

HOME PAGE							
Company Logo	Company Name	UPLOAD		SEARCH BAR (BP Name)			
	FILE (Uploaded)		Published				
TO-DO	Zoom-In (Out)	Rotate Right (Left)	Document Details				
			Doc. Type:				
PROCESSED			BP Name: (Customers / Suppliers Name)				
			Date:				
ARCHIVED			Terms:				
			Item Code	Description	QTY	Unit Price	Amount
			XXX	XXXX	X	XX	XXXX
			XXX	XXXX	X	XX	XXXX
REPORT			XXX	XXXX	X	XX	XXXX
			+++++	+++++	++++	+++++	+++++
			Total				XXXX
SETTINGS			Discount:				(XX)
			GST:				XX
			VAT:				XX
			Net Amount				XXX

Folder Structure and Functionality

1. To-Do Folder

- Purpose: This is the primary folder where all newly uploaded documents will be saved. It acts as the initial holding area for documents that need to be reviewed, processed, or otherwise handled.
- Functionality: The application should provide users with the ability to upload documents directly into the To-Do folder. It should support various file types and ensure that documents are easily accessible for further processing.

2. Processed Folder

- Purpose: After a document has been reviewed and published, it will be moved from the To-Do folder to the Processed folder. This transition signifies that the document has been dealt with and is no longer pending action.
- Functionality: The application should automate the movement of documents from the To-Do folder to the Processed folder upon completion of certain actions or criteria being met. Users should also have the option to manually move documents as needed.

3. Archived Folder

- Purpose: To keep the Processed folder organized and manageable, all items within it will be moved to the Archived folder at the end of each month. This archival process ensures that only recent documents remain in the Processed folder, while older documents are stored for long-term access.
- Functionality: The application should include a scheduled task that automatically transfers documents from the Processed folder to the Archived folder at the end of each month. Users should have the ability to access and search the Archived folder to retrieve historical documents.

4. Multiple Companies Support

- Purpose: The application should support the creation and management of multiple companies, each with its own set of documents and data. This feature is particularly useful for users who handle documents for different businesses or departments.
- Functionality: The application should allow users to create separate databases for each company. This segregation ensures data integrity and privacy, as each company's documents and information are stored independently. Users should be able to switch between companies easily within the application and manage documents specific to each company without interference from other datasets.

5. Document Types (Customization Options)

- Purpose: The application should allow users to customize document types to fit their specific needs.
 - Standard Types:
 - Sales Invoice
 - Sales Credit Note
 - Vendors Invoice
 - Vendors Debit Note

- b. Functionality: Users should be able to define new document types or modify existing ones based on their workflow requirements. This flexibility ensures that the application can adapt to various business processes.

6. Payment Terms (Customization Options)

- a. Purpose: The application should support different payment terms to accommodate various business transactions.
 - i. Standard Terms:
 - 1. Cash
 - 2. Telegraphic Transfer (TT)
 - 3. On-Accounts
- b. Functionality: Users should be able to set and manage these terms for each document, ensuring accurate tracking of payment methods and terms.

7. Reports

- a. Daily Summary
 - i. Purpose: Provide an overview of document activity on a daily basis.
 - 1. Metrics:
 - a. Number of uploaded documents
 - b. Number of processed documents
 - c. Number of archived documents
 - d. Pending documents
 - ii. Functionality: The application should generate a daily summary report that users can view within the application or export for further analysis.
- b. Published to Excel (Per Date Range)
 - i. Purpose: Allow users to export reports for specific date ranges to Excel for further processing or sharing.
- c. Functionality: Users should be able to select a date range and export relevant data to an Excel file. This feature ensures that users can easily generate custom reports and share them with stakeholders.

Summary

The proposed Windows application should include a well-defined folder structure comprising To-Do, Processed, and Archived folders to manage document workflows efficiently. Additionally, it should support the creation and management of multiple companies with separate databases to cater to users handling multiple business entities. Customizable document types and payment terms will provide the flexibility needed to adapt to various business processes. Comprehensive reporting features will offer valuable insights into document activity and facilitate data-driven decision-making.