MacFERP – McMaster Financial Expense Reporting Platform

User Manual

Version 1.1

3/29/2025

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1. Introduction

This User Manual (UM) provides the information necessary for McMaster Engineering students to effectively use the McMaster Financial Expense Reporting Platform (MacFERP). MacFERP is a web-based application designed to simplify the process of submitting, reviewing, and managing reimbursement and payment requests. It serves as a platform for general users and administrators to handle financial transactions within the McMaster Engineering Society (MES).

1.1 Overview

1.1.1 Key Features:

- **Request Submission**: Users can submit reimbursement and payment requests.
- **Approval Workflow**: Administrators can review, approve, or reject requests with clear status tracking.
- **Real-Time Notifications**: Users receive email or SMS notifications on the status of their requests.
- **Role-Based Access Control**: Ensures sensitive financial data is accessible only to authorized users.
- **Audit Trail Management**: Tracks all requests for accountability and auditing purposes.
- **Profile Management**: Users can manage and update their account information.

1.1.2 System Architecture (Non-Technical)

The system is a web-based application accessible through a browser on any device with an internet connection. It follows a client-server architecture, where the user interacts with the front-end (client-side) interface, while the back-end handles request processing, data management, and business logic.

The application consists of:

- **Client-side Interface**: Provides an intuitive, user-friendly graphical interface for users and administrators.
- **Server-side Processing**: Manages data storage, request workflows, and authentication.
- **Database**: Securely stores user profiles, payment request information, approval logs, and audit trails.

1.1.3 User Access Mode

The application is accessed through a responsive graphical user interface (GUI), which supports multiple devices, including desktops, laptops, tablets, and smartphones. Users can log in using their university credentials to securely access the system.

2. Getting Started

2.1 Set-up Considerations

The system is a **web-based application** and does not require additional software installation. It is accessible from devices that meet the following requirements:

- **Device Types**: Desktop, laptop, tablet, or smartphone
- **Operating Systems**: Windows, macOS, Linux, iOS, or Android
- **Web Browsers**: Chrome, Firefox, Safari, or Edge (latest versions recommended)
- **Internet Connection**: Stable internet access is required

Ensure that your browser has JavaScript and cookies enabled for optimal performance.

2.2 User Access Considerations

The system has distinct user roles, each with different access permissions:

- **General Users**: Can submit reimbursement and payment requests, track status updates, and receive notifications.
- **Administrators**: Have full access to view, review, approve, reject, and manage requests. Admins can also monitor the audit trail for compliance purposes.

2.3 Accessing the System

Follow these steps to access the system:

1. **Navigate to the System**
    - Open your web browser and go to the system's URL: TBD
2. **Login Page**
    - Enter your McMaster email address and click the login button.
    - An Email will be sent to your McMaster email address. The email will contain a link that will forward you to the application or to the signup process if first-time login.

