Data must be secure** – All financial data should be protected and shared only with the right people.
- **Train users properly** – All users should be trained and follow standard procedures.

#### **4.4. Background**

The GST Compliance Reporting System was initiated after management decided to phase out the outdated IHA utility, which lacked automation and integration. Manual processes were causing delays, errors, and compliance risks. To address these issues, a new web-based system under the IBO platform was proposed. This solution aims to centralize GST and income tax operations, improve accuracy, reduce manual effort, and ensure better compliance through automation and real-time reporting.

**Expected benefits** include:

- Faster and error-free GST filings
- Improved compliance and reduced penalties
- Better collaboration between teams
- Time and cost savings through automation
- Clear audit trails and data traceability

#### **4.5 Project Objective**

The objective of this project is to design and implement an automated system to streamline the GST reporting process by integrating validated invoice and transaction data, master data uploads, and secure G File processing. The system aims to reduce manual effort, ensure compliance with tax regulations, and provide traceable audit trails. The automation includes functionality for uploading G Files, performing validations, exporting invalid records, managing master data, and integrating with external systems like Xcelerate via secure SFTP transfer. This system aligns with business goals of improving operational efficiency, reducing errors, and ensuring timely and accurate tax filings.

#### **4.6 Project Scope**

This section outlines what is included (in scope) and what is excluded (out of scope) for the current phase of the GST G-File Automation System.

##### **4.6.1 In Scope Functionality**

- Implementation of **File Upload Maker module** for uploading G Files.
- Validation of uploaded G Files against master data (GL Code, GSTIN, Account ID, etc.).
- Export of invalid records in .xlsx format with exception remarks.
- Master data upload functionality for:
  - GST Product Category Master.

- GST AMC Master.
- File overwrite logic and duplicate checks with confirmation prompts.
- Audit trail and logging for file uploads and scheduler jobs.
- Automation of **G File generation** and transfer to SFTP.
- Scheduler task to monitor, generate .done files, and push data securely.
- Consumption of response files from Xcelerate.
- Status tracking and response updates in the system.
- Email notifications on upload status and scheduler tasks.
- User login, role management, and access control setup.

#### 4.6.2 Out of Scope Functionality

- Manual editing or entry of transaction data (only file uploads allowed).
- GST rate calculation or tax computation.
- Front-end invoice generation or printable invoice formats.
- Integration with GSTN portal or auto filing of GST returns.
- Support for any file formats other than .txt (G File) and .xls/.xlsx (Master uploads).
- Workflow management or approval hierarchy for G File uploads.
- Real-time integration with ERP or accounting systems.
- Data archival and long-term storage beyond system logs.

### 5. Assumptions

- Every client (manufacturer) of HDFC Bank will have a valid GSTIN number.
- Users can only upload master data into the system; no manual entry will be allowed.
- The system will not calculate any GST values.
- Each product category will have a unique Account ID for GL (General Ledger) purposes.
- The Product Master data changes very rarely—about once a year.
- Even small differences in Unique Codes (like presence or absence of a hyphen) will be treated as different codes.
  - ✓ Example: "TPP-BondsE-Commerce64738" and "TPPBondsE-Commerce64738" are considered two different codes.
- If a user uploads an Excel file with multiple sheets, the system will ask them to pick one sheet. Only that selected sheet will be uploaded.

## **6. Constraints**

- **File Format Constraints**
  - G Files must be in .txt format and use a **pipe (|) delimiter**.
  - Master files must be in .xls or .xlsx format only.
- **Data Entry Constraints**
  - No manual data entry is allowed in the system; all inputs must be uploaded via structured files.
- **Validation Dependency on Master Data**
  - All uploaded files are validated strictly against master data (e.g., AMC Master, Product Category Master, GL Code Master, Branch-State Mapping). Missing or incorrect master data will result in validation failure.
- **File Overwrite Behavior**
  - If a G File with the same name is uploaded again, the system prompts for overwrite confirmation. Overwriting replaces the existing records completely.
- **Limited Upload Frequency**
  - Only one valid G File is allowed per product category per month/year. Duplicate or multiple uploads for the same period are not permitted without overwrite.
- **Scheduler & SFTP Timing**
  - Scheduler jobs for generating and consuming files must adhere to the configured timings and frequencies. Any delay or failure halts downstream processing.
- **Error Handling & Reprocessing**
  - In case of validation failure, the **entire G File is rejected**—no partial acceptance of records.
- **Real-Time Processing Limitation**
  - The system does not support real-time data exchange or response handling; processing happens on scheduled batch jobs.
- **System Integration Constraints**
  - Integration is limited to secure SFTP exchange with Xcelerate. No direct API or web service communication is used in the current scope.
- **Regulatory Compliance**
  - The system must ensure GSTIN format and branch code validation comply with government tax regulations and business audit requirements.

