User Manual
（For Mini Program）

Finbot

Financial Robot

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With the popularity of various mobile applications and WeChat applets, FeiBao has also integrated its main functions into WeChat applets, making it easy for users to use Feibo's services on mobile phones and other mobile phones. At present, the small program has successfully passed the WeChat review and can be searched and used on WeChat.

I The Introduction of Features

The difference between the mini program side function and the web page is mainly:

1. The voice assistant is added as a main feature module in the small program, which can realize the intelligent and fast application.

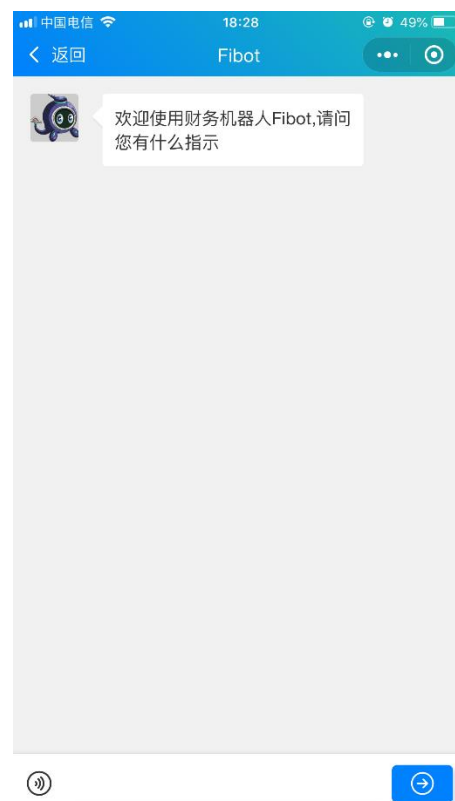Figure 1.1 Voice assistant boot interface
Figure 1.2 Voice assistant dialogue interface

2. The small program end can realize the higher degree of freedom of application by the user's positioning and switching of roles in the enterprise, as well as the addition and deletion of functions, and bring the user an extremely comfortable experience.

Figure 1.3 I Interface shows the company and the role

Figure 1.4 Basis for granting permission to implement role selection

II The General Function Introduction

Login and Registration

Users need to register first when they use it. Registration needs to add basic information such as company, account number, password and SMS verification code. After the user successfully registers, the registration information will be sent to the company's enterprise personnel management personnel. After confirming the information and granting certain rights, you can Successfully enter the app.

Users only need to log in again. There are many login methods. You can choose account password login, account SMS verification code or WeChat login. Among them, WeChat login requires the user to bind to WeChat before it can be used.
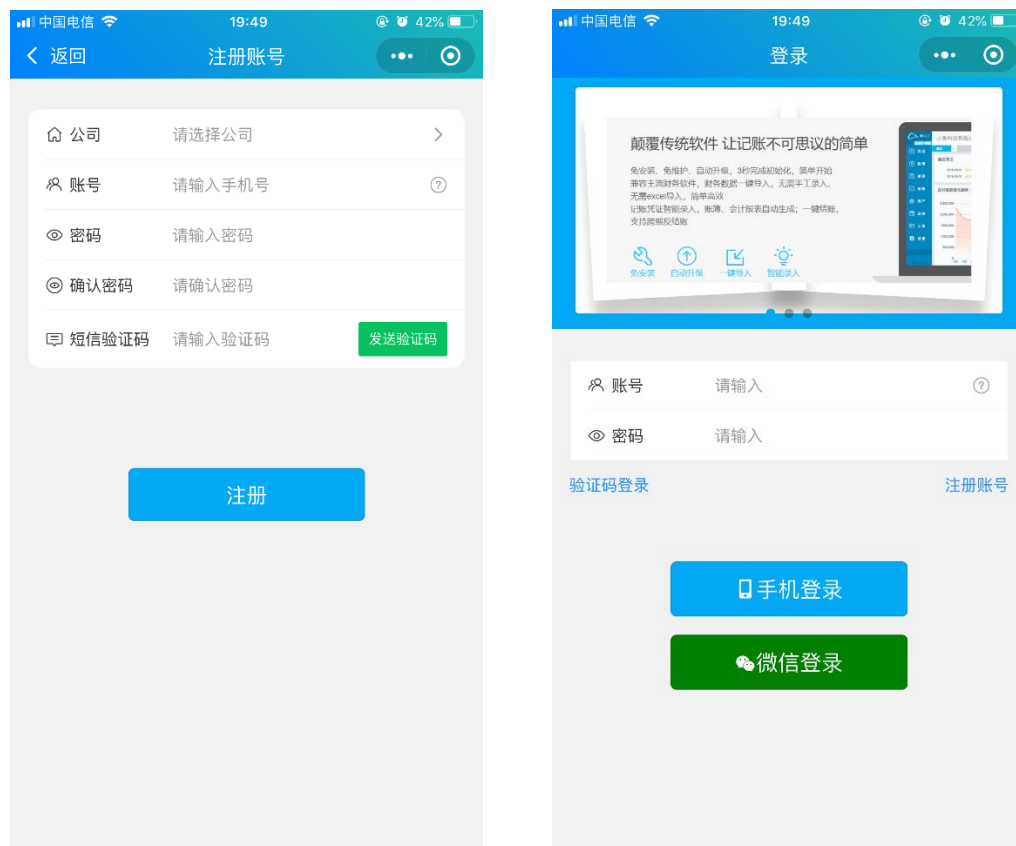

