System Requirement Specification
Financial Planning System

Security Classification: **Confidential**

Approval Page

Decision ☐ Approved ☐ Rejected

Name: ____

Signature/Date: ____

Revision History

Date	Version	Author	Change Description
28/09/2022	0.1	ThuTH3	Version 0.1
27/10/2022	0.2	ThuTH3	Update: - High Level Business Process - Use Case Diagram - User Management use cases: Create/Edit/View/Activate-Deactivate Users - Common Component - Message List and Email List - Numbering and references
03/11/2022	0.3	ThuTH3	Update: - Import and Re-up Plan/Report: Change from Popup to Screen (2 steps) - Allow Accountant to approve each expense within a plan - Get rid of Deny button - Add rules: Financial staff only allow to view reports/plan that belongs to the same department - Add rules: Accountant can edit/delete/import plans/reports of Accounting department. Can view and approve the plan of other departments.
07/11/2022	0.4	ThuTH3	Update: - Remove Currency and Exchange rate. Use VND only - Add search criteria: Quarter in report list - Allow to export multiple expense report in Report list.
08/11/2022	0.5	ThuTH3	Update: - Fix file template to VND (Unite price and total)
10/11/2022	1.0	ThuTH3	Sign-off version

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1. INTRODUCTION

1.1 Purpose

The Software Requirement Specifications will:

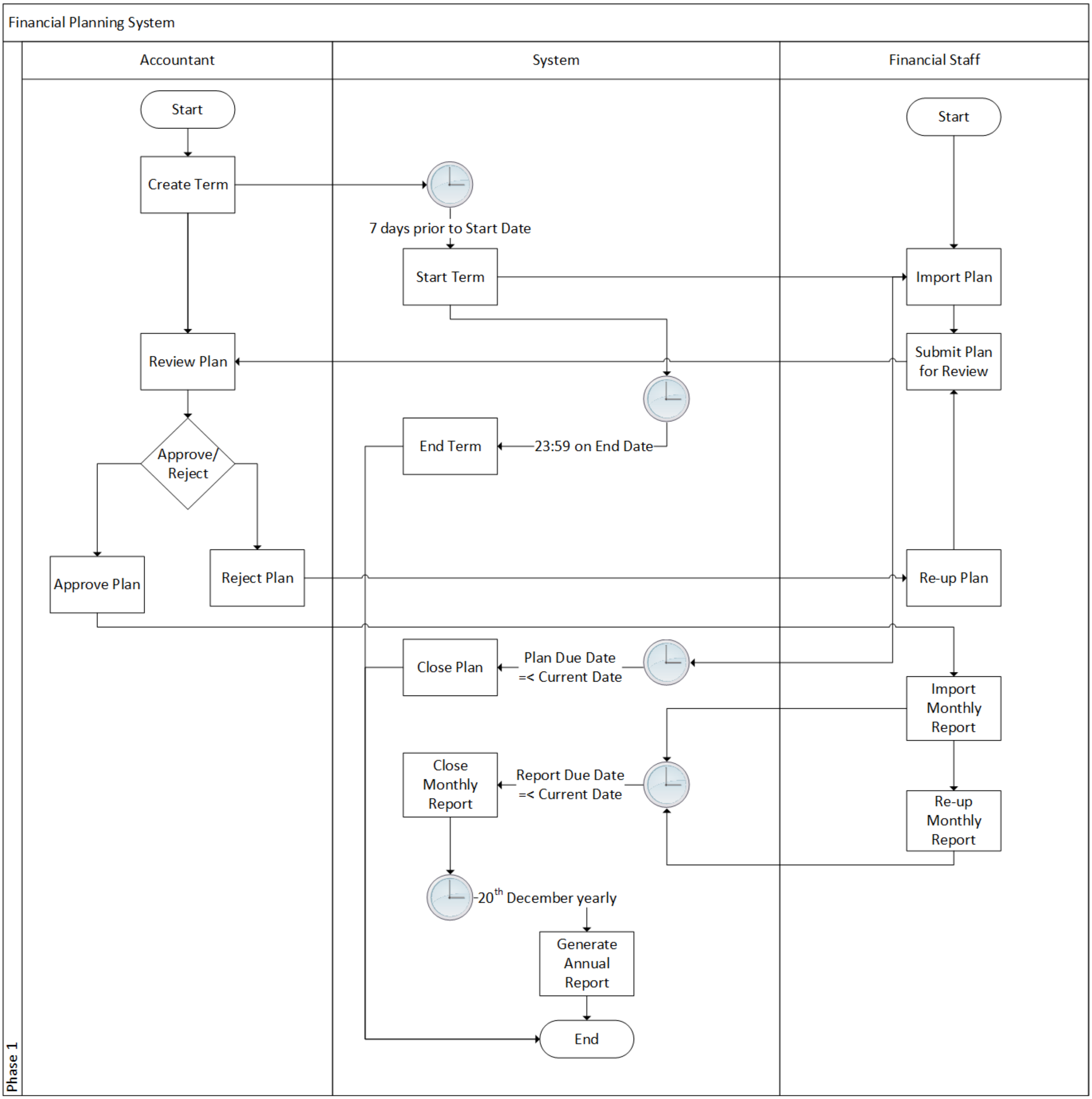
- Define the scope of business objectives, business functions, and organizational units covered,
- Identify the business processes that the solution must facilitate,
- Facilitate a common understanding of what the functional requirements are for all parties involved,
- Establish a basis for defining the acceptance tests for the solution to confirm that what is delivered meets requirements.

The purpose of the document is to collect and analyze all assorted ideas that have come up to define the system, its requirements with respect to consumers. Also, we shall predict and sort out how we hope this product will be used in order to gain a better understanding of the project, outline concepts that may be developed later, and document ideas that are being considered, but may be discarded as the product develops.

2. HIGH LEVEL REQUIREMENTS

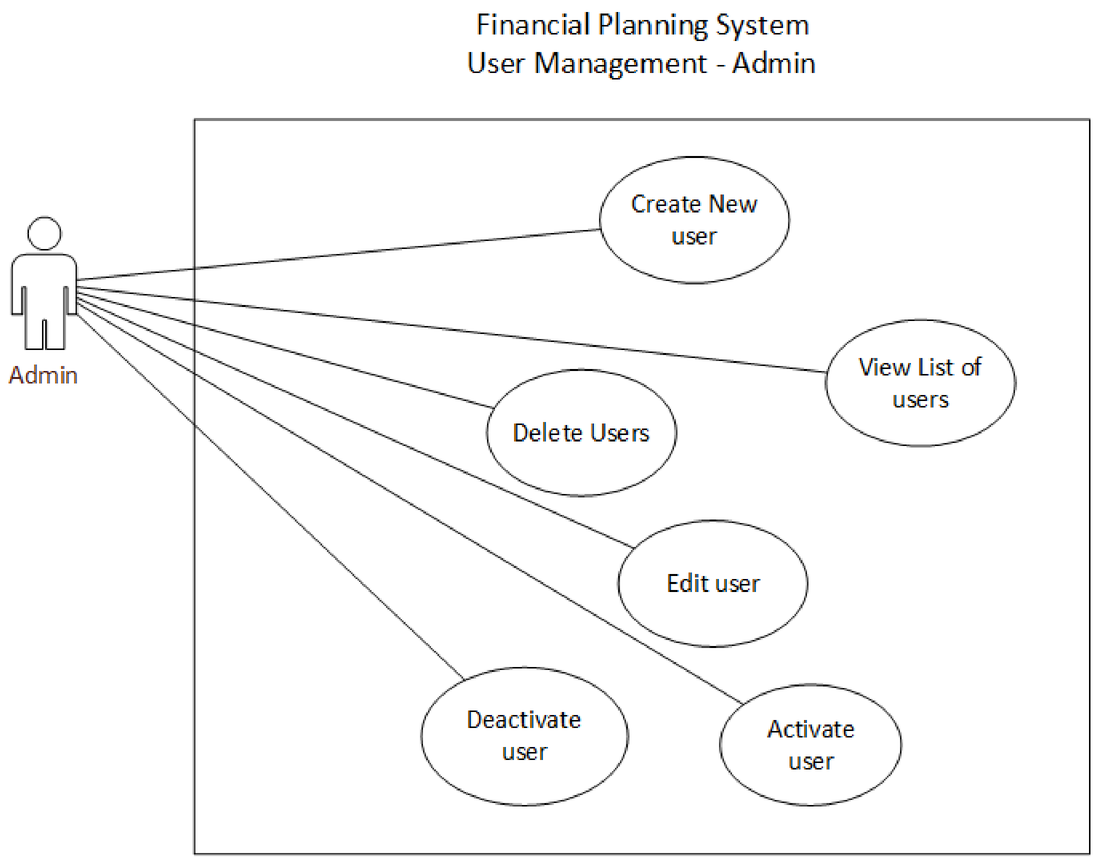
This section describes the general overview of the system functions or business processes which are depicted in different diagrams. It shows the types of users, their granted permissions to perform specific system functions and the sequence required to complete a business workflow (if any). As the section name implies, it is high-level which means not detailed enough. For detailed requirement specification, please see Use Case Specifications section below.

2.1 High Level Business Process

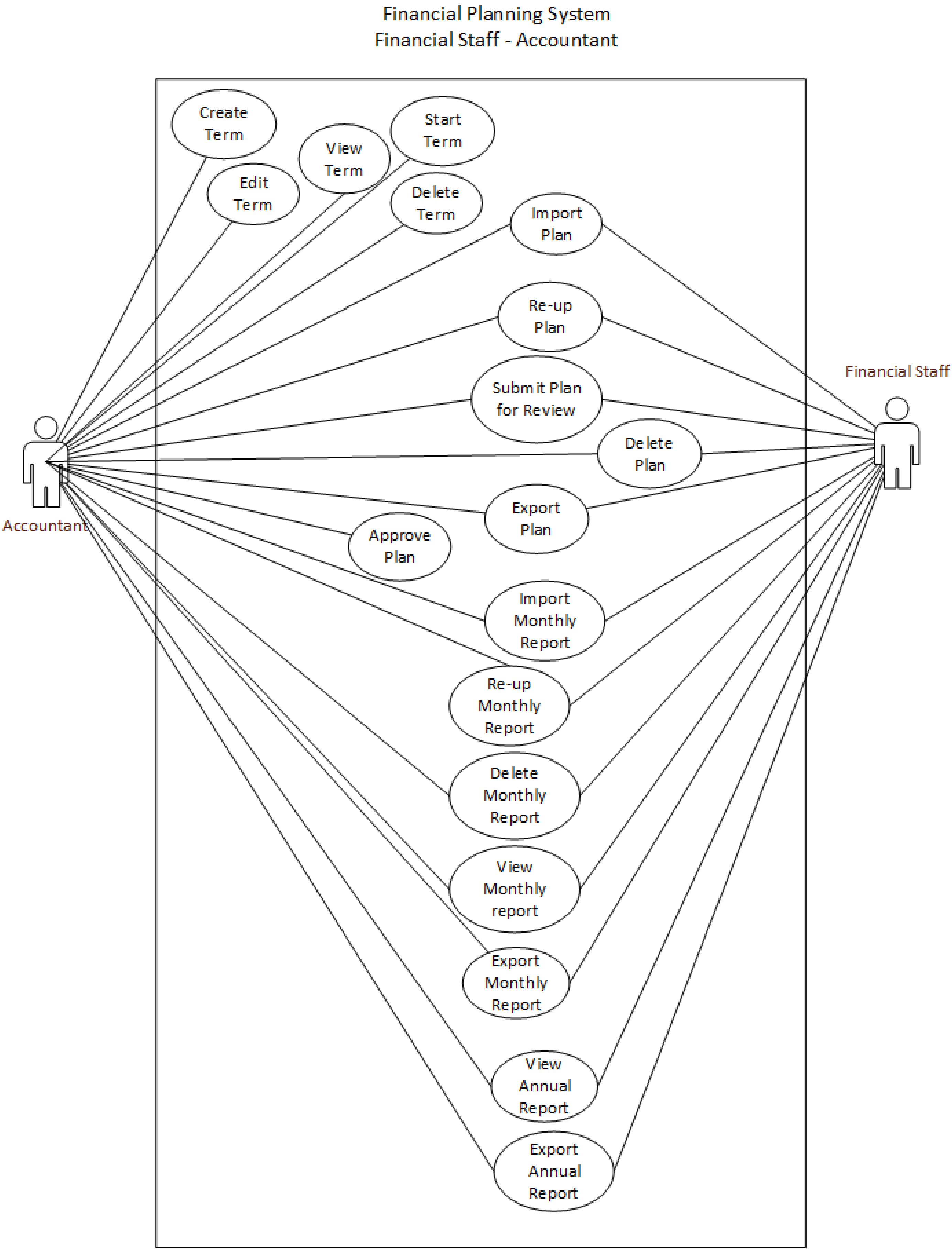


2.2 Use Case Diagram

2.2.1 Admin



2.2.2 Financial Staff – Accountant



2.3 Actor

Actors	Description
Admin	Users who have the permission to create and manager user accounts in the system
Financial Staff	Users who have the permission to import financial plan and expense report for a functional department
Accountant	Users who have the permission to manage terms, approve financial plan and view expense report Accounting is also a functional department so this actor will also be able to process financial plan and reports as Financial Staff

2.4 Use Case Catalogue

UC ID	UC Name	Description
Module 1: Login		
UC01	Login	This use case allows users to log in.
UC02	Log out	This use case allows users to log out of the system
UC03	Forgot password	This use case allows user to reset password
Module 2: Term Management		
UC04	View list of terms	This use case allows accountants and Financial Staff to view the list of existing terms in the system
UC05	Create term	This use case allows accountants to create a new term
UC06	View term	This use case allows accountants and Financial Staff to view a term details page
UC07	Edit term	This use case allows accountants to edit a term
UC08	Start term	This use case allows accountants to start a term so that the financial plan and expense report can be uploaded
UC09	Delete term	This use case allows accountants to delete the term
Module 3: Financial Plan		
UC10	View list of Financial Plan	This use case allows users to view the list of Financial Plan
UC11	Import plan	This use case allows users to import a financial plan
UC12	View plan details	This use case allows users to view the details of a financial plan
UC13	Edit Plan	This use case allows users to edit a financial plan by re-uploading the file
UC14	Delete plan	This use case allows users to delete a financial plan
UC15	Submit plan for review	This use case allows users to submit a financial plan for review
UC16	Approve financial plan	This use case allows accountants to approve financial plan
UC17	Export plan	This use case allows user to export by downloading the plan
Module 4: Financial report		
UC18	View list of Monthly expense report	This use case allows users to view the list of Monthly expense report
UC19	Import Monthly expense report	This use case allows users to import a Monthly expense report
UC20	View Monthly expense report details	This use case allows users to view the details of a Monthly expense report
UC21	Edit Monthly expense report	This use case allows users to edit a Monthly expense report by re-uploading the file

UC22	Export Monthly expense report	This use case allows user to export the Monthly expense report by downloading
UC23	Delete Monthly expense report	This use case allows users to delete a Monthly expense report
UC24	View list of annual expense report	This use case allows users to view the list of expense report across the year
UC25	View annual expense report details	This use case allow user to view the detailed expense report of a year (Annual)
UC26	Export Annual expense report	This use case allows user to export the annual expense report by downloading
Module 05: User management		
UC27	View list and search user	This use case allows Admin to view list of all accounts and search for a specific user
UC28	Create new user	This use case allows Admin to create a new user account in the system
UC29	Edit user	This use case allows Admin to edit an user account details page
UC30	View user details	This use case allows Admin to view the user account details page
UC31	Activate/Deactivate user	This use case allows Admin to activate/de-activate an user account

3. Use Case Specifications

This section covers the system's functional requirements which details what the system must do in terms of input, behavior and the expected output. It elicits the interaction between the actor(s) and the system, the system's behavior and the results of their interactions.

3.1 UC01: Log in

3.1.1 Overview.

ID and Name	Log in
Description	This use case allows users to log in.
Actor	Admin, Financial Staff, Accountant
Trigger	Users click on the Log in button
Pre-condition	Users have valid accounts in the system
Post-condition	Users can log into the system

3.1.2 Flow of Events

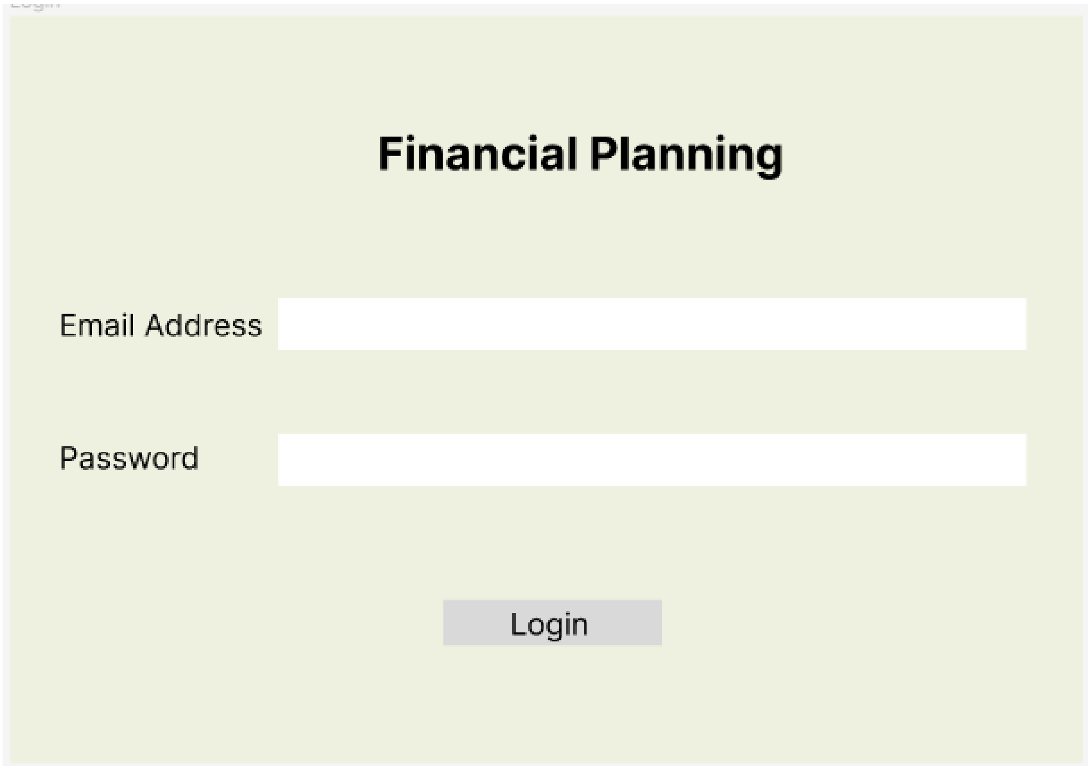
3.1.2.1 Basic Flow

Step	Description
1	Users access the system and click on Login button on header
2	The system displays the Log in screen
3	Users fill the account information and click the Log in button
4	The system validates the account credentials successfully and allows the user to access the system
5	System display the homepage and module according to user's role
	The flow ends

3.1.2.2 Exception flow 1 - User fill incorrect password and/or email address

Step	Description
1	At step 3, users enters in correct email and/or password
2	The system fails to validate the credentials and return error message - If Email address or password don't match OR email address doesn't exist in the system, display error message – ME001: "Either email address or password is incorrect. Please try again" - If Email address is wrong format, display error message – ME002: "Please enter a valid email address" - If any of the required field is blank, display error message – ME003: "This field is required."

3.1.3 Mock-up Screen



Screen 1. Login – Sign Up

3.1.4 Screen Description

3.1.4.1 Login screen

REF	Field Name	Control Type	Data Type	Description
1.	Title	Label	Text	Display “Financial Planning”
2.	Email address	Text field	All characters	Mandatory. Default to blank. Allow to enter email address. Must be email address format
3.	Password	Text field	Text	Mandatory. Default to blank. Allow to enter password. Password will be masked when user types
4.	Login	Button	N/A	Click to login

3.2 UC02: Log out

3.2.1 Overview.

ID and Name	Log out
Description	This use case allows users to log out
Actor	Admin, Financial Staff, Accountant
Trigger	Users click on the Log out
Pre-condition	Users have already logged in
Post-condition	Users can log out of the system

3.2.2 Flow of Events

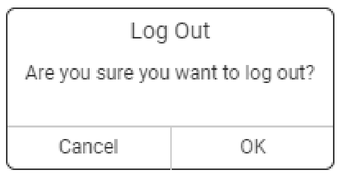
3.2.2.1 Basic Flow

Step	Description
1	Logged-in users click on Logout link on header
2	The system displays the confirmation dialog: “Are you sure you want to log out?”
3	Users click OK to confirm
4	User is logged out of the system
5	System display Login screen.
6	The flow ends

3.2.2.2 Exception flow 1 - User cancel when log out

Step	Description
1	At step 3, users click Cancel to discard the flow
2	System closes the dialog and no changes are made

3.2.3 Mock-up Screen



Screen 2. Log out dialog

3.2.4 Screen Description

3.2.4.1 Header / Log out link

REF	Field Name	Control Type	Data Type	Description
1.	Log out link	Text link	Text	Click to log out of the system

3.3 UC03: Forgot password

3.3.1 Overview.

ID and Name	Forgot password
Description	This use case allows user to reset password
Actor	Admin, Financial Staff, Accountant
Trigger	User clicks on “Forgot password” link on login screen
Pre-condition	User forget his/her password to access to system
Post-condition	User is backed to login screen

3.3.2 Flow of Events

3.3.2.1 Basic Flow

Step	Description
1.	From Log in screen, users click Forgot password
2.	The system displays the Forgot password screen
3.	Users enter email address and click Send
4.	The system validate that email address exists in the system and send an email with a reset password links to user (Email template EM01) System displays success message ME004: “We've sent an email with the link to reset your password.”

Step	Description
5.	Users click in the link in the email
6.	The system displays a screen for user to reset password
7.	Users enter new password and confirm password
8.	The system update the new password for users
9.	User can use the new password to login
10.	The flow ends

3.3.2.2 Exceptional Flow 1 – Users cancel the Forgot password flow

Step	Description
1.	At step 3, user doesn't enter email address and click Cancel
2.	The system direct back to Login screen
3.	The flow ends

3.3.2.3 Exceptional Flow 2 – The reset password link has expired or has been used

Step	Description
1.	At step 5, the link in the email address has expired or has been used
2.	The system displays an error message ME005 "This link has expired. Please go back to Homepage and try again." to inform user
3.	The flow ends

3.3.2.4 Exceptional Flow 3 – The email address user enters doesn't exist in the system

Step	Description
1.	At step 3, the system validates that email address doesn't exist in the system
2.	System display error message ME006: "The email address doesn't exist. Please try again."
3.	The flow ends

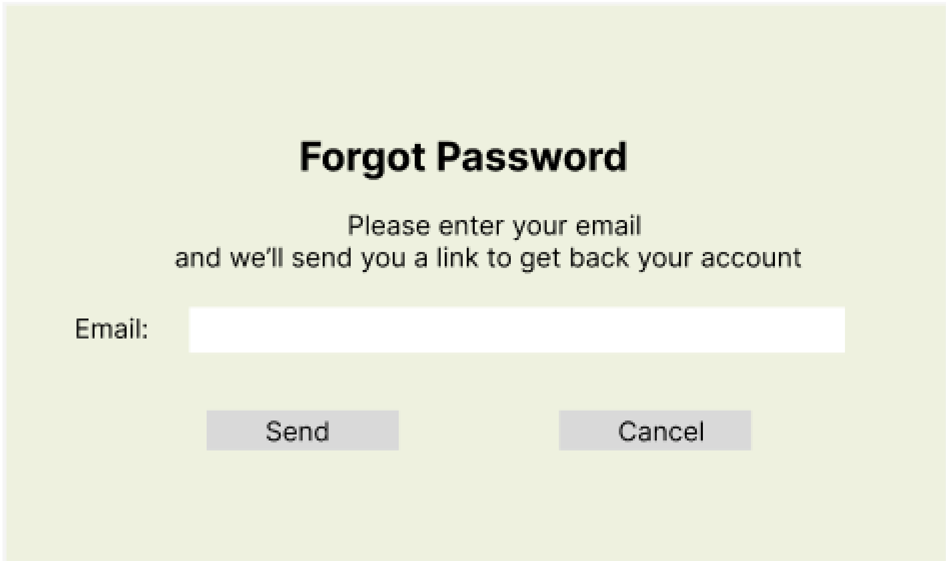
3.3.2.5 Exceptional Flow 4 – New password and confirm password doesn't match

Step	Description
1.	At step 7, new password and confirm password don't match
2.	The system displays an error message ME007: "Password and Confirm password don't match. Please try again." to inform user

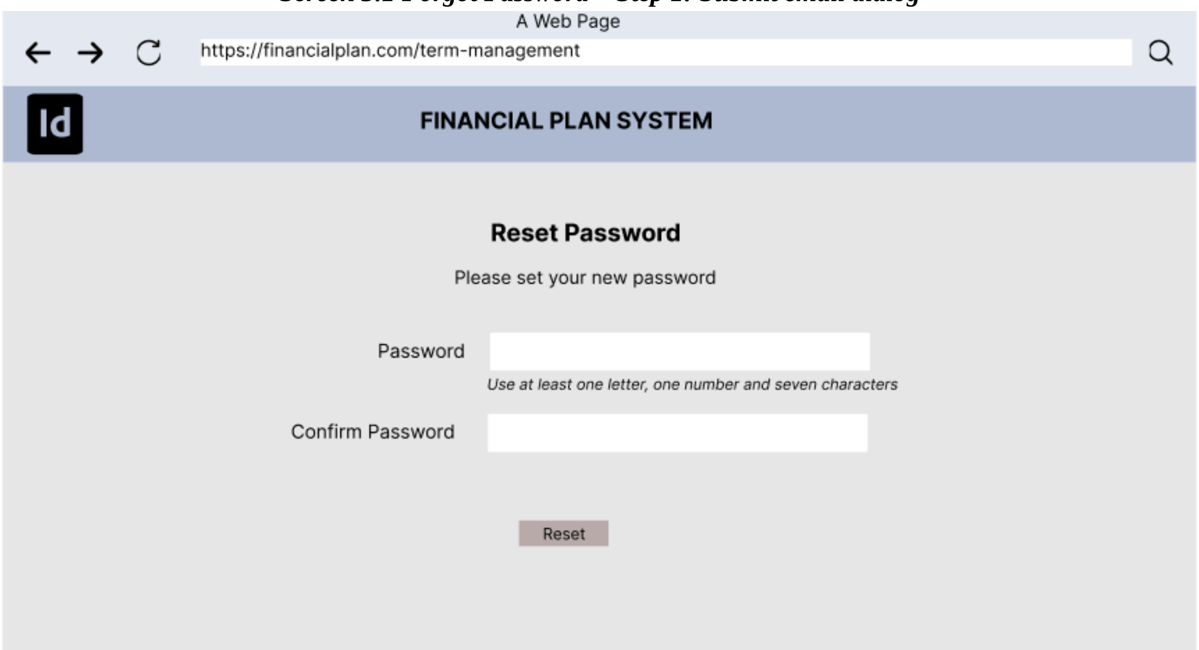
3.3.2.6 Exceptional Flow 5 – New password or confirm password doesn't meet the password requirement

Step	Description
1.	At step 7, new password or confirm password doesn't meet password requirement.
2.	The system displays an error message ME008: "Password must contain at least one number, one numeral, and seven characters." to inform user
3.	The flow ends

3.3.3 Mock-up Screen



Screen 3.1 Forgot Password – Step 1: Submit email dialog



Screen 3.2. Forgot password – Step 2: Reset Password screen

3.3.4 Screen Description

3.3.4.1 Forgot Password / Step 1: Enter email dialog

REF	Field Name	Control Type	Data Type	Description
1.	Dialog's title	Label	N/A	Display "Forgot password"
2.	Instruction	Label	Text	Display "Please enter your email and we'll send you a link to get back your account."
3.	Email address	Text field	All characters	Mandatory. Default to blank. Allow to enter user's email address Must be email address format
4.	Send	Button	N/A	Click to submit the email address
5.	Cancel	Button	N/A	Click to close dialog

3.3.4.2 Reset Password screen / Step: Enter password

REF	Field Name	Control Type	Data Type	Description
1.	Password	Text field	All characters	Mandatory. Default to blank. Allow to enter password. Password will be masked when user types
2.	Instruction	Label	Text	Display "Use at least one letter, one number and seven characters."
3.	Confirm password	Text field	All characters	Mandatory. Default to blank. Allow to enter confirm password. Password will be masked when user types
4.	Reset	Button	N/A	Click to reset the password

3.3.5 Business Rules

Business Rule ID	Business Rule Description
BRL-03-01	User must input email correctly
BRL-03-02	The reset password link can only be used 1 time. Afterwards it will be invalid
BRL-03-03	The reset password link is only valid for 24 hours. Afterwards it will expire
BRL-03-04	System only send reset password email to valid email address that already tied to an existing and active account in the system.
BRL-03-05	Password needs to be encrypted. Password needs to have at least one letter, one number and seven characters.

