



ASSEMBLE INSURANCE TANZANIA LTD

Software Requirements Specification

SAS Finance & Accounting Module

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<https://www.assemble.co.tz/>

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1 Document Information

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Module Code	FINANCE
Parent Project	SAS - Smart Assemble System



2 Project Overview

2.1 What Are We Building

2.1.1 System Function

Comprehensive financial management system with Sage ERP integration, handling premium billing, payment collection, receipting, refunds, accounts receivable/payable, commission payments, provider payments, reinsurance accounting, financial reconciliation, and financial reporting

2.1.2 Users

- Finance Officers (transaction processing)
- Accountants (reconciliation and reporting)
- Finance Managers (approval workflows)
- Cashiers (payment collection)
- Accounts Receivable clerks
- Accounts Payable clerks
- Chief Financial Officer (financial oversight)
- Auditors (audit and compliance)

2.1.3 Problem Solved

Manual financial processes, no integration with Sage ERP, manual receipting, delayed reconciliation, no automated payment tracking, manual commission calculations, lack of financial controls, limited financial reporting, no multi-currency support

2.1.4 Key Success Metric

100% Sage ERP integration for AR/ AP, automated receipting within 1 hour of payment, daily reconciliation completion, 99.9% payment accuracy, automated commission disbursement, real-time financial dashboards, zero financial audit findings

2.2 Scope

2.2.1 In Scope

- Sage ERP integration (bi-directional sync)
- Premium billing and invoicing
- Multi-channel payment collection (bank, mobile money, credit card, cash)
- Automated receipt generation and distribution
- Refund processing and approvals
- Accounts Receivable management
- Accounts Payable management
- Commission payment processing
- Provider payment processing (claims reimbursement)
- Reinsurance premium accounting
- Bank reconciliation
- Multi-currency support (TZS, KES, USD)
- Exchange rate management
- Financial reporting and dashboards
- Maker-checker workflows for payments
- Audit trail for all financial transactions
- Payment gateway integration
- Debit/Credit note management

2.2.2 Out Of Scope

- Full general ledger (handled by Sage ERP)
- Fixed asset management (Sage ERP)
- Payroll processing (separate system)
- Budgeting and forecasting (future phase)
- Advanced financial analytics (future phase)

3 User Requirements

3.1 Billing Invoicing

Feature Code	I Want To	So That I Can	Priority	Notes
FT-FIN- INVOICE- GENERATION	Auto-generate invoices upon policy issuance	Ensure timely billing of premiums	Must	Invoice includes: policy number, member details, premium breakdown, due date, payment instructions. Integration with Sage ERP AR.
FT-FIN- INVOICE- SAGE-SYNC	Sync invoices to Sage ERP automatically	Maintain single source of truth in Sage	Must	Bi-directional sync. Invoice created in SAS pushed to Sage AR. Status updates synced back.
FT-FIN- RENEWAL- INVOICE	Generate renewal invoices 60 days before expiry	Collect renewal premiums timely	Must	Automated renewal invoice generation. Updated premium rates applied. Sent via email/SMS.
FT-FIN-DEBIT- NOTE	Generate debit notes for mid- term adjustments	Bill additional premium for endorsements	Must	Debit note for member additions, benefit upgrades. Pro- rated calculation. Sage ERP sync.

Feature Code	I Want To	So That I Can	Priority	Notes
FT-FIN-CREDIT-NOTE	Generate credit notes for refunds and cancellations	Process premium refunds accurately	Must	Credit note for policy cancellations, member deletions. Refund calculation. Approval workflow. Sage sync.

3.2 Payment Collection

Feature Code	I Want To	So That I Can	Priority	Notes
FT-FIN-PAYMENT-CHANNELS	Accept payments through multiple channels	Provide flexible payment options to clients	Must	Channels: bank transfer, mobile money (M-Pesa, Tigo Pesa, Airtel Money), credit card, cash. Payment gateway integration.
FT-FIN-PAYMENT-ALLOCATION	Automatically allocate payments to invoices	Update accounts receivable accurately	Must	Payment matching by reference number. Auto-allocation. Manual allocation for unmatched payments. Sage sync.
FT-FIN-RECEIPT-GENERATION	Auto-generate official receipts upon payment confirmation	Provide immediate proof of payment	Must	Receipt includes: receipt number, payer details, amount, payment method, date.

Feature Code	I Want To	So That I Can	Priority	Notes
				Sent via SMS/ email. Sage sync.
FT-FIN-PARTIAL-PAYMENT	Accept and track partial payments	Allow clients to pay in installments	Must	Partial payment tracking. Outstanding balance calculation. Multiple receipts for installments.
FT-FIN-OVERPAYMENT	Handle overpayments with credit balance or refund	Manage excess payments appropriately	Must	Overpayment detection. Option to apply to credit balance or refund. Client notification.
FT-FIN-PAYMENT-GATEWAY	Integrate with payment gateways for online payments	Enable secure online payment collection	Must	Payment gateway: DPO, Flutterwave, or local gateway. Callback handling. Payment status tracking.

Your Future is Protected

3.3 Accounts Receivable

Feature Code	I Want To	So That I Can	Priority	Notes
FT-FIN-AR-DASHBOARD	View accounts receivable dashboard	Monitor outstanding payments	Must	Dashboard: total AR, aging analysis (0-30, 31-60, 61-90, 90+ days), payment trends, overdue invoices.
FT-FIN-AR-AGING	Generate AR aging report		Must	Aging buckets: current, 1-30

Feature Code	I Want To	So That I Can	Priority	Notes
		Identify overdue accounts for follow-up		days, 31-60 days, 61-90 days, 90+ days. By client, by product, by agent.
FT-FIN-PAYMENT-REMINDER	Send automated payment reminders	Improve collection rates	Must	Reminders: 7 days before due, on due date, 7 days after due. SMS/email. Configurable schedule.
FT-FIN-BAD-DEBT	Write off bad debts with approval	Clear uncollectible receivables	Should	Bad debt write-off workflow. Manager approval required. Sage sync. Audit trail.

