Project – Web based Accounting Application

Document Type: User Stories

User Story 1: Finance Manager

As a Finance Manager, I want to be able to view financial reports and statements, so that I can analyse the financial health of the organization.

Acceptance Criteria:

i. When logged in as a Finance Manager, there should be a "Reports" section accessible from the dashboard.

ii. The "Reports" section should contain options to generate standard financial statements such as Income Statement, Balance Sheet, and Cash Flow Statement.

iii. Each financial statement should have filters for selecting the reporting period (e.g., monthly, quarterly, annually).

iv. The generated reports should be displayed in a readable format with clear headings and appropriate formatting.

v. Finance Managers should have the option to export the reports in PDF or CSV format for further analysis or sharing.

User story 2: Accountant

As an Accountant, I want to be able to create and customize the chart of accounts, so that I can align it with the organization's structure and reporting needs.

Acceptance Criteria:

i. There should be a dedicated "Chart of Accounts" module accessible from the main menu.

ii. Accountants should have the ability to add, edit, or delete account categories and subcategories.

iii. Each account entry should include fields for account code, account name, account type (e.g., asset, liability, equity, revenue, expense), and description.

iv. Accountants should be able to organize accounts hierarchically to reflect the organizational structure.

v. Changes made to the chart of accounts should be reflected in real-time across the application.

User Story 3: Bookkeeper

As a Bookkeeper, I want to be able to record financial transactions in real-time, so that I can maintain accurate and up-to-date financial records.

Acceptance Criteria:

i. There should be a "Transactions" module accessible from the main menu.
ii. Bookkeepers should be able to enter new financial transactions manually or import them from external sources.
iii. Each transaction entry should include fields for date, transaction type (e.g., sale, purchase, expense, payment, receipt), account affected, amount, and description.
iv. The application should validate transaction entries to ensure accuracy and consistency (e.g., debit and credit amounts balance).
v. Bookkeepers should be able to view and edit existing transactions, as well as search for transactions based on criteria such as date, account, or transaction type.

User Story 4: Accounts Payable Clerk

As an Accounts Payable Clerk, I want to be able to process invoices and track payments, so that I can ensure timely payments to vendors and suppliers.

Acceptance Criteria:

i. There should be an "Invoices" module accessible from the main menu.
ii. Accounts Payable Clerks should be able to upload or manually enter new invoices into the system.
iii. Each invoice entry should include fields for invoice number, vendor/supplier, invoice date, due date, amount, and payment terms.
iv. The application should support approval workflows for invoices, allowing designated users to review and approve invoices before payment.
v. Accounts Payable Clerks should be able to generate payment batches based on approved invoices and process payments via electronic fund transfer or check issuance.
vi. The application should track payment status for each invoice and provide alerts for overdue or upcoming payments.

User Story 5: Accounts Receivable Clerk

As an Accounts Receivable Clerk, I want to be able to generate invoices and track customer payments, so that I can manage outstanding receivables effectively.

Acceptance Criteria:

i. There should be an "Invoices" module accessible from the main menu.
ii. Accounts Receivable Clerks should be able to create new invoices manually or generate them automatically based on sales orders or project milestones.
iii. Each invoice entry should include fields for customer, invoice date, due date, amount, and billing terms.
iv. The application should support multiple billing options, including one-time invoices, recurring invoices, and instalment billing.
v. Accounts Receivable Clerks should be able to track payment status for each invoice, including partial payments and overdue invoices.
vi. The application should automatically generate reminders or collection letters for overdue invoices and provide alerts for high-risk accounts.

User Story 6: Financial Analyst

As a Financial Analyst, I want to be able to generate custom reports and perform ad-hoc analysis, so that I can gain insights into financial performance and trends.

Acceptance Criteria:

i. There should be an "Ad-hoc Reporting" module accessible from the main menu.
ii. Financial Analysts should be able to create new custom reports by selecting relevant data fields and applying filters.
iii. The application should provide a drag-and-drop interface for building custom report layouts and formatting options for data presentation.
iv. Financial Analysts should be able to save and share custom report templates with other users.
v. The generated custom reports should be exportable in various formats (e.g., PDF, CSV) for further analysis or sharing.
vi. The application should support real-time data refresh for custom reports, ensuring that the latest data is always available for analysis.