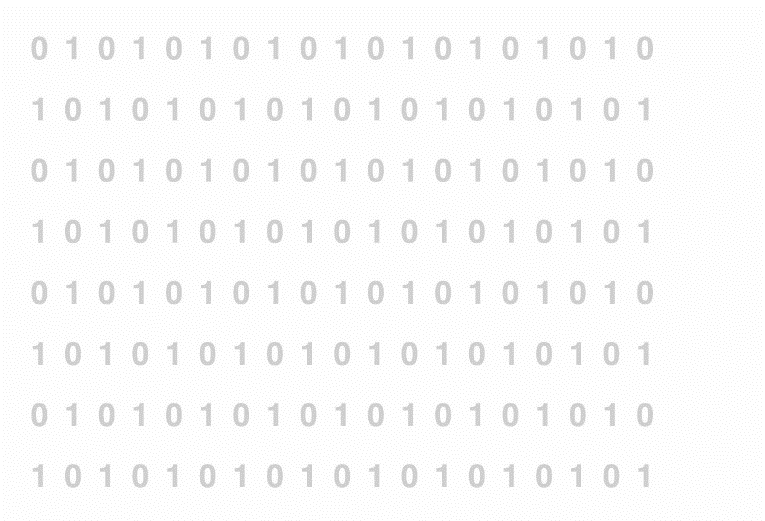
A close up of a screen

Description automatically generated

**Ukukhula Bursary Fund Online System**

**Functional Specification**

**GREENLEAF**

**Creation Date:** 01 February 2024

**Last Updated:** 24 May 2024

**Version:** FINAL DRAFT

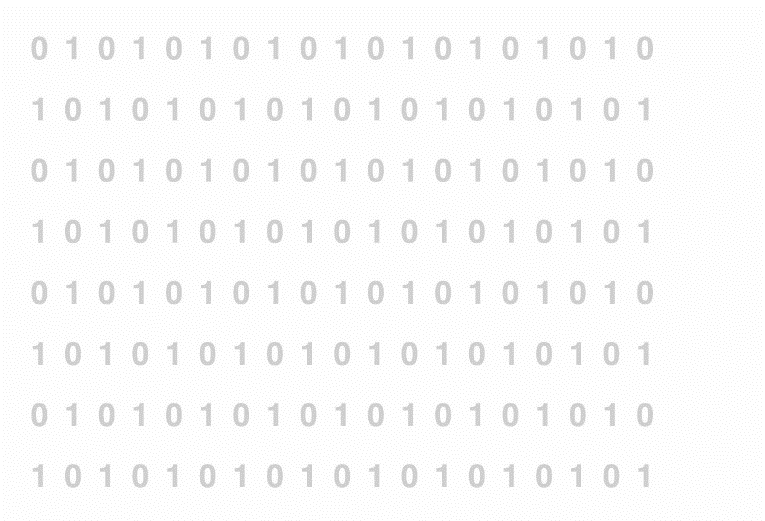


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**Abbreviations:**

| **Abbreviation / Terminology** | **Description of abbreviation / terminology:** |
| --- | --- |
| External User | A person who makes a formal application for the student in need of funding. |
| Internal User | A person (BBD employee) who is responsible for processing and managing all the application form submitted. |
| Back-office dashboard | The Back-office dashboard is the operational area where the internal users process submissions of all applications. |
| Candidate | A person who is intended to receive the bursary fund. |
| BBD | Barone, Budge, and Dominick (PTY LTD) |
| Admin | BBD HR & Talent Staff |

# Introduction

## Background

Ukukhula Bursary Fund was established in 2022 by BBD to bridge the gap found in the current bursary funding system in South Africa. The bursary fund is aimed at aiding previously disadvantaged individuals who are unable to receive financial assistance the normal conversational bursary route due to portraying the image that they can fund their tuition as a part of the middle-class community.

