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| Use Case Name | Receive Invoice | ID: UC1A |
| Primary Actor: | Contractor | |
| Brief Description: | This use case describes the steps for receiving an invoice, from the time the contractor submits it to when the authorization is given to accounts payable to issue the check. | |
| Trigger: | Invoice is submitted. | |
| Related Use Case: | Submit new contract | |
| Normal Flow of Events: | This use case begins when the contractor submits his/her invoice for IT services performed to the accountant.  1)The accountant inputs the invoice information into the system.  2)The system automatically verifies if the invoice is payable under the terms specified in the related contract.  3)The system automatically sends an authorization to the accounts payable department to issue a check to the contractor and notifies the accountant of the approval.  The use case ends when accounts payable department notifies the system that the check has been issued. | |
| Exceptions: | #2 – If there is an irregularity in the invoice when compared to the contractual terms, the invoice and the related contract are sent to the contract group for verification. If no changes to the contract need to be made, the contract group can send the contract and invoice back to the system for step 3. If changes to the contract need to be made, the contract also needs to be sent to Dave Spencer for approval before the invoice can be released back to the system. | |
| Pre-condition: | A valid contract must exist for the invoice to be submitted electronically. | |
| Post-condition: | A submitted invoice will have a “pending” status until either the accounts payable department issues the check or the contract group rejects the invoice. | |
| Information requirements: | - Contractor name  -Contractor company (if applicable)  -Contract and charge numbers  -Date of invoice  -Period of service  -Hours of service  -Description  -Hourly rate  -Total | |
| Assumptions: | -The system has proper security to prevent unauthorized use.  -The contract group will notify the contractor and the accountant if the invoice has been rejected. | |
| Business Rules: | - A valid contract must exist for a contractor to submit an invoice  - An invoice isn’t complete until the accounts payable department issued the check and notified the system. | | |