3.4 UC04: View list of terms

3.4.1 Overview.

ID and Name	View list of terms
Description	This use case allows accountants and Financial Staff to view the list of existing terms in the system
Actor	Accountants, Financial Staff
Trigger	Users click on the Term Management menu
Pre-condition	User has logged in as Accountant or Financial Staff
Post-condition	Users can view the list of existing terms in the system

3.4.2 Flow of Events

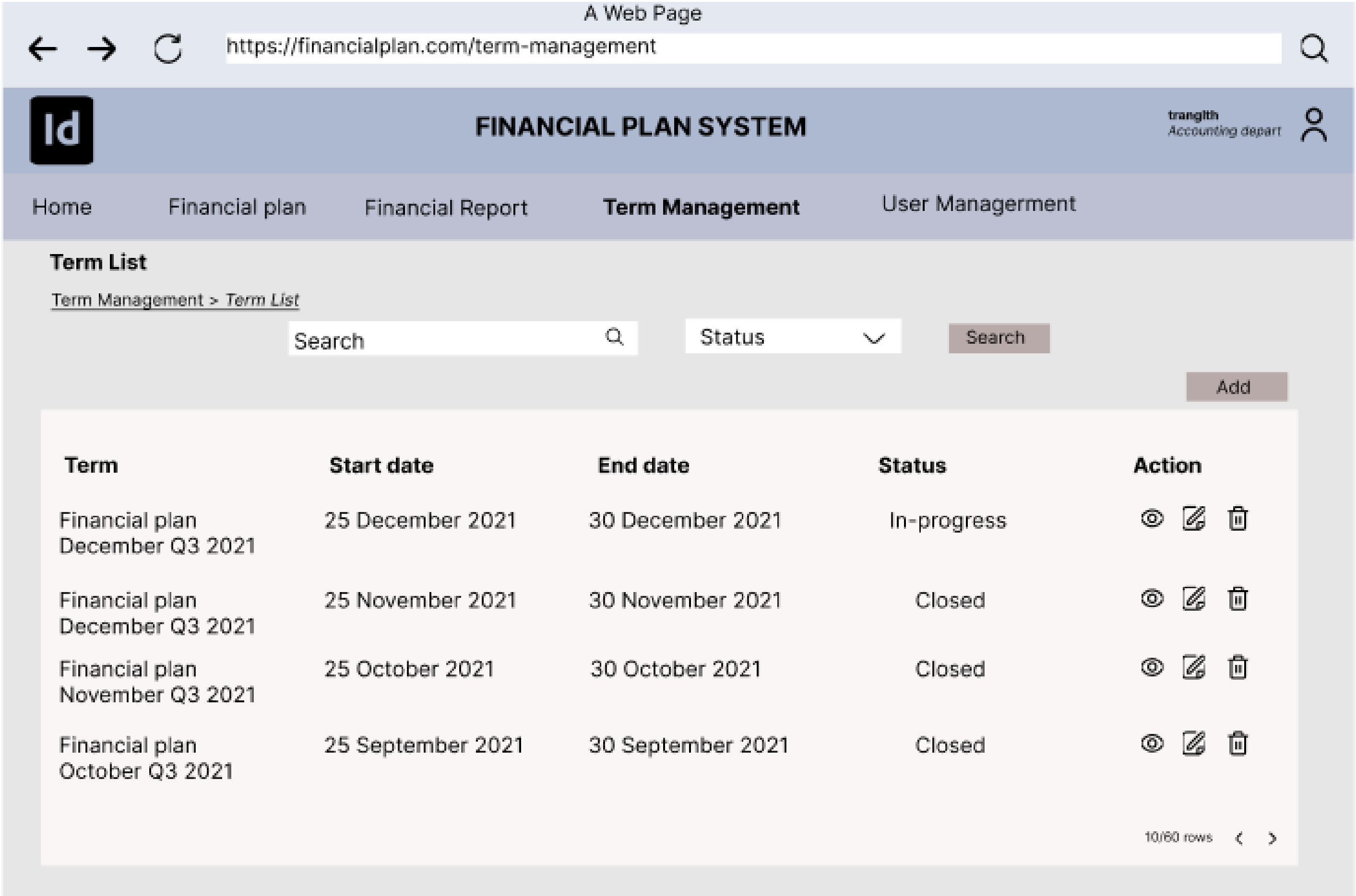
3.4.2.1 Basic Flow

Step	Description
1.	Accountant logs into the system and select Term Management
2.	The system displays the Term list to search and filter by status
3.	The system display the list of terms that matches with the search criteria
4.	Users view the list of search results
5.	The flow ends

3.4.2.2 Exception flow 1 - Search returns no results

Step	Description
1.	At step 4, system doesn't find any terms that match with the search result
2.	System returns the no result message (ME009: "No items match your credentials, please try again.")
3.	The flow ends

3.4.3 Mock-up Screen



Screen 4.1 - View list of terms – Accountant

3.4.4 Screen Description

3.4.4.1 Search section

REF	Field Name	Control Type	Data Type	Description
1.	Page title	Title	Text	Display: “Term List”
2.	Search	Text field	Text	Mandatory. Default to blank. Allow to enter the term name to search If blank, display error message ME010: “Please enter keyword”
3.	Status	Combobox	Text	Optional. Default to blank Allow to select a status to search List of values: New, In-Progress, Closed If blank, search for all status
4.	Search	Button	N/A	When clicked • Search based on the search criteria • Return the list of matching terms in the search result table
5	Add	Button	N/A	Available for both Accountant only. Hidden for Financial Staff. Trigger UC05

3.4.4.2 Search result table

REF	Field Name	Control Type	Data Type	Description
1.	Term	Column in table	N/A	Display name of term
2.	Start Date	Column in table	N/A	Display the Start Date of the term
3.	End Date	Column in table	N/A	Display the End Date of the term
4.	Status	Column in table	N/A	Display status of the term. Refer to BR
5.	View	Icon Button	N/A	Click to view term detail, trigger UC06 Available for both Accountant and Financial Staff
6.	Edit	Icon Button	N/A	Click to edit term, trigger UC07 Available for both Accountant only. Hidden for Financial Staff
7.	Delete	Icon Button	N/A	Click to delete term, trigger UC09 Available for both Accountant only. Hidden for Financial Staff
8.	Pagination	Buttons	N/A	Refer to Common Component

3.4.5 Business Rules

Business Rule ID	Business Rule Description
BRL-04-01	List of term status: - New: When the term is created but has not been started yet - In-Progress: When the term has been started - Closed: When the term has closed (End Date > Current Date)
BRL-04-02	Financial Staff only allowed to view term. Do not allow to add, edit or delete terms. All of these function will be hidden for Financial Staff

3.5 UC05: Create term

3.5.1 Overview.

ID and Name	Create term
Description	This use case allows accountants to create a new term
Actor	Accountants
Trigger	Users click on Add button in Term list
Pre-condition	Users can access the system
Post-condition	Users can add a new term

3.5.2 Flow of Events

3.5.2.1 Basic Flow

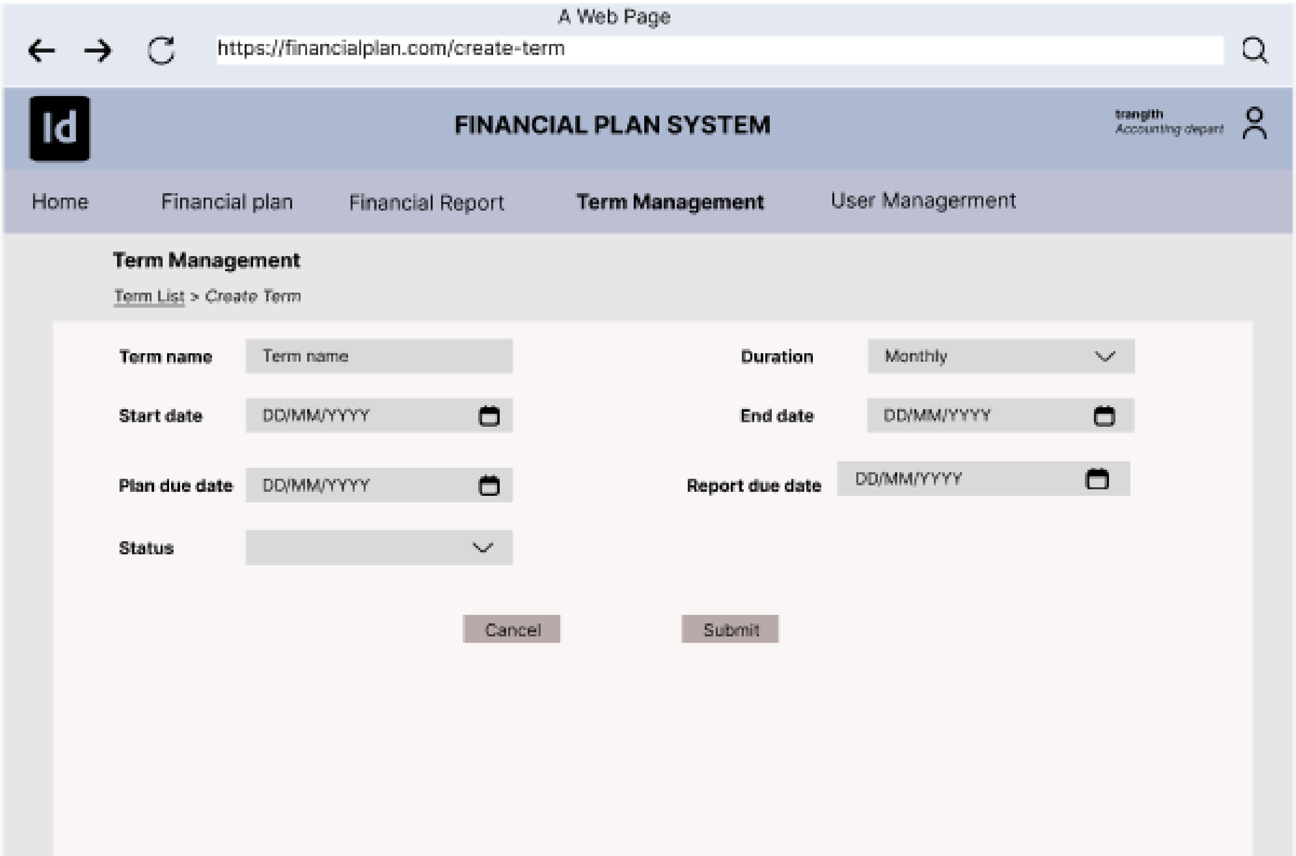
Step	Description
1.	Users click on Add button in Term list
2.	System displays screen to add a new term
3.	Users enter term details and submit
4.	System add the term and direct user back to term list with the new term displayed
5.	System display success message ME011: “A new term has been successfully added”
6.	The flow ends

3.5.2.2 Exception flow 1 – User cancels the flow

Step	Description

7.	At step 3, user click cancel button
8.	System closes the screen and go back to Term list
9.	The flow ends

3.5.3 Mock-up Screen



Screen 5.1. Create term

3.5.4 Screen Description

3.5.4.1 Create term screen

REF	Field Name	Control Type	Data Type	Description
1.	Page title and breadcrumb	Title	Text	Display: "Term Management" Display: "Term List > Create Term"
2.	Term Name	Text box	Image	Allow to enter name of term. Mandatory.
3.	Duration	Dropdown	Text	List of values: - Monthly - Quarterly - Half-year Default to Monthly at creation stage. Allow to edit
4.	Start Date	Text field and date picker	Date	Allow to enter Start Date. Mandatory.
5.	End Date	Text field and date picker	Date	Auto-calculated based on Start Date and Duration. Do not allow to edit. Refer to business rule

6.	Plan Due Date	Text field and date picker	Date	Allow to enter Plan Due Date. Mandatory.
7.	Report Due Date	Text field and date picker	Date	Allow to enter Report Due Date. Mandatory.
8.	Status	Label	Text	Default to New at creation stage. Do not allow to edit
9.	Submit	Button	Text	Click to submit. Go back to term list and system display success message
10.	Cancel	Button	Text	Click to cancel and go back to Term list

3.5.5 Business Rules

Business Rule ID	Business Rule Description
BRL-05-01	End Date will be calculated based on Start Date and Duration - If duration = Monthly: End Date = Start Date + 1 month - If duration = Quarterly: End Date = Start Date + 3 months - If duration = Half-year: End Date = Start Date + 6 months The calculation will take into account the different days in month (not always 30 days) For e.g: If Duration = 1 month, Start Date = Feb 1st 2022 -> End Date = Mar 1st 2022
BRL-05-02	Both Plan Due Date and Report Due Date must be earlier than End Date of the term. If not, display error message: - ME012: “Plan Due Date must be later than End Date” - ME013: “Report Due Date must be later than End Date”
BRL-05-03	If any of the mandatory field is blank, display error message ME003: “This field is required.”

3.6 UC06: View term details

3.6.1 Overview.

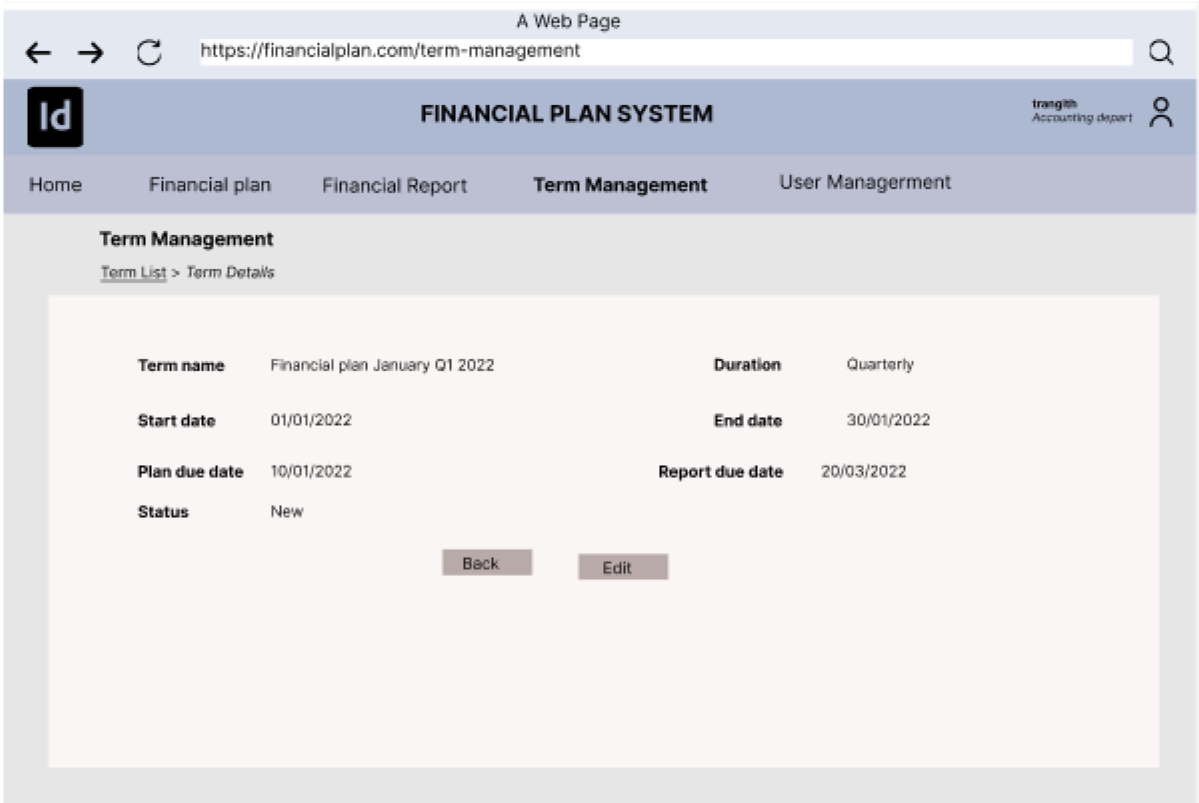
ID and Name	View term details
Description	This use case allows Accountants and Financial Staff to view a term details page
Actor	Accountants and Financial Staff
Trigger	Users click on View button on Term list
Pre-condition	User has logged in to the system as Accountants or Financial Staff
Post-condition	User can view the term details

3.6.2 Flow of Events

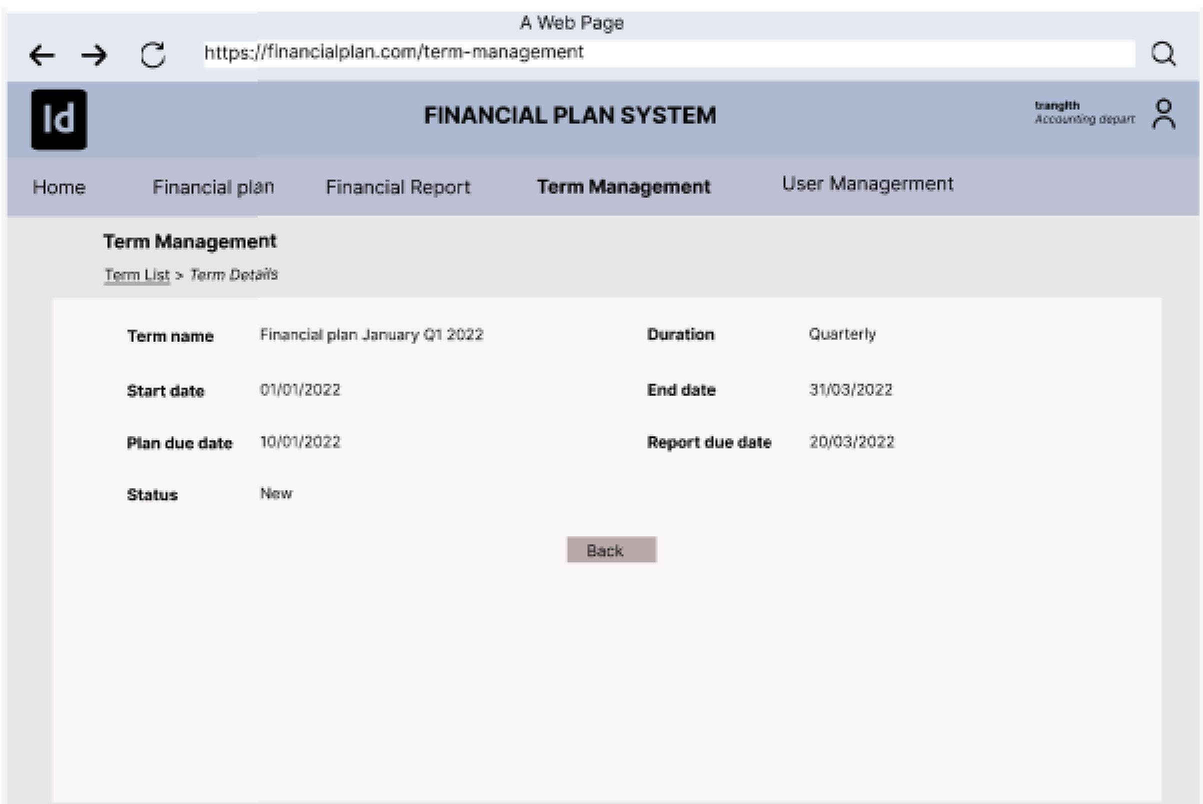
3.6.2.1 Basic Flow

Step	Description
1.	Users click on View button on Term list
2.	System displays the term details screen
3.	The flow ends

3.6.3 Mock-up Screen



Screen 6.1. Term details – Accountant view



Screen 6.2. Term details – Financial staff view

3.6.4 Screen Description

3.6.4.1 Term details

REF	Field Name	Control Type	Data Type	Description
1.	Page title and breadcrumb	Title	Text	Display: "Term Management" Display: "Term List > Term Details"
2.	Term Name	Label	Text	Display term name as entered by Accountant.
3.	Duration	Label	Text	Display duration as entered by Accountant.
4.	Start Date	Label	Date	Display Start Date as entered by Accountant.
5.	End Date	Label	Date	Display End Date as calculated by system
6.	Plan Due Date	Text field and date picker	Date	Display Plan Due Date as entered by Accountant
7.	Report Due Date	Text field and date picker	Date	Display Report Due Date as entered by Accountant
8.	Status	Label	Text	Display Status of the Term
9.	Edit	Button	N/A	Click to go to Edit screen, trigger UC07. Available for Accountant only. Hidden for Financial Staff
10.	Back	Button	N/A	Click to go back to Term list

3.6.5 Business Rules

N/A

3.7 UC07: Edit term

3.7.1 Overview.

ID and Name	Edit term
Description	This use case allows accountants to edit a term
Actor	Accountants
Trigger	Users click on Edit term button in Details page
Pre-condition	Users has logged into the system as Accountant
Post-condition	Users can Edit the term details page

3.7.2 Flow of Events

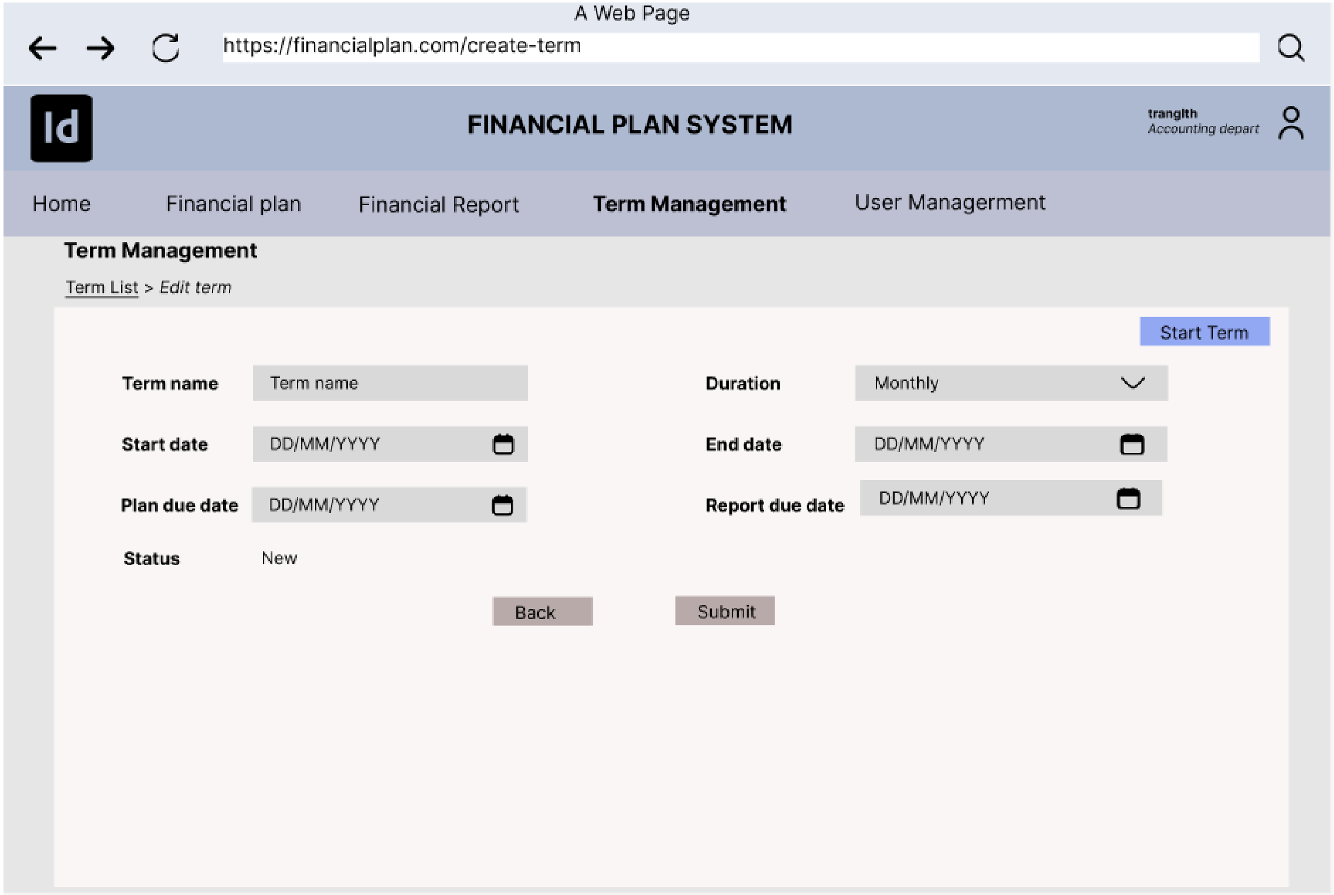
3.7.2.1 Basic Flow

Step	Description
1.	Users click on Edit button on Term details page
2.	System display the Edit term details page
3.	Users edit terms details and submit
4.	System save the changes and display success message ME014: "The term has been updated successfully"
5.	The flow ends

3.7.2.2 Alternative flow 1 – Edit term from term list

Step	Description
1.	User click on Edit button on List of term
2.	Repeat Step 2 in the basic flow

3.7.3 Mock-up Screen



Screen 7. Edit terms

3.7.4 Screen Description

3.7.4.1 Edit term page

REF	Field Name	Control Type	Data Type	Description
1.	Page title and breadcrumb	Title	Text	Display: "Term Management" Display: "Term List >Edit term"
2.	Term Name	Text box	Image	Display value entered by Accountant. Allow to edit. Mandatory.
3.	Duration	Dropdown	Text	Display value entered by Accountant. Allow to edit. Mandatory.
4.	Start Date	Text field and date picker	Date	Display value entered by Accountant. Allow to edit. Mandatory.
5.	End Date	Text field and date picker	Date	Auto-calculated based on Start Date and Duration. Do not allow to edit. Refer to business rule
6.	Plan Due Date	Text field and date picker	Date	Display value entered by Accountant. Allow to edit. Mandatory.
7.	Report Due Date	Text field and date picker	Date	Display value entered by Accountant. Allow to edit. Mandatory.
8.	Status	Label	Text	Display current status, do not allow to edit. Refer to Business rule
9.	Submit	Button	N/A	Click to go to submit the change.

10.	Back	Button	N/A	Click to go back to Term list
11.	Start term	Button	N/A	Click to Start term, trigger UC08 Available for Accountant only. Hidden for Financial Staff

3.7.5 Business Rules

Business Rule ID	Business Rule Description
BRL-07-01	Rule to allow edit term: - Term can only be edited by Accountant - Term can only be edited if the term's status is New - Once the term has been started and status is changed to In-progress, do not allow to edit the term. Hide the button completely - Once the term has been Closed, do not allow to edit
BRL-07-02	Rule to change term's status: - When the term is created, status = **New** - Accountant can click on Start term button to change status to **In-Progress** OR the changed automatically by the system at Start Date - Status is changed to **Closed** automatically by the system at End Date
BRL-07-03	If any of the mandatory field is blank, display ME003: "This field is required."

3.8 UC08: Start term

3.8.1 Overview.

ID and Name	Start term
Description	This use case allows accountants to start a term so that the financial plan and expense report can be uploaded
Actor	Accountants
Trigger	Users click Start term button in Edit term page
Pre-condition	User has logged in as Accountant
Post-condition	User can start the term and change status to In-progress

3.8.2 Flow of Events

3.8.2.1 Basic Flow

Step	Description
1.	Users click Start term button in Edit term page
2.	The system display confirmation dialog
3.	User clicks confirm to start the term
4.	System update term's status to In-progress
5.	The flow ends

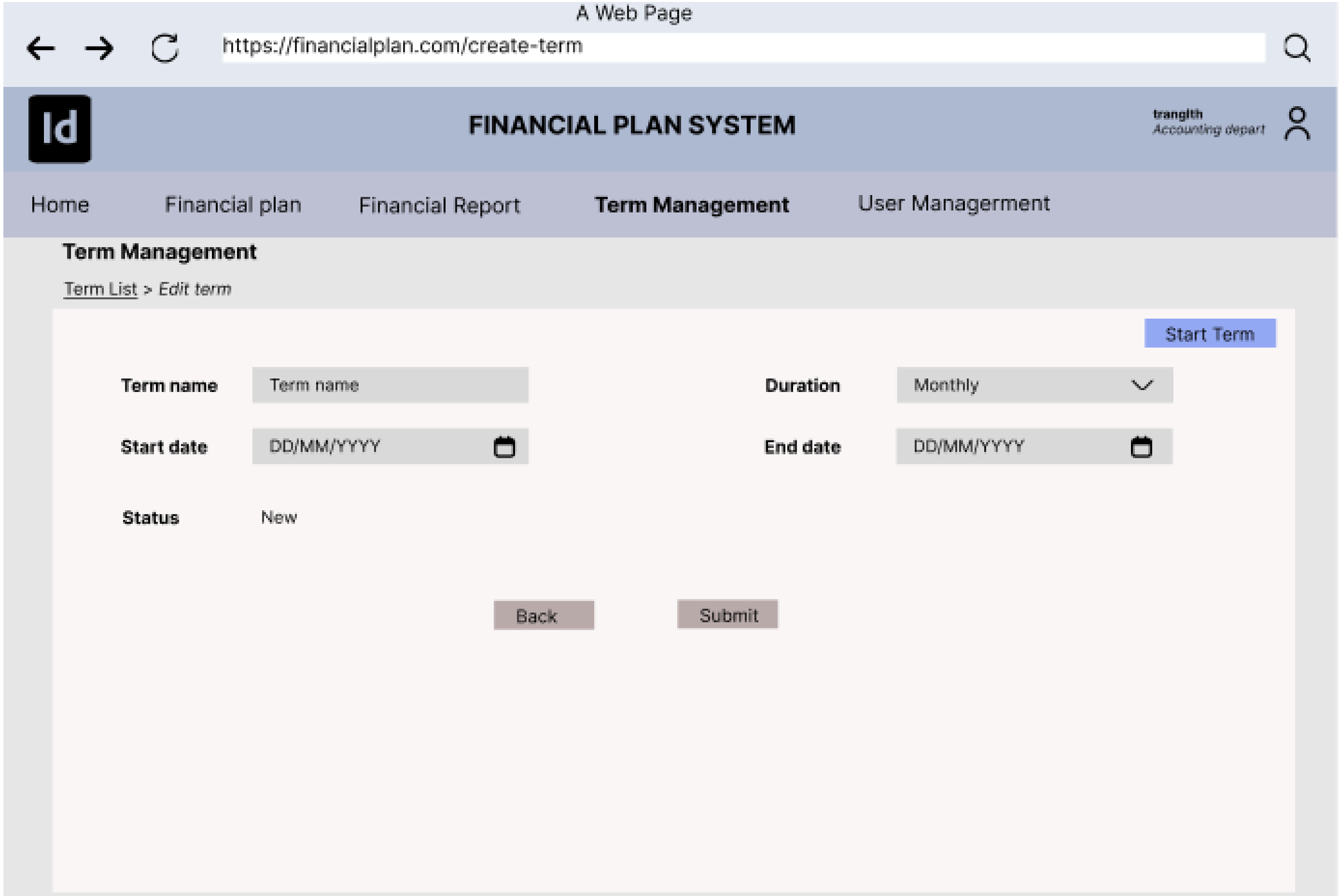
3.8.2.2 Exception flow 1 – User cancels the flow

Step	Description
1.	At step 3, user clicks cancel button
2.	The system closes the dialog and no changes are made

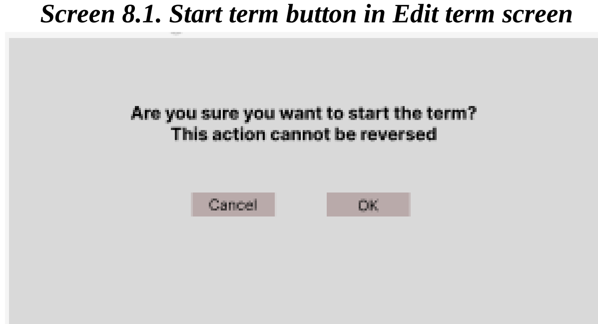
3.8.2.3 Alternative flow 1 – Term is automatically started by system

Step	Description
3.	In case user doesn't click Start button
4.	System automatically start the term at 00:00 of 7 calendar day prior to the start date of the term
5.	System update term's status to In-progress
6.	The flow ends

3.8.3 Mock-up Screen



Screen 8.1. Start term button in Edit term screen



Screen 8.2. Start term confirmation dialog

3.8.4 Screen Description

3.8.4.1 Start term button

REF	Field Name	Control Type	Data Type	Description
1.	Start term	Button	N/A	Click to Start term, trigger UC08 Available for Accountant only. Hidden for Financial Staff

3.8.4.2 Start term Confirmation dialog

REF	Field Name	Control Type	Data Type	Description

1.	Instruction	Label	Text	Display “Are you sure you want to start the term? This action cannot be reversed.”
2.	OK	Button	N/A	Click to confirm
3.	Cancel	Button	N/A	Click to cancel the flow and close the pop-up

