CI6225 – Enterprise Application Development
Individual Assignment 2

Functional Document
Travel Expense Reimbursement Application
V2.0

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12 Apr 2014

Contents

1. Introduction

The travel expense reimbursement system follows the workflow model where the user can claim his travel expenses and they have to be approved by his superior and the finance department. The user can track his claims on a real time basis. Users can itemize expenses by categories such as lodging, food, guest expenses, etc.

2. Functional of the System

1) Common User Module
(1) Sign In
User must sign in to this application before any operation at the application. The application will verify the user name and password are in database then authenticate the user to user the application

(2) Remember Me
The application is to use a cookie mechanism to store partial of user information in 1 week to help the application to identify the valid user without login.

(3) Edit Password
The application allow user to modify his password.

(4) Expire Remember Me
Once user click the "Remember Me" at sign in screen, when user want to manual expire this setting so that no need wait 1 week, than can use this function

(5) Sign Out
User to sign out the system

(6) Unknown Error Handling
Any unknown issue happen need an error handle page to show a kindly information.

(7) Page Not Found Handling
Any page not found issue happen need an error handle page to show a kindly information.

2) Dashboard
(1) View Current User & Department Information
When user signs in to the application, user can review information about his user account and the department he is belong.

(2) View Claim Form Pending Approval Information
When user signs in to the application, user can review all claim forms he submit but not been approved yet by manager.

(3) View Claim Form for You Approval
If user is the department manager, or the user is belong to financial relative department, then when user signs in to the application, user can review all claim forms he can execute the approval.

(3.1) Manager Approval
For the department manager, he can approve the claim form from submit status.

(3.2) Financial Approval
For the financial department user, he can approve the claim form from department manager approved status.

(3.3) Reject
For the department manager and the financial department user, they can reject the claim form.
For the department manager, he can reject the one with Submitted status.
For financial department user, he can reject the one with Department approved status.

(4) Recent One Year Personal Approved Claimed Amount
There is an online chart diagram to show information about Recent One Year Personal Approved Claimed Amount.

3) Maintain User
(1) View User List
For system administrator, he can view a list of all users in this application

(2) Create New User
For system administrator, he can create new user. The user can be assign to one of department at creation.

(3) Update User
For system administrator, he can update user information or assign user to other department. And he can update the password for other user also.

(4) View User
All users can view other user if user can see the hyperlink on the user name. It is to show information for user.

(5) Remove User
For system administrator, he can remove user form the application.

4) Maintain Department
(1) View Department List
For system administrator, he can view a list of all departments in this application

(2) Create New Department
For system administrator, he can create new department.

(3) Update Department and Maintain Department User
For system administrator, he can create the new department. Inside amend department, user can assign the user which doesn't have a department.

(4) View Department
All users can view other department if user can see the hyperlink on the department name. It is to show information for user.

(5) Remove User
For system administrator, he can remove department form the application. After that all user assigned to this department will be unassigned.

5) Maintain Claim Form
(1) View Your Claim Form List
User can view all status claims by different status.
Included:
(1.1) Claim Form List (Saved & Rejected)
(1.2) Claim Form List (Submitted)
(1.3) Claim Form List (Department Approved)
(1.4) Claim Form List (Financial Approved)

(2) View Approval Manager and Department Information
View the information that is going to approve your claim form. And also what is the contract for HR relation department.

(3) Create New Claim Form
Create a new claim form.

(4) Update Claim Form and Maintain Items
Submit the claim form (update the status) and can maintain items inside this form.
Included:
(4.1) Update for Saved Status Claim Form
(4.1) Update for Rejected Status Claim Form

(5) View Claim Form
View claim form detail information with items

(6) Remove Claim Form
Remove Saved status claim form from the application

(7) Submit Claim Form
Submit the claim form to manager approve.

6) Monitor Claim Forms
(1) View All Claim Forms List
It is a function for financial department user, to review all claim form in the company

7) Report
(1) View Report List
Open a report list to display all available report, such as
(1.1) Individual Claim Summary Report: display the total and how much item by claim form.

(1.2) Individual Claim Items Report: display all item information by claim form.

(2) Preform Report
The report can be retrieval by real time with different criteria.

(3) Download Report
User can download the report by CSV format.