**Casual Use Case Specification: UC02 - ManageExpenseReport**

**Brief Description:**

This use case enables employees to submit expense reports. Also, this use case enables Finance Manager to receive and update expense reports, and finally Finance Manager creates a final expense report which is combined including all expense reports.

# Section 1: Business Rule(s):

**BR 01:** Each employee has to have unique identification number which is four digits.

**BR 04:** KeyNorthNet is the name of Centralized Computer System regarding KNCS’s business.

**BR 05:** All employees must have an ID on KeyNorthNet which is identical with employee number.

**BR 06:** Permission type consists of Authority, Standard user, Customer, Technician.

**BR 07:** The users to be created on KeyNorthNet have to fill up the following fields as mandatory: First name, Department relation, and Permission type.

**BR 08:** Company credit cards may only be used for business expenses and may not be used for expenses of a personal nature.

**BR 09:** Every expense report must have identification number; identification number of expense report is generated automatically from system.

**BR 14:** Each expense must have the payment information.

**BR 15:** Attached files are readable.

# Section 2: Scenarios (HD):

**Scenario 1: Submit expense report without errors**

**Preconditions**

1. Employees who are in charge of submitting must be logged-in to KeyNorthNet as Standard User
2. An employee ID on expense report has to be identical with KeyNorthNet ID which is currently logged-in.
3. Finance manager must send proper information email of submitting expense report to employees before submission date.
4. The following is mandatory field in order to complete submission: Purpose and description, an Employee ID, Date of expense, Phone number of employee, Phone number of manager, Department, Amount paid each transaction and Total amount, Method of payment, Attachment.
5. Attached files are openable and readable.

| **Step#** | **Actor (Employees)** | **System** | **Data Used** |
| --- | --- | --- | --- |
| 1 | Receive information of expense report via KeyNorthNet | Displays the of the information of expense report and submission link on KeyNorthNet intranet email |  |
| 2 | Choose submission link in order to write and submit the report | Connects to submission link and shows the form which employees has to fill up for submission |  |
| 3 | Enter expense information in detail on the fields | Displays fields which an employee has to fill up as well as red signal for mandatory fields. | An Employee ID, Date of expense, Phone number of an employee, Phone number of manager, Amount, Department, Method of payment, Attachment |
| 4 | Attach any attachment files for proving the expense | Displays attachment button in order to brows and select the attachment files. |  |
| 5 | Save and quit | Displays the save and submit button.  If user would like to save and quit without out submitting, click save button. Step to #7.  If user would like to save and submit, step to #6. |  |
| 6 | Save and submit | Displays the save and submit button.  If the required mandatory fields are not filled-in, step back to #3. |  |
| 7 | Exit | Shows alter box says “leave this page” and “stay on this page”.  If click “leave this page”, exit. |  |

**Successful Post-Conditions:**

* 1. The expense report is sent to Finance Manager without any system errors.
  2. The identification number of expense report is made by sequence from system.

**Scenario 2: Receive expense reports and make total expense report without any errors**

# Preconditions

1. Finance Manager must be logged-in to KeyNorthNet as Standard User
2. Employees have to submit expense reports on time.
3. The submitted information must be valid with truthful procedure
4. There is a final expense report form which has following columns: Rent, Utilities, Wages, Taxes, Supplies, Maintenance, Travel, Meals and Entertainment, Training

| **Step#** | **Actor (Finance Manager)** | **System** | **Data Used** |
| --- | --- | --- | --- |
| 1 | Receive expenses report from employees | Alters that expense reports is sent, and displays the list of submitted expense report | An Employee ID, Identification number each expense report, List of the expense report, Submission date |
| 2 | Investigate the expense report | If click each expense report, displays submitted information and linked name of attachments | An Employee ID, Date of expense, Phone number of an employee, Phone number of manager, Amount, Department, Method of payment, Attachment |
| 3 | Check attached files | If Finance Manager click linked name of attachments, the files are downloaded |  |
| 4 | Open final expense report | If open final expense report form, displays all columns. | Rent, Utilities, Wages, Taxes, Supplies, Maintenance, Travel, Meals and Entertainment, Training, Identification number of final expense report |
| 5 | Input expense data to the final expense report | Input the information to proper column |  |
| 6 | close the file | If click exit button, it says “save and close” and “close without save”  “save and close”, step to #8  “close without save” step to #7 |  |
| 7 | Close without save | Display “content is not saved” |  |
| 8 | Save and close | Display “content is saved” |  |
| 9 | Open the sftp protocol and log in KeyNorthNet server | Requires ID and Password in order to connect to KeyNorthNet server | Identification number, Password |
| 10 | Look for proper directory named “E-Report” | Displays sever and name of directories | List of directories |
| 11 | Upload the file into KeyNorthNet server | Stores report file as protected document |  |
| 12 | Exit | Closed |  |

**Successful Post-Conditions:**

1. The new expense record in database is uploaded.
2. Final expense report is saved as protected file, so Standard User cannot access the information.