3.8.5 Business Rules

Business Rule ID	Business Rule Description
BRL-08-01	Rule to start term: Term can be started either manually or automatically - Accountant can click “Start” button in Term details page to start the term - If the term is not started by Accountant, 7 calendar day prior to the start date of the term, it can will be automatically started at 00:00 • In both case, term’s status will be changed to **In-Progress** and allowing financial staff to submit plan and report.
BRL-08-02	Rule to end term: Term will be automatically at 23:59 on the End Date. Term’s status will be changed to Closed After the term is closed: - Term cannot be edited. - Financial staff cannot submit plan - Accountant cannot approve or deny plan - Financial staff cannot submit expense report

3.9 UC09: Delete term

3.9.1 Overview.

ID and Name	Delete term
Description	This use case allows accountants to delete the term
Actor	Accountants
Trigger	Accountants click on delete button in the term list
Pre-condition	Users logged in to the system as Accountants
Post-condition	The term is deleted

3.9.2 Flow of Events

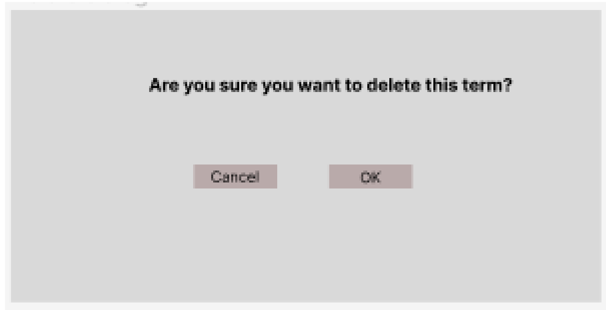
3.9.2.1 Basic Flow

Step	Description
1.	Accountants click on delete button in the term list
2.	System display confirmation message “Are you sure you want to delete this term?”
3.	User can select OK to confirm
4.	The system delete the term and display success message ME015: “Term has been successfully deleted”
5.	The flow ends

3.9.2.2 Exception flow 1 – User cancels the flow

Step	Description
1	At step 3, user selects Cancel
2	System discards the flow and no changes are made

3.9.3 Mock-up Screen



Screen 9. Delete dialog

3.9.4 Screen Description

3.9.4.1 Delete button

REF	Field Name	Control Type	Data Type	Description
1	Delete	Icon	N/A	Allow to click and delete the term

3.9.4.2 Delete term confirmation dialog

REF	Field Name	Control Type	Data Type	Description
4.	Instruction	Label	Text	Display “Are you sure you want to delete the term?”
5.	OK	Button	N/A	Click to confirm
6.	Cancel	Button	N/A	Click to cancel the flow and close the pop-up

3.9.5 Business Rules

Business Rule ID	Business Rule Description
BRL-13-01	Only allows to delete term if the term’s status is New. Once the term has been Started, do not allow to delete

3.10 UC10: View list of Financial Plan

3.10.1 Overview.

ID and Name	View list of Financial Plan
Description	This use case allows users to view the list of Financial Plan
Actor	Financial Staff, Accountant
Trigger	Users click on the Financial plan menu
Pre-condition	User has logged in as Accountant or Financial Staff
Post-condition	Users can view the list of existing Financial Plan in the system

3.10.2 Flow of Events

3.10.2.1 Basic Flow

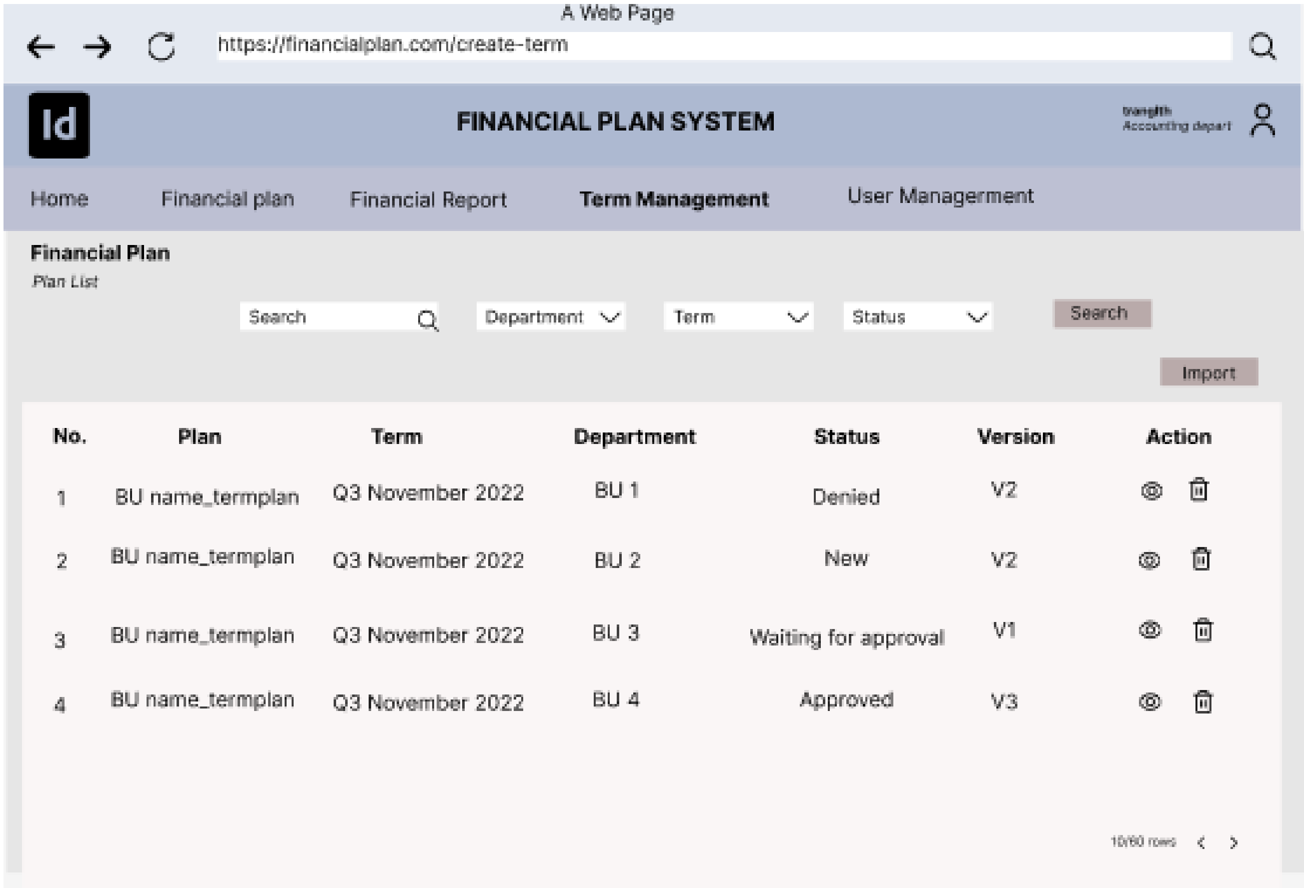
Step	Description
1.	Financial Staff, Accountant logs into the system and select Financial Plan menu
2.	The system displays the Financial Plan list to search and filter by status
3.	The system display the list of Financial Plan that matches with the search criteria
4.	Users view the list of search results
5.	The flow ends

3.10.2.2 Exception flow 1 - Search returns no results

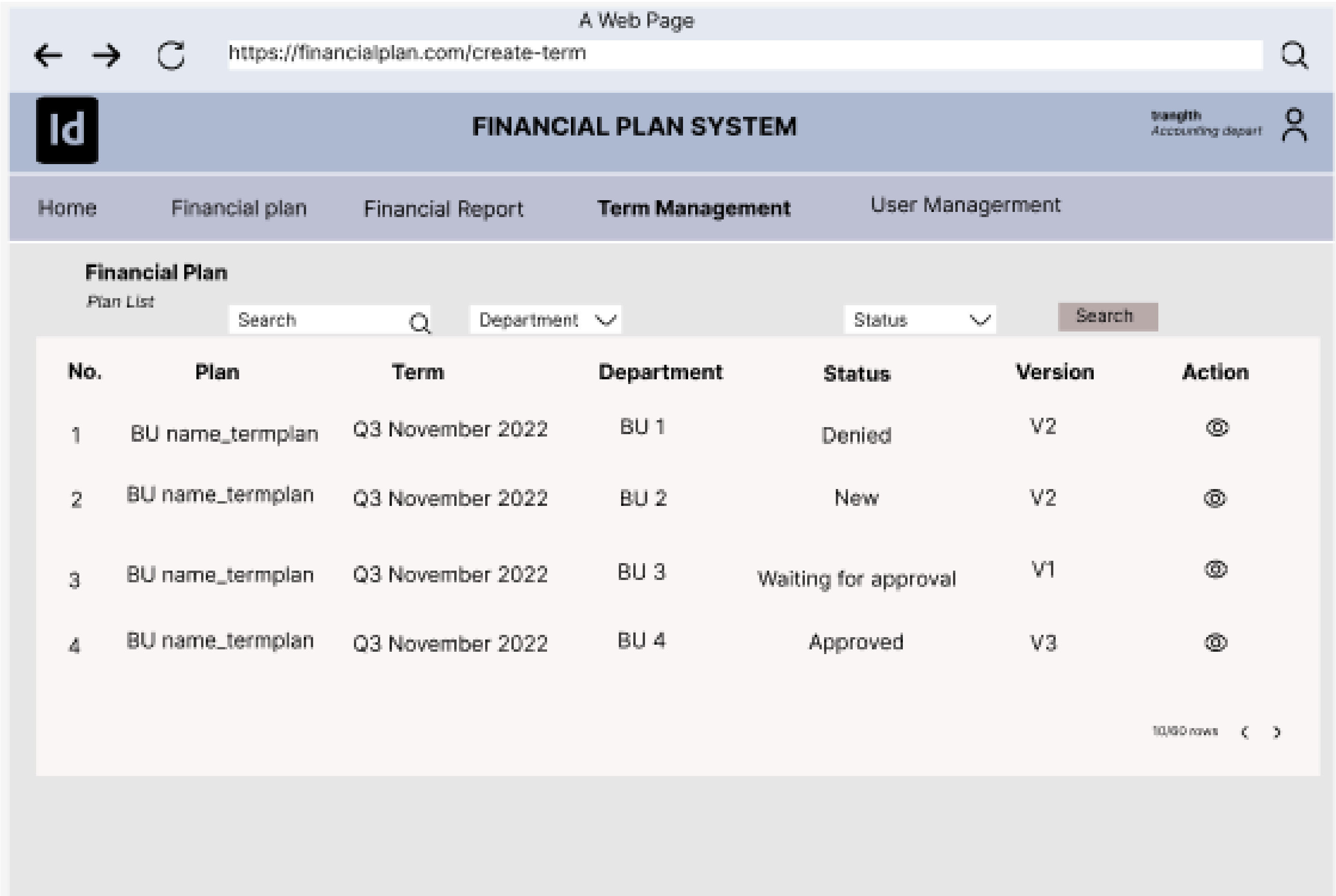
Step	Description
4.	At step 4, system doesn’t find any plan that match with the search result

5.	System returns the no result message (ME009: “No items match your credentials, please try again.”)
6.	The flow ends

3.10.3 Mock-up Screen



Screen 10.1. Financial Plan list – Financial Staff



Screen 10.2. Financial Plan list – Accountant

3.10.4 Screen Description

3.10.4.1 Search section

REF	Field Name	Control Type	Data Type	Description
1.	Page title	Title	Text	Display: "Financial Plan > Plan list"
2.	Search	Text field	Text	Mandatory. Default to blank. Allow to enter the name of the financial plan to search If blank, display error message ME010: "Please enter keyword"
3.	Department	Dropdown	Text	Optional. Default to blank Allow to select a department to search List of values: Refer to common component If blank, search for all departments
4.	Status	Dropdown	Text	Optional. Default to blank Allow to select status to search List of values: New, Waiting for Approval, Approved, Denied If blank, search for all statuses
5	Search	Button	N/A	When clicked • Search based on the search criteria • Return the list of matching terms in the search result table

6.	Import	Button	N/A	Available for both Financial Staff only. Hidden for Accountant. Trigger UC11

3.10.4.2 Search result table

REF	Field Name	Control Type	Data Type	Description
1.	No.	Column in table	N/A	Display incremental sequence number of the table
2.	Plan	Column in table	N/A	Display Name of the Plan, This is also the name of the Plan file uploaded
3.	Term	Column in table	N/A	Display the Term of the plan
4.	Department	Column in table	N/A	Display the department of the plan
5.	Status	Column in table	N/A	Display the status of the plan
6.	Version	Column in table	N/A	Display the latest version of the plan file submitted
7.	View	Icon Button	N/A	Click to view plan detail, trigger UC12 Available for both Accountant and Financial Staff
8.	Delete	Icon Button	N/A	Click to delete plan, trigger UC14 Available for Financial Staff only. Hidden for Accountant
9.	Pagination	Buttons	N/A	Refer to Common Component

3.10.5 Business Rules

Business Rule ID	Business Rule Description
BRL-10-01	List of Financial plan status: - New: When the financial plan is uploaded by staff - Waiting for Approval: When the financial plan is submitted to Accountant for approval - Approved: When accountant approves the plan - Closed 1. When the plan is not submitted and the plan due date has reached.
BRL-10-02	Rule to sort: - Sort by status: by the following order 1. Denied 2. New 3. Waiting for Approval 4. Approved 5. Closed 6. Priority to fix the denied plan, then process the new plan. - Within each status, sort by Start Date of the term 1. From Oldest to Newest 2. Priority to process the older record first
BRL-10-03	- For Financial Staff role: Only allow to view the plans that belong to the same department as in user’s account - For Accountant role: Allow to view plans of all department 1. With plans of accounting department: Allow to delete and edit 2. With reports of other department: Allow to view only
BRL-10-04	For Accountant role: - With plans of accounting department: Allow to view of all statuses

	- With plans of other departments: Allow to view plan with "Waiting for approval" and "Approved" status only

3.11 UC11: Import plan

3.11.1 Overview.

ID and Name	Import plan
Description	This use case allows users to import a financial plan
Actor	Financial Staff, Accountant
Trigger	Users click on Import Plan button in the Financial Plan list
Pre-condition	User has logged in as Financial Staff
Post-condition	Financial Staff and import a plan to view

3.11.2 Flow of Events

3.11.2.1 Basic Flow

Step	Description
1.	Users click on Import Plan button in the Financial Plan list
2.	System displays the screen to import plan – Step 1
3.	User enter information and upload the file
4.	User select Import to import data
5.	System display step 2 – With the preview screen of the data for user to review
6.	User click submit to confirm
7.	System go to financial plan details page and display success message to user
8.	The flow ends

3.11.2.2 Exception flow 1 – File to be uploaded doesn't meet the requirements

Step	Description
1.	At step 3, the file submitted doesn't meet the requirements about Naming convention and content format
2.	System return error message ME016 "The file uploaded doesn't meet the requirement. Please use download the file template and try again."
3.	User click to download the file template and fix errors
4.	The flow ends

3.11.2.3 Exception flow 2 – File to be uploaded doesn't meet the requirement about file size

Step	Description
5.	At step 3, the file submitted doesn't meet the requirements about file size
6.	System return error message ME017 "Your file has exceeded the maximum limit, please try again."
7.	The flow ends

3.11.2.4 Exception flow 3 – Do not allow to upload plan after the plan due date

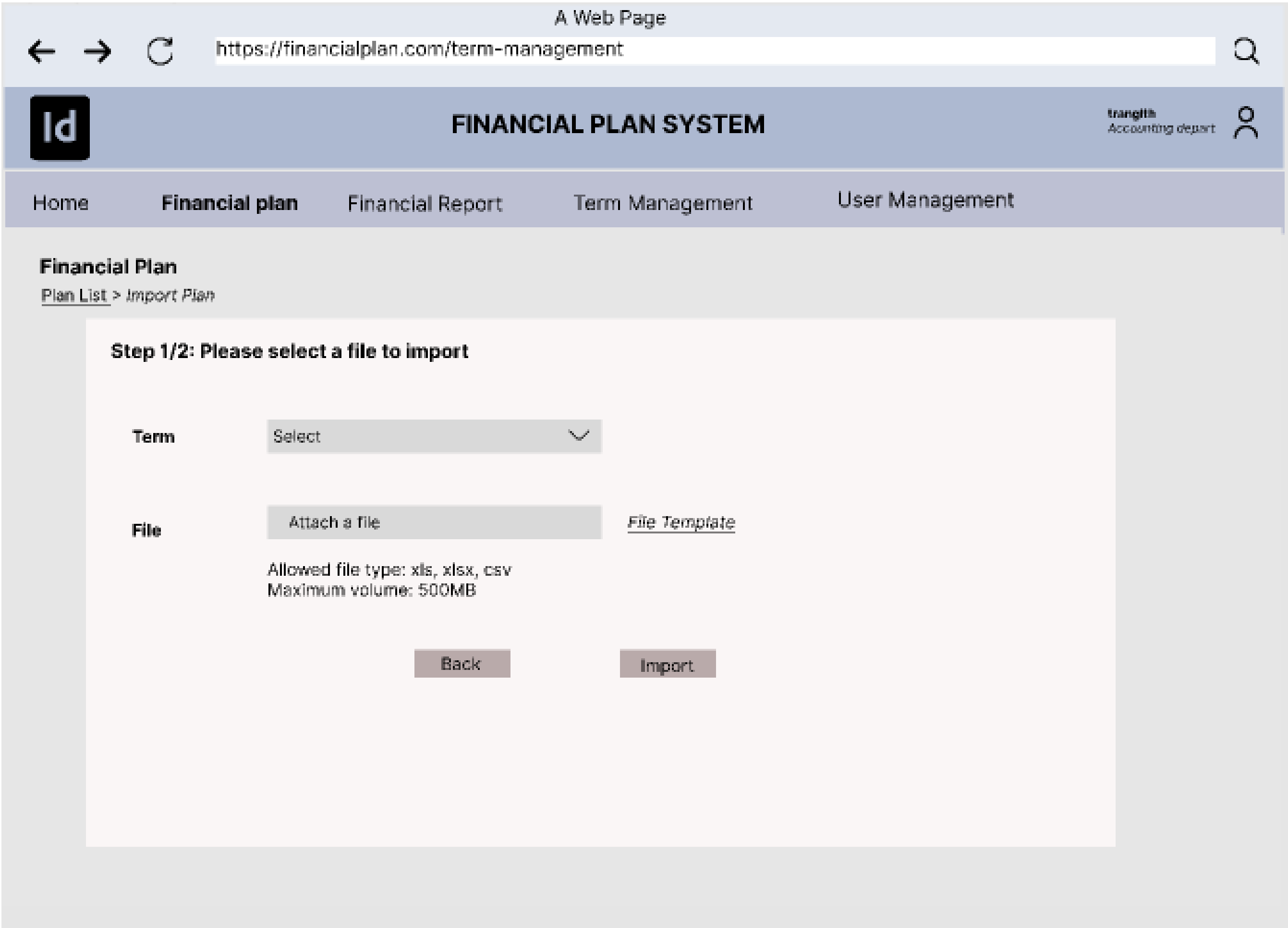
Step	Description
8.	At step 3, system check the plan due date of the selected term
9.	If the current date > Plan due date, do not allow to submit. System return error message ME018 "This term no longer accepts new plan. Please try again."
10.	The flow ends

3.11.2.5 Exception flow 4 – User cancels the flow

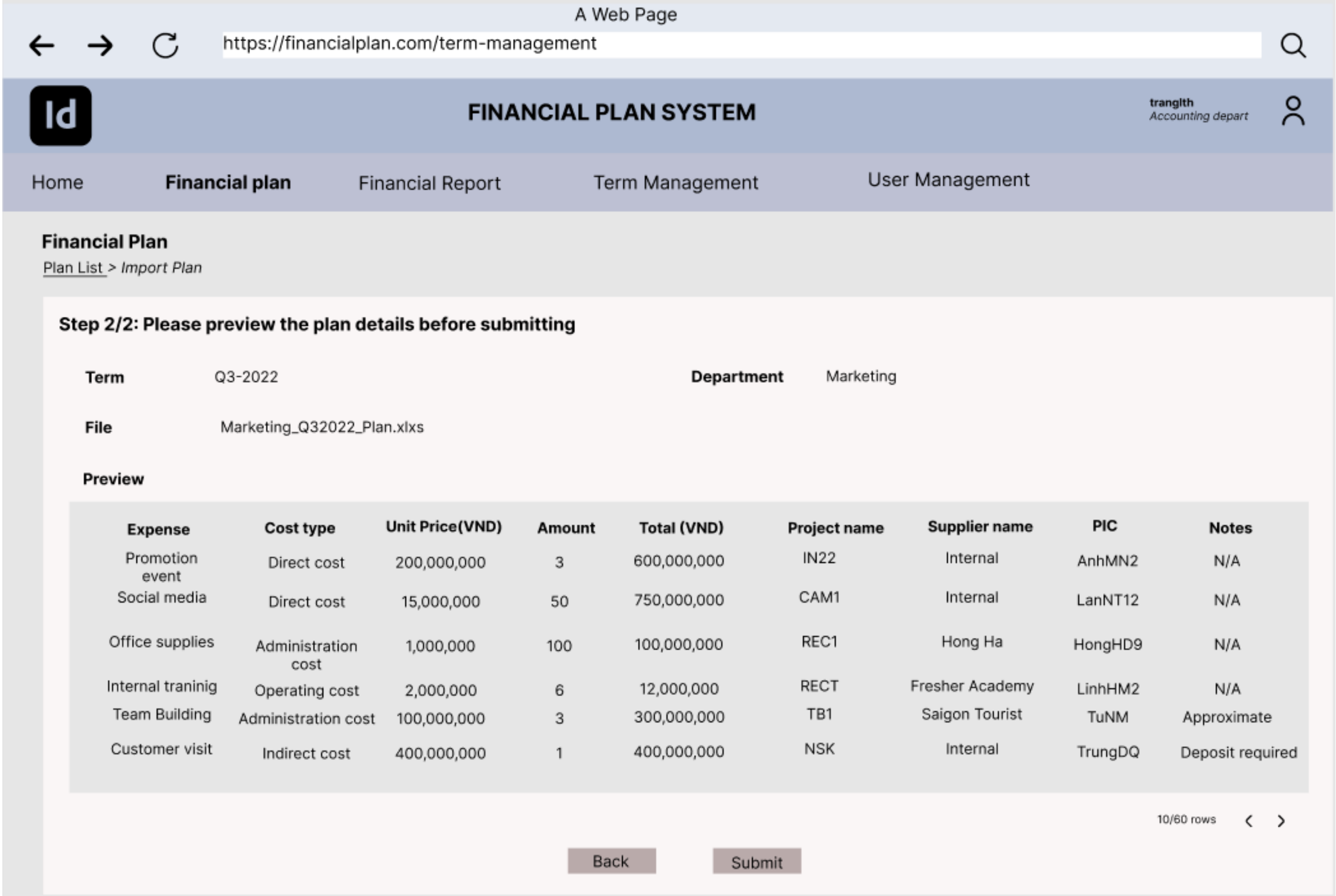
Step	Description

1.	At step 3 or step 6, user cancels the flow
2.	System closes the dialog and go back to financial list
3.	The flow ends

3.11.3 Mock-up Screen



Screen 11.1. Import plan – Step 1



Screen 11.2. Import plan – Step 2 Preview

3.11.4 Screen Description

3.11.4.1 Import Plan – Step 1

REF	Field Name	Control Type	Data Type	Description
1.	Page title and Breadcrumb	Label	N/A	Display “Financial Plan” “Plan List > Import Plan”
2.	Instruction text	Label	N/A	Display “Step 1/2: Please select a file to import”
3.	Term	Dropdown	Text	Allow to select a Term - List of values: List of term that has In-Progress status
4.	File	Text field and button	N/A	Allow to click and upload 1 file
5.	Instruction text	Text	N/A	Display “Allowed file type: xls, xlsx, csv”. “Maximum volume: 500MB”
6.	File template	Text link	N/A	Click to automatically download the plan template to user’s device.
7.	Import	Button	N/A	Click to import the file and go to Step 2
8.	Back	Button	N/A	Click to go back to Plan list and cancel the flow

3.11.4.2 Import Plan – Step 2:

REF	Field Name	Control Type	Data Type	Description
1.	Title	Label	N/A	Display “Import Financial Plan”
2.	Instruction text	Label	N/A	Display “Step 2/2: Please preview the plan details before submitting”
3.	Term	Label	Text	Display the selected Term from step 1, do not allow to edit in this step
4.	Department	Label	Text	Display the department that is tied to the user’s account. Do not allow to edit.
5.	File	Text field and button	N/A	Display the file name that has been uploaded from Step 1
6.	Preview section	Data grid	N/A	Display the content of the file to preview One financial plan includes of multiple expenses. Each row is an expense. The list of columns is: - Expense: Name of the expense as in the file - Cost type: Name of the cost type as in the file - Unit price (VND): Unite price as in the file - Amount: The amount as in the file - Total (VND): Auto-calculated, Refer to BRL-11-03 - Project Name: Project Name as in the file - Supplier Name: Supplier Name as in the file - PIC: PIC name as in the file - Note: Note as in the file
7.	Submit	Button	N/A	Click to submit the file, System go back to Financial plan list and display success message ME019: “Financial plan successfully imported.”
8.	Back	Button	N/A	Click to go back to previous step

3.11.5 Business Rules

Business Rule ID	Business Rule Description
BRL-11-01	Rule to upload file: - Allow to upload one file at a time - Only allow to select xls, xlsx and csv files form user’s device - Maximum volume of 500MB

BRL-11-02	Rule to check file:
	- The file need to follow the correct naming convention: <DepartmentName>_<TermName>_Plan
	    1. E.g: Marketing_Q12022_Plan
	- The file need to follow the file template (refer to Appendix for the template)
	    1. The following criteria will need to be validated
	        ▪ Missing column
	        ▪ Column in wrong order
	        ▪ No header
	        ▪ The following column need to be in decimal format:
	            • Expense
	            • Unit Price (VND)
	            • Amount
	            • Total (VND)
	        ▪ Date column must be in DD/MM/YYYY format

	- If any of the criteria doesn't meet, display error message ME016 "The file uploaded doesn't meet the requirement. Please use download the file template and try again." 1. Allow to click file template to automatically download the plan template to user's device (Refer to Common Component for file template)
BRL-11-03	Rule to calculate total column: Total = Unite Price x Amount
BRL-11-04	After the plan is submitted - System will auto-generate the row number of each expenses. This number is unique for 1 row within a plan. - Status of the financial plan is NEW - Status of each expense in the financial plan is NEW
BRL-11-05	Unit price and Total Amount will be in VND

3.12 UC12: View plan details

3.12.1 Overview.

ID and Name	View plan details
Description	This use case allows users to view the details of a financial plan
Actor	Financial Staff, Accountant
Trigger	Users select view button from Financial Plan List
Pre-condition	Users has logged in as Financial Staff
Post-condition	User can view the plan details

3.12.2 Flow of Events

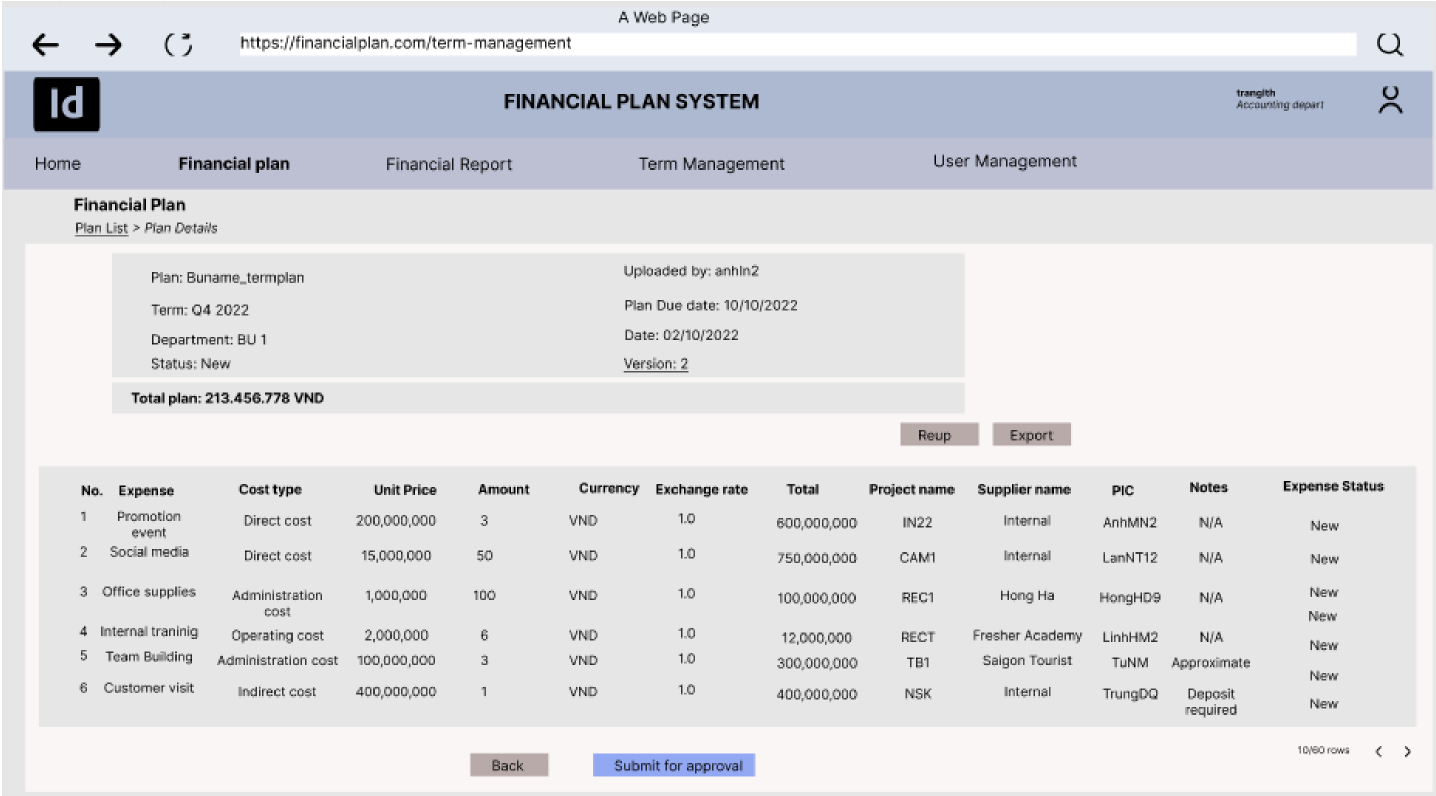
3.12.2.1 Basic Flow

Step	Description
1.	Users select view button from Financial Plan List
2.	Systems display Financial Plan details to user
3.	The flow ends

