Use Case: Create Purchase Order

Iteration: E1   **Date**: March 5, 2012
Version: 4   **Priority**: High

Description/Overview: An employee requires one or more items to be purchased in order to perform work related duties. The employee issues a purchase order request that captures each item's name, description, quantity, price, the justification for the item, the location it can be purchased from and the purchase order date. Once the PO has been created, it awaits processing by the supervisor.

Actor(s): Employee

Pre-Condition(s): 1. Employee is logged in to the system with privileges already assigned.

Typical Course of Events

1. This use case begins when an employee requires one or more items for his/her work and desires to create a new Purchase Order Request
2. The employee enters the create PO area of the system.
   - **System Response**: The header area of the purchase order is pre-filled with the current date, the requesting employee's name and department, and the supervisor's name.***112**
3. For each item requested, the employee enters in the applicable details such as: item name, description, price, quantity, the justification (why it is needed), and the location it can be purchased from
   - **System Response:** a purchase order number is generated once the first item has been successfully associated with the PO ***101**
   - **System Response**: the PO status is set to pending ***102**
   - **System Response**: each item entered has a status field set to pending ***102**
   - **System Response**: the sub total, and taxes and total are calculated and displayed
4. The employee indicates to the system that the purchase order should be submitted
5. The purchase order request awaits processing by the supervisor

Alternative Course of Events

Line 3 – The employee enters a duplicate item. The duplicate entries become one row that is merged with the appropriate quantity values updated to reflect the new merged value. *** 103**
Line 4 – The employee decides one or more item(s) are no longer required. Implement the Modify Purchase Order Use Case
Line 4 – The employee entered in details for one or more items incorrectly. Implement the Modify Purchase Order use case

Error conditions:

Line 4 – Validation Error. Indicate the problem and prompt for re-entry

Business Rule Applications:

*101 – Purchase Order Requires an Item
*102 – PO Status Fields
*103 – Duplicate Items Rule
*112 – Departmental Supervisor