Software Requirements Specification

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Author(s): Dhivyan K

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1. Abstract

The standardization, transformation and upgrading of financial management plays an important supporting role in promoting the standardized management and healthy operation of corporate expense reimbursement behaviors. This project starts with travel expense reimbursement. Automating travel expense reimbursements eliminates labor-intensive and error-prone tasks such as receipt safe-keeping, data validation, and expense report processing. The web application gets the details from the employee, about their details and expenses during the business travel, in the form. When the employee submits the form, the report will be generated. The report status will be in pending status until getting approved. The employee can view the pending and approved status in the application. The report will be reviewed from the admin side and gets approved or rejected. For both approval and rejection of the report, the employee will get notified through the registered E-mail id. The details of the payment and status of the report will be mentioned in the e-mail. With this web application, Organizations can make efficient travel expense reimbursement system which enables easy expense reporting and quick expense reimbursements, earning greater employee loyalty and trust.

2. Modules

2.1 Employee Module

The employee can use the application to apply reimbursement for the business trip. Employee can also view the status of the report that has submitted. The report status will categorized as pending, approved and rejected according to the status. The employee can see his profile and can give rating to the web application.

2.2 Admin Module

The admin has a separate module, where he can view the reports submitted by every employees. The admin has the access to accept and reject the report individually. He can view the feedback of the each employees.

3. Functional Requirements

3.1 Login

In this page, the user can enter their id and password to login to their account. The employee id and password are authenticated, only the details match with the details in the database. If the credentials does not match it will pop-up the error message. The error message like, employee-id or password is invalid, user does not exist will be displayed. This page also contains forgot password button. The user can click forgot password to change to new password. The forgot password will ask the employee-id and registered email address for verification.

3.2 Apply

This module is the main part of the application. In this, the employee has to enter their own details, travel details, expenses during travel, bills attachment to apply for the reimbursement. The details will be validated before submitting the form. Validation process will be done for employee id, name, bills attachment. For attachment of the bill, the bill should be in pdf format and should match within the size.

3.3 Status

This page will display the status of every report submitted by the employee. The reports will be categorized as pending and approved reports. There will be two buttons. One is pending reports and the other one is approved reports. The employee can click either button to view the reports, they have submitted.

3.4 Approval/Rejection

The admin can give view the details for reimbursement and give approve or reject according the report submitted.

4. Non – Functional Requirements

4.1 Performance

The system should be fast and responsive, even when multiple users are accessing it simultaneously.

4.2 Scalability

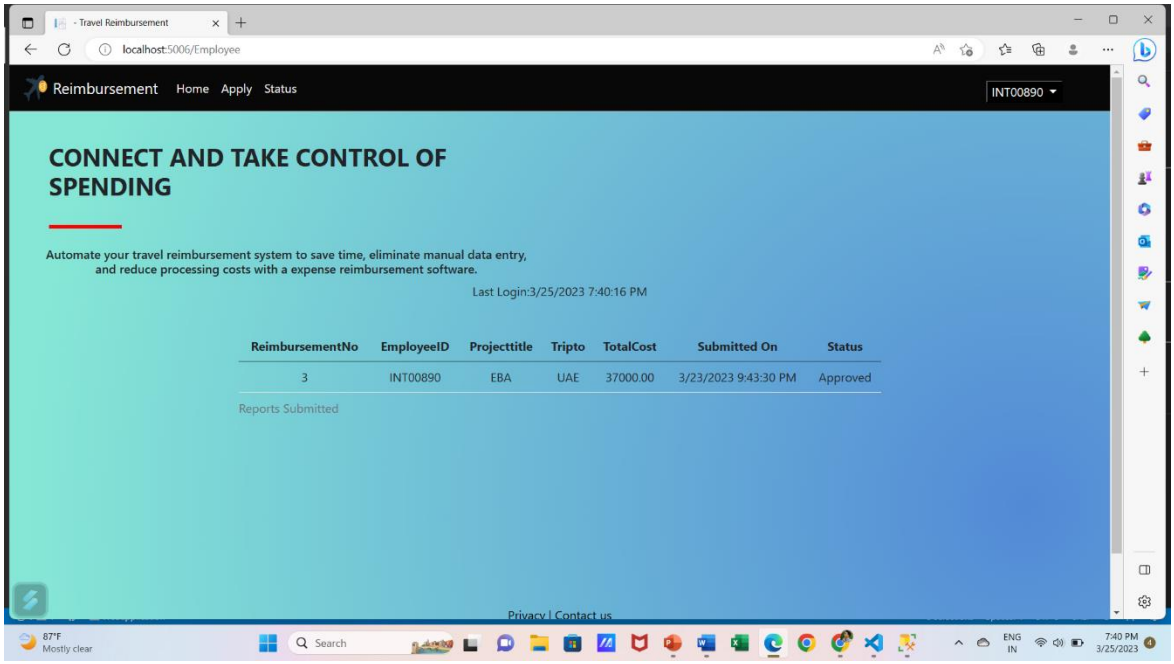
The employee can submit n-number of reports and there is no restrictions.

