1. **Introduction**

Reporting module provides an in-depth analysis for our clients to determine the utilization rate of individual clubs. It generates a report with details like expenditure summary and utilization rate. This will help our clients in budgeting during every semester, and based on the report, it will determine whether they have done proper planning before.

1. **Objective of Document**

The objective of this document would be to describe the various business processes in the expenditure and utilization rate process that would be catered for in the uClaim system. The table below outlines the processes covered in the Reporting module.

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| Index | Process |
| RPT 1.1  | Generate Expenditure Report Process |
| RPT 1.2 | Generate Utilization Report Process |
| RPT 1.3 | Generating Annex B Report |
| RPT 1.4 | Generating Annex Listing Report |

1. **Business Process Specifications**

**RPT 1.1: Generate Expenditure Report Process**

Process Information.

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| **Basic Information** |
| **Business Process ID** | RPT 1.1 |
| **Name** | Generate Expenditure Report |
| **Brief Description** | Based on the term and year, a summary report will be generated for each club. This will give the finance officers a better view of the revenue, expenditure and profits generated by the club.  |
| **User Roles Involved** | SMUSA Finance Secretary, CBD Finance Secretary. |
| **Entry and Exit Criteria** |
| **Entry** | Criteria selection: 1. Term and year 2. Club name |
| **Exit** | Summary report of each club |
| **Business Rules** |
| 1. Only individual clubs is able to see their own reports
2. CBD’s President and Finance Secretaries are able to view their respective CCA’s reports.

3. SMUSA’s President and Finance Secretary are allowed to view ALL CBD’s and CCA’ reports. |



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| **Process Step ID** | **Name** | **Description** |
| RPT 1.1.1 | Query Database | After selecting the club’s name, term and year, the system will query the database based on the criteria. |
| RPT 1.1.2 | Generate report. | All expenditure of the selected will be shown. |

**RPT 1.2: Generate Utilization Report Process**

Process Information.

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| **Basic Information** |
| **Business Process ID** | RPT 1.2 |
| **Name** | Generate Utilization Report |
| **Brief Description** | Based on the term and year, a utilization report will be generated for each club. This will give the finance officers a better view of the individual club’s utilization rate. Being, based on the budgets given at the start of the semester, over the expenses at the end of the semester. With this report, it will help in our client’s budgeting process. Utilization rate (%) = (Expended Budget / Allotted Budget ) \* 100 |
| **User Roles Involved** | SMUSA Finance Secretary, CBD Finance Secretary. |
| **Entry and Exit Criteria** |
| **Entry** | Criteria selection: 1. Term and year 2. Club name  |
| **Exit** | Utilization report of each club |
| **Business Rules** |
| 1. Only individual clubs is able to see their own reports
2. CBD’s President and Finance Secretaries are able to view their respective CCA’s reports.
3. SMUSA’s President and Finance Secretary are allowed to view ALL CBD’s and CCA’ reports.
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Process Flow Details

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| **Process Step ID** | **Name** | **Description** |
| RPT 1.2.1 | Query Database | After selecting the club’s name, term and year, the system will query the database based on the criteria. |
| RPT 1.2.2 | Generate report. | Past utilization rates will be shown. By analyzing the past utilization rates and using an appropriate discount factor equation [e.g. 1-0.1(grantedAvg – expendedAvg) \*grantedAvg ], a proposed budget for the upcoming semester will be suggested. |

**RPT 1.3: Generating Annex B Report**

Process Information.

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| **Basic Information** |
| **Business Process ID** | RPT 1.3 |
| **Name** | Generating Annex B |
| **Brief Description** | After every term, Annex B will need to be generated based on the codes, by month and by club. Annex B will show both the income and expenses for every club.  |
| **User Roles Involved** | SMUSA Finance Secretary, CBD Finance Secretary. |
| **Entry and Exit Criteria** |
| **Entry** | NA |
| **Exit** | Annex B |
| **Business Rules** |
| NIL |



Process Flow Details

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| **Process Step ID** | **Name** | **Description** |
| RPT 1.3.1 | Select Club and Year/Term | This process allows the user (CBD Finance Secretary) to select the club and year/term. This is to generate the report accordingly and submit up to Office of Finance for validation. |
| RPT 1.3.2 | Run a query and group fields according to codes. | The system will query the database according to the fields selected earlier by the finance secretary. After which, the system will group the data according to the Annex codes. |

RPT 1.4: **Generating Asset Listing Report**

Process Information.

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| **Basic Information** |
| **Business Process ID** | RPT 1.4 |
| **Name** | Generating Asset Listing Report |
| **Brief Description** | Based on the codes (01,02,03,04) , these are permanent assets which the club will need to keep after purchase. This will give SMUSA a better overview of each club’s assets and what was being purchased during the term, to avoid any club members bringing the asset out for personal usage. |
| **User Roles Involved** | SMUSA IT Solutions |
| **Entry and Exit Criteria** |
| **Entry** | NA |
| **Exit** | Asset Listing report |
| **Business Rules** |
| NIL |



Process Flow Details

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| **Process Step ID** | **Name** | **Description** |
| RPT 1.4.1 | Select Club and Year/Term | This process allows the user (IT Solutions Secretary) to select the club and year/term. This is to generate the report accordingly and submit to Office of Student Life and SMUSA’s Assets Secretary for assets validation. |
| RPT 1.4.2 | Run a query and group fields according to codes. | The system will query the database according to the fields selected earlier by the finance secretary. After which, the system will group the data according to the Expense codes (01,02,03,04). |