Figure 2.1.1 User registration interface of
Figure 2.1.2 User login interface

Voice Assistant

The voice assistant uses artificial intelligence natural language processing (N LP) and other methods, as well as voice recognition and conversion. Users can communicate with financial robots by voice or text when they use them . Financial robots will provide solutions or give statistics according to problems. result.

Figure 2.2.1 Applet Speech Recognition

Function of Increase and Decrease

Clicking on the plus sign on the right side of the function module will list all the functions that the role has under this privilege. It can be freely added and moved according to the frequency and preference of the user's daily use function module.

At the same time, long press the icon of the function module, a prompt box will pop up asking whether to delete the function module, click OK to realize the deletion of the function module.

Figure 2. 3.1 Add functional modules

Figure 2. 3.2 Delete function modules

Data Analysis

Finbot provides data visualization and analysis of many of the company's key financial metrics, presenting information and trends behind a vast amount of data in a relatively intuitive and understandable way, thereby increasing the business insight of decision makers. Since our target customers include listed companies, we also provide real-time analysis of stock data and compare it to data from other companies in the same market. According to the purpose, this section is mainly divided into three parts:

1.Main business analysis

The main business analysis provides analysis of data indicators including operating income, operating expenses, operating profit, total profit, net profit, gross profit margin, and net interest rate, which specifically reflect the company's operations, and supports means such as time span and type segmentation. Conduct targeted, time-sensitive, and comprehensive query analysis, enabling decision makers, leaders, and analysts to

understand the company's operational developments and trends more intuitively, accurately, and quickly.

During the specific use process, the user can click on the icon of the main business to enter, or pop up the corresponding analysis page during the dialogue with the Finbot robot. After entering the page, then the default display operating income into the analysis, the user can click and select the data they are interested in according to the analysis in the sidebar above tips, you can also click on the switch at the top right of the month / year / Total other labels View overall company operating data for different time dimensions.

Figure 2.4.1 Main business data visualization display

Figure 2.4.2 Selecting different financial indicators data were analyzed according to the prompt to open the sidebar

In order to facilitate the users in need to further understand the detailed data, we not only support the corresponding area of the click image to view the corresponding specific data, but also consider the user may have the need to view the detailed records, so specially designed the "long press jump query detailed record" The function. The user only needs to press and hold an area of the image, and the applet will automatically jump to the corresponding page by day/month/by category, automatically complete the search and return the result. Under the "Total" tab, the user can click on the category area of the pie chart to view the specific data and records of the sales/receipt for that category.