The Ukuklula bursary fund is a programme that requires universities to identify students with the potential to excel in the technological field but rather do not have the mins to pay for their tuition. These identified individuals should have an academic average of 65% and above, are proven to be disadvantaged and are South African.

Universities are required to submit applications to BBD via the Ukukhula Bursary Fund Online System to obtain pre-approval from Management/Administrators on proposed candidates they intend on providing funding for. The universities are also required to submit all the necessary supporting documents for each candidate that has been selected accordingly.

In 2024, BBD published the need to develop, implement as well as maintain the online system over an indefinite period. To ensure efficient administration of the Ukukhula Bursary Fund, BBD implemented the Ukukhula Bursary Fund Online System to enable online submission of applications for pre-approval/review before funds are released for selected applications.

## Purpose of the document

The purpose of this document is to provide a detailed description of the Ukukhula Bursary Fund Online Systems functionality. As well as document is to record all the correspondences that will be produced by the system.

The system will allow an external applicant to apply for the funding on behalf of a student/students using an easy and efficient system.

The system will also allow internal users the functionality to evaluate and adjudicate these submissions.

## Key business requirements

The key business requirements performed by the Bursary Online System are illustrated in the table below:

|  |
| --- |
| Key business requirements |

|  |  |  |
| --- | --- | --- |
| **Function** | **Description** | **Specification function references** |
| **Login Functionality** | This is the functionality that allows both internal and external users to log onto the system. | FRS 1 |
| **Registration Functionality** | An online registration process to capture, validate and authenticate all users of the Ukukhula Bursary Fund Online System. | FRS 2 |
| **Capture Application Functionality** | An online application is submitted to BBD by an external user to obtain approval for the funding of students. | FRS 3 |
| **Candidate Details Functionality** | This is the user journey where the student provides us with their information. | FRS 4 |
| **Admin Application Processing Functionality** | This is the central processing system, managing the orchestration of information and approval of applications by means of workflows between the external user and BBD. | FRS 5 |
| **Invoicing Functionality** | This is the functionality of what journey/process needs to be followed, after the application has been successfully reviewed and invoicing needs to be processed. | FRS 6 |
| **Fund Allocation** | Fund allocation is the functionality that allows admin to adjust universities funds accordingly by increasing allocations. | FRS 7 |
| **Financing and Payments Functionality** | This functionality is the final phase of processing the payments for the candidates. | FRS 8 |

## In Scope:

The following functional requirements are in the scope of the project:

* **FRS 1**. This is the functionality that allows both internal and external users to log onto the Ukukhula Bursary Fund system.
* **FRS 2**. Functionality to register a new user(university) onto the system using a special link.
* **FRS 3**. Functionality to allow external users to save / edit and submit and withdraw (cancel) a new application submission.
* **FRS 3.1** Develop and implement 2 HTML 5 forms:
  + **FRS 3.1.1** A form covering a new application.
* **FRS 4.** Back–Office processing functionality
  + FRS 4.1. Functionality to allow internal users the ability to process a new application submission for candidates.
* **FRS 5.** Functionality of the process that needs to be followed, after the application has been reviewed and invoicing needs to be processed.

## Assumptions / Dependencies:

* All required hardware for QA and Production environment will be provided by BBD.
* No integration to third party systems.
* BBD will be responsible for User Acceptance Testing and provide test data.
* BBD will be responsible for development of Functional Testing documentation and conducting of functional testing.

