

**CI6225 – Enterprise Application Development**

**Individual Assignment 2**

**Functional Document**

**Travel Expense Reimbursement Application**

**V2.0**

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# 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.