Figure 2.4.3 Press region corresponding to the query may be automatically jump detail record corresponding data
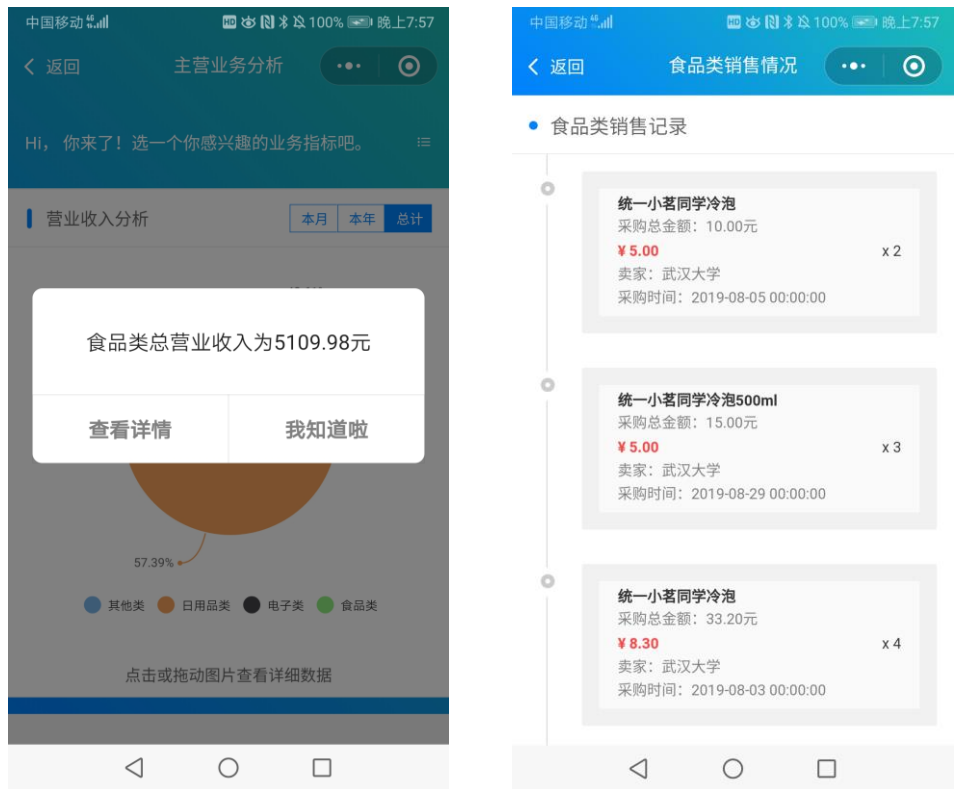

Figure 2.4.4 Click region may correspond pie chart view specific product categories sales records

2.decision indicators analysis

Decision-making indicator analysis provides data analysis such as debt ratio, current /quick ratio, cash ratio, and asset turnover rate, which can provide an objective and reliable reference for company decision-making, reflect the overall long-term development trend of the company, and provide corporate decision-making. Important basis.

Users can click on the icon of the decision indicator on the home page to view important data of the company's current operational development. After entering the decision indicator page, you can open the sidebar according to the prompts and select different indicators for review and analysis, and compare the data with previous years in a visualized page for more intuitive and efficient comparison.
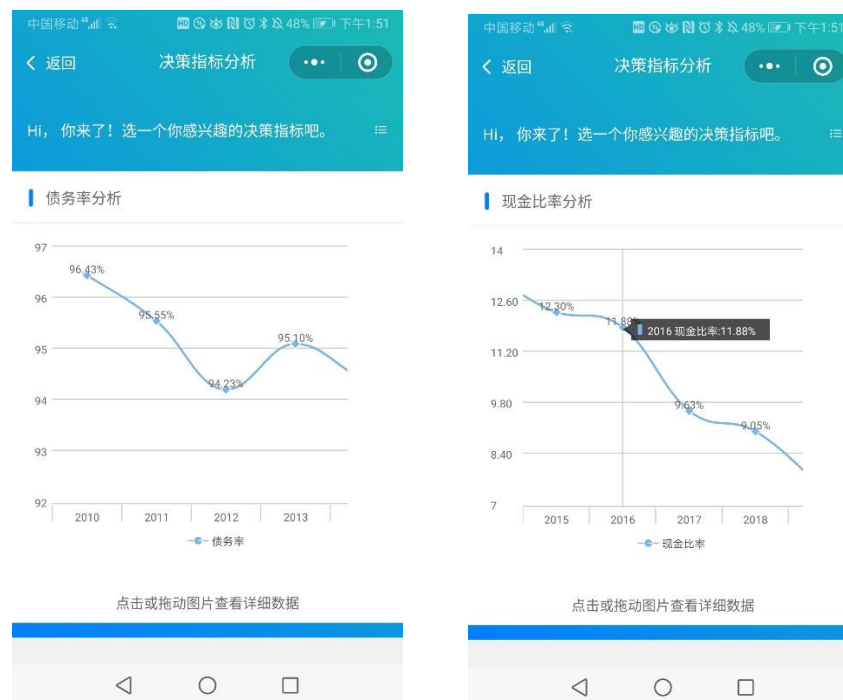