## Business Rules:

* The user (HOD/University) can only register using a special link.
* The student can only attach documents for their application using a one-time link. **(Limited time link of 72 hours)**
* All documents will be checked ***manually*** for the time being.
* The admin should be able to download the supporting documents from the students.
* The Ukukhula dashboard will provide a summary of each university from the admin side such as the Outstanding reviews, demographics breakdown of all students, Average amount we require per student and Average amount we are spending per university over a certain period.
* The Ukukhula dashboard from the university side will provide a summary of the universities spending activities, the application they have submitted the available funds remaining.
* Statuses of student:
* “Pending” - student needs to upload documents.
* “In review”- BBD needs to start the review process.
* “Approved/Declined” status – After the application has been successfully reviewed.
* *“Invoice*” – BBD has requested an invoice from the HOD.
* *“Payment”* – BBD needs to upload proof of payments.
* The HOD will have the ability to renew funding for a student if the student was funded by us in the previous year by clicking on the resubmit button. (Application will be displayed and the HOD can make the necessary changes.)
* *The process of generating contracts will be manual for the time being.*
* Statuses of processing of invoices:
* “Pending” – Invoice has been submitted to Admin.
* “In review”- BBD needs to start the review process & sent to the finance department.
* “Approved” status – Funds have been paid to the university.

# Functional requirements:

## FRS 1: Login Functionality

Both internal and external will be able to login into the system and view their respective dashboards on the Ukukhula Bursary Fund Online System.

**Traceable reference:**

| **FRS #** | **Description** |
| --- | --- |
| **FRS 1** | This is the functionality that allows both internal and external users to log onto the system. |

### Login Functionality Process Flow



Figure 1: Login Process Flow

### Login Functionality Process Description.

|  |  |  |  |
| --- | --- | --- | --- |
| **Process** | | **Login** | |
| **Brief description** | | A functionality where registered users will be able to access the web application by logging onto the system with their credentials. | |
| **Preconditions** | | * Users have the URL to access the Ukukhula Bursary Fund Online System. * The user has a valid email address(username). * The user can not reuse the same password again. | |
| **Post conditions** | | The user has successfully logged onto the system and can access their dashboard. | |
| **Actors** | | Registered user | |
| **Business rules** | | * **UR-login 1**. In a case where the password has been forgotten, the system must allow for the password to be reset. | |
| **Triggers** | | User requires to log onto the the Ukukhula Bursary Fund Online System. | |
| **Interface** | | - | |
| **Flow of events** | | | |
|  | **System user** | | **System response** |
| **1** | The user will enter the system URL on their chosen browser. | | The system will display the landing page. |
| **2** | The user will click on the login button. | | The system will display the login page. |
| **3** | The user will capture the username/email and password. | |  |
| **4** | The user will click on the submit button. | | The system will validate the user’s credentials and allow the user access to the system. |
| **(Alternative flow) Invalid Login Details** | | | |
| **5** | The user will enter the system URL on their chosen browser. | | The system will display the landing page. |
| **6** | The user will click on the login button. | | The system will display the login page. |
| **7** | The user will capture the username/email and password. | |  |
| **8** | The user will click on the submit button. | | The system will validate the user’s credentials and display an error pop-message: **“Username/Password entered is incorrect.”**  The system will prompt the user to enter the correct details. |
| **(Alternative flow) Forgot password** | | | |
| **9** | The user will click on the forgot password button. | |  |
| 10 | The user will capture their email address. | |  |
| 11 | The user will click on the submit button. | | The system will send an email to the users email address to reset their password. |
| 12 | The user will on the link provided in the email. | | The system will display the create new password screen. The username will be prepopulated, displayed, and greyed out. |
| 13 | The user will be prompted to capture their new password. | |  |
| 14 | The user will be prompted to confirm their new password. | |  |
| 15 | The user will click on the submit button and proceed to login. | | The system will save the new password against the user’s profile and log in user to the system with functions allowable to the user. |

## FRS 2: Registration Functionality

An external user will be needed to register to be a part of the Ukukhula Bursary Fund Online System.

