

Sprint 4 – Adjusting entries and financial Reports

Feature List

Manager user:

1. Can generate, view, save, email, or print **trial balance, income statement, balance sheet, and retained earnings statement** for a particular date or a date range;
2. Can approve or reject adjusting journal entries prepared by accountant. If adjusting journal entry submitted is rejected, manager must enter reason in the comment field;
3. Once journal entry is approved, the entry must be reflected in the ledger for the account as well as in the financial statements;
4. Must be able to view all adjusting journal entries submitted for approval with pending approval status;
5. Must be able to view all approved adjusting journal entries;
6. Must be able to view all rejected adjusting journal entries;
7. Must be able to filter journal entries displayed for **Pending, Approved, and Rejected** categories by date;
8. Must be able to search a journal by account name, amount, or date;
9. View **event logs** for each account in the chart of accounts.
10. Must be able to click an **account name** or **account number** to go to the ledger of the account;
11. From the ledger page, must be able to click the post reference (**PR**) to go to the journal entry which created the account;

Accountant user:

12. Can create adjusting journal entries using only accounts found in the chart of accounts;
13. Must be able to attach source documents to each journal entry of type **pdf, word, excel, csv, jpg, and png**.
14. Can **cancel** or **reset** a adjusting journal entry before it is submitted if restarting is desired but once an adjusting journal entry is submitted the accountant cannot delete it;
15. Can prepare and submit journal entries;

16. Can view journal entries created by the manager or other accountants;
17. Can view the status of all adjusting journal entries submitted for approval with pending, approved, or rejected status;
18. Must be able to filter journal entries displayed for **pending**, **approved**, and **rejected** categories by date;
19. Must be able to search a journal by account name, amount, or date;
20. View event logs for each account in the chart of accounts.
21. Must be able to click an account name or number to go to the ledger of the account;
22. Once journal entry is approved, the entry must be reflected in the ledger for the account as well as in the financial statements;
23. From the ledger page, must be able to click the post reference (**PR**) to go to the journal entry which created the account;
24. Each transaction must have at least one debit and one credit;
25. Do not allow submitting of a transaction containing an error;
26. Must be able to send email to the manager or the administrator from the account page;
27. Total of debits in a journal entry must equal total of credits otherwise an appropriate error message must be displayed, and the user should be able to use the error message to correct the problem.
28. Error messages must be housed in a database table;
29. Error messages must be displayed in red color;
30. Once root cause of error is corrected, error should go away;
31. Manager must get notification when adjusting journal entry is submitted for approval;
32. Clicking an account name or number on the chart of accounts page should lead to the ledger page for the account;
33. Each entry in the account ledger must have a clickable post reference column which will lead to the journal entry which created it;
34. The ledger page must show the date of the journal entry, a description column, a debit & a credit, and a balance column. The balance after each transaction and posting must be accurate;
35. The ledger page must have filtering and search features. You need to allow filtering by date or date range, and be able to search by account name or amount;