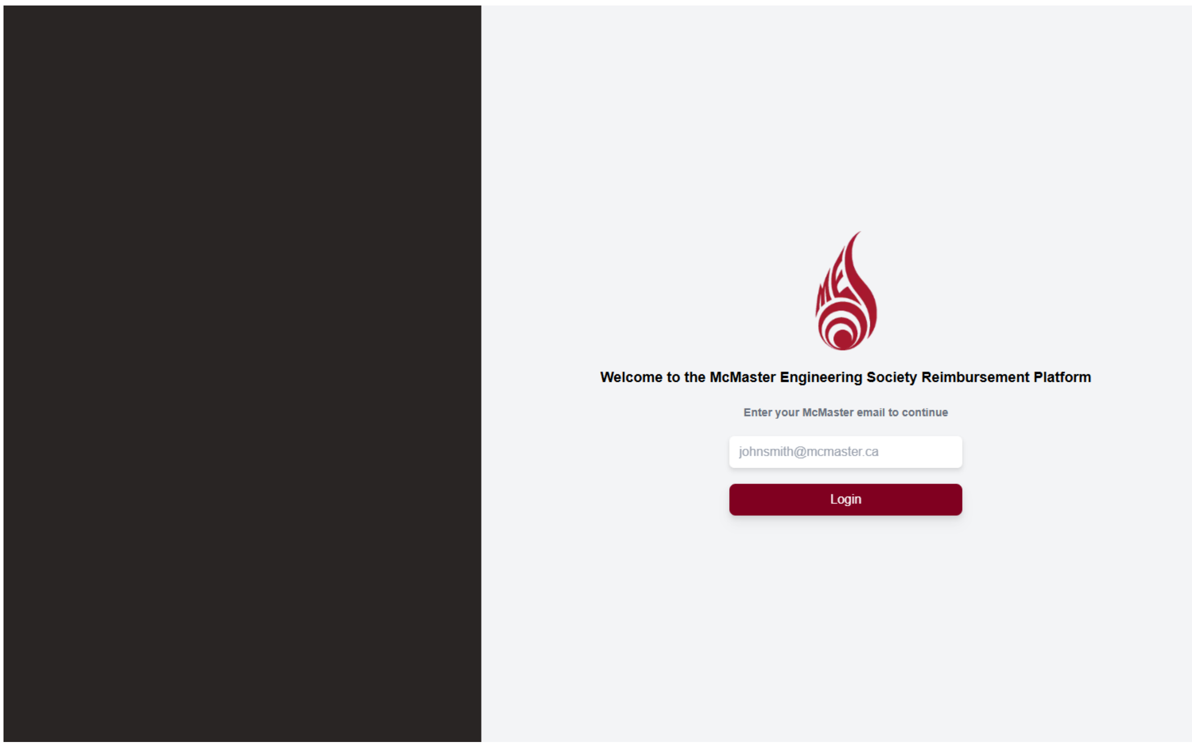

Figure 1

3. **First-Time Login**
   - On the first login, you will be prompted to enter account information, including general information like first name, last name, phone number, etc.

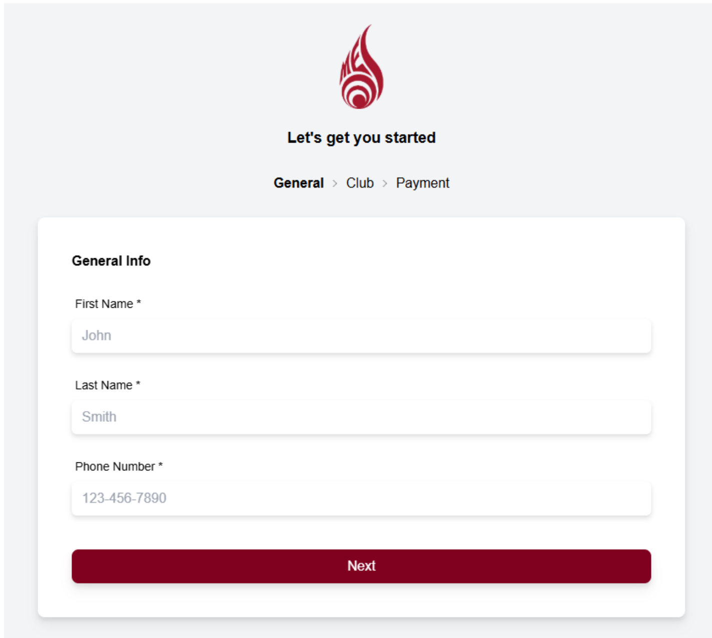

Figure 2

   - You will then be prompted to enter your club information
     1. If you are part of the MES, you must select your position.
     2. If you are part of a club, society, or team you must select the name of your club.

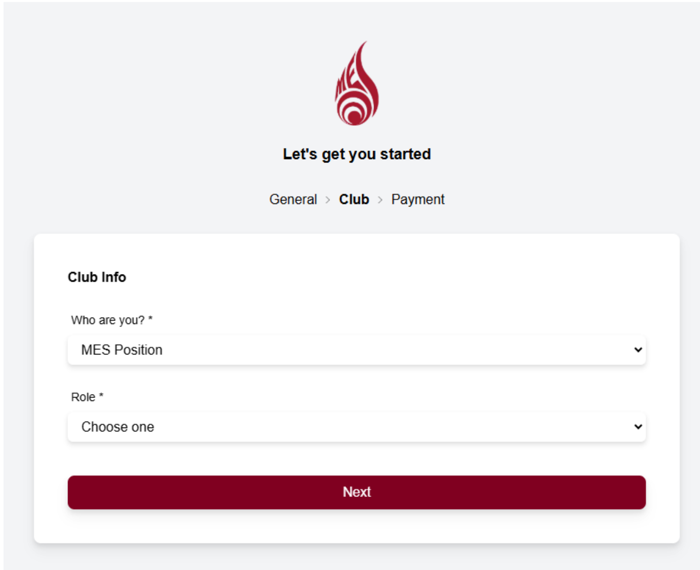

Figure 3

- You will then be prompted to enter your E-Transfer details for reimbursement purposes.

