**MCV Company**

**Financial Document for Sales Order**

**Scope Document**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version No.** | **Date** | **Description** | **Prepared By** | **Reviewed By** | **Approved By** |
| 0.1 | 26/10/2020 | Invoice | Ehab Yehia |  |  |

# Introduction

## About the Client

The client is an internal customer (Finance & Sales), and the system manage in this phase MCV.

## Team organization

**Steering Committee:** Mr. Maged Waheeb, Eng. Waleed Hafez

**Project Owner**: Mr. Sameh Sabry

**Project Manager:** Mr. Emil Essa

**Development Team:** Ehab Yehia, Christina Sabra

## Document Audiences

Finance & Sales Departments.

## Document Purpose and Scope

This phase of the project will handles financial documents from finance department, and cycles starting from the sales man to the finance.

## Technology

* This cycle will be add to sales man on mobile application and web application and windows application “Integrated business solution” for finance department.

## The Cycles Steps

1. Sales man make request through mobile application and web application.
2. Managers who have privilege on integrated business solution can approve or reject any request and send notifications on email and system.
3. Finance able to approve and reject any request and generate documents.

Current Processes:

|  |  |
| --- | --- |
| **Brief Description** | User Request |
| **Preconditions** | User is logged in to the system  User is having privilege to the screen (Edit or Delete). |
| **Basic Flow of Events** | |
|  | |
| **Business Rules** | 1. Select type of Invoice from dropdown list. 2. Sales man can make edit on the color of vehicle 3. Sales man can edit on plate number of vehicle. 4. Sales man can edit on Brand of vehicle. 5. Sales man can make delete the draft request. 6. Sales man don’t able to make more than one sales order with one request. 7. Sales man don’t able to edit on submit. 8. Sales man can make save as draft to return back again before submit. |
| **Impact** |  |
|  | |

### User Request

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field Name | Field Type | Data Type | Required | Comments |
| Full name of Invoice | Text Field | Char | Yes | From SAP and editable |
| Full name of Sold out | Text Field | Char | Yes | From SAP and editable |
| Address | Text Field | Char | No | From SAP and editable |
| Company | Text Field | Char | Yes | From SAP and not editable |
| Color | Grid Field | Char | No | Edit on Grid |
| Plate Number | Grid Field | Char | No | Edit on Grid, From SAP |
| Brand of car | Grid Field | Char | No | Edit on Grid, From SAP |
| Chassis Number | Grid Field | Char | No | From SAP |
|  |  |  |  |  |

### User History

|  |  |
| --- | --- |
| **Brief Description** | User history |
| **Preconditions** | User is logged in to the system  User is having privilege to the screen. |
| **Basic Flow of Events** | |
|  | |
| **Business Rules** | 1. Sales man can select any details. 2. Sales man can appear all logs |
| **Impact** |  |
|  | |

### Manager

|  |  |
| --- | --- |
| **Brief Description** | Manager and Finance |
| **Preconditions** | User is logged in to the system  User is having privilege to the screen. |
| **Basic Flow of Events** | |
|  | |
| **Business Rules** | 1. Approve or reject on invoice or traffic note. 2. Manager can select any item from grid and see all details on the below grid. 3. Manager can select any item from blue grid and see all logs on the below grid. 4. Log any action and display on the below grid. 5. Appear all details on the below grid. 6. Add comments for reject. 7. Display all history for approve or reject. |
| **Impact** |  |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field Name | Field Type | Data Type | Required | Comments |
| Approve | Button |  | Yes |  |
| Reject | Button |  | Yes |  |
| Comment | Button |  | Yes |  |

### Generate Document:

|  |  |
| --- | --- |
| **Brief Description** | Generate Document |
| **Preconditions** | User is logged in to the system  User is having privilege to the screen. |
| **Basic Flow of Events** | |
|  | |
| **Business Rules** | 1. Select serial number from drop down list. 2. Select date for invoice or traffic note. 3. Finance can edit on some items on grid. 4. Finance can see all details on the below grid. 5. Finance able to print document. 6. Save document with serial number. 7. Finance able to edit on items. |
| **Impact** |  |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field Name | Field Type | Data Type | Required | Comments |
| Invoice serial number | Drop down list |  | Yes | From system |
| Traffic note serial number | Drop down list |  | Yes | From system |
| Date | Date | Date | Yes |  |
| Print | Button |  | Yes |  |
| Save | Button |  | Yes |  |

### Generate range number

|  |  |
| --- | --- |
| **Brief Description** | Generate Range Number |
| **Preconditions** | User is logged in to the system  User is having privilege to the screen. |
| **Basic Flow of Events** | |
|  | |
| **Business Rules** | 1. Finance can edit on company name. 2. Finance can edit on full name. 3. Finance can edit on from range. 4. Finance can edit on to range. 5. Finance can edit on current number. 6. Save all details. |
| **Impact** |  |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field Name | Field Type | Data Type | Required | Comments |
| Type | Text Field | Char | Yes |  |
| Company | Text Field | char | Yes |  |
| Full name | Text Filed | char | Yes |  |
| From | Text Field | Numeric | Yes | Validate on Number of From |
| To | Text field | Numeric | Yes |  |
| Current | Text Field | Numeric | Yes |  |

## System Requirements

1. Processor: 1 gigahertz (GHz) or faster.
2. RAM: 2 gigabyte (GB) or above.
3. Hard disk space: minimum 1 GB
4. Windows 8 or above for operating system.
5. Barcode reader for finance and banks departments.