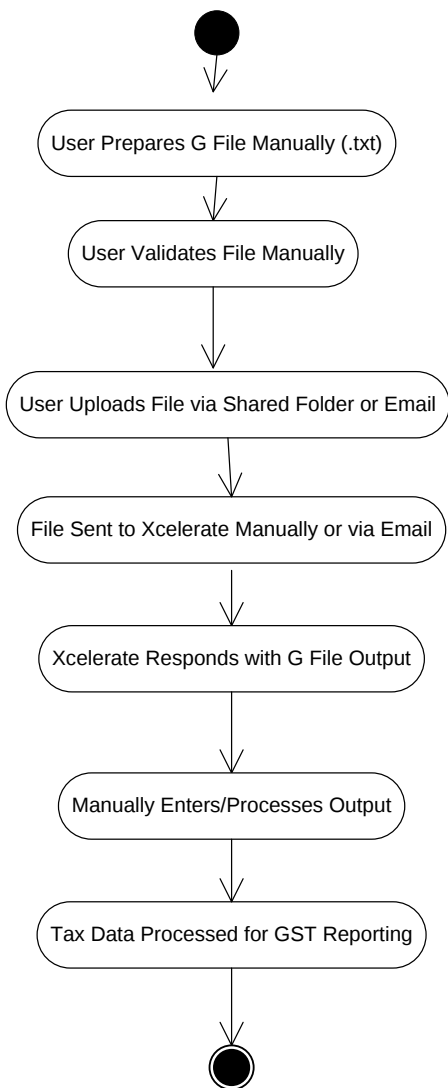
## **7 Risk**

- **Technological Risk:**
  - New web technologies used in the system may not be fully compatible with existing HDFC infrastructure.
- **Skills Risk:**
  - There may be a shortage of developers or testers with expertise in GST compliance or financial systems.
- **Political Risk:**
  - Future changes in government tax policies or regulations may impact the project scope or design.
- **Business Risk:**
  - If the project is canceled, teams may have to return to the outdated IHA system, leading to inefficiencies and non-compliance risks.
- **Requirements Risk:**
  - Some user needs may be misunderstood or missed during requirement gathering, especially from tax or finance teams.
- **Other Risks:**
  - Data quality issues during migration from IHA to the new system could cause delays or reporting errors.