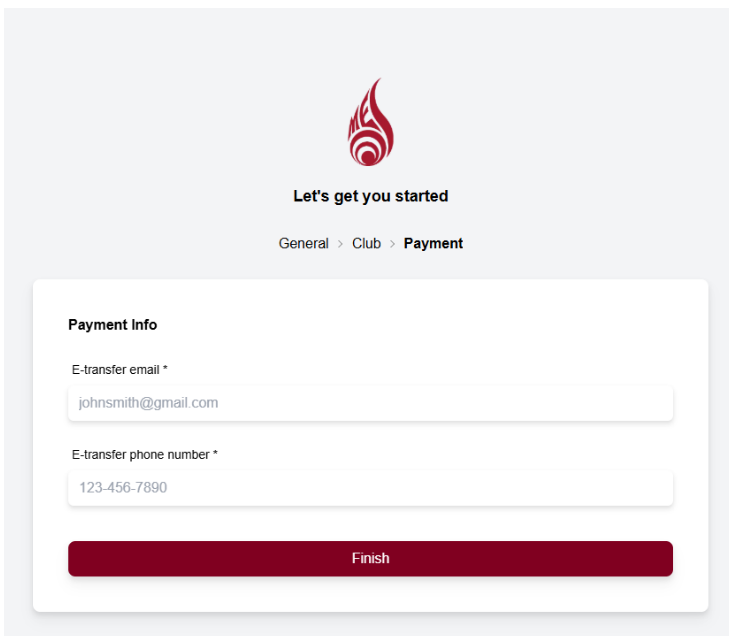

Figure 4

4. **Second-Time Login**
    - If you have already signed up, entering your McMaster email and clicking the link sent to your inbox will forward you directly to the application.

2.4 System Organization & Navigation

The system is designed for easy navigation with an intuitive interface. The main components include:

- **Dashboard**: Upon logging in, users are directed to the dashboard displaying navigation options. Users can return to the dashboard at any time by clicking the MES logo at the top left corner of the dashboard.
- **New Request**: Users can initiate a new reimbursement or payment request by clicking the **New Request** button from the dashboard.
- **Request Management**: Users and admins can review and submitted requests using filters and search functions. Access submitted requests from the dashboard by clicking the **View Requests** button**.**
- **Profile Management**: Users can access their profiles to update personal information or change passwords by clicking the profile icon in the top right corner.

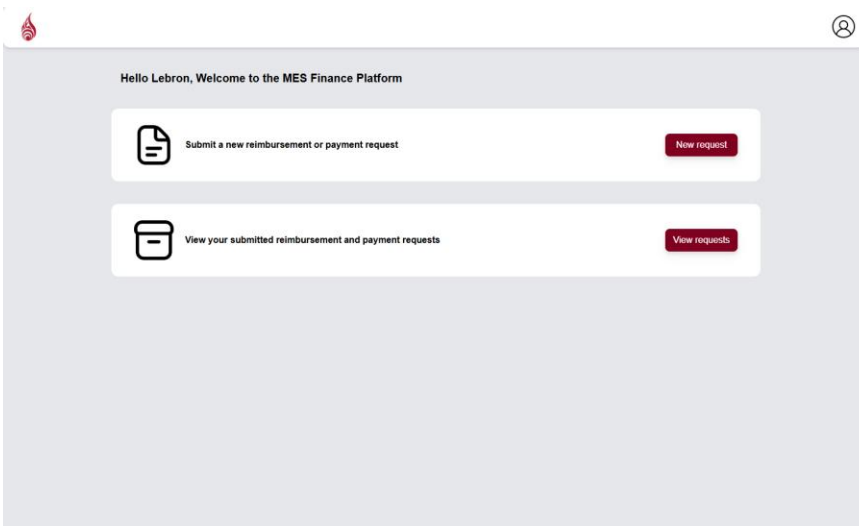

Figure 5 - User Dashboard

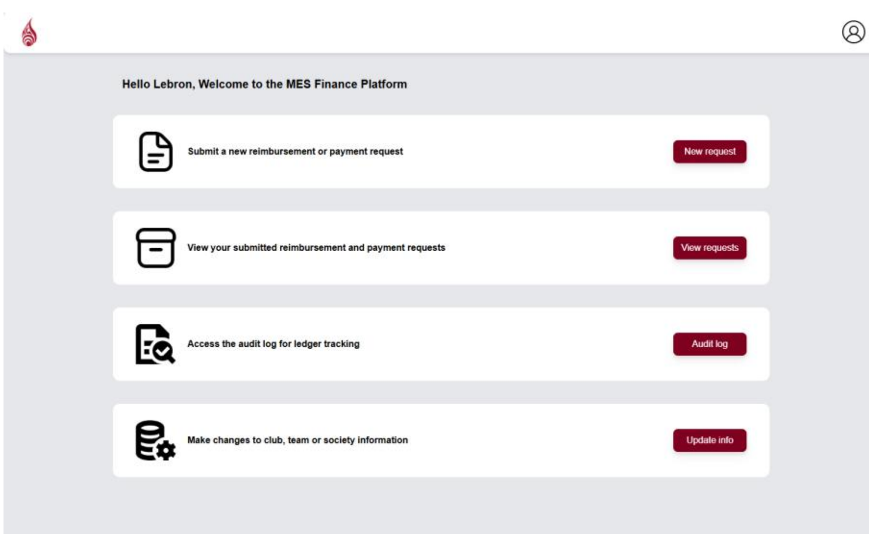

Figure 6 - Admin Dashboard

3. Using the System

The following sub-sections provide detailed, step-by-step instructions on how to use the various functions or features of MacFERP.

3.1 Submitting a New Request

3.1.1 Reimbursement

- From the dashboard select “New Request” and users will be taken to the request submission page.
- Fill out the required information and click submit. Users can attach receipts, add recipients and a description.