3.4 Refunds

Feature Code	I Want To	So That I Can	Priority	Notes
FT-FIN-REFUND-REQUEST	Process refund requests with approval workflow	Handle refunds systematically	Must	Refund reasons: policy cancellation, overpayment, member deletion. Refund calculation. Approval workflow.
FT-FIN-REFUND-CALCULATION	Calculate refunds based on policy terms	Ensure accurate refund amounts	Must	Refund calculation: pro-rata for mid-term cancellation. Less admin fees

Feature Code	I Want To	So That I Can	Priority	Notes
				if applicable. Sage sync.
FT-FIN-REFUND-PAYMENT	Process refund payments via multiple methods	Return funds to clients efficiently	Must	Refund methods: bank transfer, mobile money, cheque. Refund voucher generation. Sage AP integration.

3.5 Accounts Payable

Feature Code	I Want To	So That I Can	Priority	Notes
FT-FIN-COMMISSION-PAYMENT	Process commission payments to agents	Disburse earned commissions	Must	Commission voucher from sales module. Approval workflow. Batch payment processing. Sage AP sync.
FT-FIN-PROVIDER-PAYMENT	Process provider payments for claims	Reimburse healthcare providers	Must	Provider invoice from claims module. Payment schedule (monthly, bi-weekly). Batch processing. Sage AP.
FT-FIN-REINSURANCE-PREMIUM	Process reinsurance premium payments	Pay reinsurance premiums to reinsurers	Must	Reinsurance premium calculation from reinsurance module. Payment to multiple

Feature Code	I Want To	So That I Can	Priority	Notes
				reinsurers. Sage AP.
FT-FIN-AP-APPROVAL	Implement maker-checker for AP payments	Ensure payment accuracy and prevent fraud	Must	Maker creates payment voucher. Checker approves. Approval limits by amount. Audit trail.
FT-FIN-PAYMENT-BATCH	Process payments in batches	Efficiently handle multiple payments	Must	Batch payment file generation. Bank file format support. Batch approval. Sage sync.

3.6 Reconciliation

Feature Code	I Want To	So That I Can	Priority	Notes
FT-FIN-BANK-RECONCILIATION	Reconcile bank statements with system records	Ensure accuracy of financial records	Must	Bank statement upload (CSV, Excel). Auto-matching by amount and date. Manual matching for exceptions.
FT-FIN-PAYMENT-GATEWAY-RECON	Reconcile payment gateway transactions	Verify all online payments captured	Must	Gateway report download. Matching with system payments. Discrepancy resolution.
FT-FIN-SAGE-RECONCILIATION		Ensure data consistency	Must	Daily reconciliation.

Feature Code	I Want To	So That I Can	Priority	Notes
	Reconcile SAS transactions with Sage ERP	between systems		Compare AR, AP, receipts, payments. Discrepancy reporting.
FT-FIN-SUSPENSE-ACCOUNT	Manage suspense account for unallocated payments	Track payments pending allocation	Must	Unmatched payments to suspense. Manual allocation. Aging of suspense items.

3.7 Multi Currency

Feature Code	I Want To	So That I Can	Priority	Notes
FT-FIN-MULTI-CURRENCY	Support multiple currencies (TZS, KES, USD)	Handle transactions in different currencies	Must	Currency selection at policy level. Currency conversion for reporting. Exchange gain/loss tracking.
FT-FIN-EXCHANGE-RATE	Manage exchange rates	Convert between currencies accurately	Must	Exchange rate configuration. Daily rate updates. Historical rates maintained. Rate source (BOT, CBK).
FT-FIN-CURRENCY-CONVERSION	Convert transactions to base currency for reporting	Consolidate financial reports	Must	Base currency: TZS. Automatic conversion using exchange rates. Conversion

Feature Code	I Want To	So That I Can	Priority	Notes
				tracking for audit.

3.8 Financial Reporting

Feature Code	I Want To	So That I Can	Priority	Notes
FT-FIN-REVENUE-REPORT	Generate premium revenue report	Track premium income	Must	Revenue by period, product, channel, agent. Earned vs written premium. Trend analysis.
FT-FIN-COLLECTION-REPORT	Generate collection report	Monitor cash flow	Must	Collections by payment method, by period. Collection efficiency ratio. Outstanding AR.
FT-FIN-PAYMENT-REPORT	Generate payment report (AP)	Track outgoing payments	Must	Payments by type (commission, provider, reinsurance), by period. Payment trends.
FT-FIN-CASHFLOW-REPORT	Generate cash flow report	Monitor liquidity	Must	Cash inflows vs outflows. By period. Cash position. Forecast vs actual.
FT-FIN-FINANCIAL-DASHBOARD	View real-time financial dashboard	Monitor key financial metrics	Must	Dashboard: revenue, collections, payments, AR,

Feature Code	I Want To	So That I Can	Priority	Notes
				AP, cash balance. Trend charts. KPIs.

3.9 Financial Controls

Feature Code	I Want To	So That I Can	Priority	Notes
FT-FIN-MAKER-CHECKER	Implement maker-checker for financial transactions	Prevent unauthorized transactions	Must	Maker-checker for: payments above threshold, refunds, credit notes, write-offs. Approval limits.
FT-FIN-APPROVAL-LIMITS	Set approval limits by user level	Control transaction authorization	Must	Approval limits by amount. Escalation workflow. Override with senior approval.
FT-FIN-AUDIT-LOG	Maintain comprehensive audit log of financial transactions	Support audit and compliance	Must	Audit log: user, action, timestamp, old/new values. Immutable. Searchable and exportable.
FT-FIN-SEGREGATION-DUTIES	Enforce segregation of duties	Prevent fraud	Must	Role-based access. Maker cannot be checker. Payment creator cannot approve.