Figure 2.4.5 Choose to view different decision metrics data visualization page

Figure 2.4.6 Select a different decision index data were analyzed according to the prompt to open the sidebar

3. stock analysis

Stock analysis is a service that is specifically designed for our product positioning target, ie listed companies. It supports analysis of many important indicators of stocks, including data analysis and comparison of price-to-earnings ratio, price-to-book ratio, market-to-market ratio, and market-to-sales ratio, and can be compared with competitors in the market to better understand the company's stock market. data.

Users can click on the icon of stock analysis on the homepage to view many indicators of the company's current stock, and compare it with other companies in the same industry in the market. This part is currently only developed for listed companies. The stock data of various companies are Get updates from the network in real time. The other pages are used in a similar way to other data analysis pages. You can also click on the upper sidebar to select different indicators for comparative analysis. In addition, the stock page will provide the overall industry average data and other company data in the industry. References provide a basis for business decisions in the company's stock market.

Figure 2.4.7 Choose to see with this industry stock market data pages

III The Role of the Role Introduction

1. Top Manager

The top management manages everything and is responsible for the overall operation of the company and has the highest level of authority. In the actual design of the mini program, the financial management function that the top management is most concerned with is given, as well as the visual display report and analysis function.

2. Human Resources Manager

Human resources management generally belongs to the management personnel of the human resources and resources departments. It mainly manages the human resources scheduling of the company's enterprises and has a higher level of authority. In the actual design of the small program, the salary management module and function responsible for human resources management are granted.

3. Accounting Manager

Accounting management generally belongs to the financial and accounting department management personnel, mainly in charge of the company's financial and asset status, with a higher level of authority. In the actual design of the small program, the financial management financial management, fixed assets, report analysis, cashier management, and receivables and payable modules and functions are granted.

4. Administrative Manager

Administrative management generally belongs to the administrative department of administrative affairs, and is mainly responsible for the management of corporate administrative affairs and has a higher level of authority. In the actual design of the small program, the administrative management financial processing module and function are granted.

5. Production Manager

Production management generally belongs to the management personnel of the grassroots production department. It is mainly responsible for the production of the company and has the general level of authority. In the actual design of the small program, the production management procurement management, warehouse management and inventory accounting modules and functions are granted.

6. Sales Manager

Sales management is generally a management of the grassroots sales department. It is mainly responsible for the sales of the company and has general level of authority. In the actual design of the applet, the sales manager is awarded sales management modules and functions.

7. Marketing Manager

Marketing generally belongs to the management personnel of the grassroots marketing department. It is mainly responsible for the sales plan and marketing strategy of the company in the market, and has the general level of authority. In the actual design of the small program, marketers are given sales management, warehouse management, and inventory accounting modules and functions.

8. Logistics Manager

Logistics management generally belongs to the management personnel of the grassroots logistics and transportation department. It is mainly responsible for the logistics distribution of the company and has the general level of authority. In the actual design of the small program, the logistics management personnel are granted procurement management, sales management, warehouse management and inventory accounting modules and functions.

IV Sub-function operation introduction

1. Accounting Management

1) Adding and querying accounting subjects

1.   After the finance staff/accounting person logs in into the applet, click the chart of accounts icon in the function block on the home page.

Figure 4.1.1 Accounting feature list and chart icon

2.Select different account categories, view the accounts under each category, and display the account code and subject name for each account.

Figure 4.1.2 Chart of Accounts

3. Click the + button in the lower right corner of the chart of accounts to jump to the add-on page of the detailed account. By selecting different categories, you can select all the accounts corresponding to the category as the higher-level accounts.

Figure 4.1.3 Select a category and select a higher level account

4. After the selection is completed, the system automatically obtains the new detailed account code that will not conflict under the current higher-level subject. The user can modify it (recommended to use the system-recommended account code), and pre-fill the subject name with the subject name, and use ' - ' As a separator, the user is then required to enter the content represented by the new subject.

Figure 4.1.4 New code generated using the system and enter the new name to add detailed subjects

5. After returning to the list, click the category again to load the new data to see the newly added subject.

Figure 4.1.5 new subjects added

2) View the account balance of each subject in stages

    1. After the accountant logs in to the small program, click the account balance icon in the home function block to enter the account balance page to view the balance of each period.

