**Maintain Profitability**

**Casual Use Case Specification: UC 07 - Maintain Profitability**

**Brief Description:**

**This use case enables the Finance Manager to monitor expenses, pay bills, track income, and maintain corporate profitability**

**Section 1: Business Rule(s):**

BR 40: Finance Manager must enter invoices immediately after receiving them.

BR 41: All invoice amounts must be confirmed with physical copy before entering into system.

BR 42: All wages payable must be confirmed for accuracy before input into system.

BR 43: Employee’s paycheques get processed and sent the first and third Friday of every month.

BR 44: Finance manager is the only one who commit invoices and wages into the financial system.

**Section 2: Scenarios (HD):**

**Scenario 2: Enter Invoices into system**

**Preconditions:**

Invoices are received on a regular basis and must be inputted, tracked, verified, and paid

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| **Step#** | **Actor ( Finance Manger )** | **System** | **Data Used** |
| 1 | Receive physical invoice | N/A | N/A |
| 2 | Enter Invoice into system | The system displays a form that takes all information from the invoice and stores it under a unique Invoice#. It also provides the ability to search for past invoices by Invoice#. | Invoice#,  Billing Company,  Amount Due,  Due Date,  Remittance Address,  Optional: Early Payment Discounts |
| 3 | Verify Information in system matches physical invoice | The finance manager verifies that the information in both the physical and e-invoice match | Invoice#,  Billing Company,  Amount Due,  Due Date,  Remittance Address,  Optional: Early Payment Discounts |
| 4 | Post to system | The finance manager commits the invoice into the system through the systems form submission. |  |

**Successful Post-Conditions:** Verified invoices and entered into the accounting system and the information is used in profitability monitoring.

Section 2: Scenarios (HD):

Scenario 1: Process Employee Payroll

**Preconditions**

As per business rule BR 23, it must be the first or the third Friday of that month for this scenario to begin

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| **Step#** | **Actor (Finance Manager)** | **System** | **Data Used** |
| 1 | Begin Payroll Processing | On scheduled days, the system automatically calculates employee wages/salary based on the hours/worked they’ve clocked into the system and sends an alert to the screen requiring attention from the Finance Manager. | Employee name,  Employee hours,  Employee salary,  Wages due |
| 2 | Confirm payable amounts | The finance manager verifies employee payroll amounts are accurate and appropriate. | Wages due,  Employee name,  Employee hours |
| 3 | Release Employee wages (pay employees) | After confirming payable amounts that the system has calculated, the Finance Manager completes and sends cheques and pays the employees via the finance system. |  |
| 4 | Verify successful payment | After sending cheques, the Finance Manager double checks that the cheques clear and that the amount paid out matches the systems calculated wages. | Wages Paid (Salary Expense)  Wages due |

**Successful Post-Conditions:** An employee receives payment on the scheduled pay date.