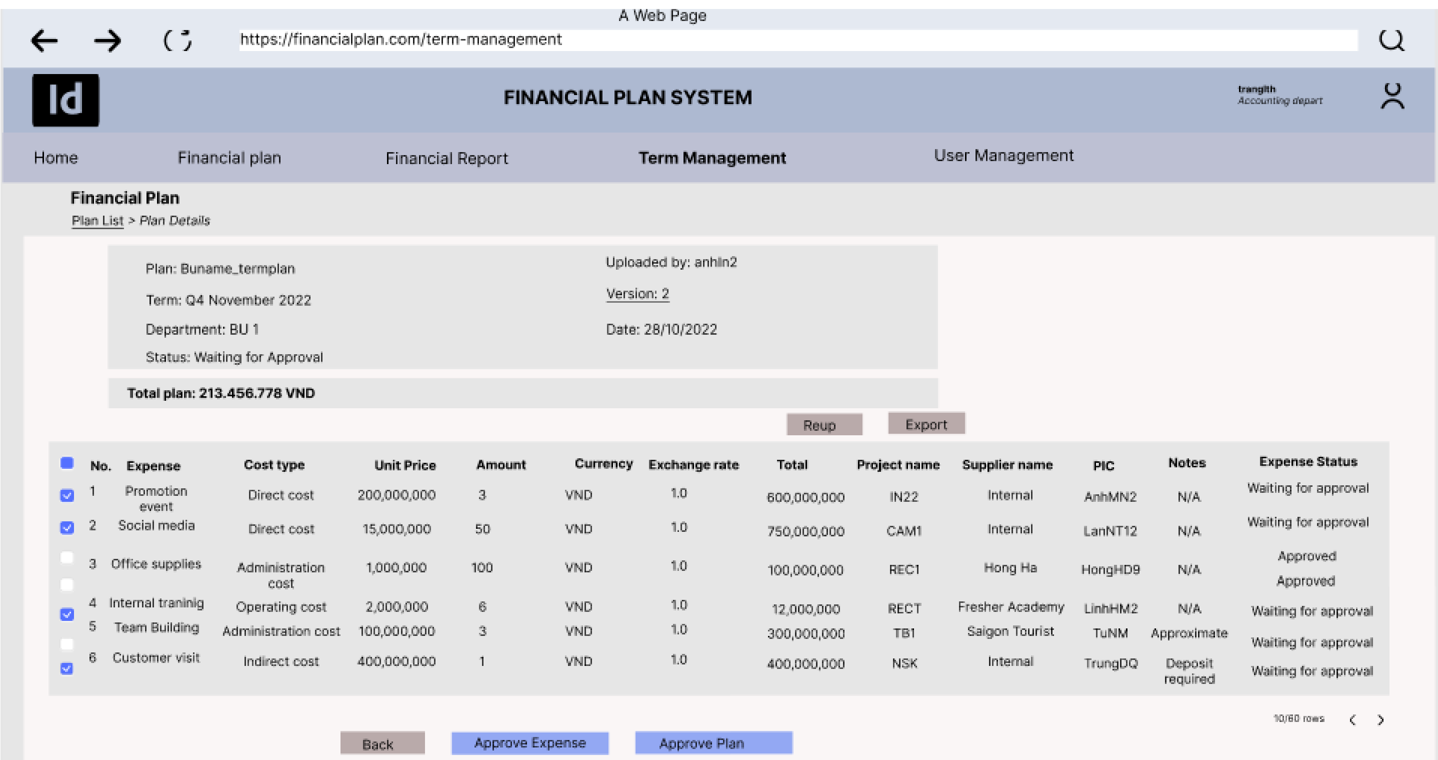
3.12.2.2 Alternative flow 1 – View Plan history

Step	Description
4.	In the Financial Plan details page, user click on the version list
5.	System display the Page history dialog to allow user to download the history version
6.	The flow ends

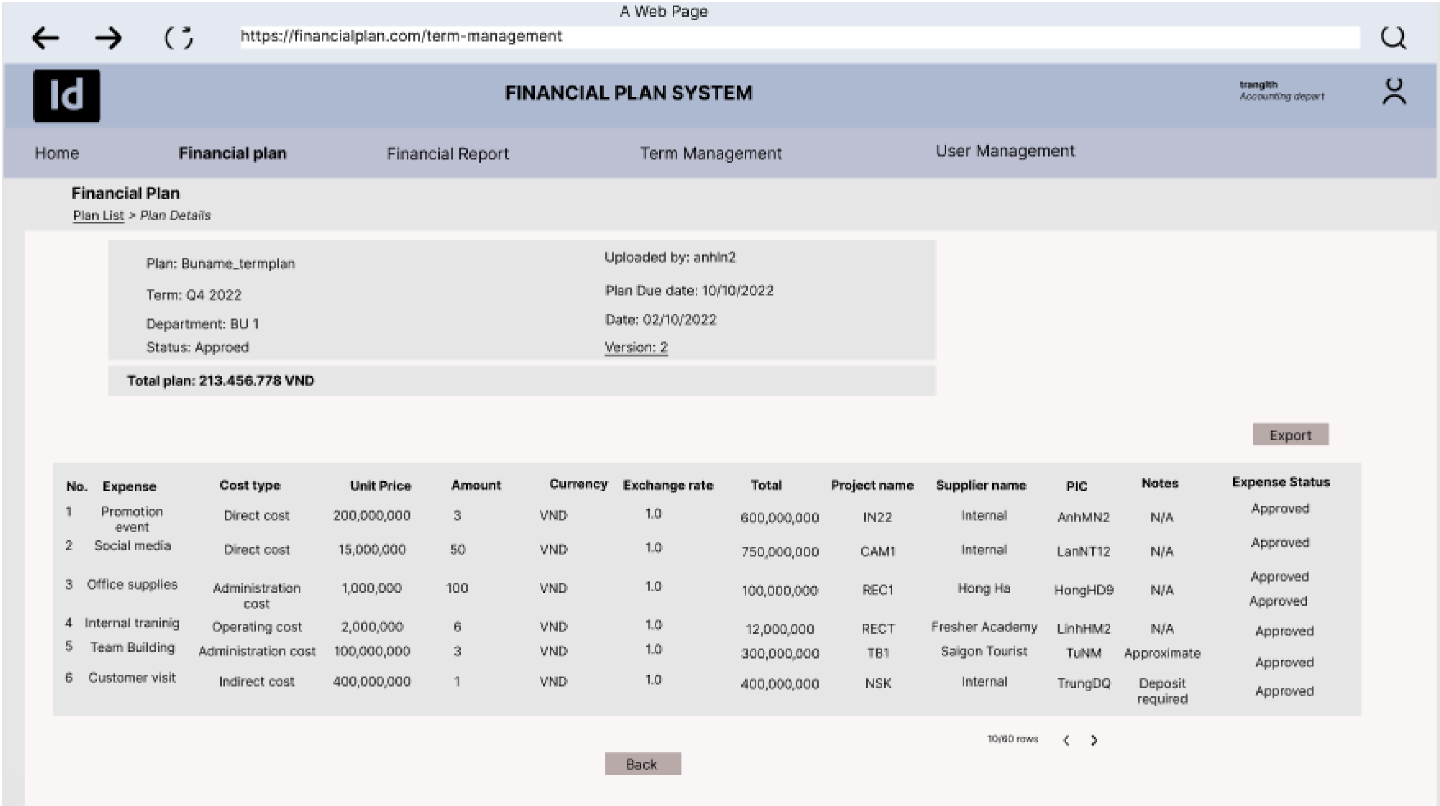
3.12.3 Mock-up Screen



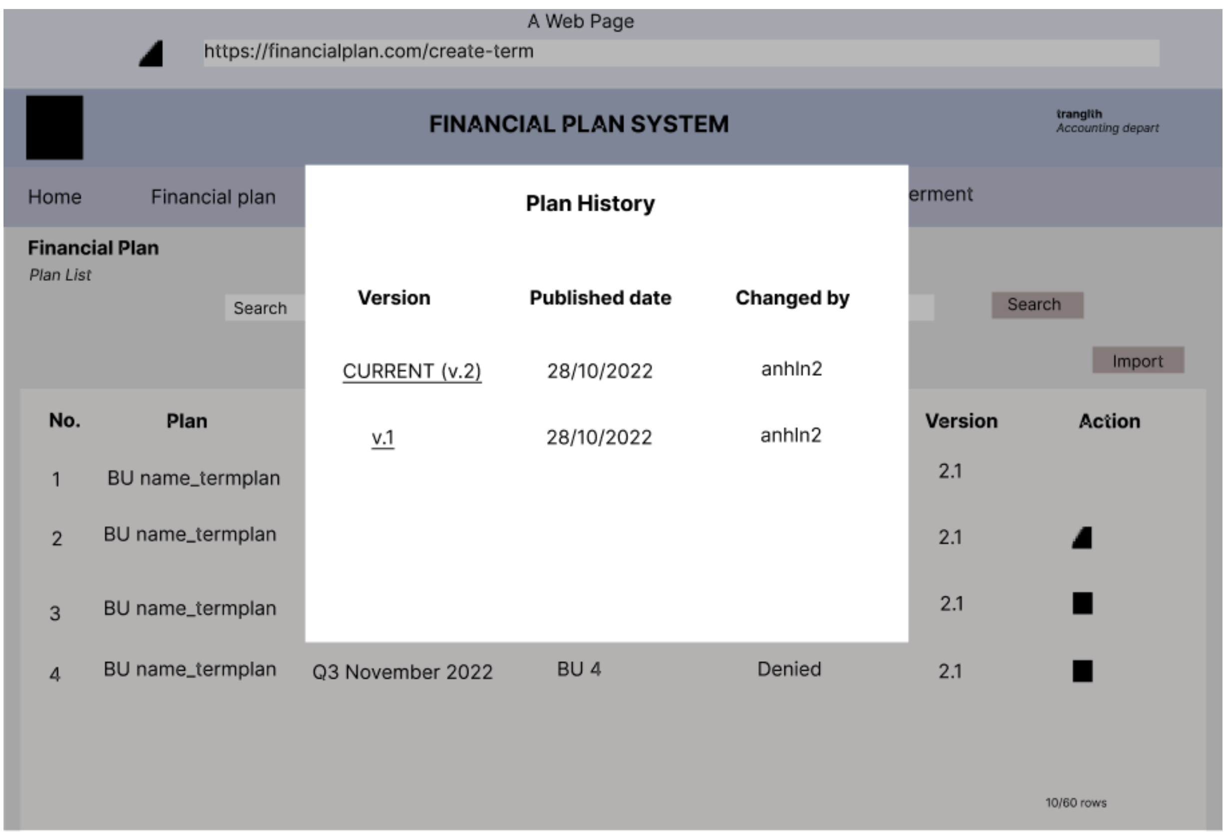
Screen 12.1 Plan details – Financial Staff – New status



Screen 12.2 Plan details – Accountant – Waiting for approval



Screen 12.4. Plan details – Approved – Both roles



Screen 12.3. Plan history

3.12.4 Screen Description

3.12.4.1 Plan details page

REF	Field Name	Control Type	Data Type	Description
1.	Title and Bread crumb	Text	N/A	Display “Financial Plan” “Plan List > Plan Details”
2.	Plan Name	Label	N/A	Display the name of file (before the file extension part)
3.	Term	Label	N/A	Display the name of the term
4.	Version	Text link	N/A	Display the current version as a text link. Click to open Plan history dialog
5.	Uploaded by	Label	N/A	Display the user name of the account that uploaded the file
6.	Department name	Label	N/A	Display the name of the department
7.	Date	Label	N/A	Display the Uploaded date of the file
8.	Status	Label	N/A	Display the status of the plan. Refer to Business rule
9.	Re-up	Button	N/A	Available only for Financial Staff. Hidden for Accountant. Except for plan of accounting department: Refer to BRL-12-04 Click to trigger UC13 Only available when the plan status is New or Denied
10.	Export	Button	N/A	Available for both Financial Staff and Accountant. Trigger UC17
11.	Plan details	Data-grid	N/A	Display the details of the plan from the file imported. Each row is an expense. Consist of the following column: - No. - Expense - Cost type - Unit price (VND) - Amount - Total (VND) - Project Name - Supplier Name - PIC - Note - Expense Status
12.	Paging	Buttons	N/A	Refer to Common component
13.	Total Plan	Label	N/A	Display the total expense of the plan, which is the sum of the Total Column for all rows in the plan
14.	Back	Button	N/A	Click to go back to Plan list
15.	Submit for approval	Button	N/A	Click to submit the plan for Approval. Trigger UC15 Available only for Financial Staff. Hidden for Accountant Only available when the plan’s status is New
16.	Approve Expense	Button	N/A	Click to approve the expense(s). Trigger UC16 Available only for Accountant. Hidden for Financial Staff Only available when the plan’s status is Waiting for Approval
17.	Approve	Button	N/A	Click to approve the plan. Trigger UC16

				Available only for Accountant. Hidden for Financial Staff Only available when the plan's status is Waiting for Approval

3.12.4.2 Plan history dialog

REF	Field Name	Control Type	Data Type	Description
18.	Title	Text	N/A	Display "Plan history"
19.	Version	Text link	N/A	For each version, display the version number as a text link, when clicked, automatically download the file to user's device For current version, display in format: "Current <version number>"
20.	Published date	Label	N/A	Display the imported date of the file
21.	Uploaded by	Label	N/A	Display the user name of the account that uploaded the file

3.12.5 Business Rules

Business Rule ID	Business Rule Description
BRL-12-01	Rule to calculate total plan: the sum of the Total Column for all rows in the plan
BRL-12-02	Rule to display list of version: From newest to oldest
BRL-12-03	Rule to display Expense Status: Same as plan status - New: When the financial plan is uploaded by staff - Waiting for Approval: When the financial plan is submitted to Accountant for approval - Approved: When accountant approves expense or the entire plan - Closed: When the plan is not submitted and the plan due date has reached
BRL-12-04	For Accountant: - With plans of other departments: Do not allow to edit. Re-up button will be hidden - With plans of the accounting departments (Same department with user's account): Allow to edit. Re-up button will be displayed

3.13 UC13: Edit Plan

3.13.1 Overview.

ID and Name	Edit Plan
Description	This use case allows users to edit a financial plan by re-uploading the file
Actor	Financial Staff, Accountant
Trigger	Users click Re-up button in Plan details screen
Pre-condition	User has logged in as Financial Staff The Plan's Status is New or Denied
Post-condition	Users can re-upload the file and change the status back to New

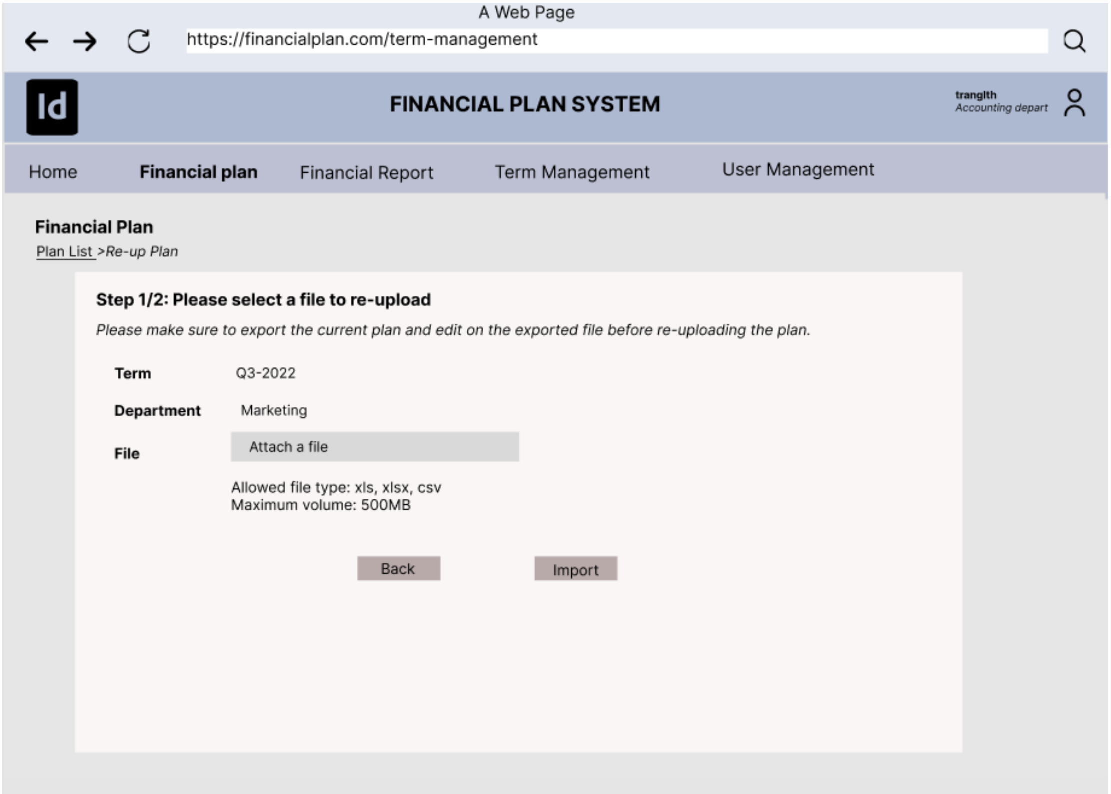
3.13.2 Flow of Events

3.13.2.1 Basic Flow

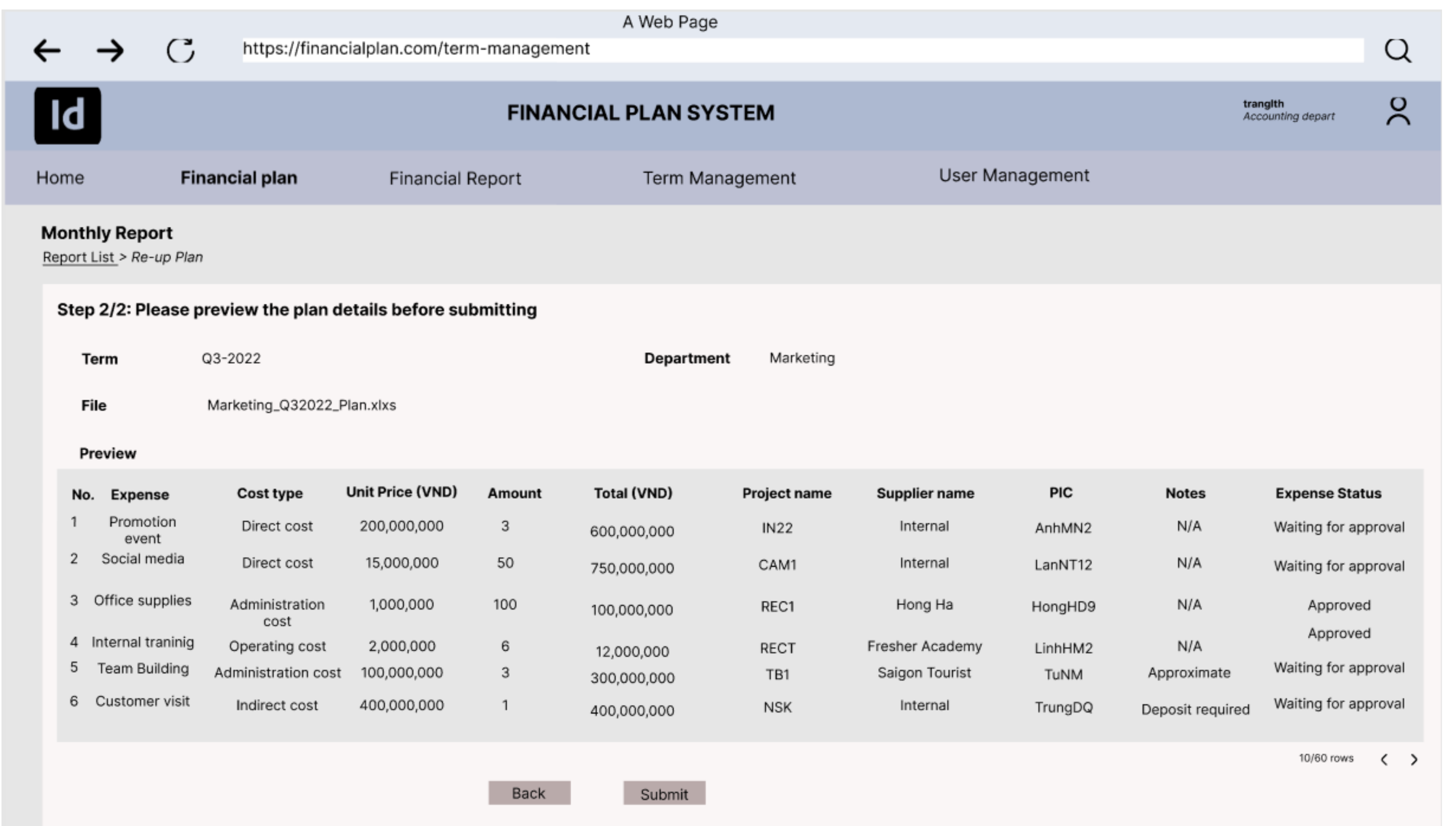
Step	Description
1.	Users click Re-up button in Plan details screen
2.	The system the import screen for user to re-up the plan
3.	User select another file to upload
4.	System replace the current file

5.	System increase the version of the plan (add 1 unit) and add to Plan history
6.	The flow ends

3.13.3 Mock-up Screen



Screen 13.1 Re-up Plan– Step 1



Screen 13.2 Re-up Plan - Step 2 Preview

3.13.4 Screen Description

3.13.4.1 Re-up Plan – Step 1

REF	Field Name	Control Type	Data Type	Description
1.	Title	Label	N/A	Display "Import Financial Plan"
2.	Term	Dropdown	Text	Display the Term. Do not allow to edit
3.	Department	Dropdown	Text	Display the Department. Do not allow to edit
4.	File	Text field and button	N/A	Allow to click and upload 1 file to replace the current file
5.	Instruction text	Text	N/A	Display "Allowed file type: xls, xlsx, csv". "Maximum volume: 500MB"
6.	Import	Button	N/A	Click to import the file
7.	Back	Button	N/A	Click to go back to previous page and cancel the flow

3.13.4.2 Re-up Plan – Step 2:

REF	Field Name	Control Type	Data Type	Description
1.	Title	Label	N/A	Display "Import Financial Plan"
2.	Term	Dropdown	Text	Display the selected Term. Do not allow to edit
3.	Department	Dropdown	Text	Display the selected Department. Do not allow to edit
4.	File	Text field and button	N/A	Display the file name that has been uploaded from Step 1
5.	Preview section	Data grid	N/A	Display the content of the file to preview One financial plan includes of multiple expenses. Each row is an expense. The list of columns is: - No: Auto-generated. Refer to BRL-11-04 - Expense: Name of the expense as in the file - Cost type: Name of the expense as in the file - Unit price (VND): Name of the expense as in the file - Amount: The amount as in the file - Total (VND): Auto-calculated, Refer to BRL-11-03 - Project Name: Project Name as in the file - Supplier Name: Supplier Name as in the file - PIC: PIC name as in the file - Note: Note as in the file - Expense Status: Status of the expense. Refer to BRL-13-05
6.	Submit	Button	N/A	Click to submit the file, System go back to Financial plan list and display success message ME020: "Financial plan successfully replaced."
7.	Cancel	Button	N/A	Click to cancel the flow

3.13.5 Business Rules

Business Rule ID	Business Rule Description
BRL-13-01	1. Re-up button only displays if the Plan's status is New or Waiting for Approval. 2. If the Plan is already been Approved, do not allow to edit the plan
BRL-13-02	Rule to re-upload file: - Allow to upload one file at a time - Only allow to select xls, xlsx and csv files form user's device - Maximum volume of 500MB
BRL-13-03	Rule to check file:

	- The file need to follow the correct naming convention: <DepartmentName>_<TermName>_Plan 1. E.g: Marketing_Q12022_Plan - The file need to follow the file template (refer to Appendix for the template) - Compared to the initial file, the file to re-uploaded needs to include the No. column that are generated by the system 1. The following criteria will need to be validated ▪ Missing column (including No. column) ▪ Column in wrong order ▪ No header ▪ The following column need to be in numeric format: • Expense • Unit Price (VND) • Amount • Total (VND) ▪ Date column must be in DD/MM/YYYY format - If any of the criteria doesn't meet, display error message ME016 "The file uploaded doesn't meet the requirement. Please use download the file template and try again." 1. Allow to click file template to automatically download the plan template to user's device (Refer to Common Component for file template)
BRL-13-04	Rule to update data: - System will base on No. column to: 1. Update the row details of the same No. 2. Add the new row if No. column is blank 3. Delete the row if No. column is missing compared to the current data
BRL-13-05	For the expense status, system will need to get the current status in the DB and overwrite the status in the file.

3.14 UC14: Delete plan

3.14.1 Overview.

ID and Name	Delete plan
Description	This use case allows users to delete a financial plan
Actor	Financial Staff, Accountant
Trigger	Financial Staff click on Delete button in the Financial Plan list
Pre-condition	Financial Staff has logged in to the system Plan's status is New
Post-condition	Plan is deleted and removed from the list

3.14.2 Flow of Events

3.14.2.1 Basic Flow

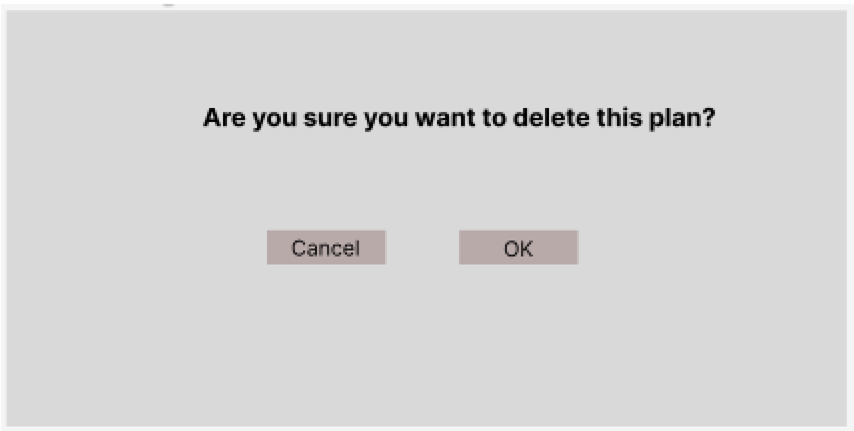
Step	Description
1.	Users click on Delete button in the Financial Plan list
2.	The system displays confirmation dialog
3.	User confirms to delete
4.	The system delete the plan and remove it from the list
5.	The system display success message ME021: "Plan has been successfully deleted"
6.	The flow ends

3.14.2.2 Exception flow 1 – Users cancel the flow

Step	Description

1.	In step 3, user cancels the flow
2.	System close the dialog and no changes are made
3.	The flow ends

3.14.3 Mock-up Screen



Screen 14. Delete dialog.

3.14.4 Screen Description

3.14.4.1 Delete button

REF	Field Name	Control Type	Data Type	Description
1	Delete	Icon	N/A	Allow to click and delete the plan

3.14.4.2 Delete term confirmation dialog

REF	Field Name	Control Type	Data Type	Description
1.	Instruction	Label	Text	Display “Are you sure you want to delete this plan”
2.	OK	Button	N/A	Click to confirm
3.	Cancel	Button	N/A	Click to cancel the flow and close the pop-up

3.14.5 Business Rules

Business Rule ID	Business Rule Description
BRL-14-01	Only allow to delete if the Plan’s status is New Once it’s submitted for approval, it cannot be deleted

3.15 UC15: Submit plan for review

3.15.1 Overview.

ID and Name	Submit plan for review
Description	This use case allows users to submit a financial plan for review
Actor	Financial Staff, Accountant
Trigger	Financial Staff click to Submit for approval button in Plan details page
Pre-condition	Users logged in to the system as Financial Staff Plan’s status is NEW
Post-condition	Plan’s status is changed to Waiting for Approval and available for Accountant to view

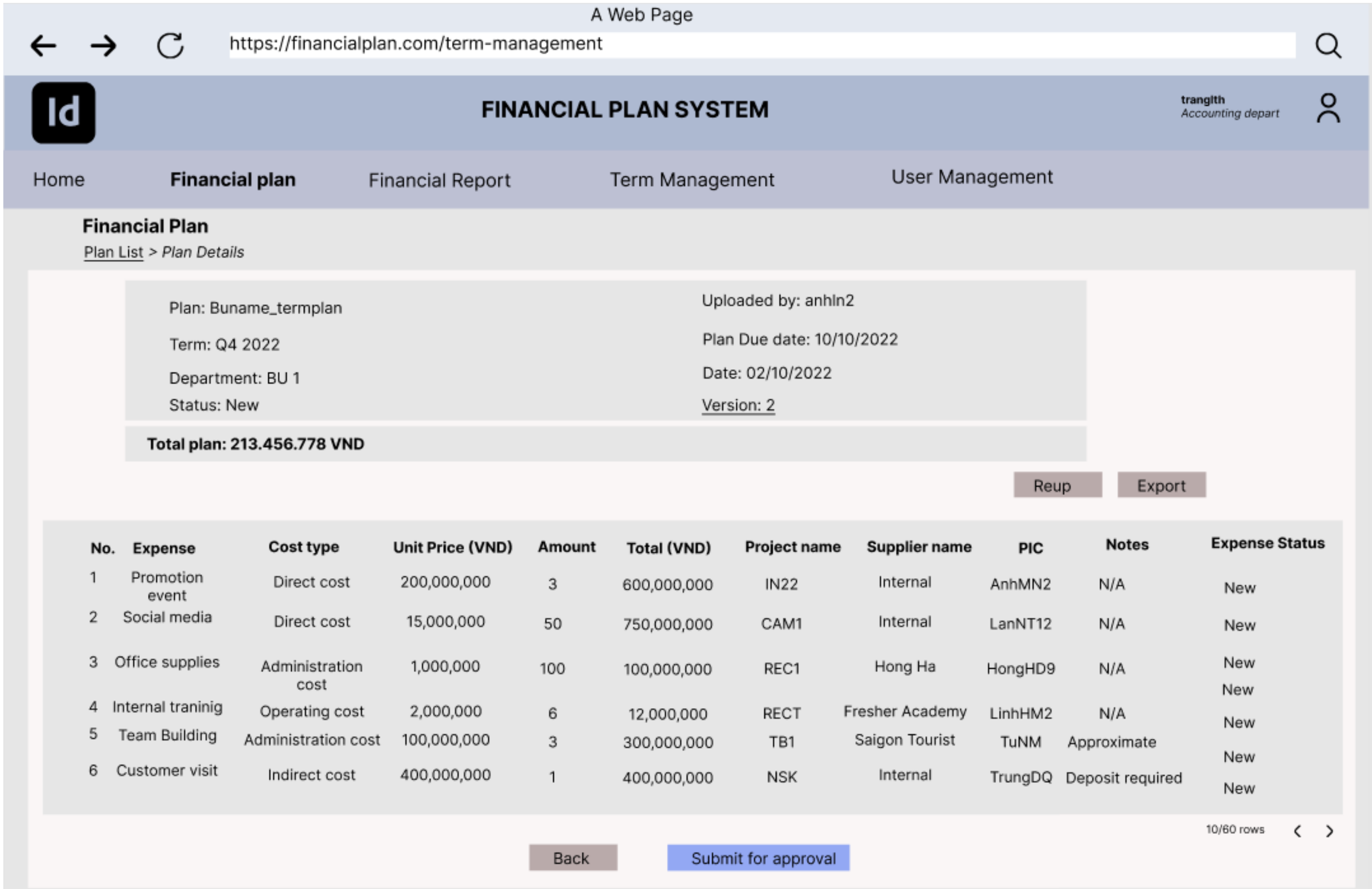
3.15.2 Flow of Events

3.15.2.1 Basic Flow

Step	Description
1.	Users click to Submit for approval button in Plan details page

2.	System change the plan status to “Waiting for Approval”
3.	System change the expense status within the plan to “Waiting for Approval”
4.	The flow ends

3.15.3 Mock-up Screen



Screen 12.1 Plan details – Financial Staff – New status

3.15.4 Screen Description

3.15.4.1 Submit for approval button

REF	Field Name	Control Type	Data Type	Description
1.	Submit for approval	Button	N/A	• Click to submit the plan for approval

3.15.5 Business Rules

Business Rule ID	Business Rule Description
BRL-15-01	Submit for Approval button only displays if the Plan’s status is New.