Figure 4.1.6 Accounting feature list and account balance icon

    2. After entering the page, the system automatically sets the accounting period selection return according to the existing records, and selects different

accounting periods through the time selection column to view the account balance during the period.

Figure 4.1.7 Select the accounting period

3. After selecting the time, click OK, the small program will get the record of the account balance of the rescheduled period, and display it in the subject category. Under each category, the account with the changed balance will be displayed. After the expansion, you can check the beginning and end of the subject in the period. (ie current) balance, as well as period debit balance and credit balance.

Figure 4.1.8 categories of displayed subjects (left) and expanded balance information (right)

4. In addition, you can enter the account code or subject name in the search box, click Search to perform fuzzy matching to filter out the eligible subjects, and automatically expand the balance information.

Figure 4.1.9 Press Account Name / Code Lookup respective Balance

3) Management of the entry, viewing, and deletion of the voucher

1. After the accountant logs in to the applet, click the voucher icon in the function block of the home page to enter the voucher management page.

Figure 4.1.10 Accounting feature list and credentials icon

2.   After entering the voucher management page, you can query the voucher recorded within the specified time range by limiting the start and end date. Each item contains the summary of the voucher (summary of the first item of the entry), the recording time, the voucher number, and the total amount. When entering the page, the start time is automatically set to the first month of the month, and the end time is the current date.
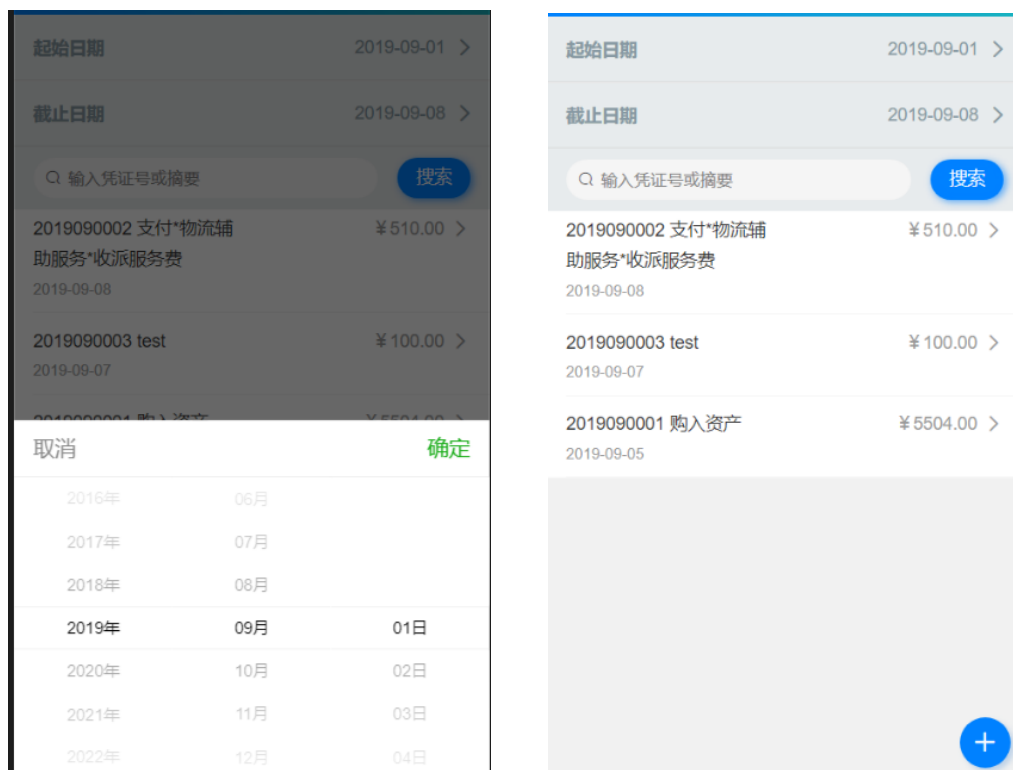
3.   Enter the recording page of the voucher by clicking the + button in
the lower right corner

Figure 4.1.12 Credentials page record

The first is the selection of the date and the entry of the voucher number. When
entering the voucher, you need to select the date of recording. The default date
is used, and the first 6 digits of the voucher number are the number of
accounting periods extracted according to the date. After that, the user only
needs to input the voucher. The number in the period can be combined with the
first 6 digits as the number of the certificate.