4 Detailed Feature Requirements

4.1 Ft Fin Invoice Generation

4.1.1 Priority

Must Have

4.1.2 User Story

As a finance system, I want to auto-generate invoices upon policy issuance so that I can ensure timely billing of premiums

4.1.3 Preconditions

Policy issued, premium calculated

4.1.4 Postconditions

Invoice generated, sent to client, synced to Sage ERP

4.1.5 Test Cases

Id	Description	Weight
INVOICE-GENERATION-TC-001	Verify invoice auto-generated upon policy issuance	High
INVOICE-GENERATION-TC-002	Verify invoice includes policy number	High
INVOICE-GENERATION-TC-003	Verify invoice includes member details	High
INVOICE-GENERATION-TC-004	Verify invoice includes premium breakdown	High
INVOICE-GENERATION-TC-005	Verify invoice includes due date	High

Id	Description	Weight
INVOICE-GENERATION-TC-006	Verify invoice includes payment instructions	High
INVOICE-GENERATION-TC-007	Verify invoice sent via email/SMS	High

4.2 Ft Fin Invoice Sage Sync

4.2.1 Priority

Must Have

4.2.2 User Story

As a finance officer, I want to sync invoices to Sage ERP automatically so that I can maintain single source of truth in Sage

4.2.3 Preconditions

Sage ERP integration configured, invoice generated

4.2.4 Postconditions

Invoice pushed to Sage AR, status updates synced back

4.2.5 Test Cases

Id	Description	Weight
INVOICE-SAGE-SYNC-TC-001	Verify invoice pushed to Sage AR immediately	High
INVOICE-SAGE-SYNC-TC-002	Verify bi-directional sync operational	High
INVOICE-SAGE-SYNC-TC-003	Verify invoice status updates synced from Sage	High
INVOICE-SAGE-SYNC-TC-004	Verify sync errors logged and alerted	High

Id	Description	Weight
INVOICE-SAGE-SYNC-TC-005	Verify retry mechanism for failed syncs	High
INVOICE-SAGE-SYNC-TC-006	Verify sync audit trail maintained	Medium

4.3 Ft Fin Renewal Invoice

4.3.1 Priority

Must Have

4.3.2 User Story

As a finance officer, I want to generate renewal invoices 60 days before expiry so that I can collect renewal premiums timely

4.3.3 Preconditions

Policy approaching expiry (60 days), renewal rates calculated

4.3.4 Postconditions

Renewal invoice generated and sent, Sage sync completed

4.3.5 Test Cases

Id	Description	Weight
RENEWAL-INVOICE-TC-001	Verify renewal invoice generated 60 days before expiry	High
RENEWAL-INVOICE-TC-002	Verify updated premium rates applied	High
RENEWAL-INVOICE-TC-003	Verify renewal invoice sent via email/SMS	High
RENEWAL-INVOICE-TC-004		High

Id	Description	Weight
	Verify renewal notice includes new premium amount	
RENEWAL-INVOICE-TC-005	Verify renewal invoice synced to Sage	High
RENEWAL-INVOICE-TC-006	Verify follow-up reminders sent	Medium

4.4 Ft Fin Debit Note

4.4.1 Priority

Must Have

4.4.2 User Story

As a finance officer, I want to generate debit notes for mid-term adjustments so that I can bill additional premium for endorsements

4.4.3 Preconditions

Endorsement processed requiring additional premium

4.4.4 Postconditions

Debit note generated, sent to client, Sage synced

4.4.5 Test Cases

Id	Description	Weight
DEBIT-NOTE-TC-001	Verify debit note generated for member addition	High
DEBIT-NOTE-TC-002	Verify debit note generated for benefit upgrade	High
DEBIT-NOTE-TC-003	Verify pro-rated premium calculated correctly	High

Id	Description	Weight
DEBIT-NOTE-TC-004	Verify debit note synced to Sage AR	High
DEBIT-NOTE-TC-005	Verify debit note sent to client	High
DEBIT-NOTE-TC-006	Verify original invoice updated with debit note	Medium

4.5 Ft Fin Credit Note

4.5.1 Priority

Must Have

4.5.2 User Story

As a finance officer, I want to generate credit notes for refunds and cancellations so that I can process premium refunds accurately

4.5.3 Preconditions

Refund approved or policy canceled

4.5.4 Postconditions

Credit note generated, Sage synced, refund processed

4.5.5 Test Cases

Id	Description	Weight
CREDIT-NOTE-TC-001	Verify credit note generated for policy cancellation	High
CREDIT-NOTE-TC-002	Verify credit note generated for member deletion	High
CREDIT-NOTE-TC-003	Verify refund amount calculated correctly	High

Id	Description	Weight
CREDIT-NOTE-TC-004	Verify credit note requires approval	High
CREDIT-NOTE-TC-005	Verify credit note synced to Sage	High
CREDIT-NOTE-TC-006	Verify credit note sent to client	High

4.6 Ft Fin Payment Channels

4.6.1 Priority

Must Have

4.6.2 User Story

As a client, I want to pay through multiple channels so that I can choose convenient payment method

4.6.3 Preconditions

Invoice generated, payment channels configured

4.6.4 Postconditions

Payment collected via chosen channel, recorded in system

4.6.5 Test Cases

Id	Description	Weight
PAYMENT-CHANNELS-TC-001	Verify bank transfer payment accepted	High
PAYMENT-CHANNELS-TC-002	Verify M-Pesa payment accepted	High
PAYMENT-CHANNELS-TC-003	Verify Tigo Pesa payment accepted	High
		High