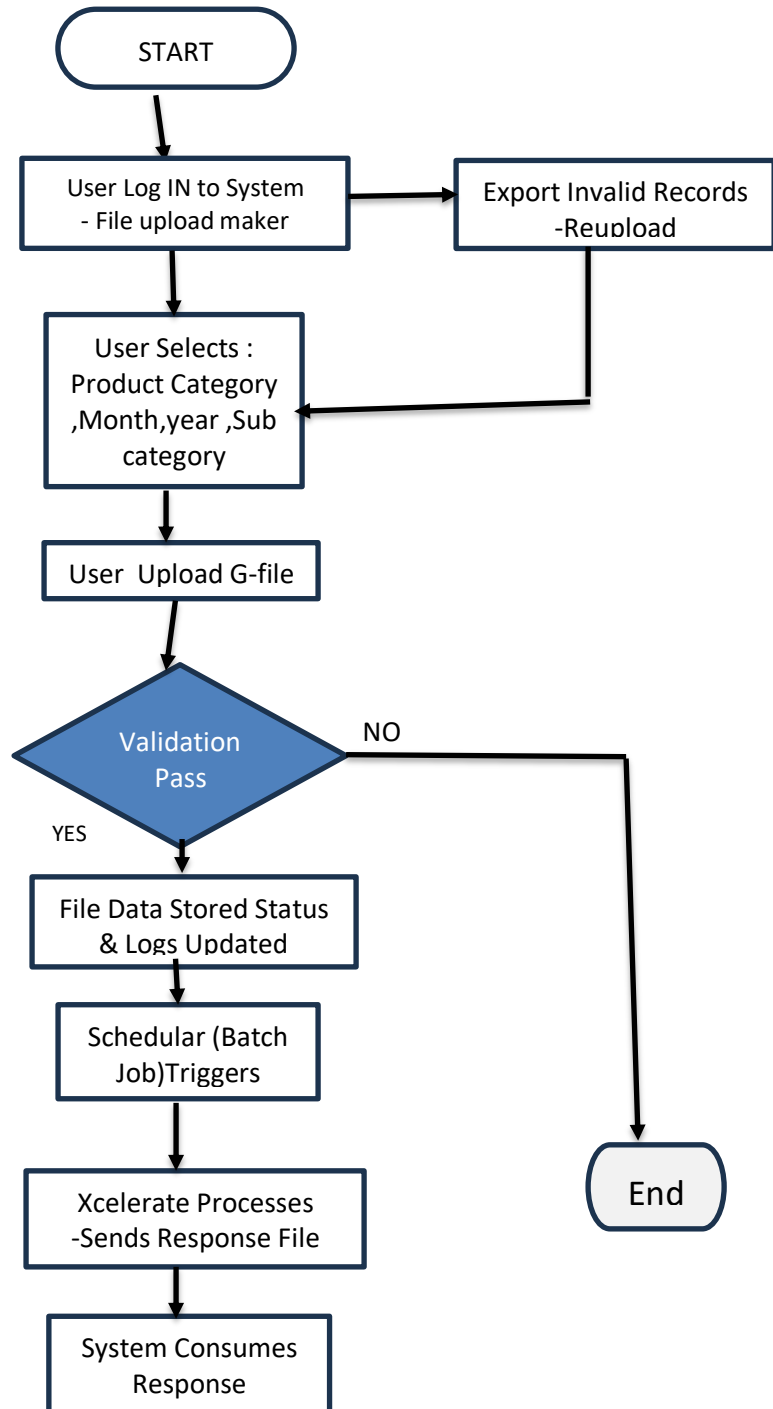
### **9) Business Process Overview**

| <b>AS-IS (Legacy System - IHA Utility)</b>   | <b>TO-BE (Proposed GST Compliance System in IBO Portal)</b>                                    |
|----------------------------------------------|------------------------------------------------------------------------------------------------|
| In-house desktop utility (IHA)               | Web-based integrated system within IBO portal                                                  |
| Limited to specific machines and users       | Accessible via web across departments (IT, Finance, Tax)                                       |
| Partially manual with Excel-based validation | GST calculation logic handled externally, only data validation and report extraction in system |
| Non-scalable, error-prone, slow              | Centralized, user-friendly, secure and faster                                                  |
| High risk due to manual steps and errors     | Improved accuracy, tracking, and timely compliance                                             |

## AS-IS Diagram



**TO-BE Diagram**



## **10) Business Requirements**

- The system should allow uploading of invoice and master data in a predefined format.
- The system must support GST report generation for monthly, quarterly, and annual filings.
- Users should be able to generate and download tax invoices and credit notes.
- The system should validate uploaded files and prompt for sheet selection in multi-sheet Excel files.
- The system must provide audit trail functionality for tracking changes made by users.
- A dashboard should display status updates on data uploads, report generation, and filings.
- The system should support user access control based on roles (e.g., Admin, Finance, IT).
- Reports should be exportable in Excel and PDF formats.
- The system must reconcile GST and income entries against internal ledgers.
- The system should send automated alerts or reminders for upcoming GST filing deadlines.

## **10. Appendices**

### **10.1 List of Acronyms**

| <b>Acronym</b> | <b>Full Form</b>                  |
|----------------|-----------------------------------|
| GST            | Goods and Services Tax            |
| AMC            | Asset Management Company          |
| UI             | User Interface                    |
| UAT            | User Acceptance Testing           |
| SFTP           | Secure File Transfer Protocol     |
| SAC            | Services Accounting Code          |
| XML            | Extensible Markup Language        |
| API            | Application Programming Interface |

### **10.2 Glossary of Terms**

| <b>Term</b>      | <b>Description</b>                                                             |
|------------------|--------------------------------------------------------------------------------|
| G File           | A transactional file containing confirmed payment data used for GST reporting. |
| Master Data      | Static reference data used for validation (e.g., AMC Master, Product Master).  |
| Scheduler Job    | A background task that automates file generation or consumption.               |
| GL Code          | A unique code combining branch code and ledger account ID.                     |
| Upload Maker     | A UI module where users upload G Files or master files for processing.         |
| Validation       | A process of checking data accuracy and consistency against defined rules.     |
| Exception Remark | A system-generated comment explaining why a record failed validation.          |
| Overwrite Prompt | System message asking user confirmation to replace existing records.           |

### **10.3 Related Documents**

| <b>Document Name</b>                   | <b>Description</b>                                                  |
|----------------------------------------|---------------------------------------------------------------------|
| GST G-File BRD                         | Detailed business requirements for G File automation system.        |
| GST Master Upload FRS                  | Functional specification document for handling master uploads.      |
| Use Case Document – G File Upload      | Use cases and user actions for uploading and validating G Files.    |
| Exception Handling & Error Codes Guide | Standard list of validation rules and related error codes/messages. |