3.16 UC16: Approve a plan

3.16.1 Overview.

ID and Name	Approve plan
Description	This use case allows accountants to approve a plan
Actor	Accountants
Trigger	Accountant click Approved button in Plan details page

Pre-condition	Users logged in to the system as Accountant The Plan's status is Waiting for Approval
Post-condition	Accountant can Approve a plan

3.16.2 Flow of Events

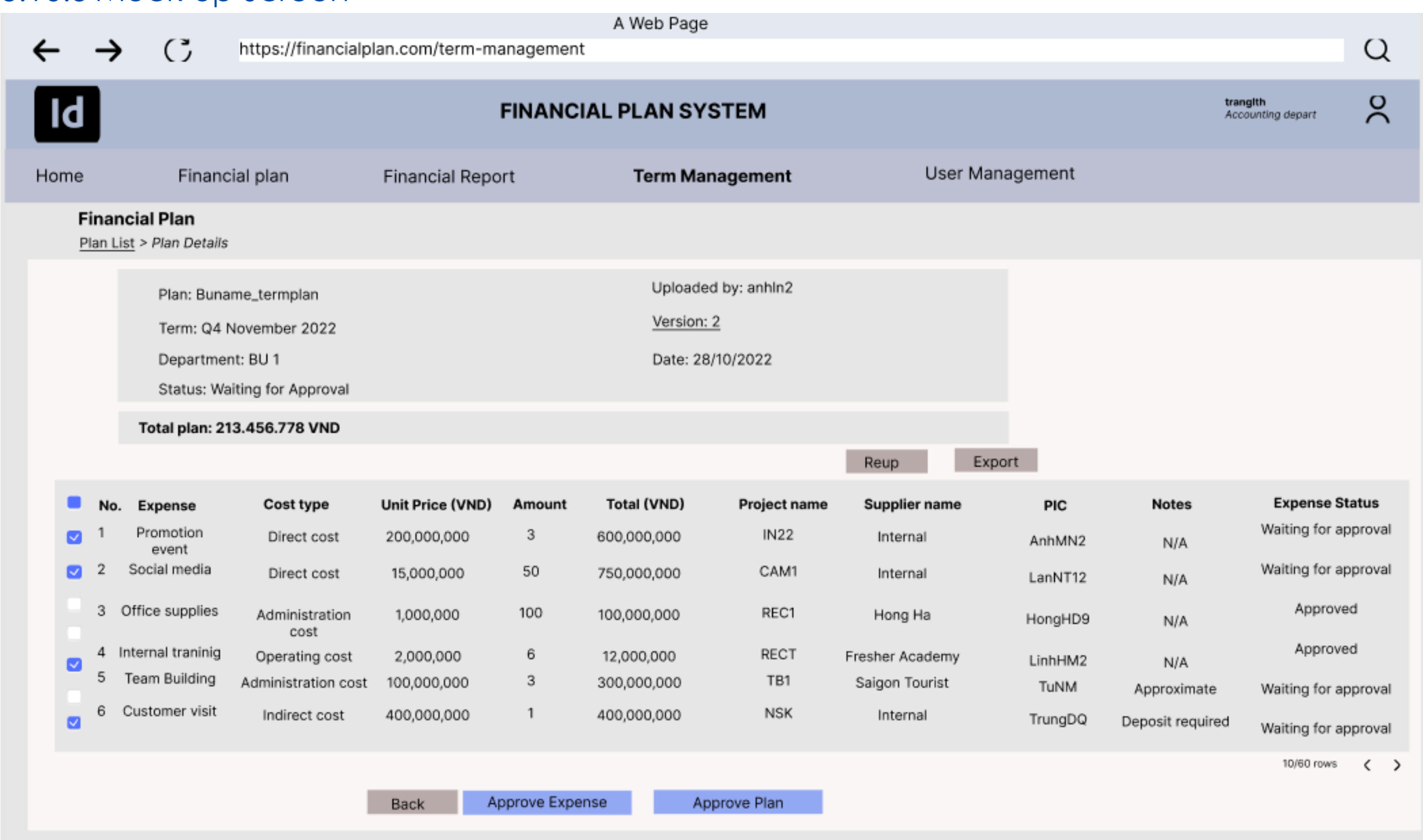
3.16.2.1 Basic Flow

Step	Description
1.	Accountant click Approve Plan button in Plan details page
2.	System change plan's status to Approved
3.	System change expenses' status to Approved
4.	The flow ends

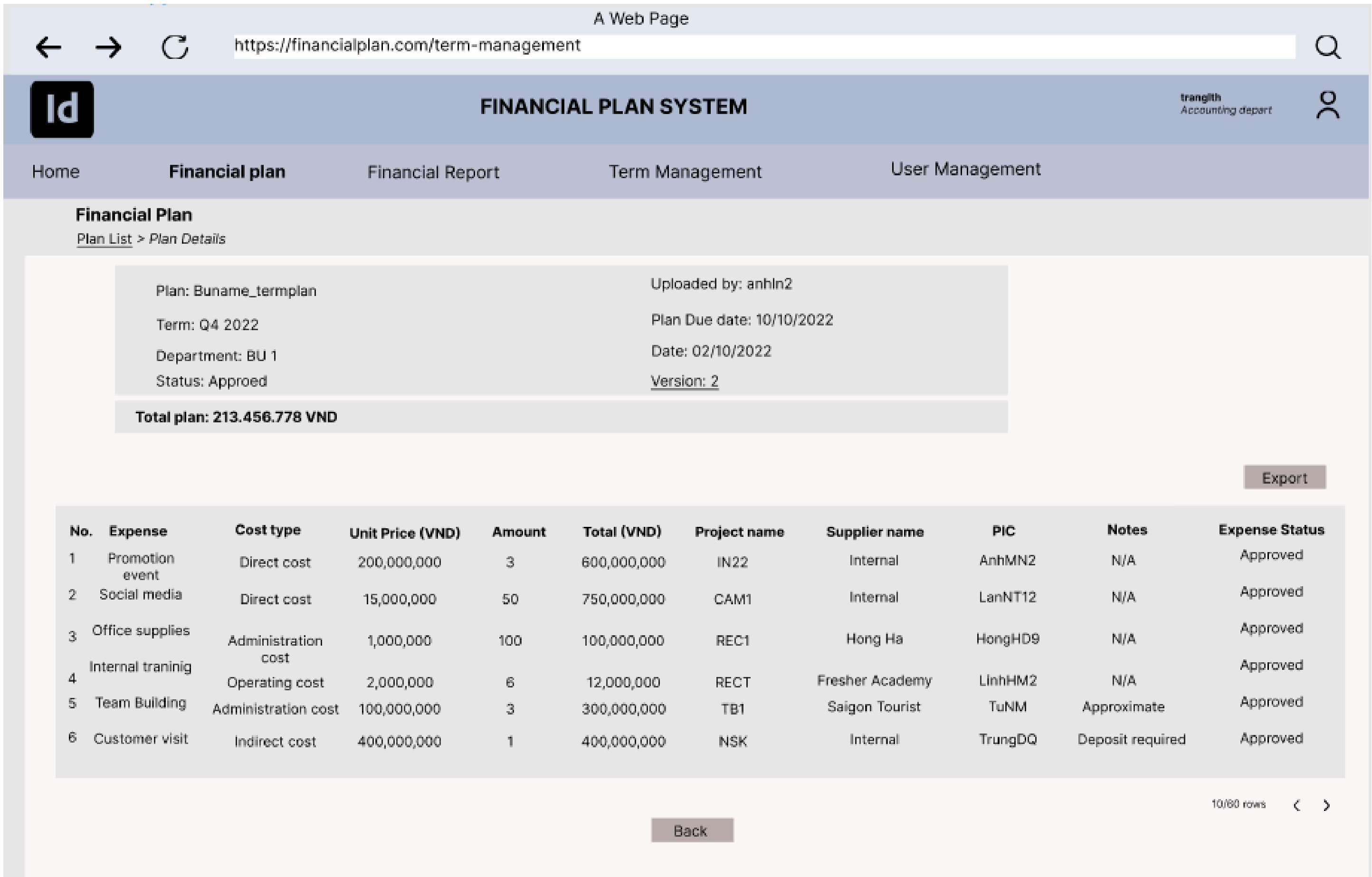
3.16.2.2 Alternative flow 1 – Accountant approves expenses within a plan

Step	Description
1.	In step 1, Accountant select expense(s) within a plan and click "Approve Expense" button in Plan details page
2.	System change the status of the selected expenses to approved
3.	If user has selected all expenses -> System change plan's status to Approved
4.	If user hasn't selected all expenses -> System keep the plan's status as "Waiting for approval"
5.	The flow ends

3.16.3 Mock-up Screen



Screen 12.2 Plan details – Accountant – Waiting for approval



Screen 12.3. Plan details – Approved – Both roles

3.16.4 Screen Description

3.16.4.1 Approve/Deny button

REF	Field Name	Control Type	Data Type	Description
2.	Approve Expense	Button	N/A	Click to approve the expense(s). Trigger UC16 Available only for Accountant. Hidden for Financial Staff • Only available when the plan's status is Waiting for Approval
3.	Approve	Button	N/A	Click to approve the plan. Trigger UC16 Available only for Accountant. Hidden for Financial Staff • Only available when the plan's status is Waiting for Approval

3.16.5 Business Rules

Business Rule ID	Business Rule Description
BRL-16-01	Approve Plan button and Approve Expense button only display when the Plan's status is "Waiting for Approval"
BRL-16-02	If user select all expenses to approve, automatically change the plan's status to Approved If user only select some of the expenses to approve, keep the plan's status as Waiting for Approval
BRL-16-03	Financial Staff will need to check the plan's status in order to know if Accountant has acted on it and re-up the plan if needed.

3.17 UC17: Export plan

3.17.1 Overview.

ID and Name	Export plan
Description	This use case allow Financial Staff and Accountant to export the plan to excel file
Actor	Financial Staff, Accountant
Trigger	Users click Export button in Plan details page
Pre-condition	Users logged in to the system as Financial Staff or Accountant
Post-condition	Users can export the plan to excel file

3.17.2 Flow of Events

3.17.2.1 Basic Flow

Step	Description
1.	Users click Export button in Plan details page
2.	System generate the most current plan to excel file and automatically download to user's device
3.	The flow ends

3.17.3 Mock-up Screen

3.17.4 Screen Description

3.17.4.1 Export button

REF	Field Name	Control Type	Data Type	Description
1.	Export	Button	N/A	• Click to export the plan to excel file

3.17.5 Business Rules

Business Rule ID	Business Rule Description
BRL-17-01	The Plan will be exported to excel and will be downloaded automatically to user's device
BRL-17-02	System will export all rows of all pages in the plan. File format of the exported file: Refer to Common Component
BRL-17-02	Compared to the initial file, the exported file will have 2 additional columns: - No. Column: Auto-generated by system - Expense status column: Current status of the expense

3.18 UC18: View list of Monthly expense report

3.18.1 Overview.

ID and Name	View list of Monthly expense report
Description	This use case allows users to view the list of Monthly expense report
Actor	Financial Staff, Accountants
Trigger	Users click on the Financial Report menu and select Monthly report sub-menu
Pre-condition	User has logged in as Accountant or Financial Staff
Post-condition	Users can view the list of existing Financial Report in the system

3.18.2 Flow of Events

3.18.2.1 Basic Flow

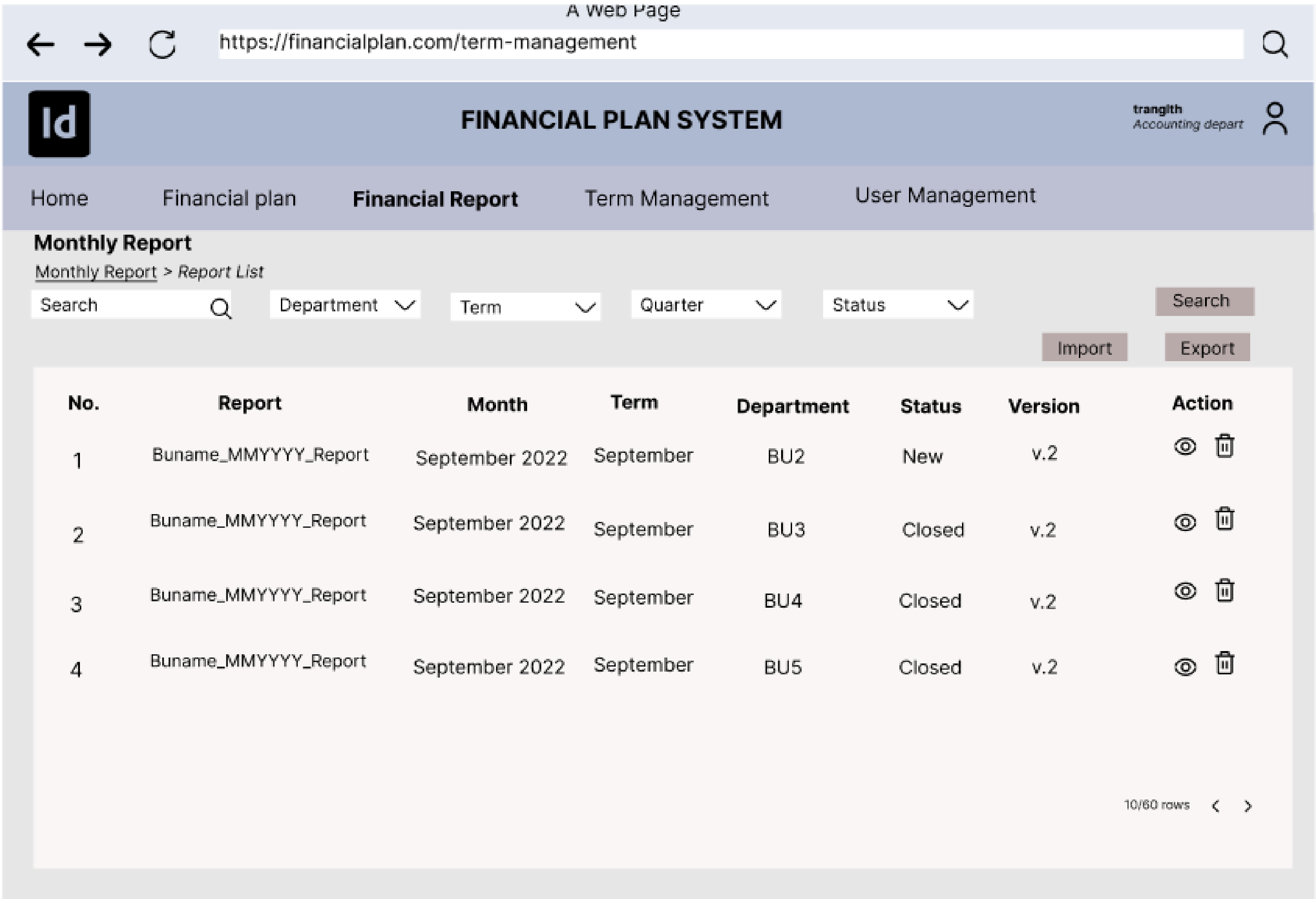
Step	Description
1.	Financial Staff, Accountant logs into the system and select Financial Report menu and select Monthly report sub-menu

2.	The system displays the Financial Report list to search and filter by status
3.	The system display the list of Financial Report that matches with the search criteria
4.	Users view the list of search results
5.	The flow ends

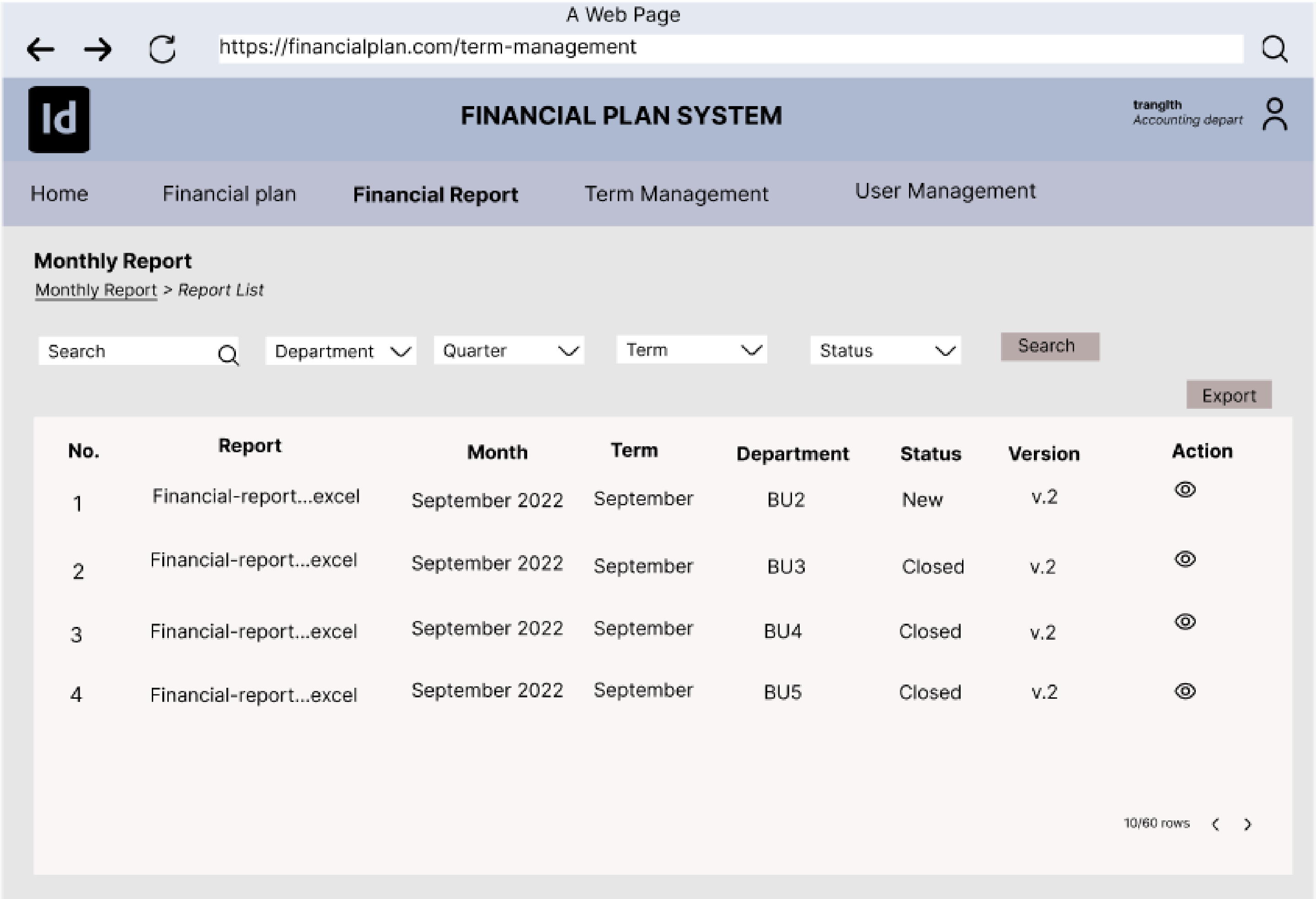
3.18.2.2 Exception flow 1 - Search returns no results

Step	Description
1.	At step 4, system doesn't find any Report that match with the search result
2.	System returns the no result message (ME009: "No items match your credentials, please try again.")
3.	The flow ends

3.18.3 Mock-up Screen



Screen 18.1. Monthly report list – Financial Staff



Screen 18.2. Monthly report list – Accountant

3.18.4 Screen Description

3.18.4.1 Search section

REF	Field Name	Control Type	Data Type	Description
1.	Page title	Title	Text	Display: "Monthly > Report list"
2.	Search	Text field	Text	Mandatory. Default to blank. Allow to enter the name of the financial Report to search If blank, display error message ME010: "Please enter keyword"
3.	Department	Dropdown	Text	Optional. Default to blank Allow to select a department to search List of values: Refer to common component If blank, search for all departments
4.	Term	Dropdown	Text	Optional. Default to blank Allow to select a term to search List of values: List of existing terms in the system If blank, search for all terms
5.	Quarter	Dropdown	Text	Optional. Default to blank Allow to select a quarter to search List of values: Refer to BRL-18-04 If blank, search for all quarters

6.	Status	Dropdown	Text	Optional. Default to blank Allow to select status to search List of values: New, Closed If blank, search for all statuses
7.	Search	Button	N/A	When clicked • Search based on the search criteria Return the list of matching terms in the search result table
8.	Import	Button	N/A	Available for both Financial Staff only. Hidden for Accountant. Trigger UC11

3.18.4.2 Search result table

REF	Field Name	Control Type	Data Type	Description
1.	No.	Column in table	N/A	Display incremental sequence number of the table
2.	Report	Column in table	N/A	Display Name of the Report, This is also the name of the Report file uploaded
3.	Month	Column in table	N/A	Display the Month of the Report
4.	Term	Column in table	N/A	Display the Term of the Report
5.	Department	Column in table	N/A	Display the department of the Report
6.	Status	Column in table	N/A	Display the status of the Report
7.	Version	Column in table	N/A	Display the latest version of the Report file submitted
8.	View	Icon Button	N/A	Click to view report detail, trigger UC20 Available for both Accountant and Financial Staff
9.	Delete	Icon Button	N/A	Click to delete report, trigger UC23 Available for both Financial Staff only. Hidden for Accountant. Except for the reports of Accounting department. Refer to BRL-18-02
10.	Pagination	Buttons	N/A	Refer to Common Component

3.18.5 Business Rules

Business Rule ID	Business Rule Description
BRL-18-01	List of Monthly Report status: - New: 1. When the Report is uploaded by staff 2. OR when the Report is re-uploaded - Closed: When the Report due date has reached for the term of the report
BRL-18-02	Rule to view monthly report list: - For Financial Staff role: Only allow to view the reports that belong to the same department as in user’s account - For Accountant role: Allow to view reports of all department 1. With reports of accounting department: Allow to delete and edit 2. With reports of other department: Allow to view only
BRL-18-03	Rule to sort:

	- Sort by status: by the following order 1. New 2. Closed - Within each status, sort by Uploaded date of the record 1. From Newest to Oldest
BRL-18-04	List of quarter: Display list of quarter and year from the previous 2 years up to first Quarter of the next year to search. E.g: in 2022, the list will be from Quarter 1 2020 to Quarter 1 2023 - Rule to order: From newest to oldest value When a quarter is selected, search for monthly report within the quarter of the same year - Quarter 1: Search for Monthly report from Jan to Mar - Quarter 2: Search for Monthly report from Apr to June - Quarter 3: Search for Monthly report from July to Sep - Quarter 4: Search for Monthly report from Oct to Dec

3.19 UC19: Import Monthly expense report

3.19.1 Overview.

ID and Name	Import Monthly expense report
Description	This use case allows Users to import a Monthly expense report
Actor	Financial Staff, Accountant
Trigger	Users click on Import button in the Monthly report list
Pre-condition	User has logged in as Financial Staff
Post-condition	Financial Staff can import a Monthly report

3.19.2 Flow of Events

3.19.2.1 Basic Flow

Step	Description
1.	Users click on Import button in the Monthly report list
2.	System displays the screen to import report – Step 1
3.	User enter information and upload the file
4.	User select Import to import data
5.	System display step 2 – With the preview screen of the data for user to review
6.	User click submit to confirm
7.	System go to Monthly report details page and display success message to user
8.	The flow ends

3.19.2.2 Exception flow 1 – File to be uploaded doesn't meet the requirements

Step	Description
1.	At step 3, the file submitted doesn't meet the requirements about Naming convention and content format
2.	System return error message ME016 “The file uploaded doesn't meet the requirement. Please use download the file template and try again.”
3.	The flow ends

3.19.2.3 Exception flow 2 – File uploaded doesn't meet the requirement about file size

Step	Description
1.	At step 3, the file submitted doesn't meet the requirements about file size
2.	System return error message ME017 “Your file has exceeded the maximum limit, please try again.”
3.	The flow ends

3.19.2.4 Exception flow 3 – Do not allow to upload Monthly report after report due date

Step	Description
1.	At step 3, system check the report due date of the selected term
2.	If the current date > Report due date, do not allow to submit. System return error message ME022: “This term no longer accepts report. Please try again.”
3.	The flow ends

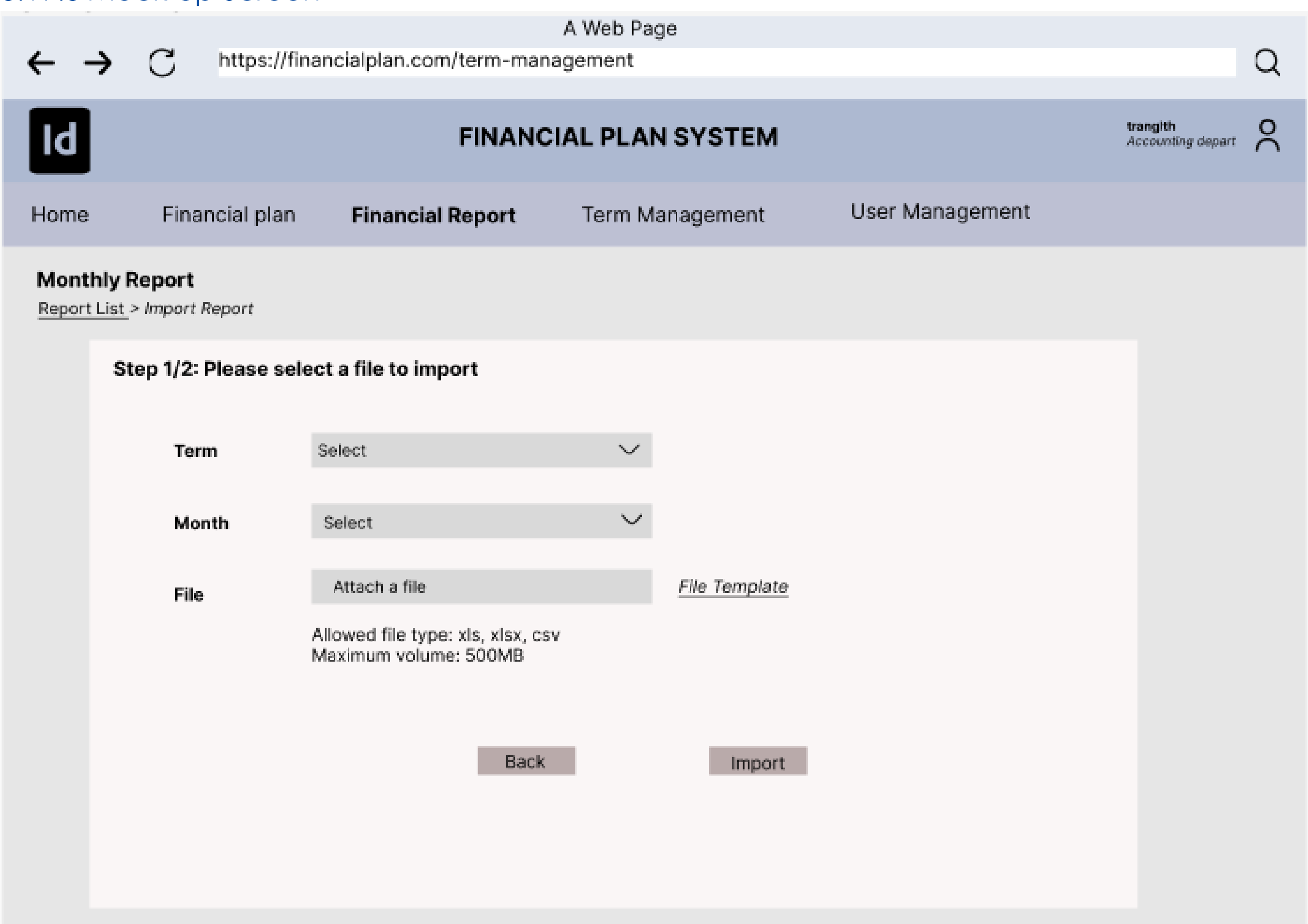
3.19.2.5 Exception flow 4 – Do not allow to upload duplicated Monthly report for the same department

Step	Description
1.	At step 3, system check the selected Month and the selected Department
2.	If the has been a monthly report for the selected Month and department, do not allow. System return error message ME023: “There has been a duplicated report for this department in this month. Please try again.”
3.	The flow ends