**Traceable reference:**

| **FRS #** | **Description** |
| --- | --- |
| **FRS 2** | An online registration process to capture, validate and authenticate all users of the Ukukhula Bursary Fund Online System.  Users must be external (HOD/universities). |

### Register functionality process flow.



Figure 2: Registration Functionality Process Flow

### Registration Functionality Process Description.

|  |  |  |  |
| --- | --- | --- | --- |
| **Process** | | **Registration** | |
| **Brief description** | | An external user will be needed to register to be a part of the Ukukhula Bursary Fund Online System. | |
| **Preconditions** | | * User has a valid email address. * The login page has successfully loaded. | |
| **Post conditions** | | The system has successfully registered the new user (HOD/University). | |
| **Actors** | | New (external) user | |
| **Business rules** | | **UR -login 1**. The user must have an active email address to register into the system.  **UR-login 2**. The system must allow user to register using the following information:   * Email * New password * Confirm New Password * First Name * Last name * Rank * Second in charge * Years Of Experience * Contact number. * University * Faculty * Department | |
| **Triggers** | | User requires to register for Ukukhula Bursary Fund Online System on behalf of the university. | |
| **Interface** | | - | |
| **Flow of events** | | | |
|  | **System user** | | **System response** |
| **Register profile** | | | |
| **1** | The user will click on the “sign up now” button. | | The system will display a create profile screen with the following fields:   * Email * New password * Confirm New Password * First Name * Last name * Rank * Second in charge * Years Of Experience * Contact number. * University * Faculty * Department |
| **2** | The user will be prompted to capture the universities email address for the faculty. | | The email must have at least 1 uppercase letter, 1 special character, 1 numeric value and lower-case characters.  The system will prompt the user to click “send verification” button. |
| **3** | The user will enter the verification code. | |  |
| **4** | The user will be prompted to fill in all the fields. | |  |
| **5** | The user will click on the register button | | * An email address should be unique. The system should check that the email address captured does not already exist. If it does exist, the system should display the following message: “**Email address already exists**”. * The system will validate the fields, if the fields are empty, the system will display the following message on the fields: Please specify **[Field name].** * If all fields are correctly captured, the system will send an email to the email address provided to verify the email. * The system will display the following message on the screen “**You need to verify your email address to activate your account.”.** User clicks on Ok button and the popup message is closed. |
| **6** |  | | * The system will send the user a confirmation email that they have been successfully registered. * The system will redirect the user to the login page. |

## FRS 3: Capture Application Functionality

An external user will be able to submit/save for later/view/withdraw one/bulk application to BBD for review to identify successful candidates.

### Capture Application Functionality Process Flow



Figure 3: Capture Application Functionality Process Flow

### Capture Application Functionality: Student Process Flow



Figure 4: Capture Application Functionality: Student Process Flow

**Traceable reference:**

| **FRS #** | **Description** |
| --- | --- |
| **FRS 3** | An online application is submitted to BBD by an external user to obtain approval for the funding of students. |