4.3 Security

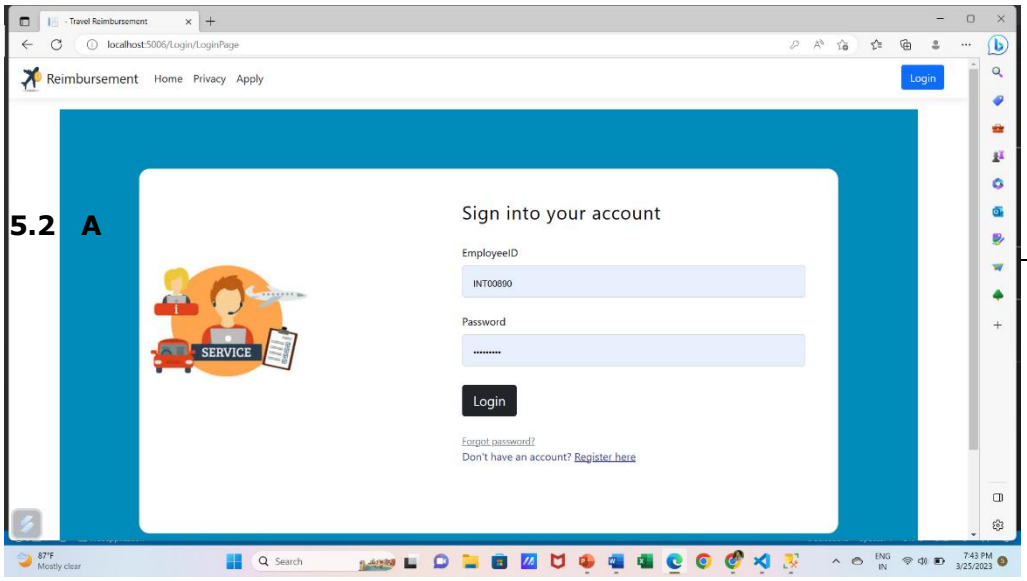
Using of session makes the application secure. The user cannot have multiple login and cannot access into the home page by directly entering the home page URL.

