**Expenditure Management System (EMS)**

Expenditure Management System is a system for IIT, University of Dhaka to manage and record each transaction related to the expense in various sectors. The system is administrated by the Director of IIT, University of Dhaka. The system is also driven by a set of teachers who is assigned by the Director in one or many sectors of expense.

First, the Director needs to add specific sectors of expense. Then, he/she adds various field names of expense under each sector with a unique field access key and estimated amount collected from the annual budget report. At the beginning of the year, the Director, super admin of the system assigns each teacher as the sub admin of the system with a unique username, password, one or many sector names. The director also needs to add one or many field access keys under each sector name.

After successful addition of the sub admins, each sub admin proposes an amount of expense corresponding to the assigned fields of the assigned sectors. Then their proposal is sent to the Director for approval. If the Director approves it then, the amount will be added to the proposed field of the proposed sector. If he/she rejects the proposal, then the proposal will be discarded and a notification is sent to the sub admin about the rejected proposal.

At the end of the year, the system will produce an annual report to the director mentioning the spent amount of each fields of each sector. If the total spent amount is below 75% or over 100% of the total estimated amount then, a special report is generated to the Director by the system mentioning the over spent fields of each sectors. The director can remove the sub admins in order to prepare the system again.

[The Director must be authenticated too]