### Capture Application Functionality Process Description

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Process** | | | **Capture Application Form** | | | |
| **Brief description** | | | An external user will be able to submit one application or bulk applications which will be sent to BBD for the review process accordingly. | | | |
| **Preconditions** | | | * Users have the URL to access the Ukukhula Bursary Fund Online System.   User has a valid email address. | | | |
| **Post conditions** | | | The system has successfully sent the applications to BBD admin to be reviewed. | | | |
| **Actors** | | | Registered User | | | |
| **Business rules** | | | **UR -login 1**. The user must have an active account to register into the system. | | | |
| **Triggers** | | | Users wishes to send an application/applications of possible candidates for the Ukukhula Bursary Fund. | | | |
| **Interface** | | | Acknowledgment notification | | | |
| **Flow of events** | | | | | | |
|  | **System user** | | | | **System response** | |
| **Capture Application Functionality** | | | | | | |
| **1** | | The user wishes to complete one application/applications for possible candidates. | | | |  |
| **2** | | The user will click on the ‘make an application button’. | | | | The system will load the application form page.  The system will also prompt the user to select the user of study. |
| **3** | | The user will select the year of study from the dropdown and click continue or save for later. | | | | The system will save the details and continue to the next screen.  The system will prompt the user to enter the students’ details. |
| **4** | | The user will enter all the details/information.  The user will click continue. | | | | The system will successfully validate all the input fields.  The system will save all the information and prompt the user to allocate funds for the student. |
| **5** | | The user will allocate funds to the student/students. | | | | The system will prompt the user to submit the application. |
| **6** | | The user will click the submit button. | | | | The system displays a success pop-message that the application has been successfully sent to BBD admin for review. |
| **7** | |  | | | | The system will send out an automated email to the candidate to fill in their information and attach the needed supporting documents via a one-time link.  ***(Student User Journey)***  [***Capture Application Functionality: Student Process Flow***](#_Capture_Application_Functionality:) |
| **(Alternative Flow) Capture Application Functionality** | | | | | | |
| 8 | | The user wishes to complete one application/applications for possible candidates. | |  | | |
| 9 | | The user will click on the ‘make an application button’. | | The system will load the application form page.  The system will also prompt the user to select the user of study. | | |
| 10 | | The user will select the year of study from the dropdown and click continue or save for later. | | The system will save the details and continue to the next screen.  The system will prompt the user to enter the students’ details. | | |
| 11 | | The user will enter all the details/information.  The user will click continue. | | The system will unsuccessfully validate all the inputs and return an error message:**” Please fill in all of the fields.”** | | |
| 12 | |  | | The system will successfully validate all the input fields.  The system will save all the information and prompt the user to allocate funds for the student. | | |
| 13 | | The user will allocate funds to the student/students. | | The system will prompt the user to submit the application. | | |
| 14 | | The user will click the submit button. | | The system displays a success pop-message that the application has been successfully sent to BBD admin for review. | | |
| 15 | |  | | The system will send out an automated email to the candidate to fill in their information and attach the needed supporting documents via a one-time link.  ***(Student User Journey)***  [***Capture Application Functionality: Student Process Flow***](#_Capture_Application_Functionality:) | | |

|  |  |  |
| --- | --- | --- |
| **[Alternative flow] View Submitted Application** | | |
| 13 | The user will click on the Bursaries & applications tab. | The system will load all the applications that have been submitted by the HOD. |
| 14 | The user will click on the view application icon. | The system will load the application form and allow the user to view information captured on the form. |

## FRS 4: Candidate Details Functionality

This is the user journey where the student provides us with their information.

**Traceable reference:**

| **FRS #** | **Description** |
| --- | --- |
| **FRS 4** | This is the functionality that allows the Candidate to provide us with all the needed details to process their application. |

### Candidate Details Functionality Process Flow

## 

Figure 5: Candidate Details Functionality Process Flow

### Candidate Details Functionality Process Description.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Process** | | | Candidate | | |
| **Brief description** | | | This is the functionality that allows the student to provide us with all the needed details to process their application. | | |
| **Preconditions** | | | The student should have received an email from BBD, after the HOD completed the first step of the application process. | | |
| **Post conditions** | | | The system has sent an automated email to the candidate that we have received their application. | | |
| **Actors** | | | Candidate | | |
| **Business rules** | | | **UR -login 1**. The candidate should have the correct URL for the application process. | | |
| **Triggers** | | | User wishes to complete their application for the bursary. | | |
| **Interface** | | | Acknowledgment email notification | | |
| **Flow of events** | | | | | |
|  | **System user** | | | **System response** | |
| Student Details Functionality | | | | | |
| **1** | | The user wishes to complete their application. | | |  |
| **2** | | The user will click on the link provided in the automated email. | | | The system will redirect the candidate to the review information screen. |
| **3** | | The user will select the checkbox indicating that the information is correct.  The user will click on the continue button. | | | The system will take the user to the capture application form process.  The system will prompt the user to complete the form. |
| **4** | | The user will capture all their details and attach the supporting documents.  The user will click on continue. | | | The system will validate all the fields and proceed to the next screen. |
| **5** | | The user will complete the questionnaire and submit. | | | The system will save all the information and display the success screen. |
| **6** | |  | | | The system will send an automated email to the candidate that we have received their application and is under review. |

## FRS 5: Admin Application Process Functionality

The internal user will be able to process/adjudicate as well as manage all the applications that have been submitted for processing.