Id	Description	Weight
PAYMENT-CHANNELS-TC-004	Verify Airtel Money payment accepted	
PAYMENT-CHANNELS-TC-005	Verify credit card payment accepted	High
PAYMENT-CHANNELS-TC-006	Verify cash payment recorded	High
PAYMENT-CHANNELS-TC-007	Verify payment gateway integration functional	High

4.7 Ft Fin Payment Allocation

4.7.1 Priority

Must Have

4.7.2 User Story

As a finance officer, I want to automatically allocate payments to invoices so that I can update accounts receivable accurately

4.7.3 Preconditions

Payment received, invoices outstanding

4.7.4 Postconditions

Payment allocated to invoice, AR updated, Sage synced

4.7.5 Test Cases

Id	Description	Weight
PAYMENT-ALLOCATION-TC-001	Verify payment matched by reference number	High
PAYMENT-ALLOCATION-TC-002	Verify auto-allocation to invoice	High

Id	Description	Weight
PAYMENT-ALLOCATION-TC-003	Verify manual allocation for unmatched payments	High
PAYMENT-ALLOCATION-TC-004	Verify partial payment allocation	High
PAYMENT-ALLOCATION-TC-005	Verify allocation synced to Sage	High
PAYMENT-ALLOCATION-TC-006	Verify invoice status updated after full payment	High

4.8 Ft Fin Receipt Generation

4.8.1 Priority

Must Have

4.8.2 User Story

As a client, I want to receive official receipt immediately upon payment so that I have proof of payment

4.8.3 Preconditions

Payment confirmed

4.8.4 Postconditions

Receipt generated, sent to client, Sage synced

4.8.5 Test Cases

Id	Description	Weight
RECEIPT-GENERATION-TC-001	Verify receipt auto-generated upon payment confirmation	High
RECEIPT-GENERATION-TC-002	Verify receipt includes receipt number	High

Id	Description	Weight
RECEIPT-GENERATION-TC-003	Verify receipt includes payer details	High
RECEIPT-GENERATION-TC-004	Verify receipt includes amount and payment method	High
RECEIPT-GENERATION-TC-005	Verify receipt sent via SMS	High
RECEIPT-GENERATION-TC-006	Verify receipt sent via email	High
RECEIPT-GENERATION-TC-007	Verify receipt synced to Sage	High

4.9 Ft Fin Partial Payment

4.9.1 Priority

Must Have

4.9.2 User Story

As a finance officer, I want to accept and track partial payments so that I can allow clients to pay in installments

4.9.3 Preconditions

Invoice outstanding, partial payment received

4.9.4 Postconditions

Partial payment recorded, outstanding balance updated, receipt issued

4.9.5 Test Cases

Id	Description	Weight
PARTIAL-PAYMENT-TC-001	Verify partial payment accepted	High

Id	Description	Weight
PARTIAL-PAYMENT-TC-002	Verify outstanding balance calculated	High
PARTIAL-PAYMENT-TC-003	Verify multiple receipts for installments	High
PARTIAL-PAYMENT-TC-004	Verify payment plan tracking	Medium
PARTIAL-PAYMENT-TC-005	Verify invoice status shows partial payment	High
PARTIAL-PAYMENT-TC-006	Verify final payment clears invoice	High

4.10 Ft Fin Overpayment

4.10.1 Priority

Must Have

4.10.2 User Story

As a finance officer, I want to handle overpayments with credit balance or refund so that I can manage excess payments appropriately

4.10.3 Preconditions

Payment exceeds invoice amount

4.10.4 Postconditions

Overpayment detected, applied to credit balance or refunded

4.10.5 Test Cases

Id	Description	Weight
OVERPAYMENT-TC-001	Verify overpayment detection	High
OVERPAYMENT-TC-002		High

Id	Description	Weight
	Verify option to apply to credit balance	
OVERPAYMENT-TC-003	Verify option to refund excess	High
OVERPAYMENT-TC-004	Verify client notified of overpayment	High
OVERPAYMENT-TC-005	Verify credit balance applied to future invoices	High
OVERPAYMENT-TC-006	Verify refund processing if client requests	High

4.11 Ft Fin Payment Gateway

4.11.1 Priority

Must Have

4.11.2 User Story

As a client, I want to pay online securely so that I can make payments conveniently

4.11.3 Preconditions

Payment gateway integrated, online payment initiated

4.11.4 Postconditions

Payment processed securely, confirmation received, system updated

4.11.5 Test Cases

Id	Description	Weight
PAYMENT-GATEWAY-TC-001	Verify payment gateway integration (DPO/Flutterwave)	High
		High

Id	Description	Weight
PAYMENT-GATEWAY-TC-002	Verify secure payment processing	
PAYMENT-GATEWAY-TC-003	Verify callback handling	High
PAYMENT-GATEWAY-TC-004	Verify payment status tracking	High
PAYMENT-GATEWAY-TC-005	Verify failed payment handling	High
PAYMENT-GATEWAY-TC-006	Verify payment confirmation to client	High

4.12 Ft Fin Ar Dashboard

4.12.1 Priority

Must Have

4.12.2 User Story

As a finance manager, I want to view accounts receivable dashboard so that I can monitor outstanding payments

4.12.3 Preconditions

AR data available

4.12.4 Postconditions

Dashboard displays AR metrics and trends

4.12.5 Test Cases

Id	Description	Weight
AR-DASHBOARD-TC-001	Verify total AR displayed	High
AR-DASHBOARD-TC-002		High

Id	Description	Weight
	Verify aging analysis shown (0-30, 31-60, 61-90, 90+)	
AR-DASHBOARD-TC-003	Verify payment trends chart	High
AR-DASHBOARD-TC-004	Verify overdue invoices list	High
AR-DASHBOARD-TC-005	Verify collection efficiency ratio	Medium
AR-DASHBOARD-TC-006	Verify dashboard refreshed in real-time	Medium

