



Document Control




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Use Cases	0.1	April 13, 2025	Sonal Khobragade	Draft

Introduction




This document describes the use cases for the Financial Management System (FMS). Each use case represents a specific interaction between the system and its users to achieve a particular goal. The use cases are derived from the functional requirements specified in the FRD and provide a detailed view of how users will interact with the system.

Use Cases

Actors

-  Finance Manager
-  Department Manager
-  CFO

Preconditions

-  User is authenticated and authorized to access budget management functions
-  Chart of accounts is configured in the system
-  Fiscal year is defined

Postconditions

- ✓ Budget is created and saved in the system
- ✓ Budget is submitted for approval or approved based on user role
- ✓ Budget is available for reporting and variance analysis

Main Flow

Step	Actor	Action	System Response
1	Finance Manager	Navigates to Budget Management module	System displays Budget Management dashboard
2	Finance Manager	Selects "Create New Budget" option	System displays budget creation form
3	Finance Manager	Enters budget name, fiscal year, and description	System validates input
4	Finance Manager	Selects accounts to include in budget	System displays budget line items for selected accounts
5	Finance Manager	Enters budget amounts for each account by period (monthly/quarterly)	System calculates totals and validates entries

6	Finance Manager	Creates what-if scenarios with different assumptions	System generates scenario projections
7	Finance Manager	Selects preferred scenario and saves budget	System saves budget with "Draft" status
8	Finance Manager	Submits budget for approval	System changes budget status to "Pending Approval" and notifies approvers
9	CFO	Reviews and approves budget	System changes budget status to "Approved" and notifies stakeholders

Alternate Flows

A1: Budget Rejection


Step	Actor	Action	System Response
9a.1	CFO	Reviews and rejects budget with comments	System changes budget status to "Rejected" and notifies Finance Manager
9a.2	Finance Manager	Revises budget based on feedback	System allows editing of rejected budget
9a.3	Finance Manager	Resubmits revised budget	System changes budget status to "Pending Approval" and notifies approvers


A2: Budget Duplication

Step	Actor	Action	System Response
2a.1	Finance Manager	Selects "Duplicate Existing Budget" option	System displays list of existing budgets
2a.2	Finance Manager	Selects budget to duplicate and specifies new fiscal year	System creates a copy of the selected budget with new fiscal year




2a.3	Finance Manager	Modifies duplicated budget as needed	System saves changes
2a.4	Finance Manager	Continues from step 7 of main flow	

Business Rules




 BR002: Budget modifications exceeding 10% of the original approved amount require CFO approval.

 BR010: Budget vs. actual variance exceeding 15% must trigger an automatic notification to the department manager and finance director.

Actors

-  Employee
-  Manager
-  Finance Team

Preconditions

-  User is authenticated and authorized to access expense management functions
-  Expense categories are configured in the system
-  Approval workflows are defined

Postconditions

- ✓ Expense claim is submitted, approved, and processed
- ✓ Expense transactions are recorded in the general ledger
- ✓ Employee is reimbursed for approved expenses

Main Flow

Step	Actor	Action	System Response
1	Employee	Navigates to Expense Management module	System displays Expense Management dashboard
2	Employee	Selects "Create New Expense Report" option	System displays expense report form
3	Employee	Enters expense report details (purpose, date range)	System validates input
4	Employee	Adds expense items with date, category, amount, and description	System validates each expense item
5	Employee	Uploads receipt for each expense item	System attaches receipts to expense items
6	Employee	Submits expense report	

			System displays detailed transaction data
7	Finance Manager	Exports report to desired format (PDF, Excel, CSV)	System generates export file and provides download link
8	Finance Manager	Saves report configuration for future use	System saves report parameters and configuration
9	Finance Manager	Distributes report to stakeholders	System sends report to specified recipients with access controls

Alternate Flows

A1: Scheduled Reports

Step	Actor	Action	System Response
8a.1	Finance Manager	Selects "Schedule Report" option	System displays scheduling options
8a.2	Finance Manager	Specifies frequency, recipients, and delivery format	System validates scheduling parameters
8a.3	Finance Manager	Confirms schedule	System saves schedule and confirms setup
8a.4	System	Generates and distributes report according to schedule	System logs scheduled report generation and distribution

A2: Custom Report Creation

Step	Actor	Action	System Response
2a.1	Finance Manager	Selects "Create Custom Report" option	System displays report designer interface
2a.2	Finance Manager	Selects data elements, calculations, and groupings	System validates selections and updates preview