5. High-Level Design

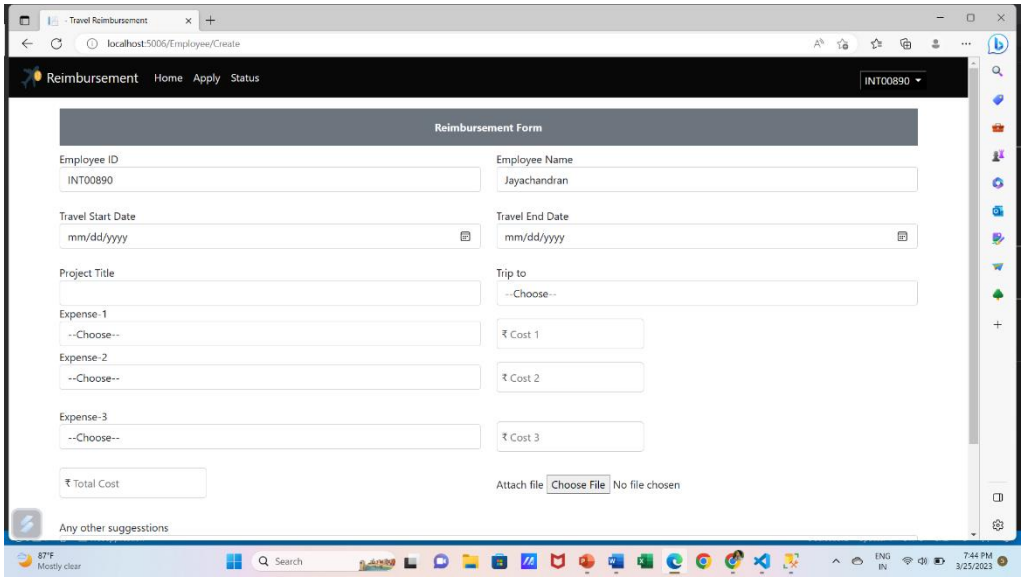
5.1 Home page



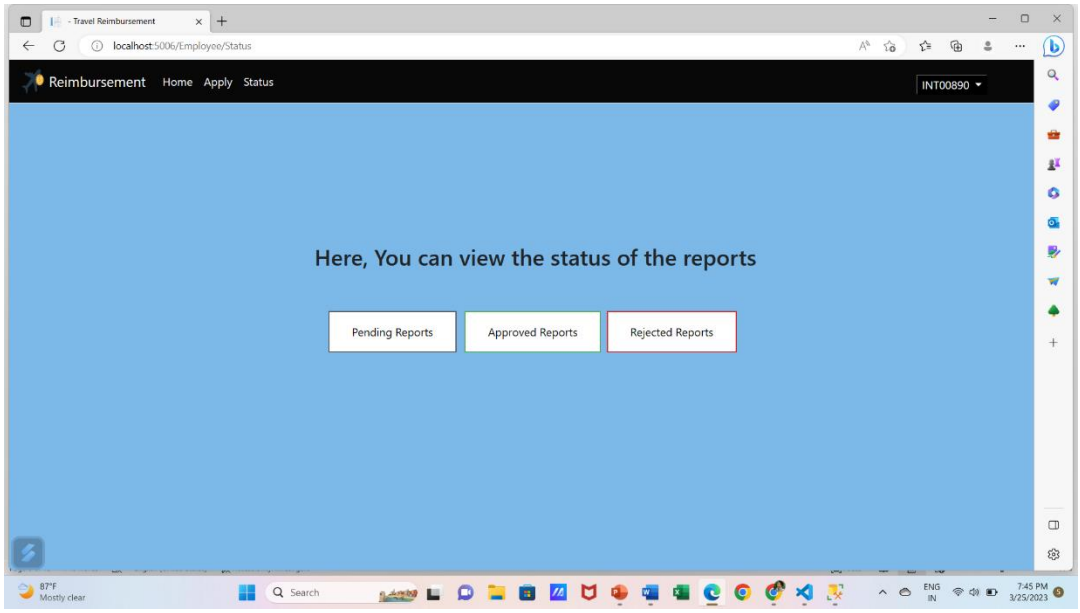