Figure 4.1.13 Enter document number and date of

After that, you need to enter the entries of the modified voucher. By default, there are two entries, which are debit and credit. After the entry is expanded, you need to enter the summary, amount, and select the account title and loan direction. When entering the amount, you can click the calculation button to automatically calculate the loan direction and amount of this entry based on the borrowing direction and amount of other entries.

Figure 4.1.14 Entry information input, choice of subjects (the same page chart)

In addition, the entries can be added and deleted, add the add entry button at the bottom corner, delete the right entry, click the delete button that appears.

Figure 4.1.15 Points to add and delete entries

At the same time, you need to enter the number of documents attached to the voucher. If there is an image file of the ticket, you can also add the attachment by clicking the blank picture frame in the attachment box. **Note: The number of uploaded image files is not the same as the number of attached documents. The number of attached documents is filled in according to the actual situation.**

Figure 4.1.16 additional number of input documents and attachments upload pictures

Finally, click the Save button to save the voucher. If you abandon this entry, you can click the Back button to return.

4.At the same time, the voucher page can slide the voucher information item left and right to delete and modify the voucher.

Figure 4.1.17 Credentials modification and deletion

5.   Finally, as a convenient user of the software, click on the voucher to view the voucher image automatically generated by the system and the additional documents uploaded by the user. The image is displayed under the horizontal screen, sliding up and down to view different images.

Figure 4.1.18 System-generated documents and users upload attachments

Click on the screen to pop up the navigation bar. The title shows the voucher number and the number of the current picture in the voucher/additional document. You can also click the upper left corner to return and click the upper right corner to regenerate the voucher picture.

Figure 4.1.19 Click the pop-up navigation screen

2. Sales Management

1) Conduct customer information inquiry and addition

    1. After the salesperson logs in to the applet, click the Add Customer button in the function block on the home page.

Figure 4.2.1 Home functionality, and new customer icon

    2. Then just follow the title, enter the information and click OK. The title contains ' * ' to indicate that the information is required.

Figure 4.2.2 customized user information input

3. In the home page, click the customer list icon in the function block to enter the customer information, such as name, mobile number, etc.
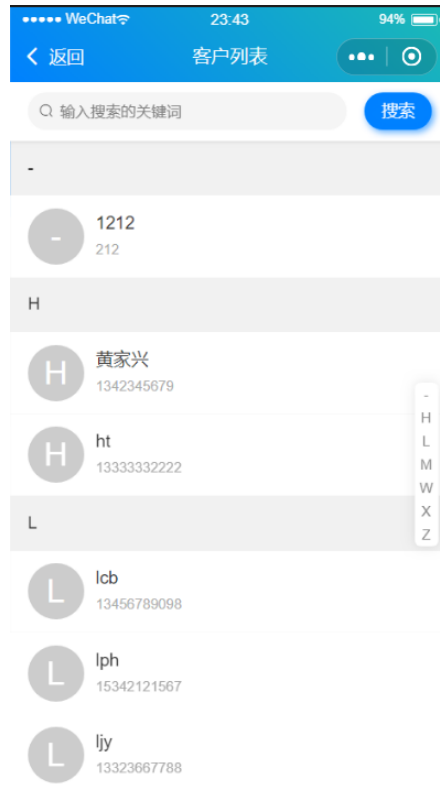
Figure 4.2.3 Customer List