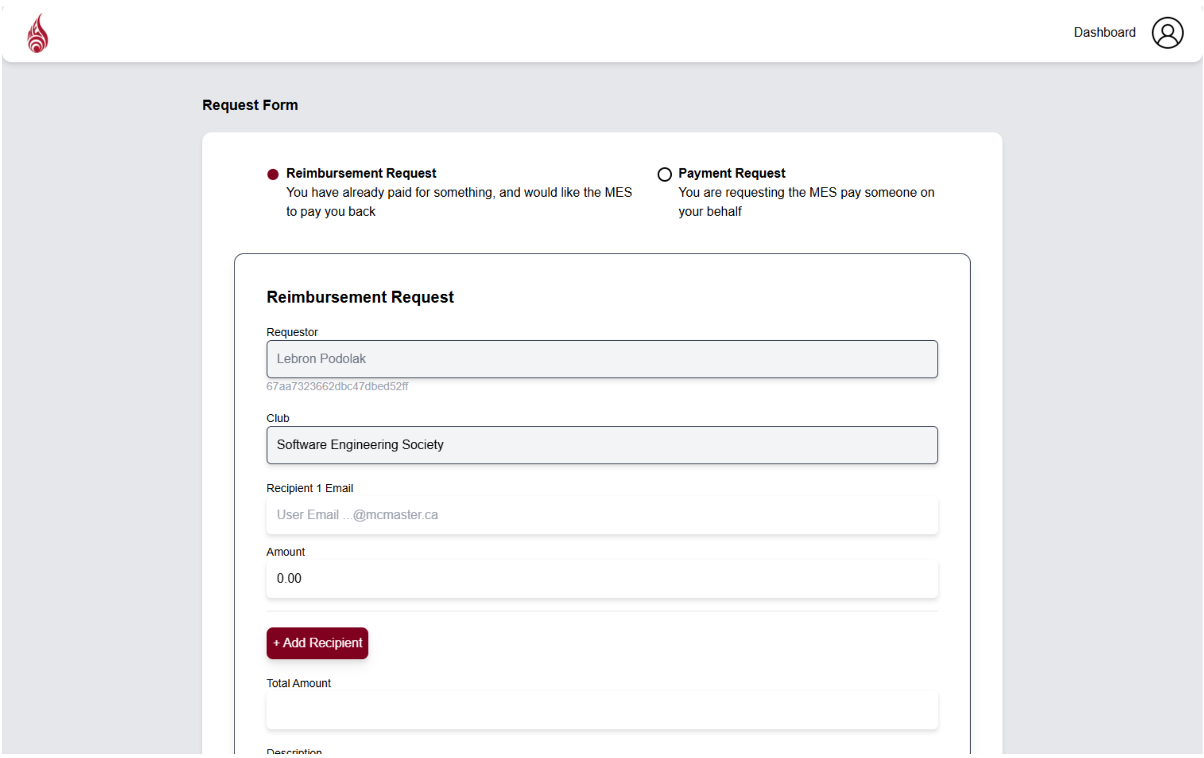

Figure 7

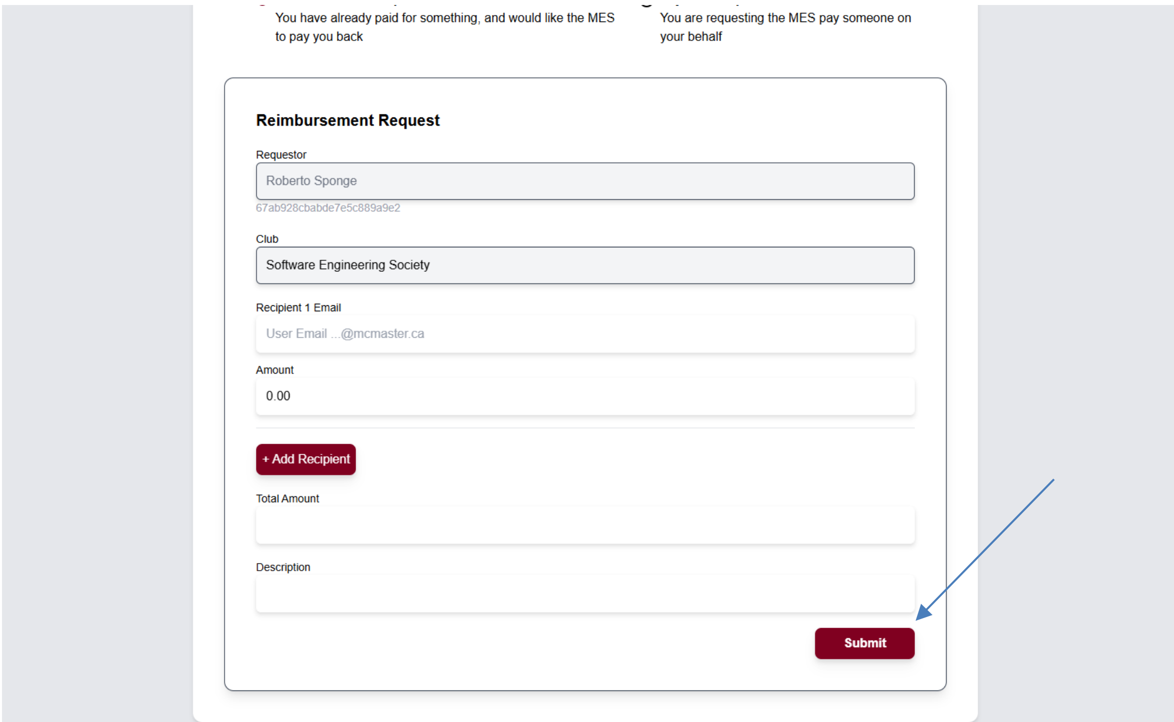

Figure 8

3.1.2 Payment Requests

- From the request submission screen select “Payment Requests” on the top section of the form:

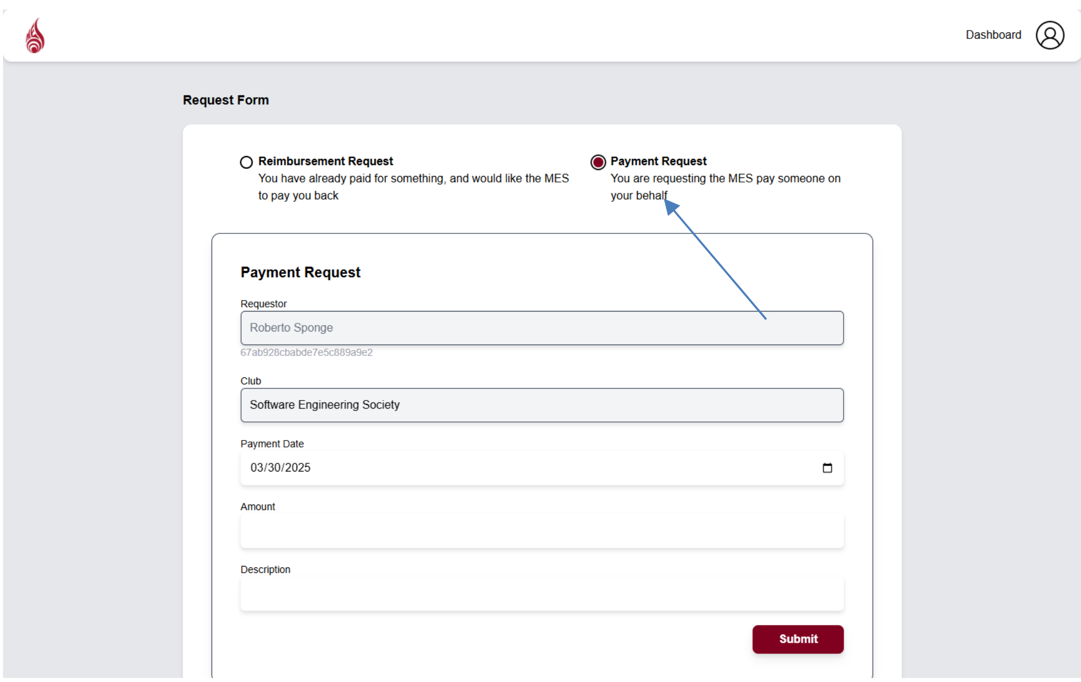

Figure 9

- Fill in the relevant information, and click “Submit” to complete the payment request.

3.2 Viewing Submitted Requests

- From the dashboard select “View requests”. This will take users to the view requests page shown below:

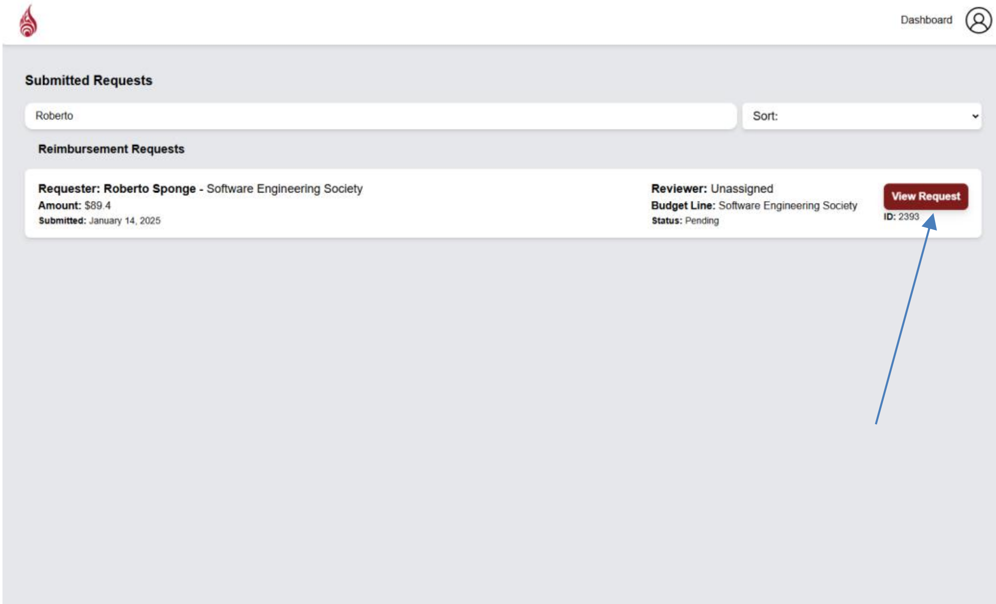

Figure 10

- From here, users can view their submitted requests by clicking the “View Request” button on the corresponding requests they wish to view.
- Doing so will take the user to the edit requests page, where users can make changes to their reimbursement request. Details in section 3.3.
- Users can also search and sort based on date, request amount, and status:

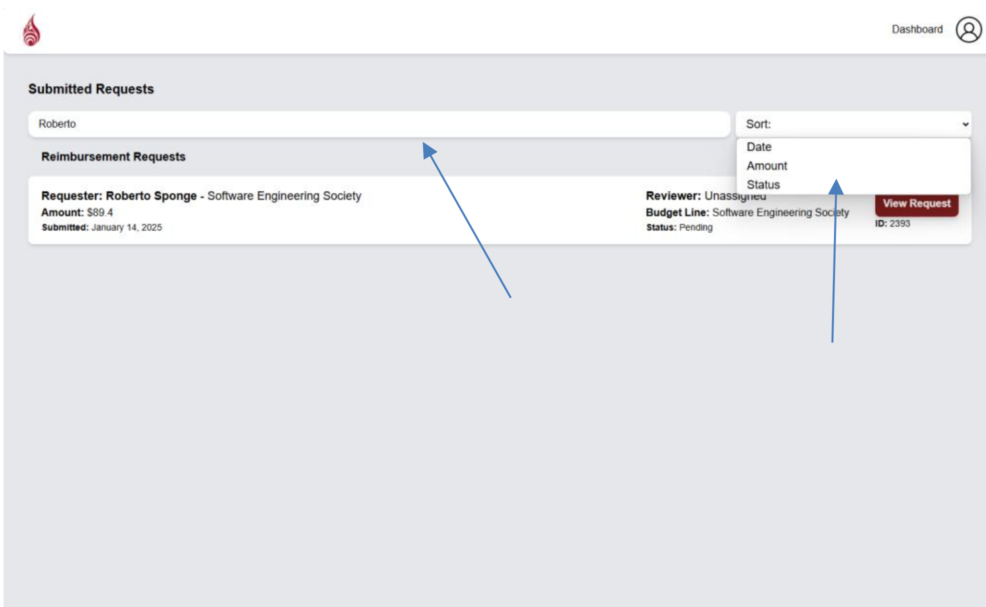

Figure 11

3.3 Editing a Submitted Request

- After selecting "View Request" on a request from the submitted requests page, users will be taken to the edit request page:
- Users can make necessary changes to their request.
  - Click "Save Changes" when done to save the changes made

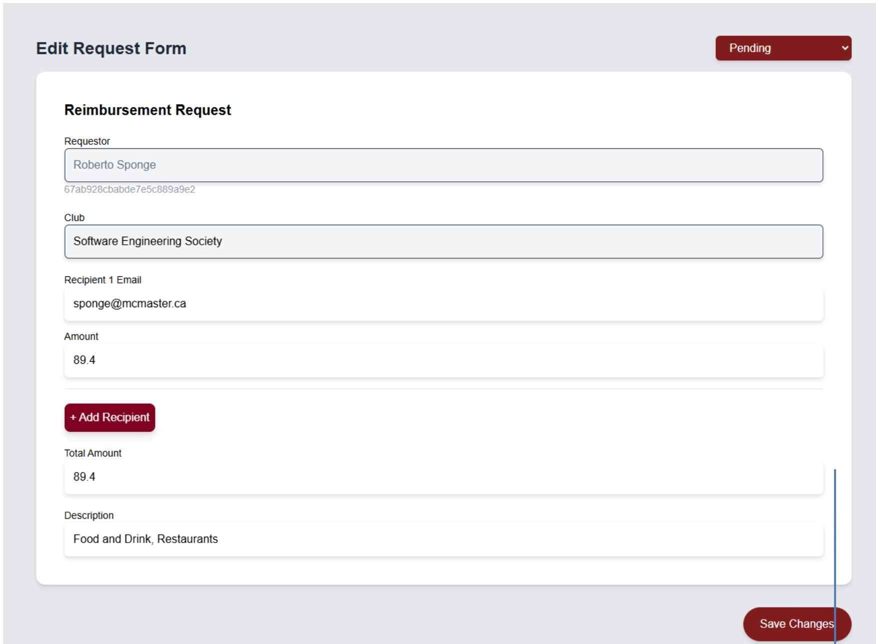

Figure 12

- Admins can also make changes to any request, as well as set the status of a request to pending, denied, closed, or approved:

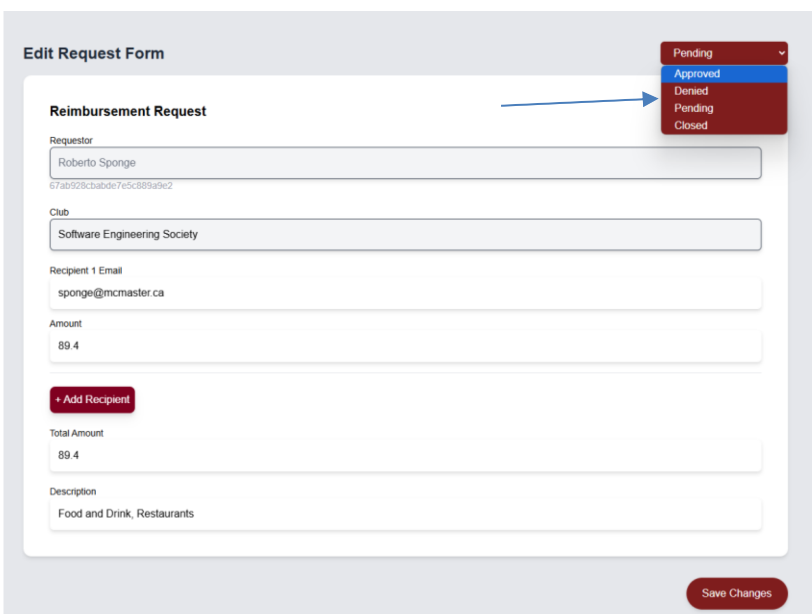

Figure 13

- Users will receive an email notification if there is a change to the status of their request.

3.4 Account Management

- Users may view and edit their account information from the dashboard.
- Select the profile icon in the top right corner to access account details.
- Users can edit their account details by clicking the edit icon in the top right corner of the account information form:

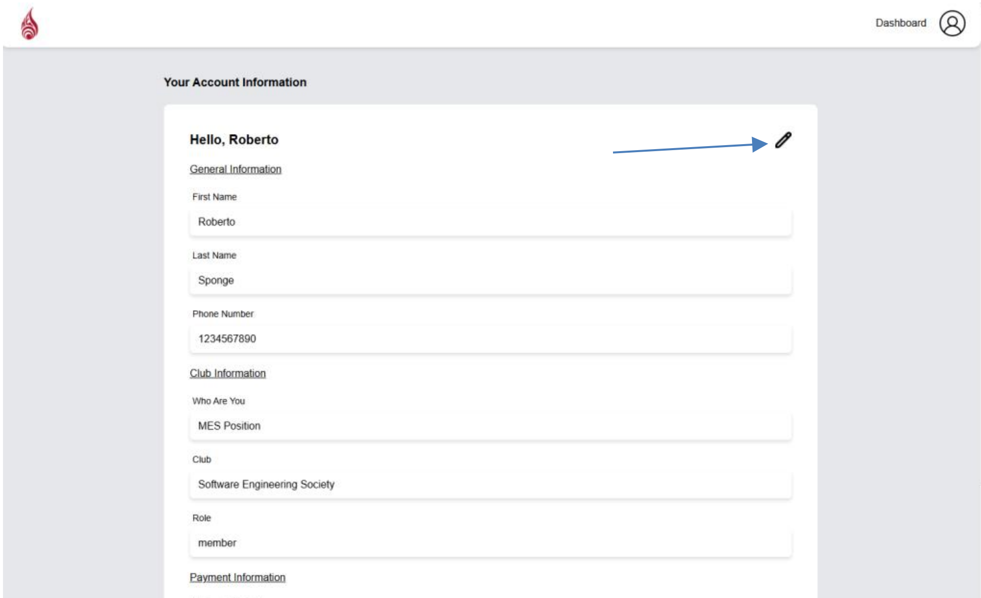

Figure 14

- Once users are done making their changes, click “Save” at the bottom of the form to save the changes.