5.2 Login Page



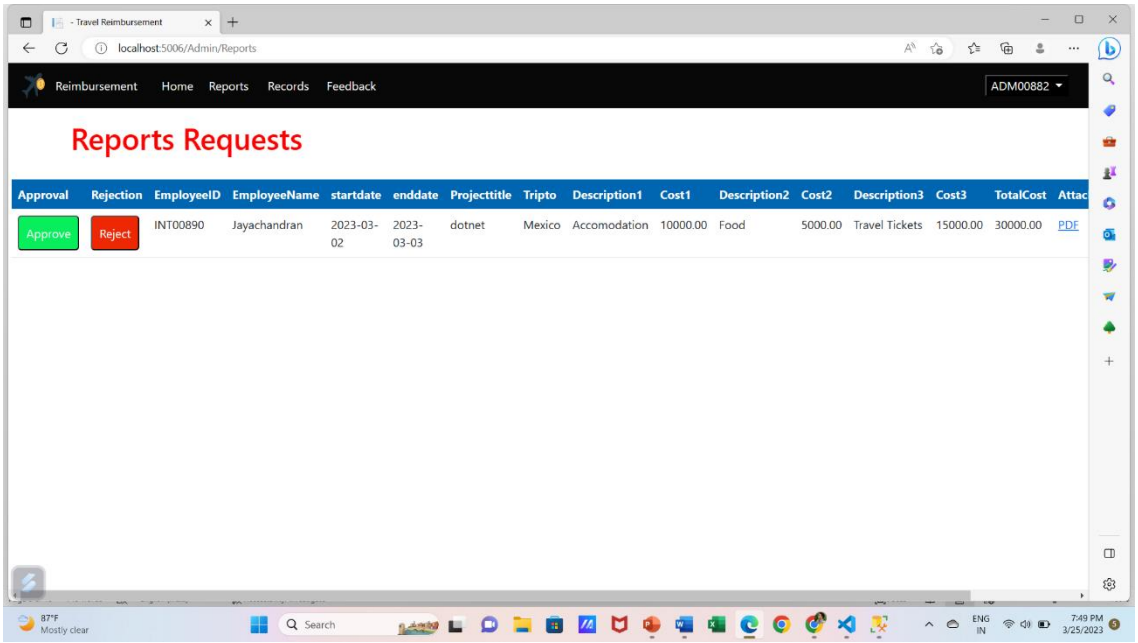
5.3 Apply Reimbursement Page