**Traceable reference:**

| **FRS #** | **Description** |
| --- | --- |
| **FRS 5** | This is the central processing system, managing the orchestration of information and approval of applications utilizing workflows between the external user and BBD. |

### Admin Application Process Functionality Process Flow.



Figure 5: Admin Application Process Functionality Process Flow

### Admin Application Process Functionality Process Description.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Process** | | | **Admin** | | |
| **Brief description** | | | An internal user will process and manage all the applications received. | | |
| **Preconditions** | | | - | | |
| **Post conditions** | | | The system has sent an automated email to all the candidates regarding the outcome of their application. | | |
| **Actors** | | | Internal User | | |
| **Business rules** | | | **UR -login 1**. The user must have the correct permissions to access the back-office system/dashboard. | | |
| **Triggers** | | | User requires to process all the applications received. | | |
| **Interface** | | | Acknowledgment email notification | | |
| **Flow of events** | | | | | |
|  | **System user** | | | **System response** | |
| Admin Application Process Functionality: Accepted | | | | | |
| **1** | | The user will wish to process and manage all applications received. | | |  |
| **2** | | The user will log into the admin portal. | | | The system will proceed to load the dashboard and display all the applications that have been submitted which are categorized between active bursaries and applications. |
| **3** | | The user will select applications and the university which they wish to process the application for. | | | The system will load all the applications for the selected university. |
| **4** | | The user will select view on the student's application they wish to process. | | | The system will load all the information and supporting documents that were submitted.  The system will prompt the user to select to Accept or Decline the application. |
| **5** | | The user will review the application accordingly and accept the application. | | | The system will display a pop-up message:  “Are you sure you want to accept this application?” |
| **6** | | The user will select confirm. | | | The system will send an automated email to the student on the outcome of the application and redirect user back to the view screen. |
| **7** | |  | | | The system will alert the university on the dashboard that the student was accepted. |
| **(Alternative Flow) Admin Portal: Accepted Application- Ukukhlula bursary fund Online System** | | | | | |
| **8** | | The user will wish to process and manage all applications received. | | |  |
| **9** | | The user will log into the admin portal. | | | The system will proceed to load the dashboard and display all the applications that have been submitted which are categorized by the different universities. |
| **10** | | The user will select applications and the university which they wish to process the application for. | | | The system will load all the applications for the selected university. |
| **11** | | The user will select view on the student's application they wish to process. | | | The system will load all the information and supporting documents that were submitted.  The system will prompt the user to select to Accept or Decline the application. |
| **12** | | The user will review the application accordingly and accept the application. | | | The system will display a pop-up message:  “Are you sure you want to accept this application?” |
| **13** | | The user will select cancel. | | | The system will return the user back to the view screen. |
| **Admin Application Process Functionality: Declined** | | | | | |
| **14** | | The user will wish to process and manage all applications received. | | |  |
| **15** | | The user will log into the admin portal. | | | The system will proceed to load the dashboard and display all the applications that have been submitted which are categorized by the different universities. |
| **16** | | The user will select applications and the university which they wish to process the application for. | | | The system will load all the applications for the selected university. |
| **17** | | The user will select view on the student's application they wish to process. | | | The system will load all the information and supporting documents that were submitted.  The system will prompt the user to select to Accept or Decline the application. |
| **18** | | The user will review the application accordingly and decline the application. | | | The system will display a pop-up message:  “Are you sure you want to decline this application?”  The system will prompt the user to select a reason for declining the application and if other is selected, they should enter a reason. |
| **19** | | The user will select confirm. | | | The system will send an automated email to the student on the outcome of the application and redirect user back to the view screen. |
| **20** | |  | | | The system will alert the university on the dashboard that the student was declined. |
| **(Alternative Flow) Admin Application Process Functionality: Declined** | | | | | |
| **21** | | The user will wish to process and manage all applications received. | | |  |
| **22** | | The user will log into the admin portal. | | | The system will proceed to load the dashboard and display all the applications that have been submitted which are categorized by the different universities. |
| **23** | | The user will select applications and the university which they wish to process the application for. | | | The system will load all the applications for the selected university. |
| **24** | | The user will select view on the student's application they wish to process. | | | The system will load all the information and supporting documents that were submitted.  The system will prompt the user to select to Accept or Decline the application. |
| **25** | | The user will review the application accordingly and decline the application. | | | The system will display a pop-up message:  “Are you sure you want to decline this application?”  The system will prompt the user to select a reason for declining the application and if other is selected, they should enter a reason. |
| **26** | | The user will select cancel. | | | The system will redirect the user back to the application screen. |