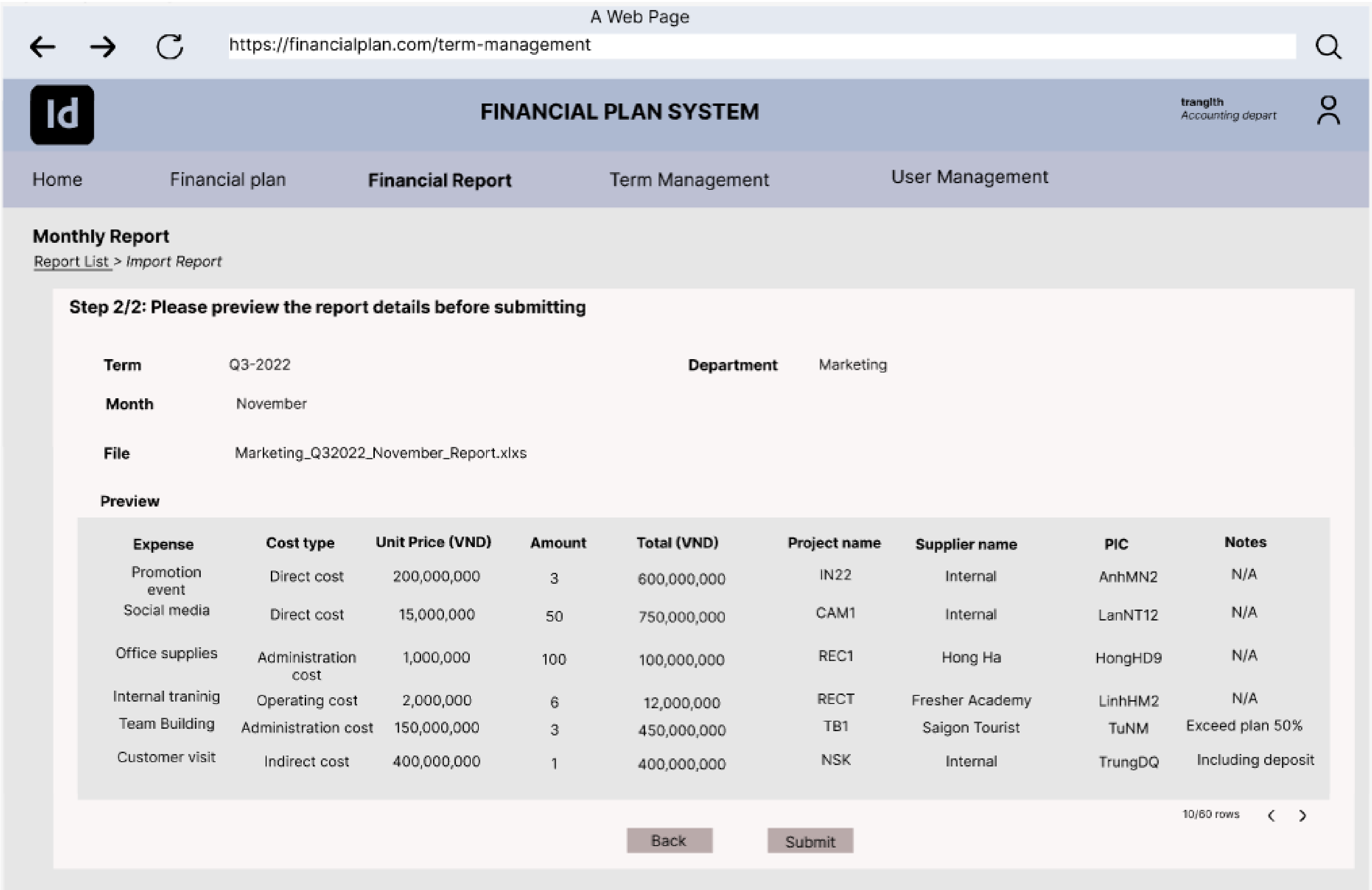
3.19.2.6 Exception flow 5 – User cancels the flow

Step	Description
1.	At step 3 or step 6, user cancels the flow
2.	System closes the dialog and go back to report list
3.	The flow ends

3.19.3 Mock-up Screen



Screen 13.1. Import report – Step 1



Screen 13.1. Import report – Step 2 Preview

3.19.4 Screen Description

3.19.4.1 Import Report – Step 1

REF	Field Name	Control Type	Data Type	Description
1.	Page title and Breadcrumb	Label	N/A	Display "Monthly Report" "Report List > Import Report"
2.	Instruction text	Label	N/A	Display "Step 1/2: Please select a file to import"
3.	Term	Dropdown	Text	Allow to select a Term - List of values: List of term that has In-Progress status
4.	Month	Dropdown	Text	Allow to select a Month List of values: Refer to BRL-19-03
5.	File	Text field and button	N/A	Allow to click and upload 1 file
6.	Instruction text	Text	N/A	Display "Allowed file type: xls, xlsx, csv". "Maximum volume: 500MB"
7.	File Template	Text Link	N/A	Click to automatically download the plan template to user's device
8.	Import	Button	N/A	Click to import the file

9.	Back	Button	N/A	Click to go back to Report List and cancel the flow

3.19.4.2 Import Report – Step 2:

REF	Field Name	Control Type	Data Type	Description
1.	Page title and Breadcrumb	Label	N/A	Display “Monthly Report” “Report List > Import Report”
2.	Instruction text	Label	N/A	Display “Step 2/2: Please preview the report details before submitting”
3.	Term	Label	N/A	Display the selected Term from step 1, do not allow to edit in this step
4.	Month	Label	N/A	Display the selected Term from step 1, do not allow to edit in this step
5.	Department	Label	N/A	Display the department that is tied to the user’s account.
6.	File	Text field and button	N/A	Display the file name that has been uploaded from Step 1
7.	Preview section	Data grid	N/A	Display the content of the file to preview One monthly expense report includes of multiple expenses. Each row is an expense. The list of columns is: - Expense: Name of the expense as in the file - Cost type: Name of the cost type as in the file - Unit price (VND): Name of the unit price as in the file - Amount: The amount as in the file - Total (VND): Auto-calculated, Refer to BRL-19-04 - Project Name: Project Name as in the file - Supplier Name: Supplier Name as in the file - PIC: PIC name as in the file - Note: Note as in the file
8.	Submit	Button	N/A	Click to submit the file, System go back to Monthly expense report list and display success message ME024: “Monthly expense report successfully imported.”
9.	Back	Button	N/A	Click to go back to Step 1

3.19.5 Business Rules

Business Rule ID	Business Rule Description
BRL-19-01	Rule to upload file: - Allow to upload one file at a time - Only allow to select xls, xlsx and csv files form user’s device - Maximum volume of 500MB

BRL-19-02	Rule to check file:
	- The file need to follow the correct naming convention: <DepartmentName>_<TermName>_<Month>_Report
	    1. E.g: Marketing_Q12022_January_Report
	- The file need to follow the file template (refer to Appendix for the template)
	    1. The following criteria will need to be validated
	        ▪ Missing column
	        ▪ Column in wrong order
	        ▪ No header
	        ▪ The following column need to be in numeric format:
	            • Expense
	            • Unit Price (VND)

	• Amount • Total (VND) ▪ Date column must be in DD/MM/YYYY format - If any of the criteria doesn't meet, display error message ME016 "The file uploaded doesn't meet the requirement. Please use download the file template and try again." Allow to click file template to automatically download the plan template to user's device (Refer to Common Component for file template)
BRL-19-03	Month dropdown - List of Month and Year 1. From January of Current Year to March of Next Year 2. Display in format: Month YYYY ▪ Example: • November 2022 • January 2023
BRL-19-04	Rule to calculate total column: Total = Unite Price x Amount
BRL-19-05	After the report is submitted - System will auto-generate the row number of each expenses. This number is unique for 1 row within a report. - Status of the monthly report is NEW

3.20 UC20: View Monthly expense report details

3.20.1 Overview.

ID and Name	View Monthly expense report details
Description	This use case allows users to view the details of a Monthly expense report
Actor	Financial Staff, Accountant
Trigger	User click on View icon on the Monthly report list
Pre-condition	Users has logged in as Financial Staff, Accountant
Post-condition	User can view the report details

3.20.2 Flow of Events

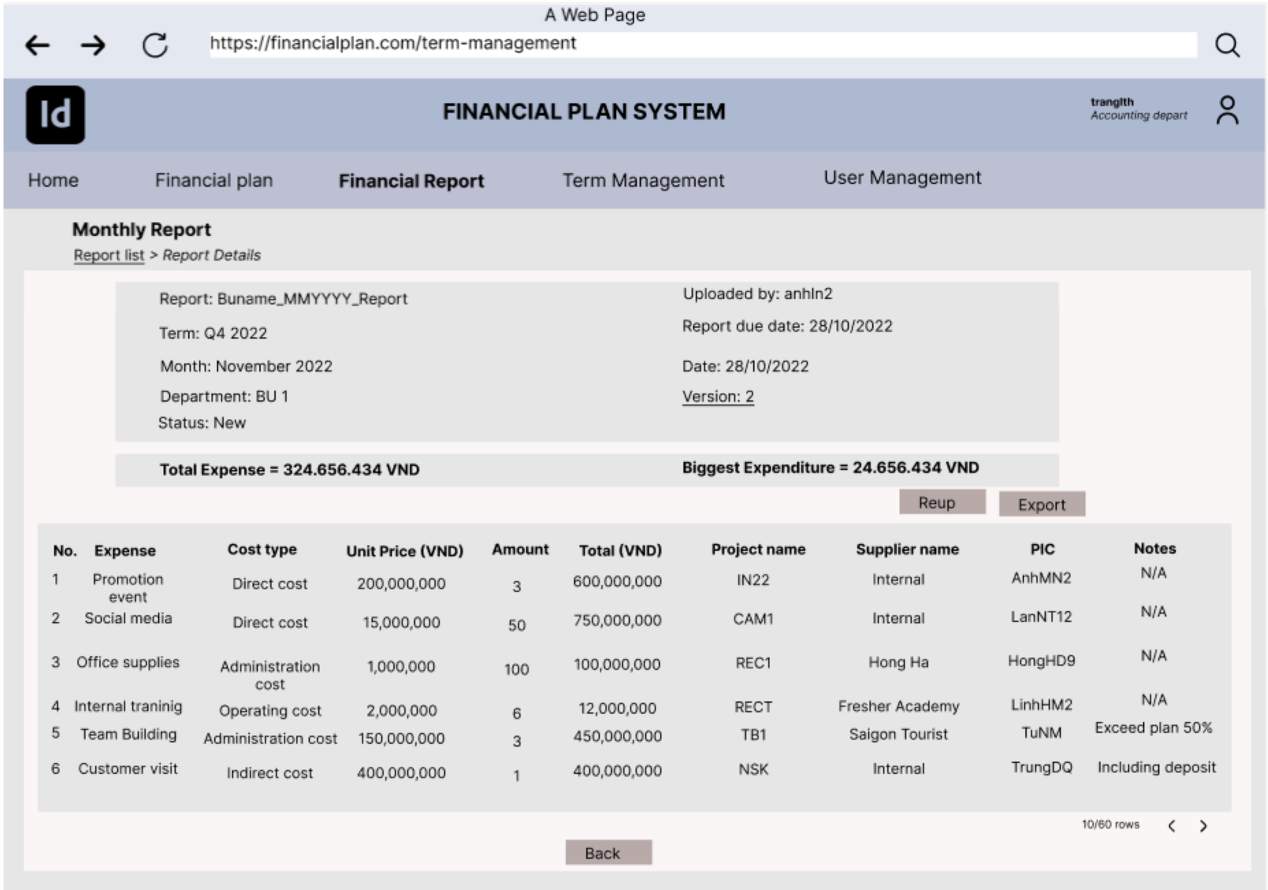
3.20.2.1 Basic Flow

Step	Description
4.	Users select view button from Monthly expense report List
5.	Systems display report details to user
6.	The flow ends

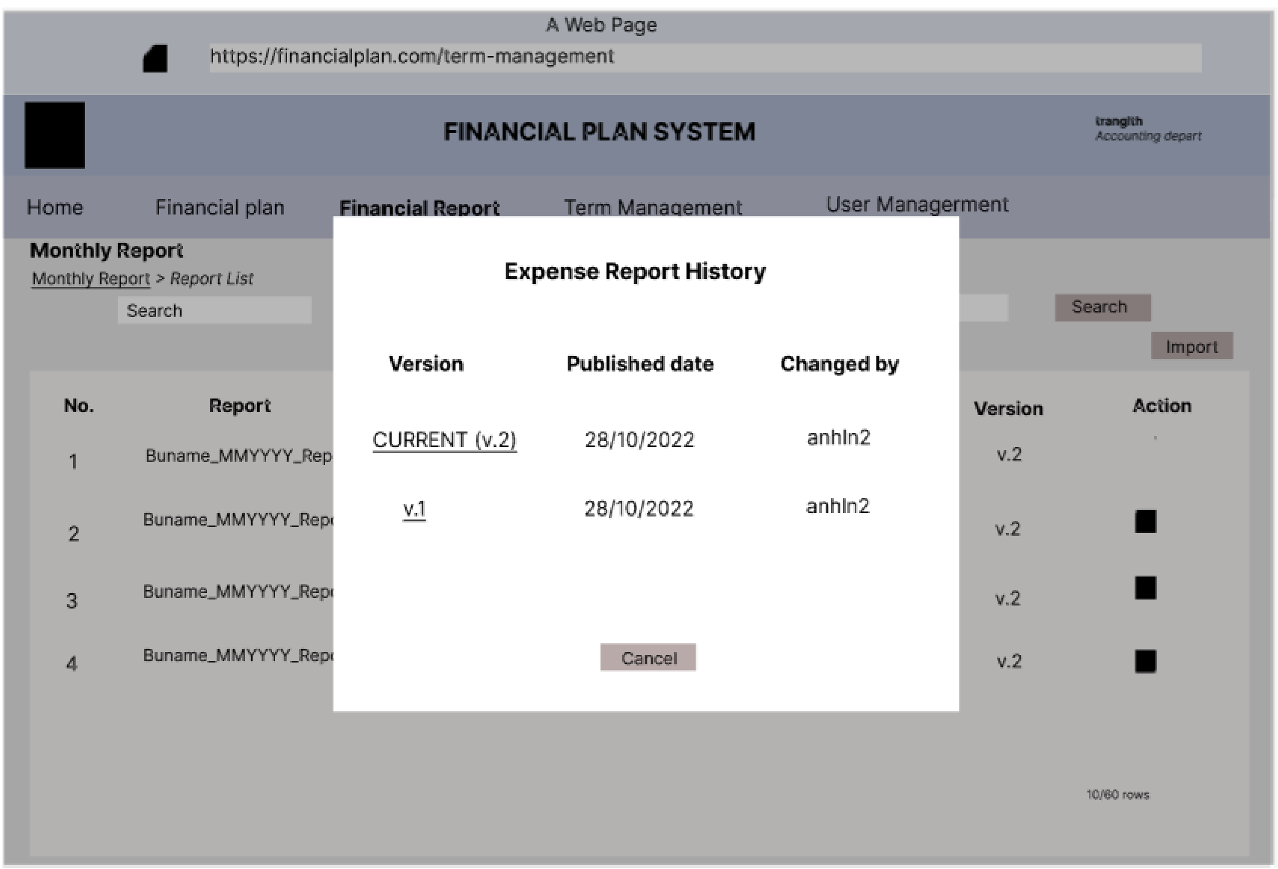
3.20.2.2 Alternative flow 1 – View report history

Step	Description
4.	In the report details page, user click on the version list
5.	System display the Page history dialog to allow user to download the history version
6.	The flow ends

3.20.3 Mock-up Screen



Screen 14. Report details



Screen 15. Report history

3.20.4 Screen Description

3.20.4.1 Report details page

REF	Field Name	Control Type	Data Type	Description
1.	Title and Bread crumb	Text	N/A	Display “Monthly report” “Monthly report list > Report Details”
2.	Report Name	Label	N/A	Display the name of file (before the file extension part)
3.	Term	Label	N/A	Display the name of the term
4.	Version	Text link	N/A	Display the current version as a text link. Click to open Expense Report history dialog
5.	Uploaded by	Label	N/A	Display the user name of the account that uploaded the file
6.	Department name	Label	N/A	Display the name of the department
7.	Date	Label	N/A	Display the Uploaded date of the file
8.	Report Due Date	Label	N/A	Display the Report Due Date of the term selected for the report
9.	Status	Label	N/A	Display the status of the report. Refer to Business rule
10.	Re-up	Button	N/A	Available only for Financial Staff. Hidden for Accountant. Except for the report of Accounting department. Refer to BRL-20-03 Click to trigger UC21 Only available when the report status is New
11.	Export	Button	N/A	Available for both Financial Staff and Accountant. Trigger UC22
12.	Report details	Datagrid	N/A	Display the details of the plan from the file imported. Consist of the following column: - No.: Auto-generated by system. Refer to BRL-19-04 - Expense - Cost type - Unit price (VND) - Amount - Total (VND): Auto-calculated. Refer to BRL-19-05 - Project Name - Supplier Name - PIC - Note
13.	Paging	Buttons	N/A	Refer to Common component
14.	Total Expense	Label	N/A	Display the total expense of the report, which is the sum of the Total Column for all rows in the report
15.	Biggest Expenditure	Label	N/A	Display the Expense with the highest total in the report.
16.	Back	Button	N/A	Click to go back to report list

3.20.4.2 Plan history dialog

REF	Field Name	Control Type	Data Type	Description
1.	Title	Text	N/A	Display “Plan history”

2.	Version	Text link	N/A	For each version, display the version number as a text link, when clicked, automatically download the file to user's device For current version, display in format: "Current <version number>"
3.	Published date	Label	N/A	Display the imported date of the file
4.	Uploaded by	Label	N/A	Display the user name of the account that uploaded the file

3.20.5 Business Rules

Business Rule ID	Business Rule Description
BRL-20-01	Rule to calculate total plan: the sum of the Total Column for all rows in the report
BRL-20-02	Rule to display list of version: From newest to oldest
BRL-20-03	For Accountant: - With reports of other departments: Do not allow to edit. Re-up button will be hidden - With reports of the accounting departments (Same department with user's account): Allow to edit. Re-up button will be displayed

3.21 UC21: Edit Monthly expense report

3.21.1 Overview.

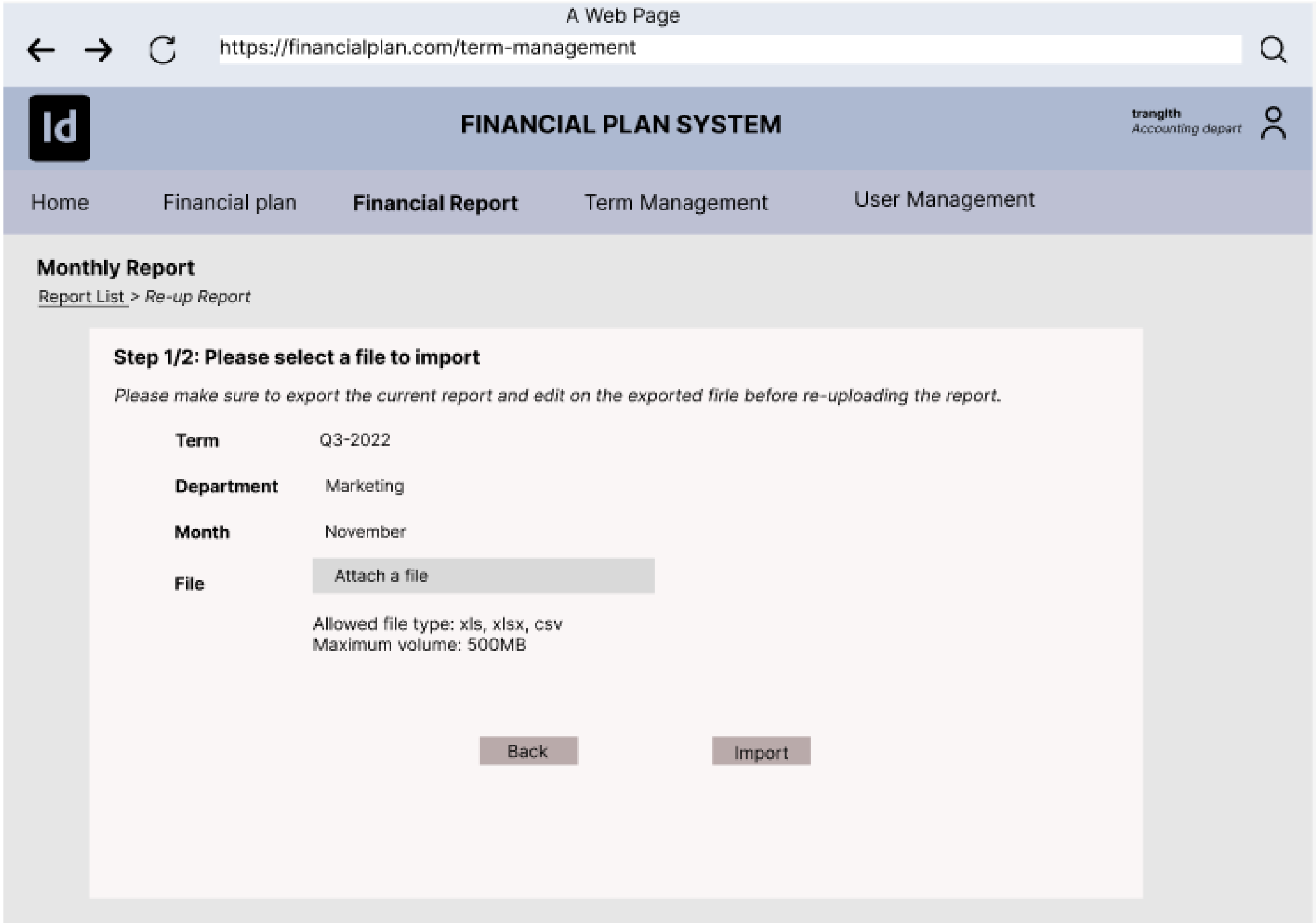
ID and Name	Edit Monthly expense report
Description	This use case allows Users to edit a Monthly expense report by re-uploading the file
Actor	Financial staff, Accountant
Trigger	Users click Re-up button in Report details screen
Pre-condition	User has logged in as Financial Staff The Report's Status is New
Post-condition	Users can re-upload the file

3.21.2 Flow of Events

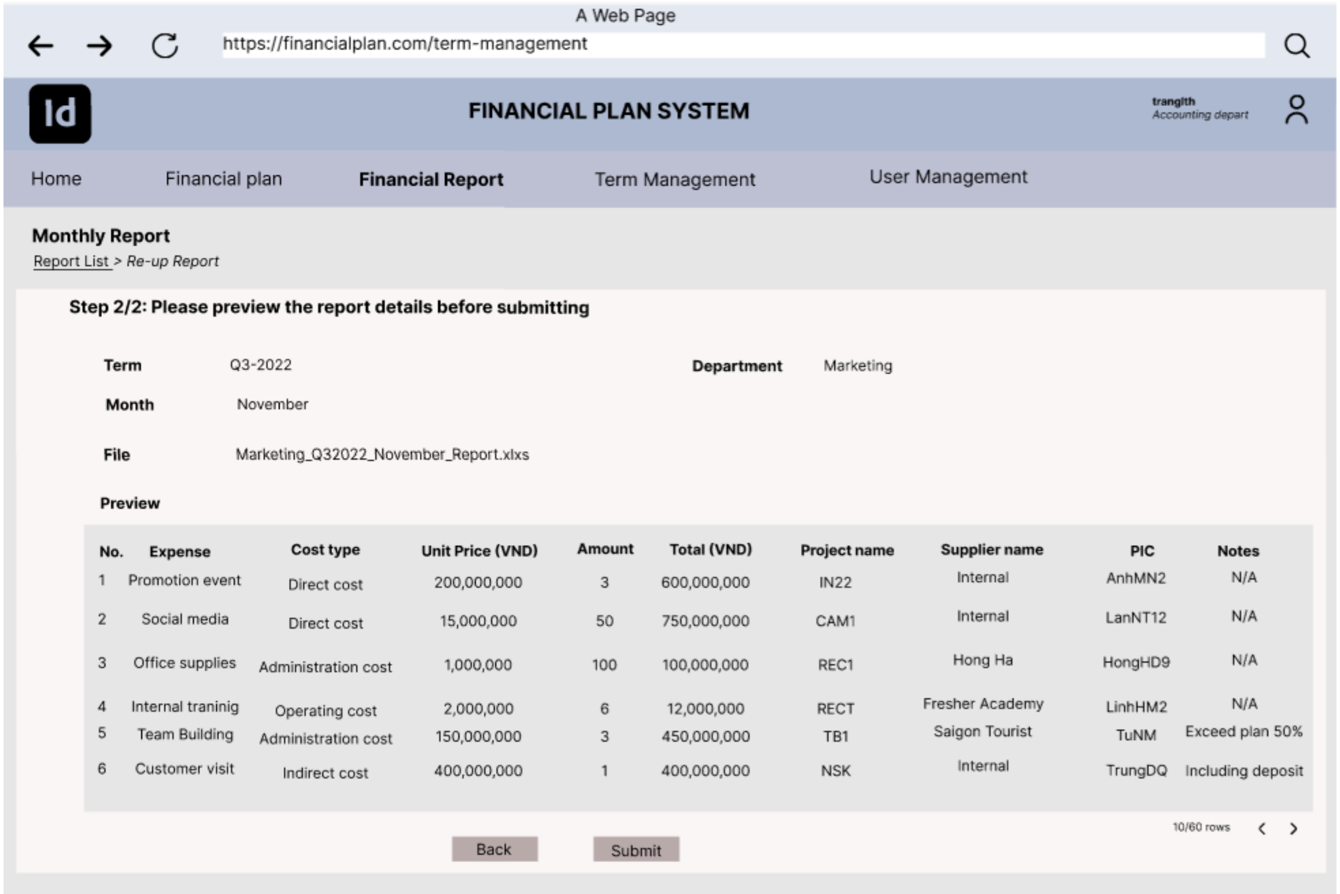
3.21.2.1 Basic Flow

Step	Description
7.	Users click Re-up button in Report details screen
8.	The system the import screen for user to re-up the Report
9.	User select another file to upload
10.	System replace the current file
11.	System increase the version of the Report (add 1 unit) and add to Report history
12.	The flow ends

3.21.3 Mock-up Screen



Screen 15. Re-up Report– Step 1



Screen 15. Re-up Report - Step 2 Preview

3.21.4 Screen Description

3.21.4.1 Re-up Plan – Step 1

REF	Field Name	Control Type	Data Type	Description
1.	Title	Label	N/A	Display "Import Expense Report"
2.	Instruction text	Label	N/A	Display: "Please make sure to export the current report and edit on the exported file before re-uploading the report."
3.	Term	Label	N/A	Display the Term. Do not allow to edit
4.	Month	Label	N/A	Display the Month. Do not allow to edit
5.	Department	Label	N/A	Display the Department. Do not allow to edit
6.	File	Text field and button	N/A	Allow to click and upload 1 file to replace the current file
7.	Instruction text	Text	N/A	Display "Allowed file type: xls, xlsx, csv". "Maximum volume: 500MB"
8.	Import	Button	N/A	Click to import the file
9.	Back	Button	N/A	Click to go back to previous page and cancel the flow

3.21.4.2 Re-up Plan – Step 2:

REF	Field Name	Control Type	Data Type	Description
1.	Title	Label	N/A	Display "Import Expense Report"
2.	Term	Dropdown	Text	Display the selected Term. Do not allow to edit
3.	Month	Dropdown	Text	Display the selected Month. Do not allow to edit
4.	Department	Dropdown	Text	Display the selected Department. Do not allow to edit

5.	File	Text field and button	N/A	Display the file name that has been uploaded from Step 1
6.	Preview section	Data grid	N/A	Display the content of the file to preview The list of columns is: - No: Auto-generated by system - Expense: Name of the expense as in the file - Cost type: Name of the cost type as in the file - Unit price (VND): unit price as in the file - Amount: The amount as in the file - Total (VND): Auto-calculated, Refer to BRL-19-04 - Project Name: Project Name as in the file - Supplier Name: Supplier Name as in the file - PIC: PIC name as in the file - Note: Note as in the file
7.	Submit	Button	N/A	Click to submit the file, System go back to Financial plan list and display success message ME025: “Expense Report successfully replaced.”
8.	Back	Button	N/A	Click to go back to Step 1

3.21.5 Business Rules

Business Rule ID	Business Rule Description
BRL-21-01	1. Re-up button only displays if the Report’s status is New. 2. If the Report has been closed, do not allow to edit, the re-up button will be hidden completely
BRL-21-02	Rule to re-upload file: - Allow to upload one file at a time - Only allow to select xls, xlsx and csv files form user’s device - Maximum volume of 500MB

BRL-21-03	Rule to check file:
	- The file need to follow the correct naming convention: <DepartmentName>_<TermName>_<Month>_Report
	  1. E.g: Marketing_Q12022_January_Report
	- The file need to follow the file template (refer to Appendix for the template)
	- Compared to the initial file, the file to re-uploaded needs to include the No. column that are generated by the system
	  1. The following criteria will need to be validated
	    ▪ Missing column (including No. column)
	    ▪ Column in wrong order
	    ▪ No header
	    ▪ The following column need to be in decimal format:
	      • Expense
	      • Unit Price (VND)
	      • Amount
	      • Total (VND)
	    ▪ Date column must be in DD/MM/YYYY format
	- If any of the criteria doesn’t meet, display error message ME016 “The file uploaded doesn’t meet the requirement. Please use download the file template and try again.”
	Allow to click file template to automatically download the plan template to user’s device (Refer to Common Component for file template)

BRL-21-04	Rule to update data: - System will base on No. column to:

	1. Update the row details of the same No. 2. Add the new row if No. column is blank 3. Delete the row if No. column is missing compared to the current data

3.22 UC22: Export expense report

3.22.1 Overview.

ID and Name	Export expense report
Description	This use case allows user to export the expense report by downloading
Actor	Financial staff, Accountant
Trigger	Users click Export button in Monthly report details page
Pre-condition	Users logged in to the system as Financial Staff or Accountant
Post-condition	Users can export the report to excel file