4.13 Ft Fin Ar Aging

4.13.1 Priority

Must Have

4.13.2 User Story

As a finance officer, I want to generate AR aging report so that I can identify overdue accounts for follow-up

4.13.3 Preconditions

Outstanding invoices exist

4.13.4 Postconditions

Aging report generated showing buckets

4.13.5 Test Cases

Id	Description	Weight
AR-AGING-TC-001	Verify aging buckets (current, 1-30, 31-60, 61-90, 90+)	High
AR-AGING-TC-002	Verify aging by client	High

Id	Description	Weight
AR-AGING-TC-003	Verify aging by product	High
AR-AGING-TC-004	Verify aging by agent	Medium
AR-AGING-TC-005	Verify overdue amounts highlighted	High
AR-AGING-TC-006	Verify report exportable to Excel	Medium

4.14 Ft Fin Payment Reminder

4.14.1 Priority

Must Have

4.14.2 User Story

As a finance officer, I want to send automated payment reminders so that I can improve collection rates

4.14.3 Preconditions

Outstanding invoices, reminder schedule configured

4.14.4 Postconditions

Reminders sent per schedule, delivery tracked

4.14.5 Test Cases

Id	Description	Weight
PAYMENT-REMINDER-TC-001	Verify reminder sent 7 days before due date	High
PAYMENT-REMINDER-TC-002	Verify reminder sent on due date	High
PAYMENT-REMINDER-TC-003	Verify reminder sent 7 days after due date	High

Id	Description	Weight
PAYMENT-REMINDER-TC-004	Verify reminders sent via SMS	High
PAYMENT-REMINDER-TC-005	Verify reminders sent via email	High
PAYMENT-REMINDER-TC-006	Verify reminder schedule configurable	Medium
PAYMENT-REMINDER-TC-007	Verify reminders stop after payment	High

4.15 Ft Fin Bad Debt

4.15.1 Priority

Should Have

4.15.2 User Story

As a finance manager, I want to write off bad debts with approval so that I can clear uncollectible receivables

4.15.3 Preconditions

Uncollectible debt identified

4.15.4 Postconditions

Bad debt written off, Sage synced, audit trail maintained

4.15.5 Test Cases

Id	Description	Weight
BAD-DEBT-TC-001	Verify bad debt write-off workflow	High
BAD-DEBT-TC-002	Verify manager approval required	High
BAD-DEBT-TC-003	Verify write-off reason documented	High

Id	Description	Weight
BAD-DEBT-TC-004	Verify write-off synced to Sage	High
BAD-DEBT-TC-005	Verify audit trail maintained	High
BAD-DEBT-TC-006	Verify bad debt report available	Medium

4.16 Ft Fin Refund Request

4.16.1 Priority

Must Have

4.16.2 User Story

As a finance officer, I want to process refund requests with approval workflow so that I can handle refunds systematically

4.16.3 Preconditions

Refund request received

4.16.4 Postconditions

Refund approved or rejected, processed if approved

4.16.5 Test Cases

Id	Description	Weight
REFUND-REQUEST-TC-001	Verify refund request captured with reason	High
REFUND-REQUEST-TC-002	Verify refund reasons (cancellation, overpayment, member deletion)	High
REFUND-REQUEST-TC-003	Verify refund approval workflow	High
REFUND-REQUEST-TC-004		High

Id	Description	Weight
	Verify manager approval required	
REFUND-REQUEST-TC-005	Verify refund calculation initiated	High
REFUND-REQUEST-TC-006	Verify client notified of approval/rejection	High

4.17 Ft Fin Refund Calculation

4.17.1 Priority

Must Have

4.17.2 User Story

As a finance officer, I want to calculate refunds based on policy terms so that I can ensure accurate refund amounts

4.17.3 Preconditions

Refund approved, policy terms defined

4.17.4 Postconditions

Refund amount calculated, credit note generated

4.17.5 Test Cases

Id	Description	Weight
REFUND-CALCULATION-TC-001	Verify pro-rata calculation for mid-term cancellation	High
REFUND-CALCULATION-TC-002	Verify admin fees deducted if applicable	High
REFUND-CALCULATION-TC-003		High

Id	Description	Weight
	Verify full refund for cancellation within cooling period	
REFUND-CALCULATION-TC-004	Verify refund calculation synced to Sage	High
REFUND-CALCULATION-TC-005	Verify refund amount displayed to approver	High

4.18 Ft Fin Refund Payment

4.18.1 Priority

Must Have

4.18.2 User Story

As a finance officer, I want to process refund payments via multiple methods so that I can return funds to clients efficiently

4.18.3 Preconditions

Refund approved and calculated

4.18.4 Postconditions

Refund payment processed, client notified, Sage AP updated

4.18.5 Test Cases

Id	Description	Weight
REFUND-PAYMENT-TC-001	Verify refund via bank transfer	High
REFUND-PAYMENT-TC-002	Verify refund via mobile money	High
REFUND-PAYMENT-TC-003	Verify refund via cheque	Medium
REFUND-PAYMENT-TC-004	Verify refund voucher generated	High

Id	Description	Weight
REFUND-PAYMENT-TC-005	Verify refund synced to Sage AP	High
REFUND-PAYMENT-TC-006	Verify client notified of refund	High

4.19 Ft Fin Commission Payment

4.19.1 Priority

Must Have

4.19.2 User Story

As a finance officer, I want to process commission payments to agents so that I can disburse earned commissions