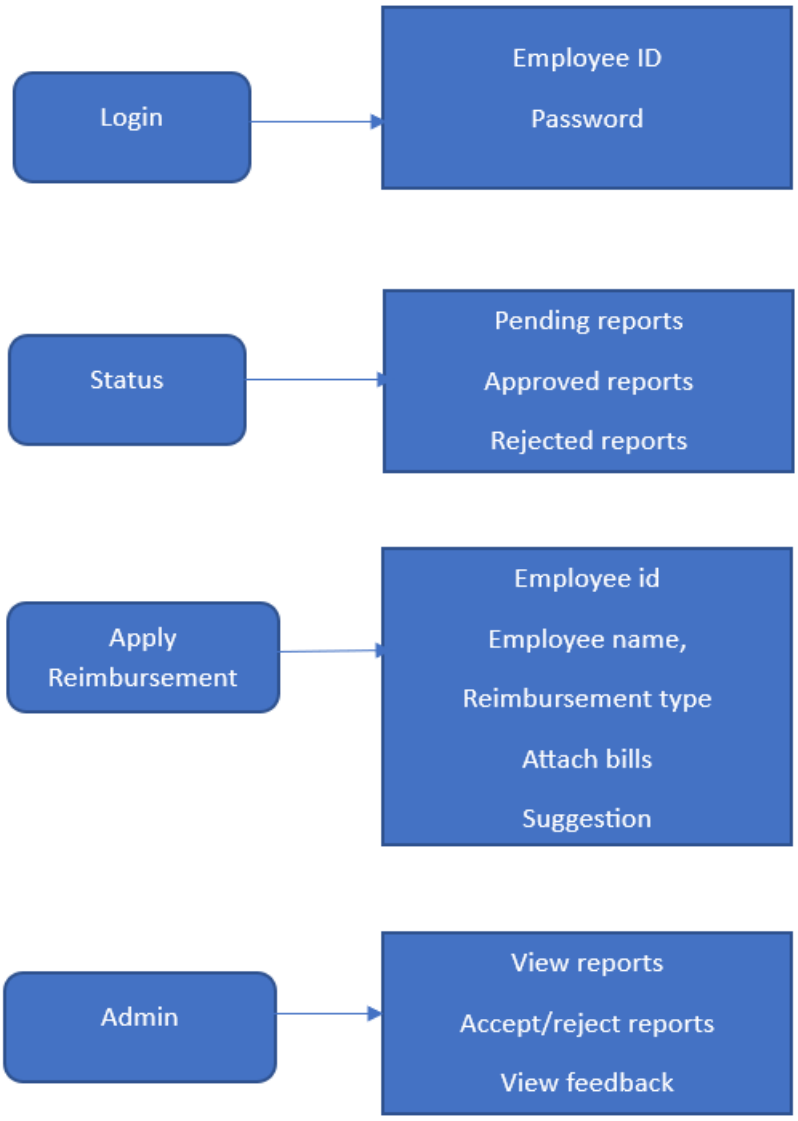
5.4 Status Page



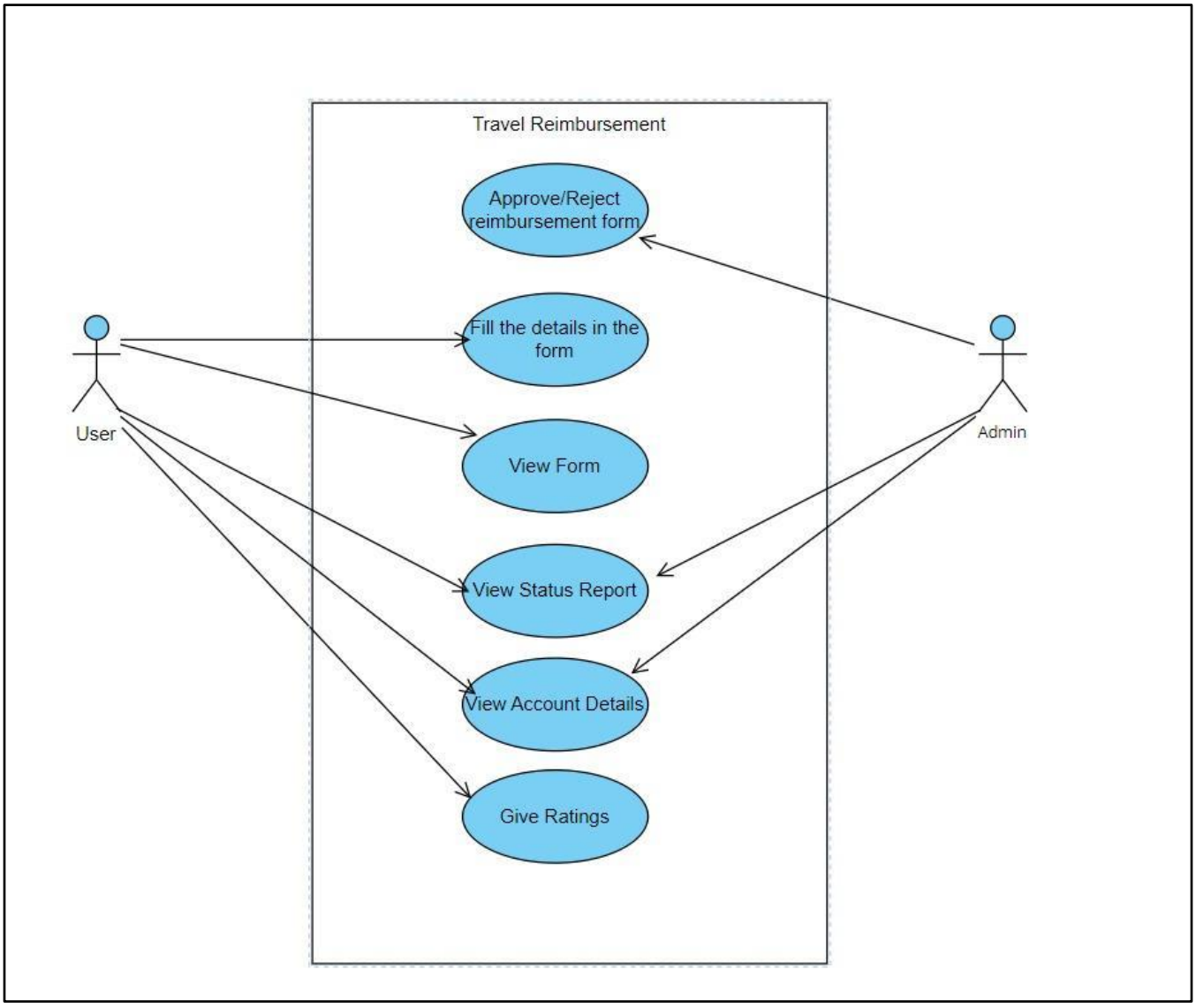