3.22.2 Flow of Events

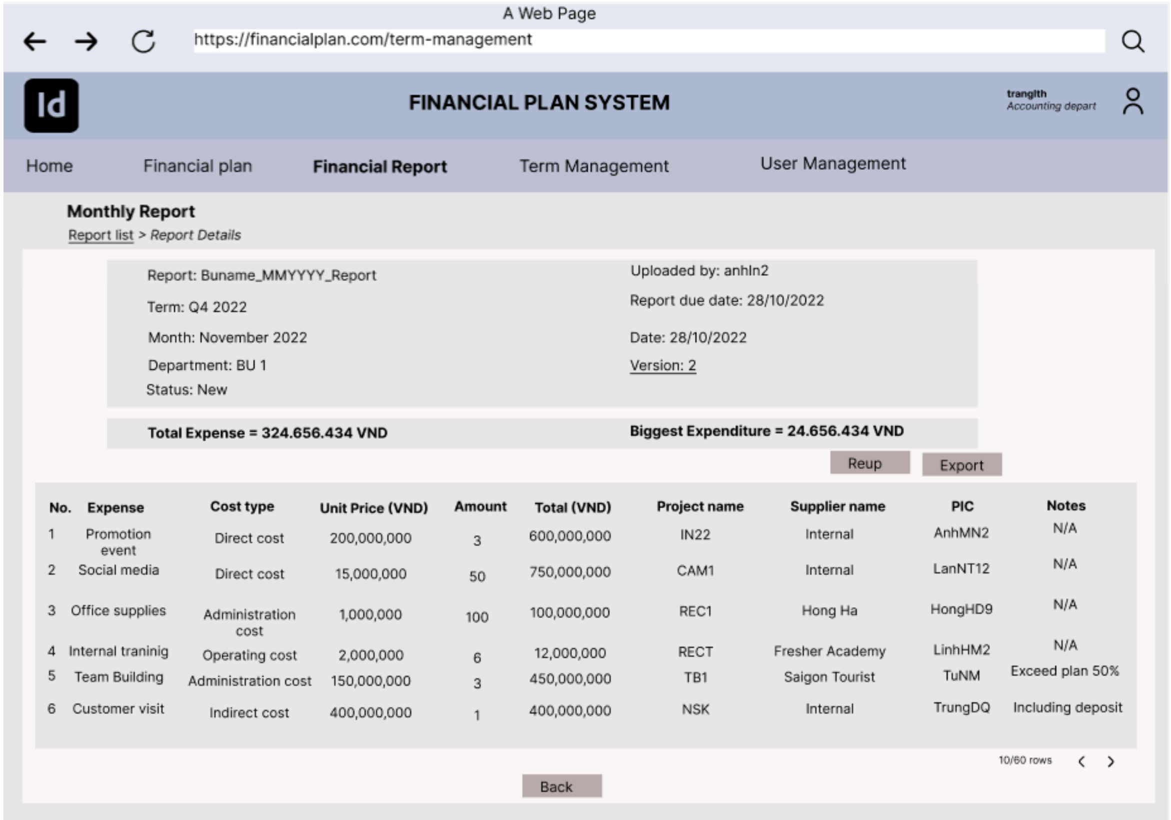
3.22.2.1 Basic Flow – Export Monthly expense report details

Step	Description
1.	Users click Export button in Monthly report details page
2.	System generate the most current report to excel file and automatically download to user's device
3.	The flow ends

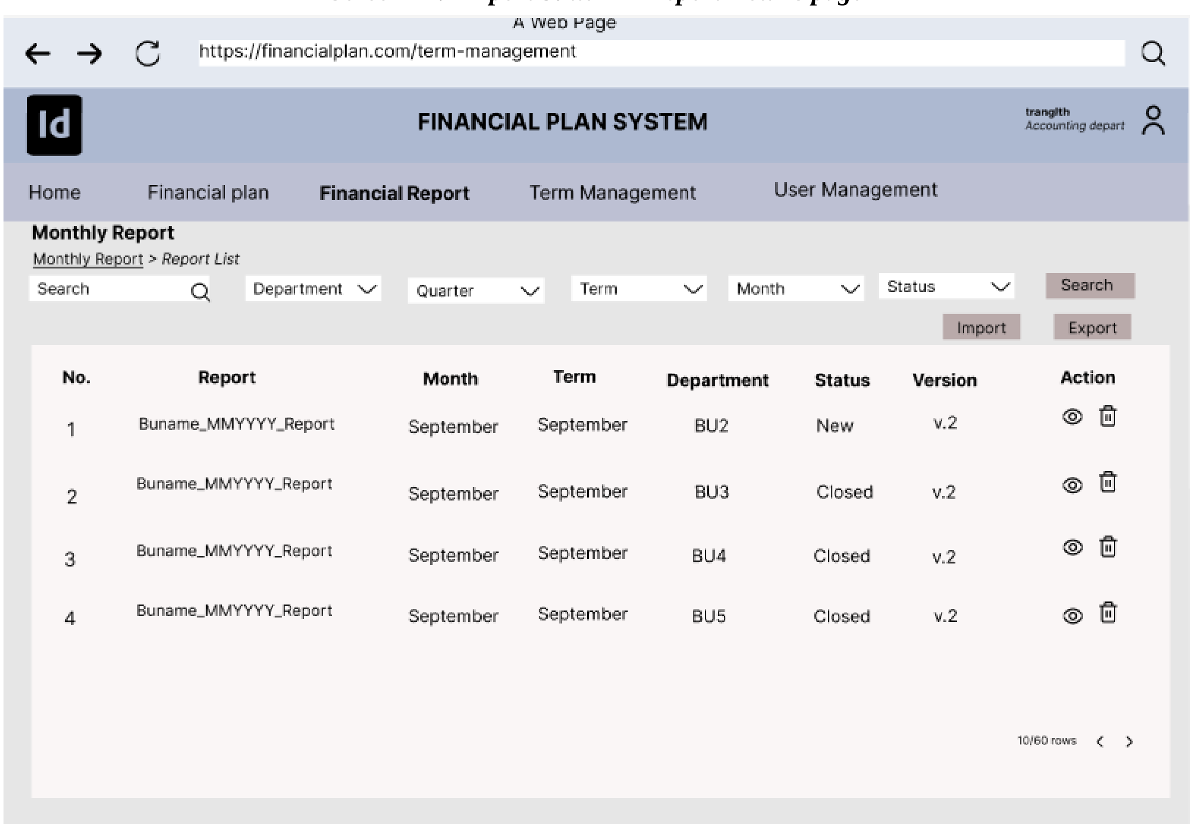
3.22.2.2 Alternative flow – Export multiple expense report from report list

Step	Description
1.	In the report list, user can enter search criteria and select the Quarter
2.	System returns list of reports that match with the search criteria
3.	User clicks Export button
4.	System generate the list of report details into excel file and automatically download to user's device
5.	The flow ends

3.22.3 Mock-up Screen



Screen 21. Export button in Report Details page



Screen 22. Export button in Report list

3.22.4 Screen Description

3.22.4.1 Export button in report details page

REF	Field Name	Control Type	Data Type	Description
1.	Export	Button	N/A	• Click to export the report to excel file and automatically download to user's device

3.22.4.2 Export button in report list details page

REF	Field Name	Control Type	Data Type	Description
2.	Export	Button	N/A	• Click to generate multiple monthly reports to an excel file and automatically download to user's device

3.22.5 Business Rules

Business Rule ID	Business Rule Description
BRL-22-01	In both flows, The Report will be exported to excel and will be downloaded automatically to user's device
BRL-22-02	For single monthly reports that is exported from the Report detail page: System will export all rows of all pages in the report. File format of the exported file: Refer to Common Component
BRL-22-03	For single monthly report file that is exported from the Report detail page: Compared to the initial file, the exported file will have 1 additional column: - No. Column: Auto-generated by system. No. is unique within 1 file of a department
BRL-22-04	For the file that is exported from the report list, system will combine the data from multiple single monthly reports that match with the search criteria and put into one file. This file will still follow the format of the monthly report file template. File name: Compared to the initial file, the exported file will have 1 additional column: No. Column: Auto-generated by system. This No. column will follow the No. column within a report details. (No. is unique within the rows of a department)

3.23 UC23: Delete Monthly expense report

3.23.1 Overview.

ID and Name	Delete Monthly expense report
Description	This use case allows Users to delete a Monthly expense report
Actor	Financial staff, Accountant
Trigger	Users click on Delete button in the Monthly expense report list
Pre-condition	Users has logged in to the system Report's status is New
Post-condition	Report is deleted and removed from the list

3.23.2 Flow of Events

3.23.2.1 Basic Flow

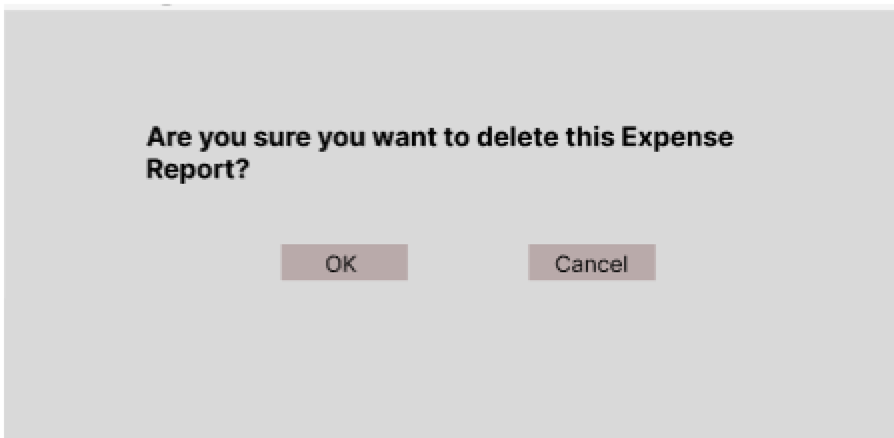
Step	Description
7.	Users click on Delete button in the Monthly expense report list
8.	The system displays confirmation dialog
9.	User confirms to delete
10.	The system delete the report and remove it from the list

11.	The system display success message ME026: “Monthly expense report has been successfully deleted”
12.	The flow ends

3.23.2.2 Exception flow 1 – Users cancel the flow

Step	Description
6.	In step 3, user cancels the flow
7.	System close the dialog and no changes are made
8.	The flow ends

3.23.3 Mock-up Screen



Screen 23. Delete dialog

3.23.4 Screen Description

3.23.4.1 Delete button

REF	Field Name	Control Type	Data Type	Description
1	Delete	Icon	N/A	Allow to click and delete the plan

3.23.4.2 Delete report confirmation dialog

REF	Field Name	Control Type	Data Type	Description
4.	Instruction	Label	Text	Display “Are you sure you want to delete this Expense report?”
5.	OK	Button	N/A	Click to confirm
6.	Cancel	Button	N/A	Click to cancel the flow and close the pop-up

3.23.5 Business Rules

Business Rule ID	Business Rule Description
BRL-14-01	Only allow to delete if the report’s status is New Once it’s closed, it cannot be deleted

3.24 UC24: View list of annual expense report

3.24.1 Overview.

ID and Name	View list of annual expense report
Description	This use case allows users to view the list of expense report across the year
Actor	Financial Staff, Accountants
Trigger	Users click on the Financial Report menu and select Annual report sub-menu

Pre-condition	User has logged in as Accountant or Financial Staff
Post-condition	Users can view the list of existing Annual Report in the system

3.24.2 Flow of Events

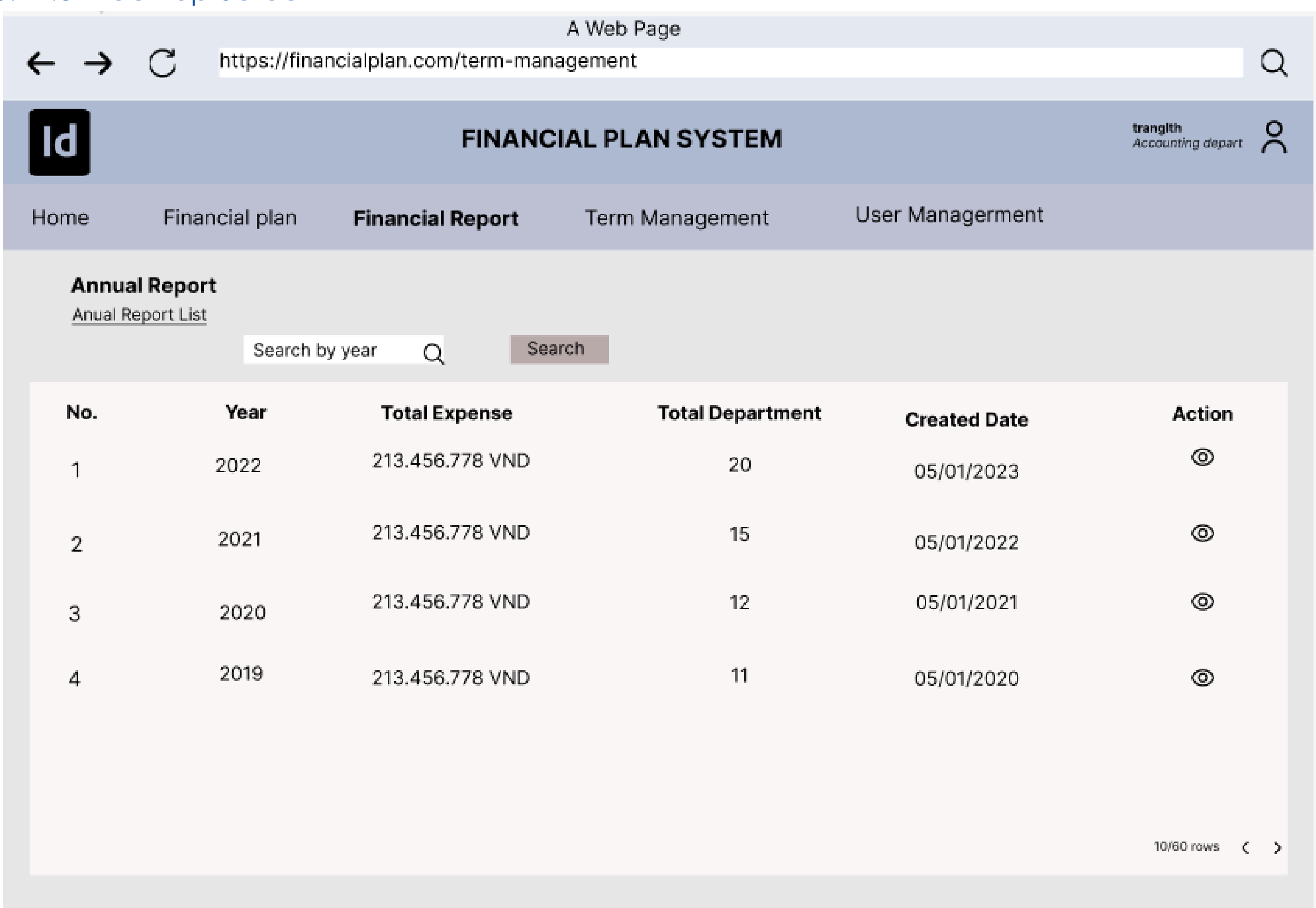
3.24.2.1 Basic Flow

Step	Description
6.	Financial Staff, Accountant logs into the system and select Financial Report menu and Annual report sub-menu
7.	The system displays the Annual report list to search by year
8.	The system display the list of Financial Report that matches with the search criteria
9.	Users view the list of search results
10.	The flow ends

3.24.2.2 Exception flow 1 - Search returns no results

Step	Description
4.	At step 4, system doesn't find any Report that match with the search result
5.	System returns the no result message (ME009: "No items match your credentials, please try again.")
6.	The flow ends

3.24.3 Mock-up Screen



Screen 24. Annual report list

3.24.4 Screen Description

3.24.4.1 Search section

REF	Field Name	Control Type	Data Type	Description
1.	Page title	Title	Text	Display: "Monthly > Report list"
2.	Search by year	Text field	Number	Mandatory. Default to blank. Allow to enter a year number to search. Allow partial match .If blank, display error message ME010: "Please enter keyword"
5	Search	Button	N/A	When clicked • Search based on the search criteria • Return the list of matching terms in the search result table

3.24.4.2 Search result table

REF	Field Name	Control Type	Data Type	Description
11.	No.	Column in table	N/A	Display incremental sequence number of the table
12.	Year	Column in table	N/A	Display year of the report,
13.	Total expense	Column in table	N/A	Display the Total expense of the year
14.	Total department	Column in table	N/A	Display the Total department that has submitted the report of the year.
15.	Created date	Column in table	N/A	Display the Created date of the Report
16.	View	Icon Button	N/A	Click to view annual report detail, trigger UC25 Available for both Accountant and Financial Staff
17.	Pagination	Buttons	N/A	Refer to Common Component

3.24.5 Business Rules

Business Rule ID	Business Rule Description
BRL-24-01	Annual expense report is auto-generated by the system and user cannot delete
BRL-24-02	Rule to generate Annual report - By 20 of December, system will generate the Annual Expense Report. - The report is generated once per year, so no report history
BRL-24-03	Rule to calculate total expense: - Total of all the monthly expense report of all department during the year
BRL-24-04	Rule to calculate total department: - Total of all the department that has submitted monthly expense report during the year
BRL-24-05	Rule to sort: Sort by year from Newest to Oldest

3.25 UC25: View annual expense report details

3.25.1 Overview.

ID and Name	View annual expense report details
Description	This use case allows view the list of expense report across the year
Actor	Financial staff, Accountant

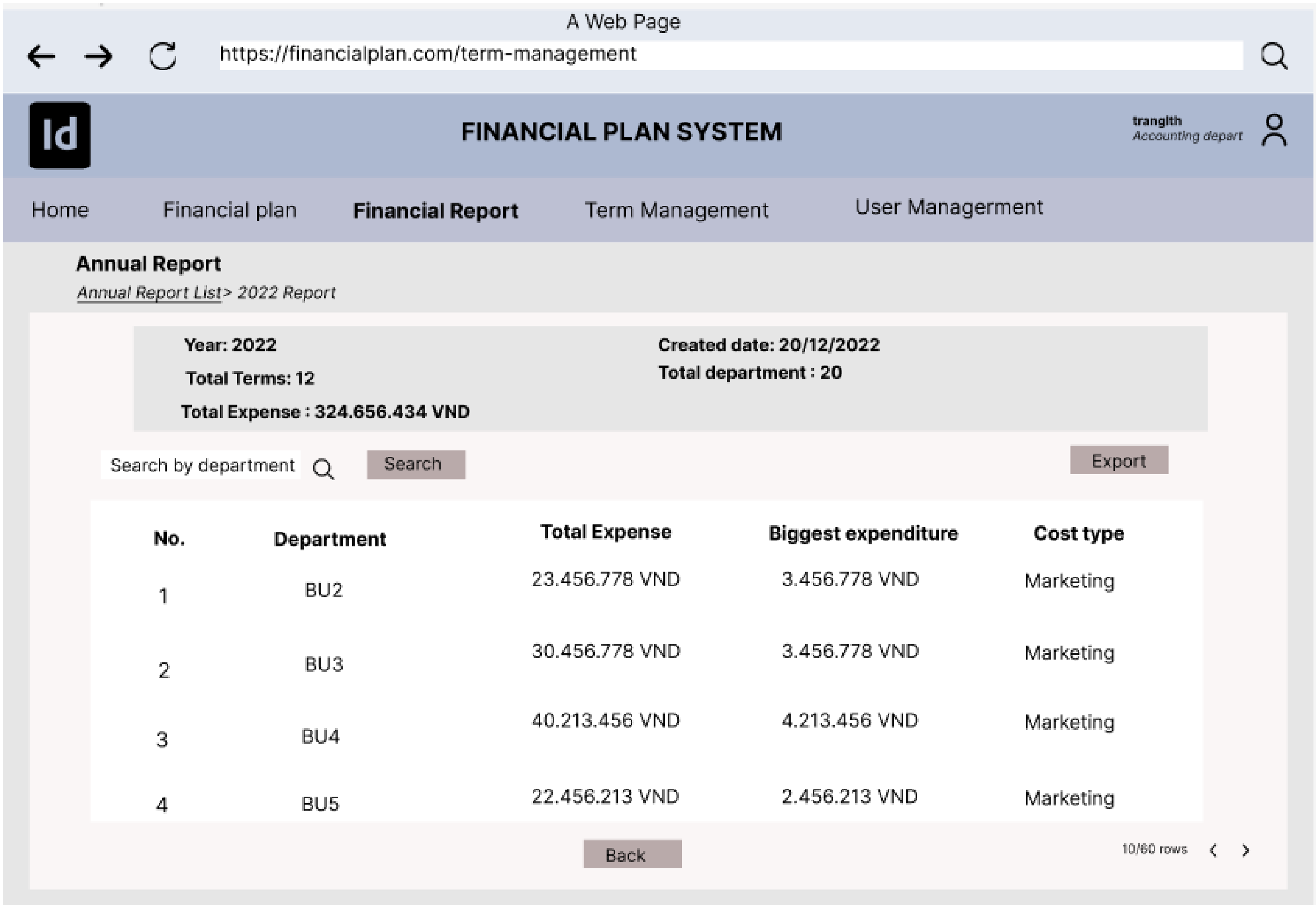
Trigger	User click on View icon on the Annual report list
Pre-condition	Users has logged in as Financial Staff, Accountant
Post-condition	User can view the report details

3.25.2 Flow of Events

3.25.3 Basic Flow

Step	Description
7.	User click on View icon on the Annual report list
8.	Systems display report details to user
9.	The flow ends

3.25.4 Mock-up Screen



Screen 25. Annual Report details

3.25.5 Screen Description

3.25.5.1 Plan details page

REF	Field Name	Control Type	Data Type	Description
1.	Title and Bread crumb	Text	N/A	Display “Annual report” “Annual report list > <YYYY> Report”
2.	Year	Label	N/A	Display the year of the report
3.	Created date	Label	N/A	Display created date of the report

4.	Total Term	Label	N/A	Display the Total Terms of the year
5.	Total expense	Text link	N/A	Display the Total expense of the year
6.	Total Department	Label	N/A	Display the Total department that has submitted the report of the year.
7.	Export	Button	N/A	Available for both Financial Staff and Accountant. Trigger UC26
8.	Search section	Buttons	N/A	Allow to enter department name to search. Allow partial match
9.	Report details	Datagrid	N/A	Display the details of the plan from the file imported. Consist of the following column: - No. - Department - Total Expense - Biggest expenditure of the department - Cost type of the biggest expenditure List of cost type, refer to common component
10.	Paging	Buttons	N/A	Refer to Common component
11.	Back	Button	N/A	Click to go back to report list

3.25.6 Business Rules

Business Rule ID	Business Rule Description
BRL-25-03	Rule to display report details: Sort by Department name in Alphabetical order

3.26 UC26: Export Annual expense report

3.26.1 Overview.

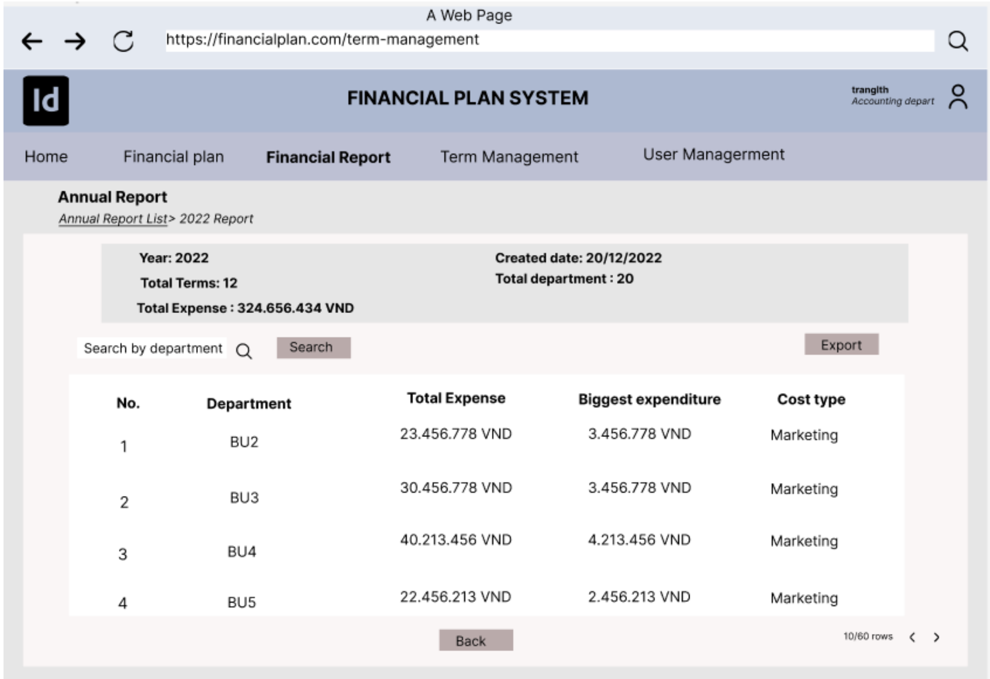
ID and Name	Export Annual expense report
Description	This use case allows user to export the annual expense report by downloading
Actor	Financial staff, Accountant
Trigger	Users click Export button in Annual report details page
Pre-condition	Users logged in to the system as Financial Staff or Accountant
Post-condition	Users can export the report to excel file

3.26.2 Flow of Events

3.26.2.1 Basic Flow

Step	Description
6.	Users click Export button in Annual report details page
7.	System generate the most current report to excel file and automatically download to user's device
8.	The flow ends

3.26.3 Mock-up Screen



Screen 26. Export button

3.26.4 Screen Description

3.26.4.1 Export button

REF	Field Name	Control Type	Data Type	Description
3.	Export	Button	N/A	• Click to export the report to excel file

3.27 UC27: View list and search user

3.27.1 Overview

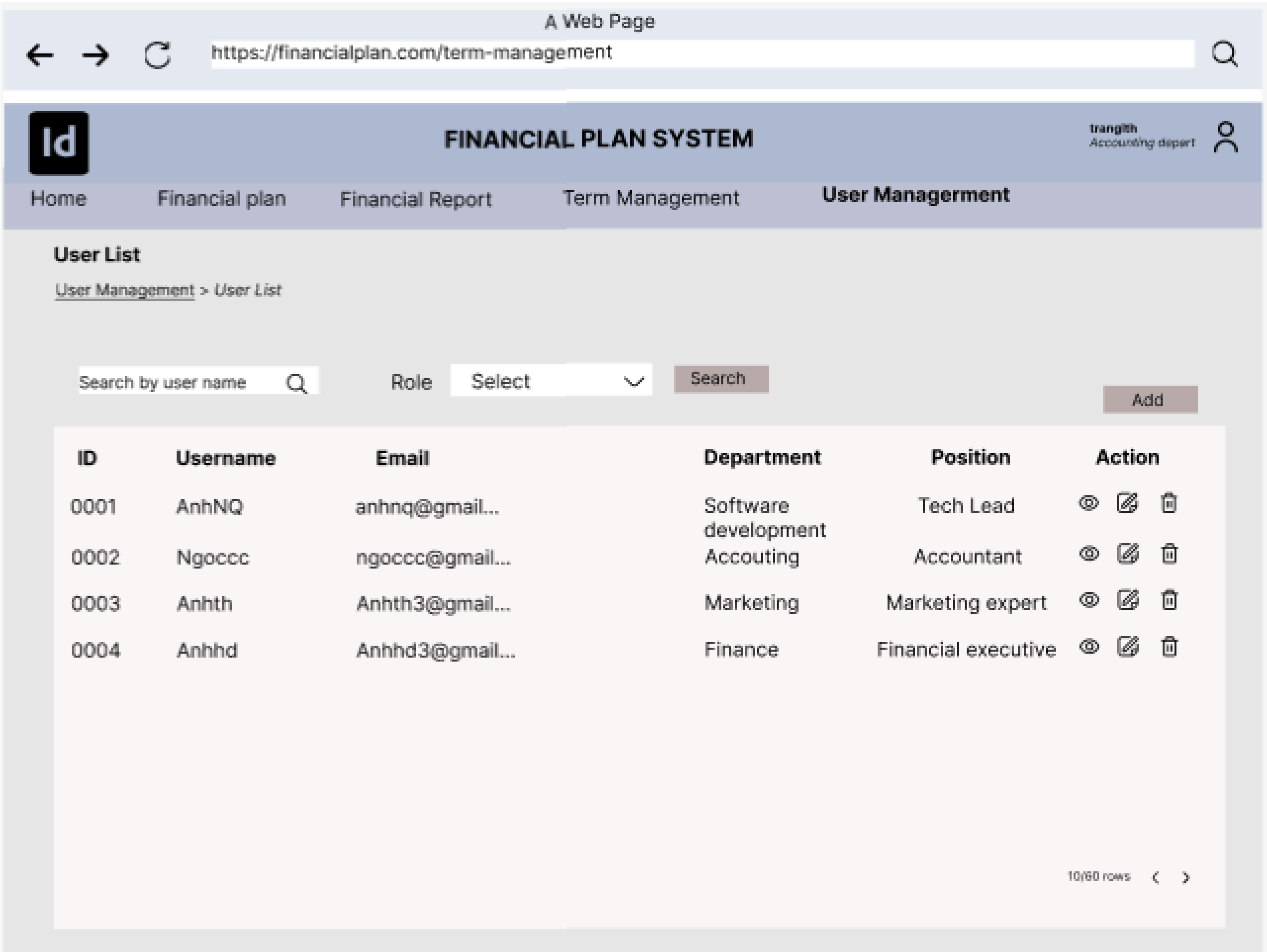
ID and Name	UC26: View user list
Description	View user list
Actor	Admin
Trigger	Admin clicks on User on left menu
Pre-condition	Admin has logged in
Post-condition	Admin can view the list of user

3.27.2 Flow of events

3.27.2.1 Basic Flow

Step	Description
1	Admin login in the system successfully
2	User clicks “User Management” menu
3	System shows user list

3.27.3 Mock-up Screen



Screen 27. User List

3.27.4 Screen Description

REF	Field Name	Control Type	Data Type	Description
1	Title and Bread crumb	Text	N/A	Display “User List” “User Management > User List”
3	Search box	Textbox	Text	User input information in the search box to search
4	Role	Combobox	Text	User select role to search. List of role: Admin, Recruiter, Manager, Interviewer
6	Add	Icon	N/A	Click to go to “Create user” screen
8	User name	Column in gridview	Text	Display username
9	Email	Column in gridview	Text	Display email
10	Phone number	Column in grid view	Text	Display Phone number
11	Role	Column in grid view	Text	Display role

12	Status	Column in grid view	Text	Display status of the user
14	Icon view	Icon button	N/A	Click to go to user details screen
15	Icon Edit	Icon button	N/A	Click to edit user

3.27.5 Business Rules

Business Rule ID	Business Rule Description
BRL-27-01	Only admin can view user list
BRL-27-02	List of user status: - Activated - Deactivated
BRL-27-03	List of roles are fixed - Admin - Financial Staff - Accountant