4.19.3 Preconditions

Commission voucher from sales module, approval obtained

4.19.4 Postconditions

Commission paid, agent notified, Sage AP updated

4.19.5 Test Cases

Id	Description	Weight
COMMISSION-PAYMENT-TC-001	Verify commission voucher received from sales module	High
COMMISSION-PAYMENT-TC-002	Verify commission approval workflow	High
COMMISSION-PAYMENT-TC-003	Verify batch payment processing	High
COMMISSION-PAYMENT-TC-004	Verify commission synced to Sage AP	High
		High

Id	Description	Weight
COMMISSION-PAYMENT-TC-005	Verify agent notified of payment	
COMMISSION-PAYMENT-TC-006	Verify payment tracking and history	Medium

4.20 Ft Fin Provider Payment

4.20.1 Priority

Must Have

4.20.2 User Story

As a finance officer, I want to process provider payments for claims so that I can reimburse healthcare providers

4.20.3 Preconditions

Provider invoice from claims module, approved for payment

4.20.4 Postconditions

Provider paid, payment tracked, Sage AP updated

4.20.5 Test Cases

Id	Description	Weight
PROVIDER-PAYMENT-TC-001	Verify provider invoice received from claims module	High
PROVIDER-PAYMENT-TC-002	Verify payment schedule (monthly, bi-weekly)	High
PROVIDER-PAYMENT-TC-003	Verify batch processing for multiple providers	High
PROVIDER-PAYMENT-TC-004	Verify payment synced to Sage AP	High

Id	Description	Weight
PROVIDER-PAYMENT-TC-005	Verify provider notified of payment	High
PROVIDER-PAYMENT-TC-006	Verify remittance advice sent to provider	High

4.21 Ft Fin Reinsurance Premium

4.21.1 Priority

Must Have

4.21.2 User Story

As a finance officer, I want to process reinsurance premium payments so that I can pay reinsurance premiums to reinsurers

4.21.3 Preconditions

Reinsurance premium calculated from reinsurance module

4.21.4 Postconditions

Reinsurance premium paid, payment tracked, Sage AP updated

4.21.5 Test Cases

Id	Description	Weight
REINSURANCE-PREMIUM-TC-001	Verify reinsurance premium calculation received	High
REINSURANCE-PREMIUM-TC-002	Verify payment to multiple reinsurers	High
REINSURANCE-PREMIUM-TC-003	Verify payment schedule per treaty terms	High
REINSURANCE-PREMIUM-TC-004	Verify payment synced to Sage AP	High

Id	Description	Weight
REINSURANCE-PREMIUM-TC-005	Verify payment confirmation to reinsurer	High

4.22 Ft Fin Ap Approval

4.22.1 Priority

Must Have

4.22.2 User Story

As a finance manager, I want to implement maker-checker for AP payments so that I can ensure payment accuracy and prevent fraud

4.22.3 Preconditions

Payment voucher created

4.22.4 Postconditions

Payment approved by checker, processed for disbursement

4.22.5 Test Cases

Id	Description	Weight
AP-APPROVAL-TC-001	Verify maker creates payment voucher	High
AP-APPROVAL-TC-002	Verify checker approval required	High
AP-APPROVAL-TC-003	Verify approval limits by amount	High
AP-APPROVAL-TC-004	Verify maker cannot approve own voucher	High
AP-APPROVAL-TC-005	Verify rejection requires reason	High
AP-APPROVAL-TC-006	Verify audit trail for approvals	High

4.23 Ft Fin Payment Batch

4.23.1 Priority

Must Have

4.23.2 User Story

As a finance officer, I want to process payments in batches so that I can efficiently handle multiple payments

4.23.3 Preconditions

Multiple payments approved

4.23.4 Postconditions

Batch payment file generated, approved, sent to bank

4.23.5 Test Cases

Id	Description	Weight
PAYMENT-BATCH-TC-001	Verify batch payment file generation	High
PAYMENT-BATCH-TC-002	Verify bank file format support	High
PAYMENT-BATCH-TC-003	Verify batch approval workflow	High
PAYMENT-BATCH-TC-004	Verify batch synced to Sage	High
PAYMENT-BATCH-TC-005	Verify batch status tracking	High
PAYMENT-BATCH-TC-006	Verify individual payment status within batch	High

4.24 Ft Fin Bank Reconciliation

4.24.1 Priority

Must Have

4.24.2 User Story

As a finance officer, I want to reconcile bank statements with system records so that I can ensure accuracy of financial records

4.24.3 Preconditions

Bank statement available, system transactions recorded

4.24.4 Postconditions

Reconciliation completed, discrepancies identified

4.24.5 Test Cases

Id	Description	Weight
BANK-RECONCILIATION-TC-001	Verify bank statement upload (CSV, Excel)	High
BANK-RECONCILIATION-TC-002	Verify auto-matching by amount and date	High
BANK-RECONCILIATION-TC-003	Verify manual matching for exceptions	High
BANK-RECONCILIATION-TC-004	Verify reconciliation report generation	High
BANK-RECONCILIATION-TC-005	Verify discrepancy flagging	High
BANK-RECONCILIATION-TC-006	Verify reconciliation history maintained	Medium

4.25 Ft Fin Payment Gateway Recon

4.25.1 Priority

Must Have

4.25.2 User Story

As a finance officer, I want to reconcile payment gateway transactions so that I can verify all online payments captured

4.25.3 Preconditions

Payment gateway report available

4.25.4 Postconditions

Gateway transactions reconciled with system payments

4.25.5 Test Cases

Id	Description	Weight
PAYMENT-GATEWAY-RECON-TC-001	Verify gateway report download	High
PAYMENT-GATEWAY-RECON-TC-002	Verify matching with system payments	High
PAYMENT-GATEWAY-RECON-TC-003	Verify discrepancy identification	High
PAYMENT-GATEWAY-RECON-TC-004	Verify discrepancy resolution workflow	High
PAYMENT-GATEWAY-RECON-TC-005	Verify reconciliation report	Medium