3.5 Updating Club Information (Admins)

- Admins can modify the information of clubs, teams, societies and MES positions.
- From the dashboard, access the club management page by selecting “update info”:

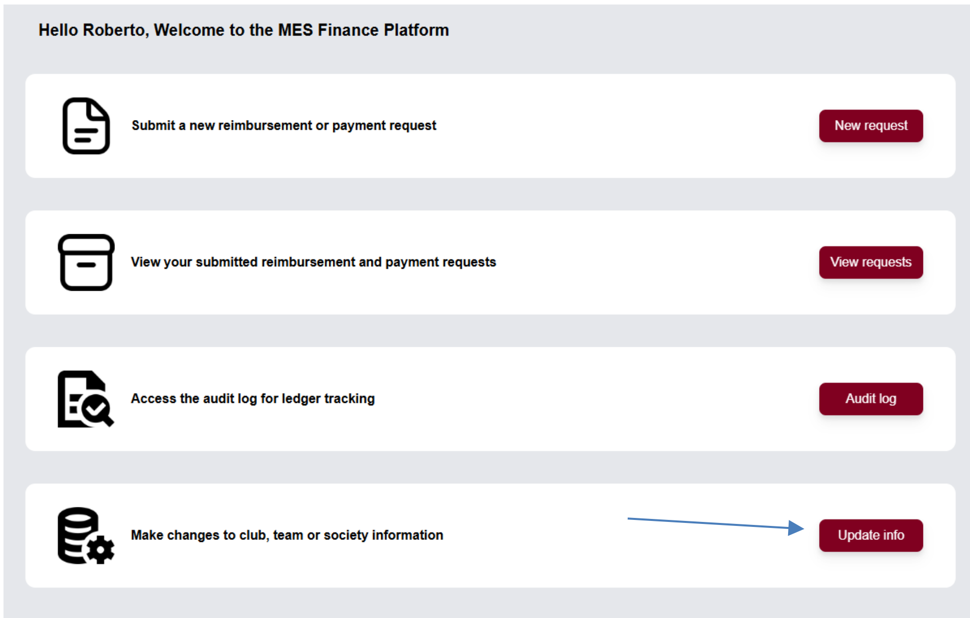

Figure 15

- Admins can add new positions or clubs, as well as edit or delete existing clubs/positions:

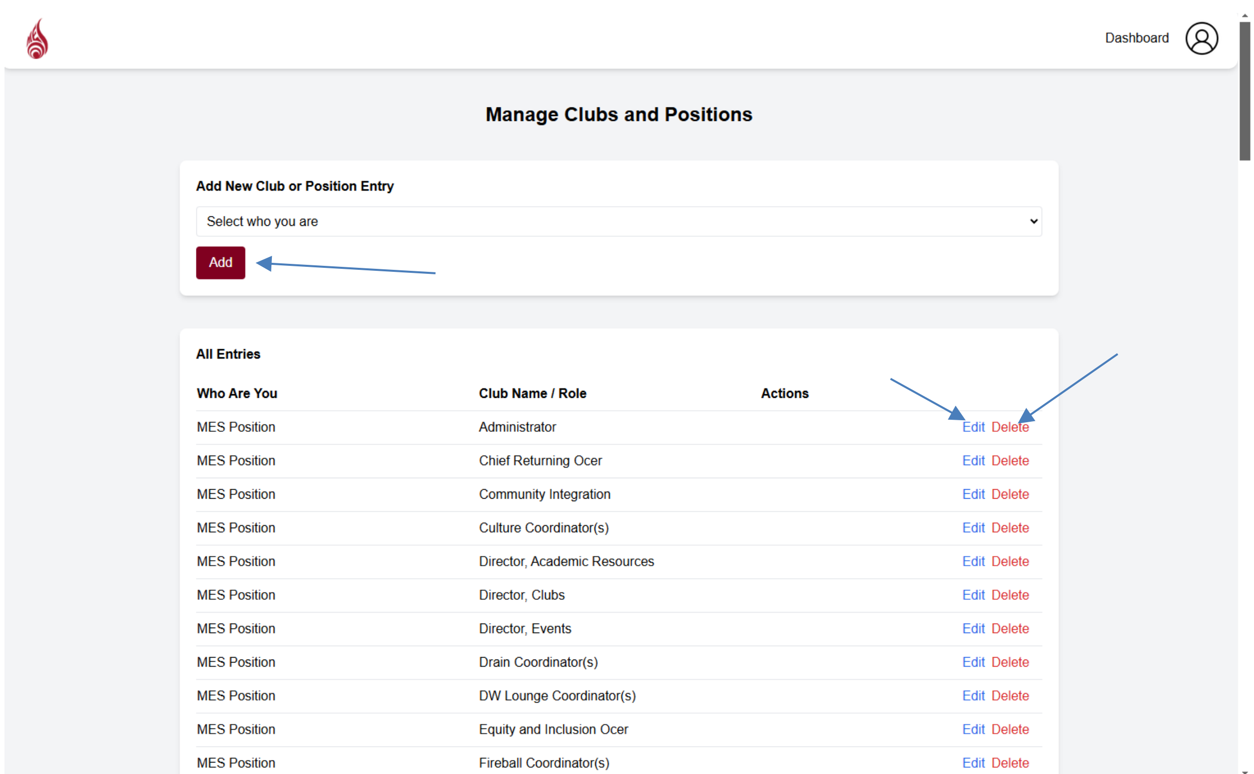

Figure 16