ACCOUNTS

Accounts Dashboard Overview

- **Top Widgets:** Quick stats (Total Revenue, Expenses, Pending Invoices)
- **Charts:** Income vs. Expenses graph
- **Recent Transactions:** List of latest invoices and payments

Displays a financial summary including total revenue, expenses, and labor costs.

Charts & Graphs:

- o Monthly income vs. expenses.
- o Budget variance analysis.
- o Labor charge breakdown.

Customizable dashboard widgets based on user role.

1. Invoice Management Page

- **Table View:** Displays invoice details (Invoice ID, Client Name, Amount, Status, Due Date)
- **Actions:**
  - o Create new invoice (Form modal for entering client details, services, tax calculations)
  - o Edit existing invoices
  - o Download invoice as PDF
  - o Mark as Paid/Pending
- **Filters:** Search by client name, date range, status

- **Create, Edit, and Delete Invoices**.
- **Download & Print Invoices** in PDF format.
- **Invoice Tracking**: View payment status (Paid, Pending, and Overdue).
- **Search & Filter** invoices by date, client, and amount.
- **Email Notifications**: Send invoices directly to clients.

2. Budget Management Page

- **Budget List:** Displays planned vs. actual budgets
- **Comparison Graph:** Shows budget utilization
- **Actions:**

- o   Create new budget plan
- o   Edit budget details
- o   Delete/Archive budgets
- **Filters:** Sort by project, date, and category
- **Set & Track Budgets** for different projects.
- **Expense Tracking**: Monitor actual expenses against estimated budgets.
- **Generate Budget Reports**: Compare planned vs. actual spending.
- **Approval Workflow**: Admin can approve budget requests.

3. Labor Charge Management Page

- **Table View:** Shows workforce costs by project
- **Data Fields:** Employee name, role, hourly rate, total hours worked, total cost
- **Actions:**
  - o   Add new labor charges
  - o   Edit existing records
  - o   Export labor report (Excel/PDF)
- **Filters:** Search by employee, project, and date range
- **Record & Categorize Labor Charges** by project.
- **Automated Calculations** for hourly/daily rates.
- **Track Workforce Costs** by individual or department.
- **Export Labor Reports** in Excel or PDF.

4. Receipt Generation Page

- **Receipt Table:** Displays all generated receipts
- **Actions:**
  - o   Generate new receipt (linked to invoices)
  - o   Print/download receipts
  - o   Search by receipt number, client, or date
- **Record & Categorize Labor Charges** by project.
- **Automated Calculations** for hourly/daily rates.
- **Track Workforce Costs** by individual or department.
- **Export Labor Reports** in Excel or PDF.

5. Financial Reports Page

- **Summary Reports:** Monthly and annual financial summaries
- **Graphical Insights:** Income vs. expenses, tax calculations, outstanding payments
- **Export Options:** Download as PDF or Excel
- **Filters:** Sort reports by date, category, or client
- **Generate Monthly & Annual Reports**.

- **Download Reports in PDF/Excel format**.
- **Graphical Summaries** for easier insights.
- **Tax Calculation & Compliance**: Helps in tax preparation.

6. Role-Based Access Control

- **Admin Panel**: Manage users, set permissions, and oversee all transactions.
- **Accountant Panel**: Access limited to financial transactions and reports.
- **Audit Log**: Tracks all user activities for security and compliance.

7. Workflow