4.26 Ft Fin Sage Reconciliation

4.26.1 Priority

Must Have

4.26.2 User Story

As a finance officer, I want to reconcile SAS transactions with Sage ERP so that I can ensure data consistency between systems

4.26.3 Preconditions

SAS and Sage transactions recorded

4.26.4 Postconditions

Daily reconciliation completed, discrepancies identified

4.26.5 Test Cases

Id	Description	Weight
SAGE-RECONCILIATION-TC-001	Verify daily reconciliation scheduled	High
SAGE-RECONCILIATION-TC-002	Verify AR reconciliation	High
SAGE-RECONCILIATION-TC-003	Verify AP reconciliation	High
SAGE-RECONCILIATION-TC-004	Verify receipts reconciliation	High
SAGE-RECONCILIATION-TC-005	Verify payments reconciliation	High
SAGE-RECONCILIATION-TC-006	Verify discrepancy reporting	High
SAGE-RECONCILIATION-TC-007	Verify reconciliation dashboard	Medium

4.27 Ft Fin Suspense Account

4.27.1 Priority

Must Have

4.27.2 User Story

As a finance officer, I want to manage suspense account for unallocated payments so that I can track payments pending allocation

4.27.3 Preconditions

Unmatched payments received

4.27.4 Postconditions

Payments in suspense tracked, allocated or resolved

4.27.5 Test Cases

Id	Description	Weight
SUSPENSE-ACCOUNT-TC-001	Verify unmatched payments to suspense	High
SUSPENSE-ACCOUNT-TC-002	Verify manual allocation from suspense	High
SUSPENSE-ACCOUNT-TC-003	Verify aging of suspense items	High
SUSPENSE-ACCOUNT-TC-004	Verify suspense account dashboard	Medium
SUSPENSE-ACCOUNT-TC-005	Verify alerts for old suspense items	Medium

4.28 Ft Fin Multi Currency

4.28.1 Priority

Must Have

4.28.2 User Story

As a finance officer, I want to support multiple currencies so that I can handle transactions in different currencies

4.28.3 Preconditions

Multi-currency configured

4.28.4 Postconditions

Transactions processed in chosen currency, reporting accurate

4.28.5 Test Cases

Id	Description	Weight
MULTI-CURRENCY-TC-001	Verify TZS currency supported	High
MULTI-CURRENCY-TC-002	Verify KES currency supported	High
MULTI-CURRENCY-TC-003	Verify USD currency supported	High
MULTI-CURRENCY-TC-004	Verify currency selection at policy level	High
MULTI-CURRENCY-TC-005	Verify currency conversion for reporting	High
MULTI-CURRENCY-TC-006	Verify exchange gain/loss tracking	Medium

4.29 Ft Fin Exchange Rate

4.29.1 Priority

Must Have

4.29.2 User Story

As a finance officer, I want to manage exchange rates so that I can convert between currencies accurately

4.29.3 Preconditions

Multiple currencies in use

4.29.4 Postconditions

Exchange rates configured and applied correctly

4.29.5 Test Cases

Id	Description	Weight
EXCHANGE-RATE-TC-001	Verify exchange rate configuration	High
EXCHANGE-RATE-TC-002	Verify daily rate updates	High
EXCHANGE-RATE-TC-003	Verify historical rates maintained	High
EXCHANGE-RATE-TC-004	Verify rate source (BOT, CBK)	Medium
EXCHANGE-RATE-TC-005	Verify rate effective dates	High
EXCHANGE-RATE-TC-006	Verify rate changes tracked in audit log	Medium

4.30 Ft Fin Currency Conversion

4.30.1 Priority

Must Have

4.30.2 User Story

As a finance officer, I want to convert transactions to base currency for reporting so that I can consolidate financial reports

4.30.3 Preconditions

Transactions in multiple currencies, base currency defined

4.30.4 Postconditions

All transactions converted to base currency for reporting

4.30.5 Test Cases

Id	Description	Weight
CURRENCY-CONVERSION-TC-001	Verify base currency set to TZS	High
CURRENCY-CONVERSION-TC-002	Verify automatic conversion using exchange rates	High
CURRENCY-CONVERSION-TC-003	Verify conversion at transaction date rate	High
CURRENCY-CONVERSION-TC-004	Verify conversion tracking for audit	Medium
CURRENCY-CONVERSION-TC-005	Verify converted amounts in reports	High

4.31 Ft Fin Revenue Report

4.31.1 Priority

Must Have

4.31.2 User Story

As a finance manager, I want to generate premium revenue report so that I can track premium income

4.31.3 Preconditions

Revenue data available

4.31.4 Postconditions

Revenue report generated with breakdown and trends

4.31.5 Test Cases

Id	Description	Weight
REVENUE-REPORT-TC-001	Verify revenue by period	High
REVENUE-REPORT-TC-002	Verify revenue by product	High
REVENUE-REPORT-TC-003	Verify revenue by channel	High
REVENUE-REPORT-TC-004	Verify revenue by agent	Medium
REVENUE-REPORT-TC-005	Verify earned vs written premium	High
REVENUE-REPORT-TC-006	Verify trend analysis	Medium

4.32 Ft Fin Collection Report

4.32.1 Priority

Must Have

4.32.2 User Story

As a finance manager, I want to generate collection report so that I can monitor cash flow

4.32.3 Preconditions

Collection data available

4.32.4 Postconditions

Collection report showing collections by method and period

4.32.5 Test Cases

Id	Description	Weight
COLLECTION-REPORT-TC-001	Verify collections by payment method	High
COLLECTION-REPORT-TC-002	Verify collections by period	High
COLLECTION-REPORT-TC-003	Verify collection efficiency ratio	High
COLLECTION-REPORT-TC-004	Verify outstanding AR shown	High
COLLECTION-REPORT-TC-005	Verify collection trends	Medium