5.5 Admin Page



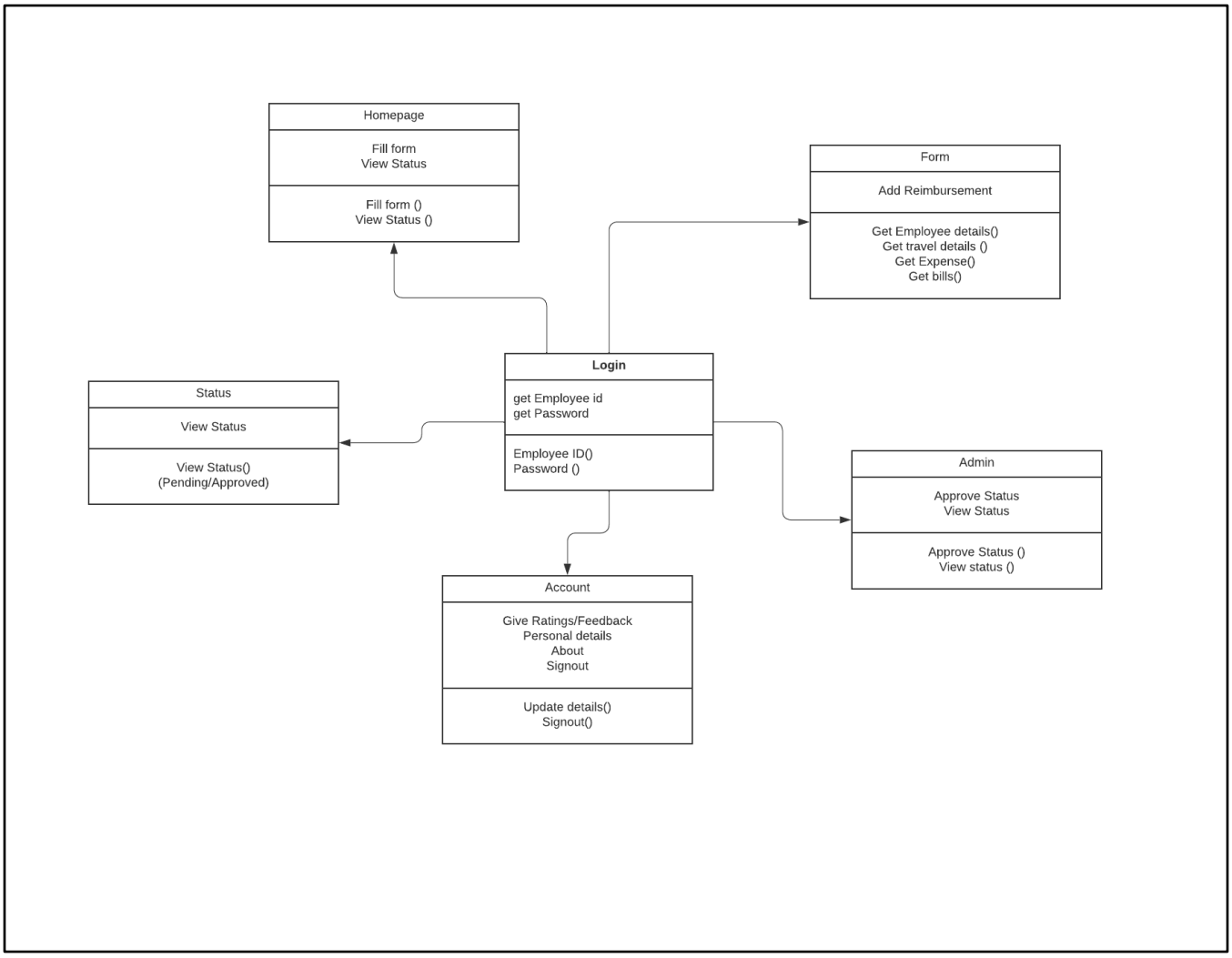
6. Low Level Design