The page has the rightmost index bar, which can be clicked or swiped to the corresponding initials, and can be quickly retrieved by entering a user information keyword search.
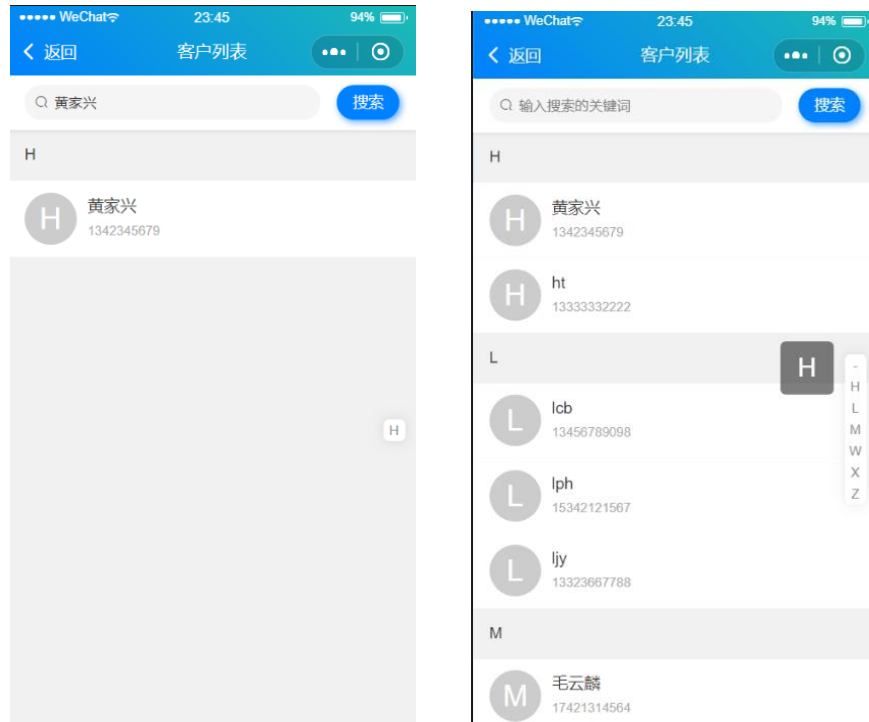
Figure 4.2.4 Keyword search and full name initials Index

2) Conducting sales billing

1. Click the sales billing icon in the home function block to enter the sales billing function page.

Figure 4.2.5 Home Function Block sales billing icon

2. Click the date column to select the order occurrence date, and the customer column will jump to the customer list page to select the customer. After the

selection is completed, the corresponding date and customer name will be displayed.
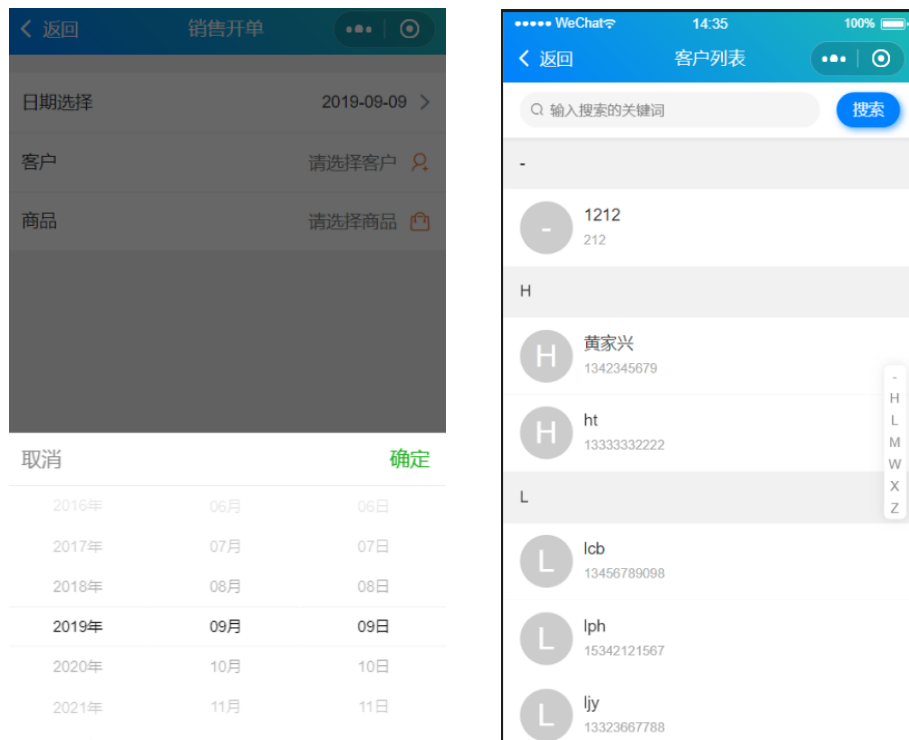
Figure 4.2.6 Date customer choice and selection

3. Click on the product column to jump to the product list page, add to the shopping cart by checking the different products and adding the corresponding quantity.
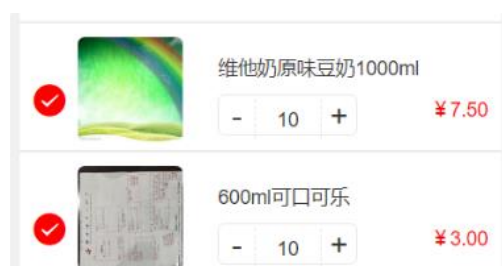
Figure 4.2.7 Select product Add to Cart

At the same time, the bottom bar shows the total price currently selected, and only the selected item is displayed by clicking the shopping cart button, then the icon will become a list, and clicking will redisplay all item lists. After

completing the selection, click the Order Now button to complete the order selection.