4.33 Ft Fin Payment Report

4.33.1 Priority

Must Have

4.33.2 User Story

As a finance manager, I want to generate payment report (AP) so that I can track outgoing payments

4.33.3 Preconditions

Payment data available

4.33.4 Postconditions

Payment report showing payments by type and period

4.33.5 Test Cases

Id	Description	Weight
PAYMENT-REPORT-TC-001	Verify payments by type (commission, provider, reinsurance)	High
PAYMENT-REPORT-TC-002	Verify payments by period	High

Id	Description	Weight
PAYMENT-REPORT-TC-003	Verify payment trends	Medium
PAYMENT-REPORT-TC-004	Verify outstanding AP shown	High
PAYMENT-REPORT-TC-005	Verify payment method breakdown	Medium

4.34 Ft Fin Cashflow Report

4.34.1 Priority

Must Have

4.34.2 User Story

As a CFO, I want to generate cash flow report so that I can monitor liquidity

4.34.3 Preconditions

Cash flow data available

4.34.4 Postconditions

Cash flow report showing inflows vs outflows

4.34.5 Test Cases

Id	Description	Weight
CASHFLOW-REPORT-TC-001	Verify cash inflows shown	High
CASHFLOW-REPORT-TC-002	Verify cash outflows shown	High
CASHFLOW-REPORT-TC-003	Verify net cash flow calculated	High
CASHFLOW-REPORT-TC-004	Verify cash position by period	High
CASHFLOW-REPORT-TC-005	Verify forecast vs actual	Medium

4.35 Ft Fin Financial Dashboard

4.35.1 Priority

Must Have

4.35.2 User Story

As a CFO, I want to view real-time financial dashboard so that I can monitor key financial metrics

4.35.3 Preconditions

Financial data available

4.35.4 Postconditions

Dashboard displays real-time metrics and trends

4.35.5 Test Cases

Id	Description	Weight
FINANCIAL-DASHBOARD-TC-001	Verify revenue metrics displayed	High
FINANCIAL-DASHBOARD-TC-002	Verify collections metrics displayed	High
FINANCIAL-DASHBOARD-TC-003	Verify payments metrics displayed	High
FINANCIAL-DASHBOARD-TC-004	Verify AR and AP balances shown	High
FINANCIAL-DASHBOARD-TC-005	Verify cash balance displayed	High
FINANCIAL-DASHBOARD-TC-006	Verify trend charts	Medium
FINANCIAL-DASHBOARD-TC-007	Verify KPIs calculated	High

4.36 Ft Fin Maker Checker

4.36.1 Priority

Must Have

4.36.2 User Story

As a finance manager, I want to implement maker-checker for financial transactions so that I can prevent unauthorized transactions

4.36.3 Preconditions

Maker-checker workflow configured

4.36.4 Postconditions

Financial transactions require checker approval

4.36.5 Test Cases

Id	Description	Weight
MAKER-CHECKER-TC-001	Verify maker-checker for payments above threshold	High
MAKER-CHECKER-TC-002	Verify maker-checker for refunds	High
MAKER-CHECKER-TC-003	Verify maker-checker for credit notes	High
MAKER-CHECKER-TC-004	Verify maker-checker for write-offs	High
MAKER-CHECKER-TC-005	Verify approval limits enforced	High
MAKER-CHECKER-TC-006	Verify maker cannot approve own transaction	High

4.37 Ft Fin Approval Limits

4.37.1 Priority

Must Have

4.37.2 User Story

As a finance manager, I want to set approval limits by user level so that I can control transaction authorization

4.37.3 Preconditions

Approval limits configured

4.37.4 Postconditions

Limits enforced, escalation workflow operational

4.37.5 Test Cases

Id	Description	Weight
APPROVAL-LIMITS-TC-001	Verify approval limits by amount	High
APPROVAL-LIMITS-TC-002	Verify limits per user level	High
APPROVAL-LIMITS-TC-003	Verify escalation workflow when limits exceeded	High
APPROVAL-LIMITS-TC-004	Verify override with senior approval	High
APPROVAL-LIMITS-TC-005	Verify limit changes tracked in audit log	Medium

4.38 Ft Fin Audit Log

4.38.1 Priority

Must Have

4.38.2 User Story

As an auditor, I want to maintain comprehensive audit log of financial transactions so that I can support audit and compliance

4.38.3 Preconditions

Audit logging enabled

4.38.4 Postconditions

Comprehensive audit logs maintained, searchable and exportable

4.38.5 Test Cases

Id	Description	Weight
AUDIT-LOG-TC-001	Verify audit log captures user for each action	High
AUDIT-LOG-TC-002	Verify audit log captures action performed	High
AUDIT-LOG-TC-003	Verify audit log captures timestamp	High
AUDIT-LOG-TC-004	Verify audit log captures old and new values	High
AUDIT-LOG-TC-005	Verify audit logs immutable	High
AUDIT-LOG-TC-006	Verify audit logs searchable	High
AUDIT-LOG-TC-007	Verify audit logs exportable	High

4.39 Ft Fin Segregation Duties

4.39.1 Priority

Must Have

4.39.2 User Story

As a compliance officer, I want to enforce segregation of duties so that I can prevent fraud

4.39.3 Preconditions

Role-based access configured

4.39.4 Postconditions

Segregation of duties enforced, violations blocked

4.39.5 Test Cases

Id	Description	Weight
SEGREGATION-DUTIES-TC-001	Verify role-based access control	High
SEGREGATION-DUTIES-TC-002	Verify maker cannot be checker	High
SEGREGATION-DUTIES-TC-003	Verify payment creator cannot approve	High
SEGREGATION-DUTIES-TC-004	Verify violations blocked by system	High
SEGREGATION-DUTIES-TC-005	Verify segregation violations logged	Medium