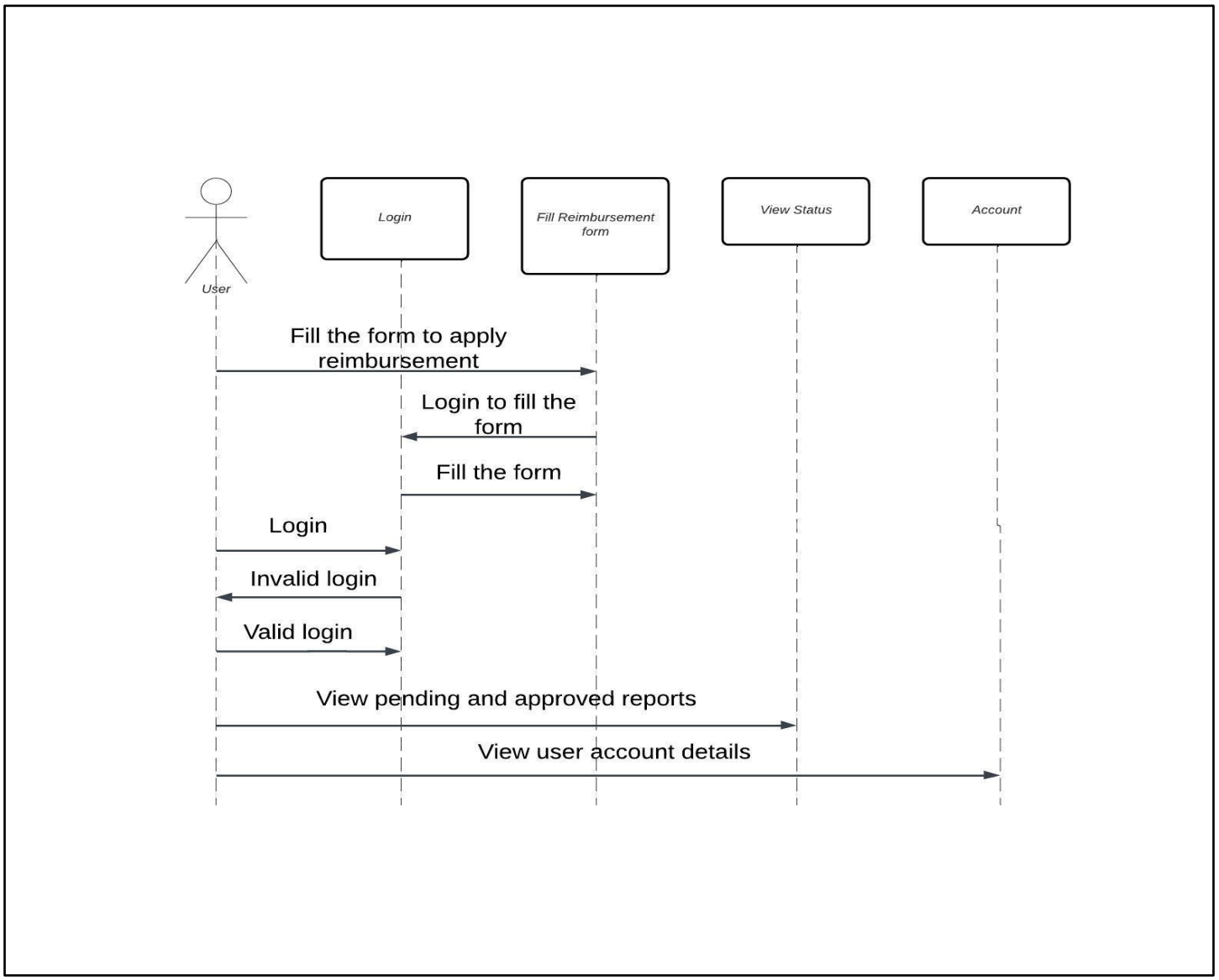
7. Use Case Diagram



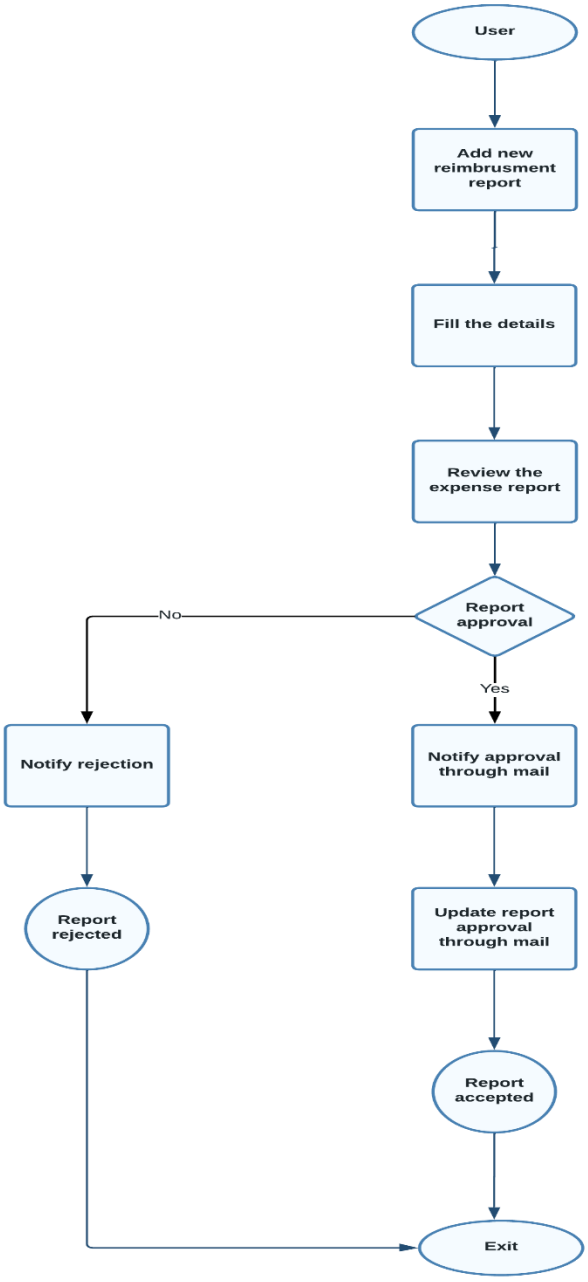
