User Navigation Design

Start
↓ Accountant allowed access to system Directed to Home Page

Log In Page

Home Page — Select Contract, Invoice, Report, Memo, Vendor, or Employee Option

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Memo branch

Accountant selects Memo → **Memo**

- Accountant selects Revise Memo → **Revise Memo**
  - Accountant revises Memo information → **Memo revised**
- Accountant selects View Memo → **View Memo**
  - Accountant enters Memo ID → **Memo displayed**
- Accountant selects New Memo → **Create Memo**

From Create Memo:
- Accountant selects Create Vendor Inquiry Response → **Create Vendor Inquiry Response** → Accountant enters Memo information → **Vendor Inquiry Response Created**
- Accountant selects Create Accounting Memo → **Create Accounting Memo** → Accountant enters Memo information → **Accounting Memo Created**
- Accountant selects Create Invoice Exception Memo → **Create Invoice Exception Memo** → Accountant enters Memo information → **Invoice Exception Memo Created**
- Accountant selects Create Contract Exception Memo → **Create Contract Exception Memo** → Accountant enters Memo information → **Contract Exception Memo Created**

Report branch

Accountant selects Report → **Report**

- Accountant selects Revise Report → **Revise Report**
  - Accountant revises Report Information → **Report revised**
- Accountant selects View Report → **View Report**
  - Accountant enters Report ID → **Report displayed**
- Accountant selects New Report → **Create Report**

From Create Report:
- Accountant selects Create Accrual Report → **Create Accrual Report** → Accountant enters Report information → **Accrual Report Created**
- Accountant selects Create Expense Recap Report → **Create Expense Recap Report** → Accountant enters Report information → **Expense Recap Report Created**
- Accountant selects Create Fee Max vs Actual Report → **Create Fee Max Vs Actual Report** → Accountant enters Report information → **Fee Max vs Actual Report Created**
- Accountant selects Create General Ledger Report → **Create General Ledger Report** → Accountant enters Report information → **General Ledger Report Created**
- Accountant selects Create Monthly Contract Recap Report → **Create Monthly Contract Recap Report** → Accountant enters Report information → **Monthly Contract Recap Report Created**

Contract branch

Accountant selects Contract → **Contract**

- Accountant selects New Contract → **Create Contract** → Accountant enters Contract Information → **Contract Created**
- Accountant selects Revise Contract → **Revise Contract** → Accountant revises Contract information → **Contract Revised**
- Accountant selects View Contract → **View Contract** → Accountant enters Contract ID → **Contract displayed**

Invoice branch

Accountant selects Invoice → **Invoice**

- Accountant selects New Invoice → **Create Invoice** → Accountant enters Invoice Information → **Invoice Created**
- Accountant selects Revise Invoice → **Revise Invoice** → Accountant revises Invoice information → **Invoice Revised**
- Accountant selects View Invoice → **View Invoice** → Accountant enters Invoice ID → **Invoice displayed**

Vendor branch

Accountant selects Vendor → **Vendor**

- Accountant selects New Vendor → **Create Vendor** → Accountant enters Vendor Information → **Vendor Created**
- Accountant selects Revise Vendor → **Revise Vendor** → Accountant revises Vendor information → **Vendor Revised**
- Accountant selects View Vendor → **View Vendor** → Accountant enters Vendor ID → **Vendor displayed**

Employee branch

Accountant selects Employee → **Employee**

- Accountant selects New Employee → **Create Employee** → Accountant enters Employee Information → **Employee Created**
- Accountant selects Revise Employee → **Revise Employee** → Accountant revises Employee information → **Employee Revised**
- Accountant selects View Employee → **View Employee** → Accountant enters Employee ID → **Employee displayed**