3.28 UC28: Create new user account

3.28.1 Overview

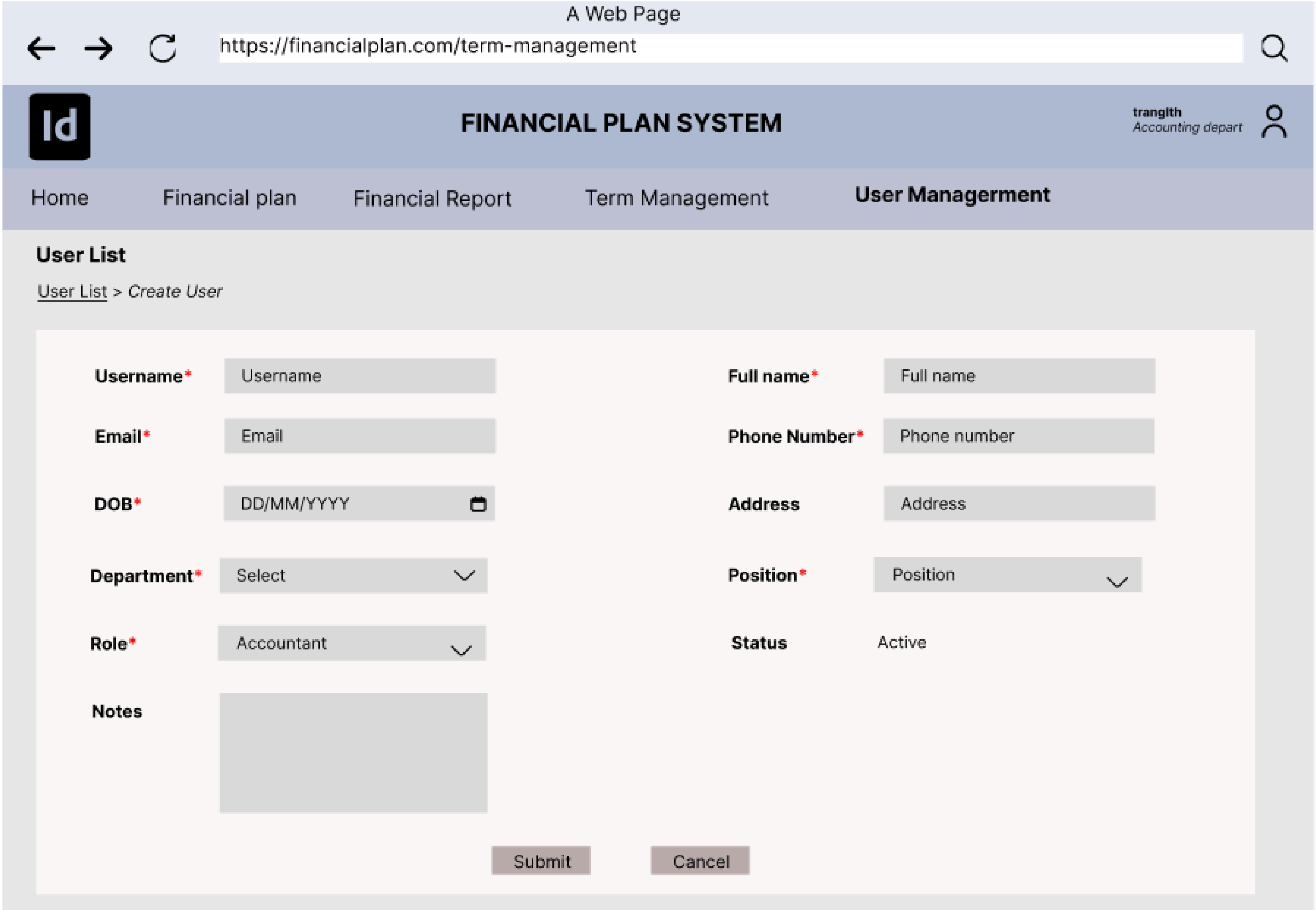
ID and Name	Create new user account
Description	This use case allows admin to create new user
Actor	Admin
Trigger	User clicks on button to create new user
Pre-condition	User has logged in as Admin
Post-condition	New account is created

3.28.2 Flow of events

3.28.2.1 Basic Flow

Step	Description
1	Admin go to User list
2	User click icon “Add” in the User list
3	System show Create user screen
4	User enter information and click submit
5	System create new user account and send email (EM02) to user

3.28.3 Mock-up Screen



Screen 28. Create User

3.28.4 Screen Description

REF	Field Name	Control Type	Data Type	Description
1.	Title and Bread crumb	Text	N/A	Display “User List” “User List > User Details”
2.	User Name	Text box	Text	User name will be auto-generated by system (refer to Business Rule BRL-28-01). Do not allow to enter Mandatory. Default to blank.
3.	Full Name	Text box	Text	Mandatory. Default to blank. Allow to enter user’s full name.
4.	Email	Text box	Text	Mandatory. Default to blank. Allow to enter user’s email Must be email format
5.	Phone number	Text box	Number	Mandatory. Default to blank. Allow to enter user’s phone number
6.	D.O.B	Text box and Date picker	Date	Mandatory. Default to blank. Allow to enter/select user’s DOB Must be past date

7.	Address	Text box	Text	Optional. Default to blank. Allow to enter user's Address
8.	Department	Dropdown	Text	Mandatory. Default to blank. Allow to select user's Department. List of values: Refer to Common Component
9.	Position	Dropdown	Text	Mandatory. Default to blank. Allow to select user's Position List of values: Refer to Common Component
10.	Role	Dropdown	Text	Mandatory. Default to blank. Allow to select user's Roles List of values: Refer to Business rules: BRL-27-03
11.	Status	Label	Text	Default to Active when the user is created. Do not allow to enter
12.	Note	Text box	Text	Optional. Allow to enter note
13.	Submit	Button	N/A	When user clicks on "Submit", system create new user in the system and send email to user System go back to User list and display success message ME027: "Successfully created user"
14.	Cancel	Button	N/A	When user clicks on "Cancel", system back to previous screen user list

3.28.5 Business Rules

Business Rule ID	Business Rule Description
BRL-28-01	Rule to generate user name: • <First Name><Initials of Middle&LastName><Incremental number> • E.g: Hoang Tuan Anh number 5 will have user name as: AnhHT5
BRL-28-02	Rule to send email: System will send email with account and password to user. Refer to EM02
BRL-28-03	Rule to generate password: Password is auto-generated by system
BRL-28-04	Account status: There're 2 statuses: Active and Inactive. When the user is created, default to Active.
BRL-28-05	DOB must be a past date (earlier than current date). If not, display error message ME028: "Date of Birth must be in the past"
BRL-28-06	Email address must be in email format. If not, display error message ME002: "Please enter a valid email address"

3.29 UC29: Edit user

3.29.1 Overview.

ID and Name	Edit user
Description	This use case allows admin to edit user
Actor	Admin
Trigger	User clicks on button to edit user
Pre-condition	User has logged in as Admin
Post-condition	User account is updated

3.29.2 Flow of Events

3.29.2.1 Basic Flow

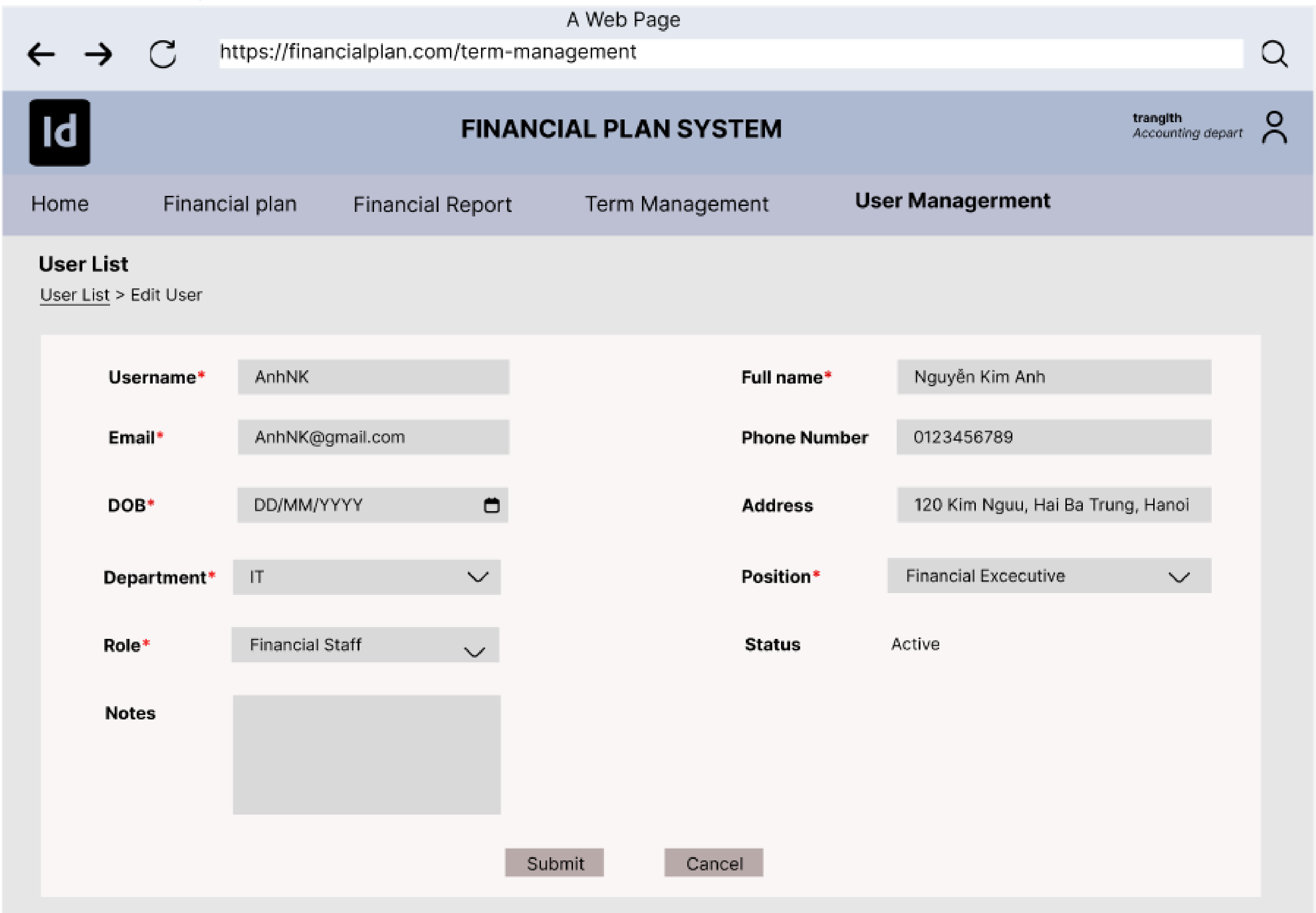
Step	Description

1.	Admin go to User list
2.	User click icon “Edit” icon in the user list
3.	System show Edit user screen
4.	User change information and click submit
5.	System save the changes

3.29.2.2 Alternative flow 1 – Edit from User Details screen

Step	Description
1.	Admin go to User Details Screen
2.	User click icon “Edit” button
3.	System show Edit user screen, continue from step 4 in the basic flow

3.29.3 Mock-up Screen



Screen 29. Edit User

3.29.4 Screen Description

3.29.4.1 Edit User screen

REF	Field Name	Control Type	Data Type	Description
1.	Title and Bread crumb	Text	N/A	Display “User List” “User List > User Details”

2.	User Name	Text box	Text	Display user name auto-generated by system (refer to Business Rule BRL-28-01). Do not allow to edit
3.	Full Name	Text box	Text	Display data entered by Admin, allow to edit
4.	Email	Text box	Text	Display data entered by Admin, allow to edit
5.	Phone number	Text box	Number	Display data entered by Admin, allow to edit
6.	D.O.B	Text box and Date picker	Date	Display data entered by Admin, allow to edit
7.	Address	Text box	Text	Display data entered by Admin, allow to edit
8.	Department	Dropdown	Text	Display data entered by Admin, allow to edit
9.	Position	Dropdown	Text	Display data entered by Admin, allow to edit
10.	Role	Dropdown	Text	Display data entered by Admin, allow to edit
11.	Status	Label	Text	Display Status, do not allow to edit
12.	Note	Text box	Text	Display data entered by Admin, allow to edit
13.	Submit	Button	N/A	When user clicks on "Submit", system update the changes and display success message ME029: "Change has been successfully updated"
14.	Cancel	Button	N/A	When user clicks on "Cancel", system back to user list

3.29.5 Business Rules

Business Rule ID	Business Rule Description
N/A	N/A

3.30 UC30: View user details

3.30.1 Overview

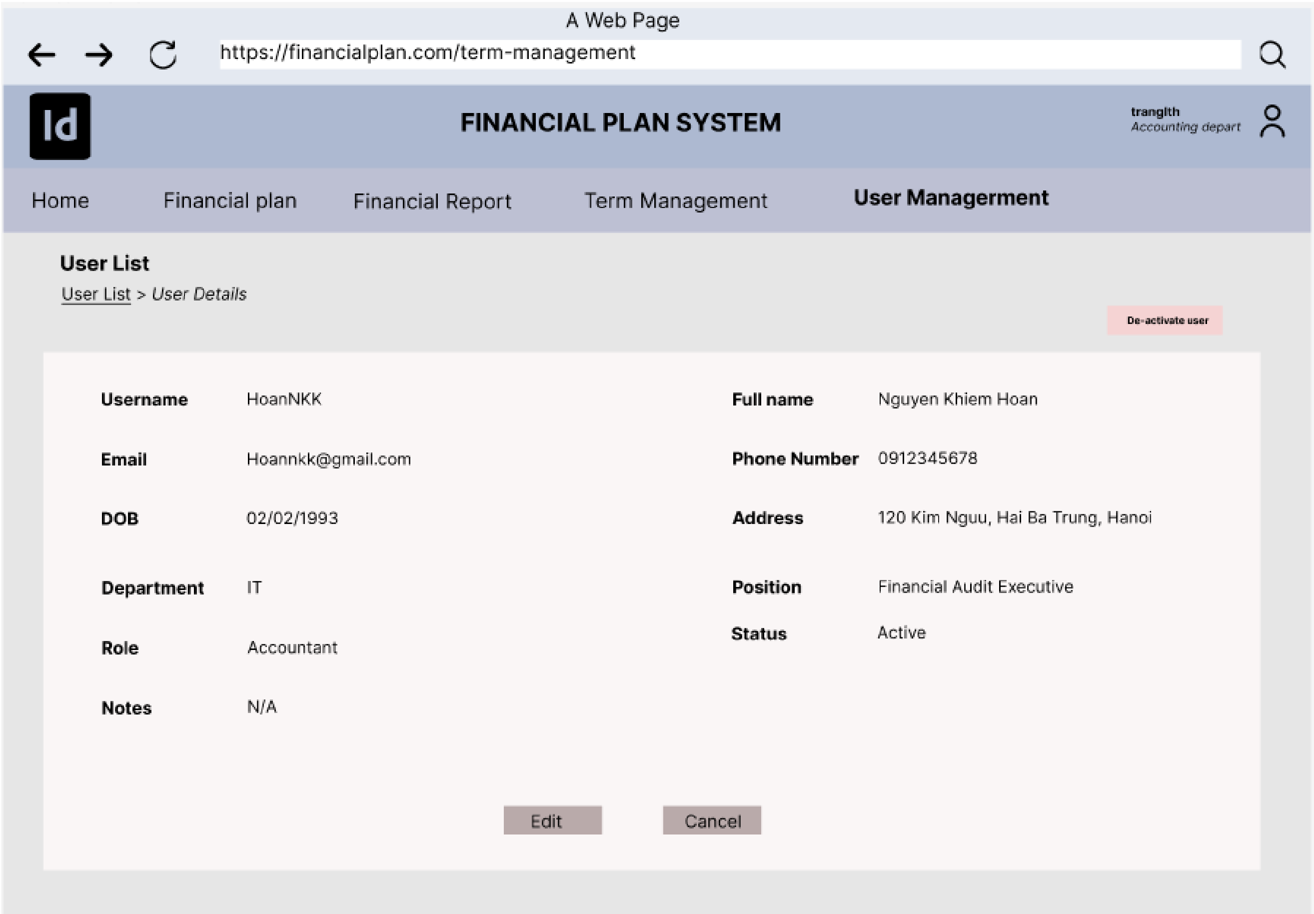
Name	View User Details
Description	This use case allows admin to view user details page
Actor	Admin
Trigger	User clicks on View button in the User list
Pre-condition	User has logged in as Admin
Post-condition	Admin can view user details page

3.30.2 Flow of events

3.30.2.1 Basic Flow

Step	Description
1	Admin go to User list
2	User click icon "View" button in the User list
3	System display user details screen for user to view
4	The flow ends

3.30.3 Mock-up Screen



Screen 30. View User Details page

3.30.4 Screen Description

REF	Field Name	Control Type	Data Type	Description
1.	Title and Bread crumb	Text	N/A	Display “User List” “User List > User Details”
2.	User Name	Label	Text	Display the user name auto-generated by the system. Do not allow to edit
3.	Full Name	Label	Text	Display the data entered by user. Do not allow to edit.
4.	Email	Label	Text	Display the data entered by user. Do not allow to edit
5.	Phone number	Label	Number	Display the data entered by user. Do not allow to edit
6.	D.O.B	Label	Date time	Display the data entered by user. Do not allow to edit
7.	Department	Label	Text	Display the data entered by user. Do not allow to edit
8.	Position	Label	Text	Display the data entered by user. Do not allow to edit
9.	Role	Label	Text	Display the data entered by user. Do not allow to edit
10.	Status	Label	Text	Display the status of user. Do not allow to edit

11.	Note	Text box	Text	Display the data entered by user. Do not allow to edit If blank, display N/A
12.	Edit	Button	N/A	Click to open Edit user screen. Trigger UC29
13.	Cancel	Button	N/A	When user clicks on “Cancel”, system back to user list
14.	Activate	Button	N/A	Trigger UC31. Rule to display: Refer to BRL-31-01
15.	De-Activate	Button	N/A	Trigger UC31. Rule to display: Refer to BRL-31-02

3.30.5 Business Rules

Business Rule ID	Business Rule Description
N/A	N/A

3.31 UC31: Activate/Deactivate user View user details

3.31.1 Overview

Name	Activate/De-activate user
Description	This use case allows admin to Activate/De-activate user
Actor	Admin
Trigger	User clicks on Activate/Deactivate button in user details page
Pre-condition	User has logged in as Admin
Post-condition	User account is activated/de-activated

3.31.2 Flow of events

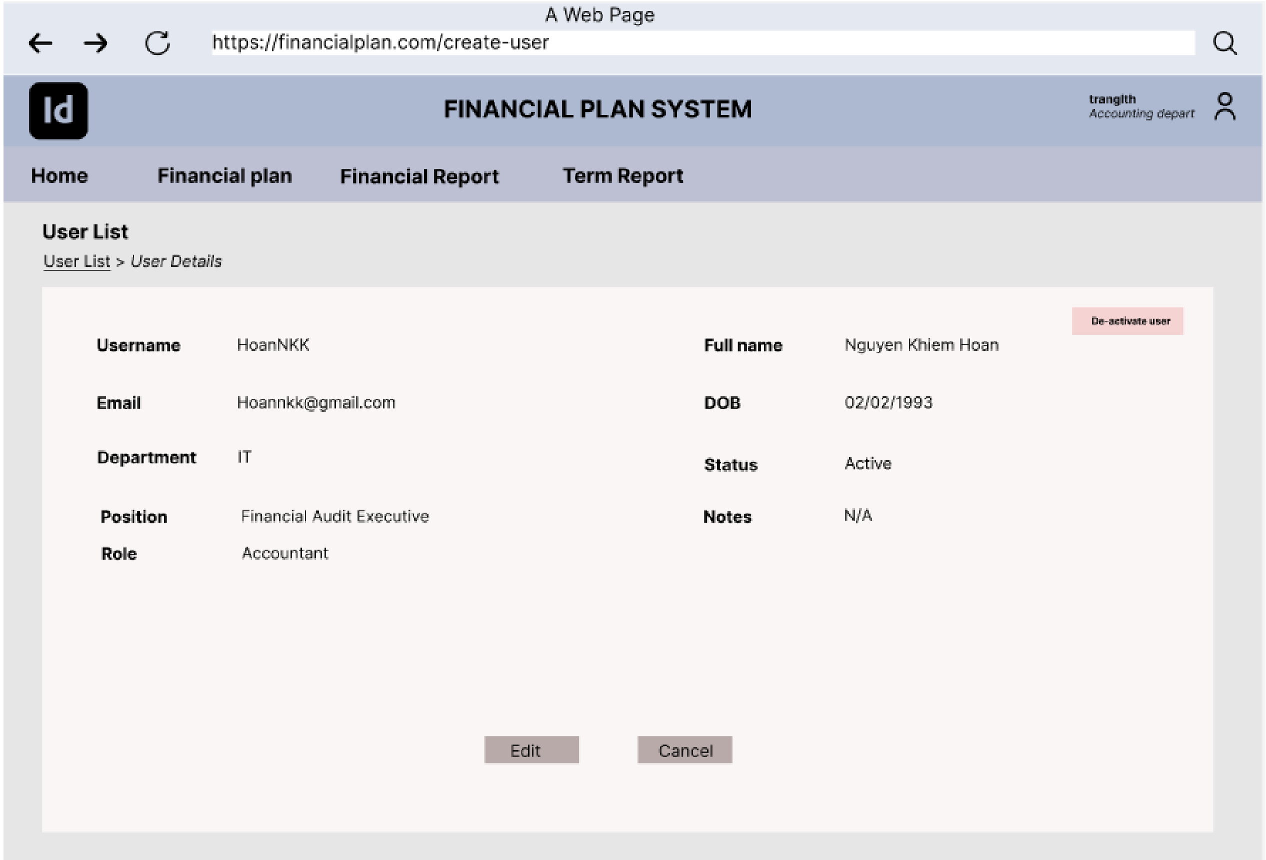
3.31.2.1 Basic Flow – Deactivate user

Step	Description
1	Admin go to User details page
2	User click icon Deactivate button
3	System sets user’s status to Inactive
4	The flow ends

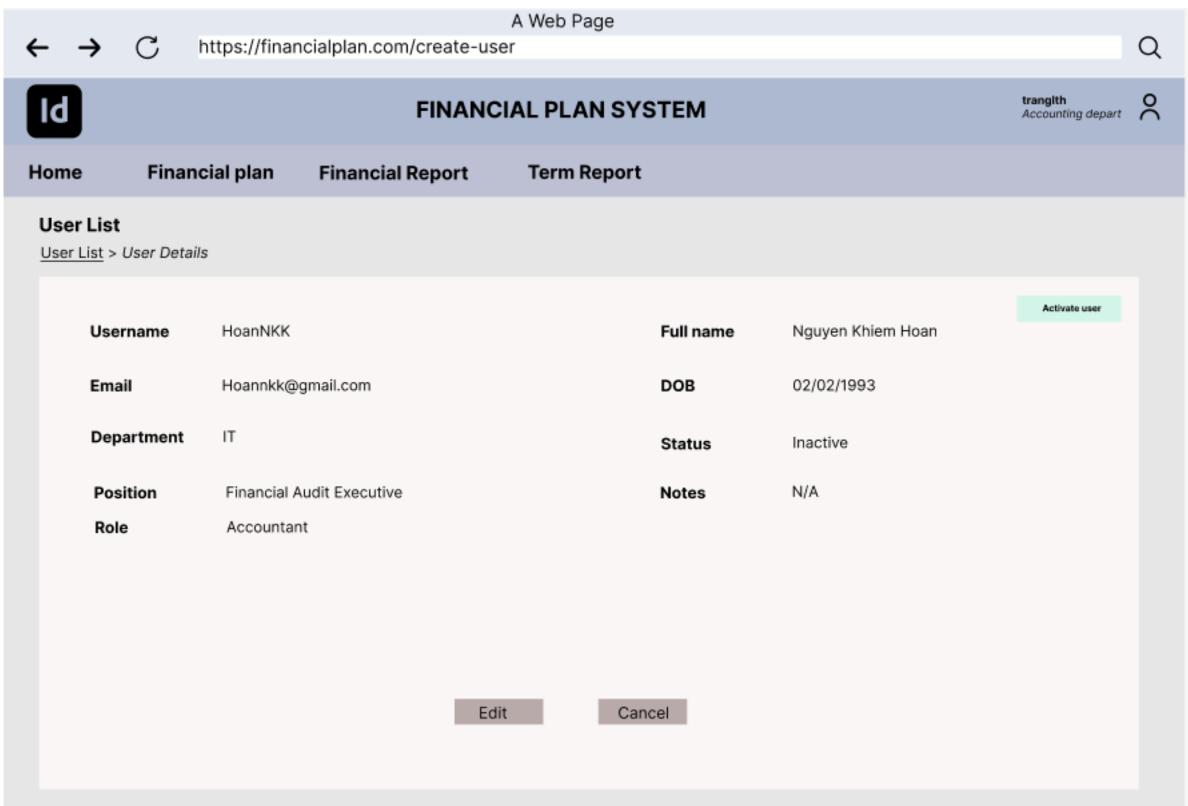
3.31.2.2 Alternative Flow 1 – Activate user

Step	Description
1	Admin go to User details page with status “Inactive”
2	User click icon Activate button
3	System sets user’s status to Active
4	The flow ends

3.31.3 Mock-up Screen



Screen 31.1 Deactivate button



Screen 31.2 Activate button

3.31.4 Screen Description

REF	Field Name	Control Type	Data Type	Description
1	Activate	Button	N/A	Click to activate user
2	Deactivate	Button	N/A	Click to de-activate user

3.31.5 Business Rules

Business Rule ID	Business Rule Description
BRL-31-01	When the user’s status is Inactive, display Activate button
BRL-31-02	When the user’s status is Active, display De-activate button

4. NON-FUNCTIONAL REQUIREMENTS

4.1 Performance

No.	Type of Transaction	Response Time
1	Login, Logout - From submission of request to the completion of the response.	Will not exceed 2 seconds for 95% of the time.
2	Query transaction to get data	Will not exceed 2 seconds for 95% of the time.
3	Update transaction to update data	Will not exceed 2 seconds for 95% of the time.
4	Report generation	Will not exceed 2 seconds for 95% of the time.

4.2 System Availability

The system service available hours are as follows

1. Production: 24 hours (including Sundays and public holidays);
2. Development, SIT, User Acceptance Testing (UAT) and training: Monday - Friday (0800-1800 hours, after 1800 hours upon request);

Vendor will work out a process to inform immediately of any downtime and take the necessary action to resume the services immediately. Vendor will send weekly and monthly report on the system's availability and performance

4.3 Audit Logging and monitoring

Any events that hold a security risk will be recorded in system logs and audit trails. Following events will be recorded:

1. All successful and unsuccessful login attempts;
2. All successful and failed access to personally identifiable data;
3. All successful and failed access to sensitive/restricted data;
4. Changes to all records;
5. Changes to all system configurations;
6. Security events generated by operating systems and security devices (such as firewalls, anti-malware, etc.).

4.4 Security

1. Vendor will be responsible to protect all data and make sure that it is not used for other purposes
2. All members from the Vendor that involve in the system will need to sign a confidentiality agreement to prevent any unauthorized disclosures of restricted information
3. Vendor will need to ensure that during data migration, no data is copied to any media, including hard drives, flash drives, or other electronic device, unless expressly approved in advance.
4. Vendor will make sure that restricted data sent over the network is in an encrypted format. When restricted data are backed up to backup media, it will also be in an encrypted format to protect their confidentiality

5. APPENDICES

5.1 Message List

UC	Message ID
General	Message- ME003: “This field is required.”
UC01: Log in	ME001: “Either email address or password is incorrect. Please try again”
UC01: Log in	ME002: “Please enter a valid email address”
UC03: Forgot password	ME004: “We've sent an email with the link to reset your password.”
UC03: Forgot password	ME005 “This link has expired. Please go back to Homepage and try again.”
UC03: Forgot password	ME006: “The email address doesn’t exist. Please try again.”
UC03: Forgot password	ME007: “Password and Confirm password don’t match. Please try again.”
UC03: Forgot password	ME008: “Password must contain at least one number, one numeral, and seven characters.”
UC04: View list of terms	ME009: “No items match your credentials, please try again.”
UC04: View list of terms	ME010: “Please enter keyword”
UC05: Create term	ME011: “A new term has been successfully added”
UC05: Create term	ME012: “Plan Due Date must be later than End Date”
UC05: Create term	ME013: “Report Due Date must be later than End Date”
UC07: Edit term	ME014: “The term has been updated successfully”
UC09: Delete term	ME015: “Term has been successfully deleted”
UC11: Import plan	ME016 “The file uploaded doesn’t meet the requirement. Please use download the file template and try again.”
UC11: Import plan	ME017 “Your file has exceeded the maximum limit, please try again.”
UC11: Import plan	ME018 “This term no longer accepts new plan. Please try again.”
UC11: Import plan	ME019: “Financial plan successfully imported.”
UC13: Edit Plan	ME020: “Financial plan successfully replaced.”
UC14: Delete plan	ME021: “Plan has been successfully deleted”
UC19: Import Monthly expense report	ME022: “This term no longer accepts report. Please try again.”
UC19: Import Monthly expense report	ME023: “There has been a duplicated report for this department in this month. Please try again.”
UC19: Import Monthly expense report	ME024: “Monthly expense report successfully imported.”
UC21: Edit Monthly expense report	ME025: “Expense Report successfully replaced.”
UC23: Delete Monthly expense report	ME026: “Monthly expense report has been successfully deleted”
UC28: Create new user account	ME027: “Successfully created user”
UC28: Create new user account	ME028: “Date of Birth must be in the past”
UC29: Edit user	ME029: “Change has been successfully updated”

5.2 Email List

UC	Email code	Email Content
UC03 Forgot password	EM01	Subject Password Reset

		Body: We have just received a password reset request for <user's email address>. Please click <u>here</u> to reset your password. For your security, the link will expire in 24 hours or immediately after you reset your password.
UC28: Create new user account	EM02	Subject: "no-reply-email-Financial Planning-system <Account created>" Body: "This email is from Financial Planning system, Your account has been created. Please use the following credential to login: • User name: <Email address> • Password: <Auto-generated password> If anything wrong, please reach-out recruiter <offer recruiter owner account>. We are so sorry for this inconvenience. Thanks & Regards! Financial Planning Team."

5.3 Common Component

5.3.1 Header

Header will display for all pages, based on the user; header item for each user will be as below;

No.	Header's component	Admin	Financial Staff	Accountant
1.	Logo – Click to go to Homepage	Yes	Yes	Yes
2.	Title: Financial Plan System	Yes	Yes	Yes
3.	User information - Username - Department	Yes	Yes	Yes
4.	Top menu - Home	Yes	Yes	Yes
5.	Top menu - Financial Plan	No	Yes	Yes
6.	Top menu - Financial Report	No	Yes	Yes
7.	Top menu - Term Management	No	Yes	Yes
8.	Top menu - User Management	Yes	No	No

5.3.2 File template

No.	File	Template
1.	Financial Plan	Financial Plan_Template.xlsx
2.	Monthly report	Monthly Expense Report_Template.xls

5.3.3 Pagination

Common rule for pagination includes

- Display X/Y in which X is the number of the current rows, Y is the total number of rows
    - E.g: 10/60, 20/60 etc.
- 2 arrow button to between pages

- Display up to 10 rows per page

5.3.4 List of values

Dropdown	**Values**
Department	○ IT ○ HR ○ Finance ○ Communication ○ Marketing ○ Accounting
Position	○ Financial Executive, ○ Project manager ○ Office Assistant ○ Senior Executive ○ Accounting Executive ○ Junior Executive ○ Intern
Cost type	○ Direct Costs. ○ Indirect Costs. ○ Administration Costs. ○ Operating Costs. ○ Maintenance Costs. ○ Manufacturing costs