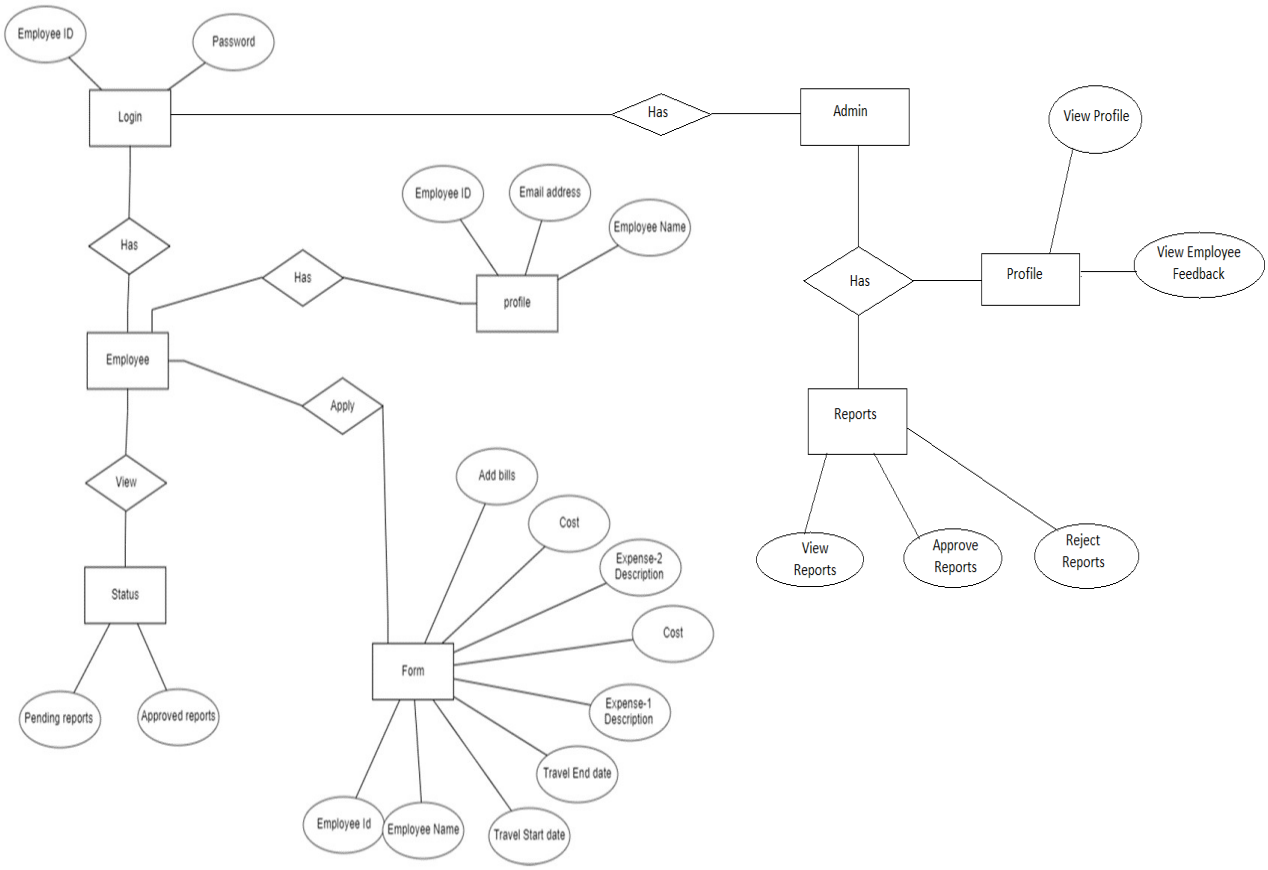
8. Class Diagram



9. Sequence Diagram



10.FLOW CHART



11. Entity Diagram: