Phase 1 — Functional Requirements

1. User Management & Access Control

Overview:
This module manages user identities, roles, and permissions to ensure secure and traceable operations across the system.

Features:

- **Role-based access control (RBAC):** Define roles such as *Requester*, *Department Head*, *Finance Officer*, *Executive*, and *Auditor* with specific access privileges.

- **User authentication:** Enable secure sign-in via email/password, Single Sign-On (SSO), or integration with the company directory.

- **Departmental & team structure mapping:** Assign users to departments, cost centers, or project budgets.

- **Audit trail:** Record all key user activities — including request submissions, approvals, edits, and comments — for accountability.

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2. Budget & Financial Setup

Overview:
This module enables the setup, monitoring, and control of organizational budgets across departments and projects.

Features:

- **Budget creation & upload:** Define and upload annual or quarterly budgets per department, project, or cost center.

- **Budget categorization:** Classify budgets under CAPEX, OPEX, or project-based expenditure categories.

- **Budget limits & allocations:** Set spending thresholds that control approval or rejection of payment requests.

- **Real-time tracking:** Automatically adjust available funds as approvals are granted and payments processed.

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3. Payment Request Management

Overview:
Handles the creation, submission, and monitoring of payment requests from initiation to final disbursement.

Features:

- **Payment request form:** Capture essential details such as:
  - Request title/description
  - Department or project
  - Requested amount
  - Vendor/payee details
  - Expense category
  - Supporting documents (invoices, receipts, quotations)
- **Draft & submission:** Allow users to save requests as drafts before submission.
- **Auto-validation:** Automatically check if requests exceed allocated budget limits.
- **Request tracking:** Enable visibility of request status (*Pending*, *Under Review*, *Approved*, *Rejected*, *Paid*).

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4. Approval Workflow

Overview:
Defines configurable approval processes for handling financial requests according to organizational policy.

Features:

- **Configurable approval chains:** Multi-level workflows triggered by request amount, department, project, or request type (e.g., travel, procurement).
- **Parallel or sequential approvals:** Support for both depending on organizational rules.
- **Delegation rules:** Allow approvers to temporarily transfer approval rights.
- **Commenting & feedback:** Approvers can request clarifications or provide remarks directly within the workflow.
- **Automated notifications:** Send email or in-app alerts at every approval stage.

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5. Notifications & Communication

Overview:
Ensures all stakeholders remain informed and engaged throughout the request lifecycle.

Features:

- **Notifications:** Automated alerts via email, SMS, or in-app messages for key actions (submission, approval, rejection, and payment).
- **Reminders:** Automatic prompts for pending approvals or overdue actions.
- **Internal communication:** Built-in commenting system for discussions between requester and approver.