## FRS 6: Invoicing Functionality

This is the functionality of invoicing and financing that needs to be followed, after application has been accepted and contract has been signed.

**Traceable reference:**

| **FRS #** | **Description** |
| --- | --- |
| **FRS 6** | This is the functionality of invoicing and financing that needs to be followed, after the application has been accepted and contract has been signed. |

### Invoicing Functionality Process Flow



Figure 6: Invoicing Functionality Process Flow

### Invoicing Functionality Process Description.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Process** | | | **Invoicing and Financing** | | |
| **Brief description** | | | This is the functionality of invoicing and financing that needs to be followed after the application has been accepted and contract has been signed. | | |
| **Preconditions** | | | * BBD Admin has successfully reviewed the submitted application. | | |
| **Post conditions** | | | The invoice has been successfully submitted and sent to finance for processing. | | |
| **Actors** | | | * Admin * HOD | | |
| **Business rules** | | | **UR -login 1**. The user must have correct permissions to access system/dashboard. | | |
| **Triggers** | | | User requires to process the invoice/invoices of the students. | | |
| **Interface** | | | Acknowledgement notification | | |
| **Flow of events** | | | | | |
|  | **System user** | | | **System response** | |
| **Invoicing Functionality: HOD** | | | | | |
| **1** | | Admin will request for the HOD to submit the quote for all the candidates whose application was successful. | | |  |
| **2** | | The **HOD** wishes to submit a quote for all the students whose applications were successful. | | |  |
| **3** | | The **HOD** will proceed to go and click on the button to submit the quote. | | | The system will proceed to show all the students that have been accepted. |
| **4** | | The **HOD** will proceed to submit the requested quote/quotes. | | | The system will display a pop-message that this has been successfully submitted.  The system will also send the quote to BBD Admin for the reviewing process. |
| **Invoicing Functionality: Admin** | | | | | |
| **5** | | Admin will receive the invoice(quote) for that student/students. | | |  |
| **6** | | The quote will be reviewed by Admin & sent to Finance accordingly. | | | After the submitted quote, the state will than update to pending payment. |
| **7** | | Finance will process the payment accordingly. | | | After this has been completed, Admin will be informed that the payment was successful. |
| **8** | | Admin will inform the HOD that the payment for the student or students as been paid. | | | The system will update the universities dashboard as too how much funds are still available. |

## FRS 7: Fund Allocation

Fund allocation is the functionality that allows admin to adjust universities funds accordingly by increasing allocations.

