

1. Dashboard view (Hope page) for Branch Manager to view all previous submitted and under-Review requests. Reviewed previous requests will be read only. A button to submit a new incentive calc. form for that week will be provided
2. A scheduled job (workflow) that will send reminder emails to all Branch Managers every week, to submit their incentive calculations for their Branch for that week
3. "Every Branch Manager should fill the Incentive Calculation web-form for that week (opened either from Dashboard or from weekly email). Functionality of this form:
 1. On load, it would query required details from 2 existing SQL Tables: DIM_Employees, DIM_Locations filtered by the manager's branch, and prepopulate certain fields in the form
 2. Branch Manager will input the incentive against each role that was loaded, along with other calculations and submit the form"
4. Ability to save as the form Draft and submit later
5. Ability to accept 1 or more File-Attachment(s) to the submission-form
6. All submitted forms should have critical metadata against them along with all the Data Fields - Submission ID, Targeted Week, Submitted Date, Submitted By, Review Status, Branch #, Review Audit trail.
7. Upon submission of the form, a 1-stage review from the Branch RVP will be initiated. Approval email body needs to be customizable & configurable. After review completion, Accounting will be notified of the same.
8. After review completion by accounting team, the form will be converted into a PDF and stored for future purposes (for audit/archiving)
9. All the Reviewed records part of this submission, will be made Read-Only
10. "Submitted data access restrictions during and after the Review process -
 - From Branch manager has full access to edits
 - RVP can only review the data (Read Only)
 - Accounting can only review the data (read-only)"
11. Configurations: Column Configurations, Formulae used in the submission form, Email body
12. Ability for Reviewer to provide approval/Rejection comments
13. Any Rejection should enable Branch Manager to make edits and resubmit the same form
14. Towards the end of the week, a scheduled job will send email notifications to managers of those Branches that have not submitted the calculations for that week
15. An admin screen to manage all configurations
16. Accounting needs to have a holistic view of all Branches who have Completed, Pending and not submitted the entries, against the week (even a previous week)