

# Employee Expense Manager

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## **1 INTRODUCTION**

Employee expense management system is an automated system. This system can be useful for the managers in any organization. Employee Expense Management System provides the facility to define the tasks of the employee in the organization.

This system also allows the managers to give the certification for any reimbursable expenses put up by the employee. Employee expense management system is the means by the organization which is developed to reduce the transaction code. This system also enables the employees to keep track of their expenses.

In this system all the control will be taken by the manager. This system stores data related to expense vouchers for any reimbursable. This system provides all description and detailed information of the employee. The main advantage of this system is this creates an excel report and PDF documents based on the information in its database.

## **2 OBJECTIVE**

The main objective of this system is to improve the database management performance and provide easy and fast result in maintaining the employee details. To provide high level security and to reduce the time in generating the report.

## 3 OVERALL DESCRIPTION

### 3.1 System Environment:

4 Basic participants : Employee , Manager , Administrator , Backup Admin

### 3.2 Functional Requirement Specification:

This section outlines the use cases for each of the active participants separately.

#### 3.2.1 General Operations:

**Login:** On the landing page user will find the login box. Enter your credentials and then click on Login.

**Change Password:** Upon login some of the functionalities are same for everyone like changing password. User can change the password by MyAccount¿Change Password.

**Personal Details:** User can view , edit or delete their personal details by going to MyAccount¿Personal Details.

**Signout:** User can sign out of the system by clicking on signout option.

#### 3.2.2 Employee:

**Add Voucher:** Employee can create a new voucher. You will be directed to a new page asking for voucher related details like what voucher is for? , how much amount is required etc.

**Edit Voucher:** Employee can edit the details of an already applied voucher if it is not approved till then.

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**Check status of submitted voucher:** Left click on the voucher name will show the details and status of the submitted voucher.

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**View Vouchers:** Employee have an access to the list of voucher applied by him.

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**Notification:** The Employee will receive a notification on the dashboard whenever any of his voucher will be accepted or rejected.

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### 3.2.3 Manager:

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**can view vouchers submitted:** Manager have an access to all the list of all the vouchers submitted to him.

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**Approve and reject vouchers:** Manager is the one who will approve or reject the vouchers applied by stating appropriate reasons.

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**Report** The manager then have to send a report stating the approval or rejection of the vouchers along with the reasons to the administrator.

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**Update team member's information:** Manager can add new members to the team or remove an existing one.

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### 3.2.4 Administrator:

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**Access voucher information:** The Administrator can access all the information related to voucher.

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Table 1: Authentication/Log In Data Entity

Data Item	Type	Description
User ID	String	Unique user id for an individual
Password	String	Unique password for each user id
Role	String	Eg. employee , manager etc.
Last login	String	Showa the time user logged in last time
Secure Id	String	Secure log in id

**Generate Report:** It generates the report to the employee and notify him about the status of his voucher.

### 3.2.5 Backup admin module :

**View all approved vouchers:** Backup Admin has a list of all the approved vouchers and prioritize them accordingly.

**Mark them as paid:** Backup admin after prioritizing them have too see in the account whether the amount is paid or not and mark it accordingly.

## 4 Detailed Non-functional Requirements

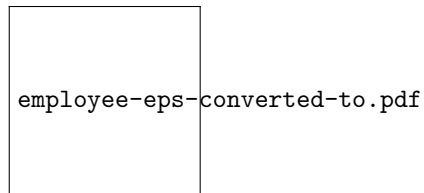


Figure 1: Flow Chart

Table 2: User Data Entity

Data Item	Type	Description
User ID	String	Unique user id for an individual
Password	String	Unique password for each user id
First Name	String	First Name of the user
Middle Name	String	Middle Name of the user(not necessary)
Last Name	String	Last name of the user
Gender	String	Gender of the user
Department ID	String	Department of the User
Manager	String	Manager of the Department
Designation	String	Designation of the user
Contact No.	Long	Contact details of the user
Email	String	Email address of the user
DOB	String	DOB of the user

Table 3: Department Data Entity

Data Item	Type	Description
deptID	String	Unique ID of the department
Deptname	String	Name of the Department
Description	String	A short description of the department
UserID	String	User ID of the manager of the department

Table 4: Voucher Data Entity

Data Item	Type	Description
voucherID	String	Unique ID of the voucher
userID	String	ID of the user applying for the voucher
Title	String	Title of the voucher
Amount	Double	Amount to be reimbursed
typeID	String	Voucher type ID
Date	String	Date of applying the voucher
Attachment	pointer	Relevant proof of the expenditure
Reason	String	Reject reason of the voucher
attached	Boolean	private flag to keep track whether attachment attached or not

Table 5: Report Data Entity

<b>Data Item</b>	<b>Type</b>	<b>Description</b>
reportID	String	Unique ID of the report
Title	String	Title of the report
Description	String	Description of the report
type	String	type of report eg. Accounts report , MIS report etc
Date	String	Date of generating the report
user Id	String	Id of the user who generated this report
RID	String	Id of the person to whom this report is to be send