**Traceable reference:**

| **FRS #** | **Description** |
| --- | --- |
| **FRS 7** | The functionality that allows admin to adjust universities funds accordingly by increasing allocations. |

### Invoicing Functionality Process Flow



Figure 7: Fund Allocation Process Flow

### Fund Allocation Process Description.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Process** | | | **Invoicing and Financing** | | |
| **Brief description** | | | Fund allocation is the functionality that allows admin to adjust universities funds accordingly by increasing allocations. | | |
| **Preconditions** | | | - | | |
| **Post conditions** | | | Fund allocation has been successfully spilt and increased accordingly. | | |
| **Actors** | | | * Admin | | |
| **Business rules** | | | **UR -login 1**. The user must have correct permissions to access system/dashboard. | | |
| **Triggers** | | | User requires to increase the funds for various universities. | | |
| **Interface** | | | - | | |
| **Flow of events** | | | | | |
|  | **System user** | | | **System response** | |
| **Fund Allocation** | | | | | |
| **1** | | The user wants to add to the total fund allocation. | | |  |
| **2** | | The user will click on the add to total allocation button. | | | The system will redirect the user to the fund allocation screen.  The system will prompt the user to enter the amount they wish to add. |
| **3** | | The user will capture the amount and click the add funds button. | | | The system will prompt the user to select the university or universities they want to split the funds between. |
| **4** | | The user will select the university/universities.  The user will click spilt funds. | | | The system will display a confirmation pop-up message and the prompt the user to select confirm. |
| **5** | | The user will select confirm. | | | The system will allocate the funds accordingly and update both admin and the HOD dashboard. |
| **Alternative Flow: Fund Allocation** | | | | | |
| **6** | | The user wants to add to the total fund allocation. | | |  |
| **7** | | The user will click on the add to total allocation button. | | | The system will redirect the user to the fund allocation screen.  The system will prompt the user to enter the amount they wish to add. |
| **8** | | The user will capture the amount and click the add funds button. | | | The system will prompt the user to select the university or universities they want to split the funds between. |
| **9** | | The user will select the university/universities.  The user will click spilt funds. | | | The system will display a confirmation pop-up message and the prompt the user to select confirm. |
| **10** | | The user will select cancel and this use case will end. | | | The system will redirect the user back to the fund allocations screen. |

## FRS 8: Financing and Payments Functionality

This functionality is the final phase of processing the payments for the candidates.

**Traceable reference:**

| **FRS #** | **Description** |
| --- | --- |
| **FRS 6** | This functionality is the final phase of processing the payments for the candidates. |

### Financing and Payments Functionality Process Flow



Figure 8: Financing and Payments Process Flow

### Financing and Payments Process Description.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Process** | | | **Financing and Payments** | | |
| **Brief description** | | | This functionality is the final phase of processing the payments for the candidates. | | |
| **Preconditions** | | | - | | |
| **Post conditions** | | | The proof of payments have been successfully uploaded. | | |
| **Actors** | | | * Admin | | |
| **Business rules** | | | **UR -login 1**. The user must have correct permissions to access system/dashboard. | | |
| **Triggers** | | | User requires to upload the proof of payments for a candidate/candidates. | | |
| **Interface** | | | - | | |
| **Flow of events** | | | | | |
|  | **System user** | | | **System response** | |
| **Financing and payments single upload** | | | | | |
| **1** | | The user wants to upload proof of payments for a candidate/candidates.  ***State: Payment*** | | | The system will prompt the user to upload proof of payment. |
| **2** | | The user will select the view button for that candidate. | | |  |
| **3** | | The user will select the upload proof of payment button and select a document and submit. | | | The system will process the uploaded document and remove the candidate under the payments tab accordingly (Active bursaries). |
| **4** | |  | | | The system will send the proof of payments to the HODs dashboard. |
| **Alternative Flow: Financing and payments bulk uploads** | | | | | |
| **5** | | The user wants to upload proof of payments for candidates.  ***State: Payment*** | | | The system will prompt the user to all the candidates for the bulk upload. |
| **6** | | The user will select all of the candidates. | | | The system will display the bulk upload button. |
| **7** | | The user will select the bulk upload button and select a document and submit. | | | The system will process the uploaded document and remove the candidate under the payments tab accordingly and moved to (Active bursaries). |
| **8** | |  | | | The system will send the proof of payments to the HODs dashboard. |