User Stories and Acceptance Criteria

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Company Logo

Document Control

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Introduction

This document contains the user stories and acceptance criteria for the Financial Management System (FMS). User stories describe functionality from the end user's perspective, while acceptance criteria define the conditions that must be met for a user story to be considered complete.

The user stories follow the format: **"As a [role], I want [feature] so that [benefit]"** and are prioritized using the MoSCoW method (Must have, Should have, Could have, Won't have).

User Stories and Acceptance Criteria

User Stories

ID	User Story	Priority
US001	As a Finance Manager, I want to create and manage budgets so that I can plan and control financial resources effectively.	Must
US002	As a Finance Manager, I want to create what-if budget scenarios so that I can evaluate different financial strategies.	Should
US003	As an Employee, I want to submit expense reports with receipts so that I can be reimbursed for business expenses.	Must
US004	As a Manager, I want to review and approve expense reports so that I can ensure compliance with expense policies.	Must
US005	As a Finance Manager, I want to generate standard financial reports so	Must

	that I can monitor the organization's financial performance.	
US006	As an Executive, I want to view financial dashboards so that I can quickly assess key financial metrics.	Should
US007	As a Finance Manager, I want to perform month-end closing procedures so that I can ensure accurate financial reporting.	Must
US008	As a Finance Manager, I want to record multi-currency transactions so that I can manage international financial activities.	Must
US009	As a Compliance Officer, I want to maintain audit trails for all financial transactions so that I can ensure regulatory compliance.	Must
US010	As a Department Manager, I want to view budget vs. actual reports so that I can	Should

	monitor my department's financial performance.	
US011	As a Finance Manager, I want to export financial data to various formats so that I can use it in other applications.	Should
US012	As a System Administrator, I want to manage user roles and permissions so that I can control access to financial data.	Must
US013	As a Finance Manager, I want to schedule automated reports so that stakeholders receive regular financial updates.	Could
US014	As a Finance Manager, I want to create custom reports so that I can analyze specific financial aspects.	Could
US015	As a CFO, I want to reopen closed accounting periods so that I can make	Should

necessary adjustments after closing.	

Acceptance Criteria

AC ID	User Story ID	Acceptance Criteria	Test Type
AC001	US001	**Given** I am a Finance Manager **When** I create a new budget **Then** I can specify budget name, fiscal year, and description	F
AC002	US001	**Given** I am creating a budget **When** I enter budget amounts **Then** I can allocate amounts by account and period (monthly/quarterly)	F
AC003	US002	**Given** I am working with a budget **When** I create what-if scenarios	F

		Then I can compare at least 3 different scenarios side by side	
AC004	US003	**Given** I am an Employee **When** I submit an expense report **Then** I must provide date, amount, category, description for each expense	F
AC005	US003	**Given** I am submitting an expense **When** I upload a receipt **Then** the system accepts common image formats (JPG, PNG, PDF)	F
AC006	US004	**Given** I am a Manager **When** I receive an expense report for approval **Then** I can view all expenses with receipts and approve or reject with comments	F
AC007	US005	**Given** I am a Finance Manager **When** I generate a P&L report **Then** I can select monthly, quarterly, or annual views	F
AC008	US005	**Given** I am generating financial reports **When** I generate a Balance Sheet **Then** I can compare with previous period	F
AC009	US005	**Given** I am generating financial reports **When** I generate a Cash Flow report **Then** it includes forecast for next 3 periods	F
AC010	US006	**Given** I am an Executive **When** I view the financial dashboard **Then** I see KPI tiles for revenue, expenses, profit margin, and cash position	F
AC011	US006	**Given** I am viewing the financial dashboard **When** I click on a KPI tile **Then** I can drill down to detailed transaction data	U

Additional User Stories

ID	User Story	Priority
US016	As a Finance Manager, I want to reconcile bank statements so that I can ensure accuracy of financial records.	Must
US017	As a Finance Manager, I want to manage fixed assets so that I can track depreciation and asset values.	Should
US018	As a Finance Manager, I want to generate tax reports so that I can comply with tax regulations.	Must
US019	As a Department Manager, I want to request budget adjustments so that I can adapt to changing business needs.	Should
US020	As a Finance Manager, I want to import transactions from external systems so that I can consolidate financial data.	Should
US021	As a Finance Manager, I want to set up recurring journal entries so that I can automate regular transactions.	Could
US022	As a Finance Manager, I want to manage intercompany transactions so that I can track financial activities between related entities.	Could
US023	As a Finance Manager, I want to perform year-end closing so that I can finalize the fiscal year financial records.	Must
US024	As a System Administrator, I want to configure workflow rules so that I can automate approval processes.	Should
US025	As a Finance Manager, I want to generate financial forecasts so that I can predict future financial performance.	Could

Additional Acceptance Criteria

AC ID	User Story ID	Acceptance Criteria	Test Type
AC016	US010	**Given** I am a Department Manager **When** I view budget vs. actual reports **Then** variances exceeding 15% are highlighted	F
AC017	US011	**Given** I am a Finance Manager **When** I export financial data **Then** I can choose from Excel, CSV, and PDF formats	F
AC018	US012	**Given** I am a System Administrator **When** I set up user roles **Then** I can define granular permissions for each financial function	S
AC019	US013	**Given** I am a Finance Manager **When** I schedule a report **Then** I can specify frequency, recipients, and delivery format	F
AC020	US014	**Given** I am a Finance Manager **When** I create a custom report **Then** I can select data elements, calculations, and groupings	F
AC021	US015	**Given** I am a CFO **When** I reopen a closed period **Then** the system logs the action and requires a reason	S
AC022	US016	**Given** I am a Finance Manager **When** I reconcile bank statements **Then** I can match transactions and identify discrepancies	F
AC023	US017		F

		Given I am a Finance Manager **When** I add a fixed asset **Then** I can specify acquisition cost, useful life, and depreciation method	
AC024	US018	**Given** I am a Finance Manager **When** I generate tax reports **Then** the reports comply with current tax regulations	F
AC025	US019	**Given** I am a Department Manager **When** I request a budget adjustment **Then** the system routes the request to the appropriate approver based on amount	F
AC026	US020	**Given** I am a Finance Manager **When** I import transactions **Then** the system validates the data and reports any errors	F
AC027	US007	**Given** I am performing month-end closing **When** I run reconciliation reports **Then** the system identifies any unreconciled items	F
AC028	US023	**Given** I am a Finance Manager **When** I perform year-end closing **Then** the system automatically carries forward balances to the new fiscal year	F
AC029	US024	**Given** I am a System Administrator **When** I configure workflow rules **Then** I can define conditions, actions, and approval hierarchies	F
AC030	US025	**Given** I am a Finance Manager **When** I generate financial forecasts **Then** I can use historical data and growth assumptions	F