Figure 4.2.8 shopping cart show only selected merchandise

4. After the item is selected, return to the billing page, display the picture, name, unit price, quantity and total price of each item, and then you can choose to enter the amount of this payment. After the payment amount has changed, you can select the corresponding payment method. If the payment method is related to the bank, you also need to select the appropriate bank. If the amount received does not reach the total price of the goods, you can indicate the reason for the uncollected payment in the remarks. Finally click on the confirmation order to complete this billing.

Figure 4.2.9 Receivables and enter the amount of payment, the bank's choice

3) View sales records

1. Click the sales record icon in the function block of the home page to enter the sales record query.

Figure 4.2.10 Home function block icons and sales records

2. The list is time-divisionally displayed to display sales order information generated on different dates. Each order displays the customer name, order number, total amount, and whether the goods are out of stock. The leftmost icon indicates whether the library is out of stock, blue indicates that the library has been shipped, and orange indicates that the library has not been shipped. The upper search bar can be filtered by customer name, item or date.

Figure 4.2.11 sales records list

3. Click on the record to view the details of the sales order and confirm the delivery of the product. The first is the display of the sales order details, with the sales order number, billing date, customer name, and product list. At the same time, click on an item in the product list, in the pop-up modal box, enter the quantity of the outbound library in the corresponding warehouse, and click Confirm to complete the goods out of the warehouse.
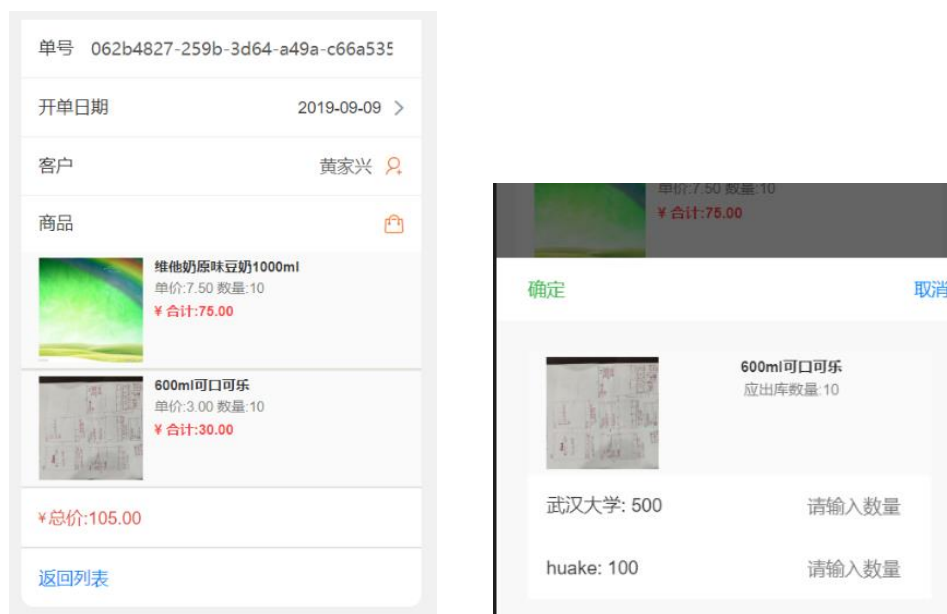

Figure 4.2.12 Sales Order Details and goods out of the library

3. Fund Management

1) Query and add payment records

1. Click the payment record icon to enter the inquiry record of the payment record, add

2. Select the time range in the time column to query the payment record for a certain period of time. By default, the payment record in the current day is queried. In addition, there are nearly 7 days, 30 days, 90 days and all options to choose from. And you can enter the keyword (customer name / receipt number / date) through the search field for record screening. The bottom of the list shows the total amount of all current items.
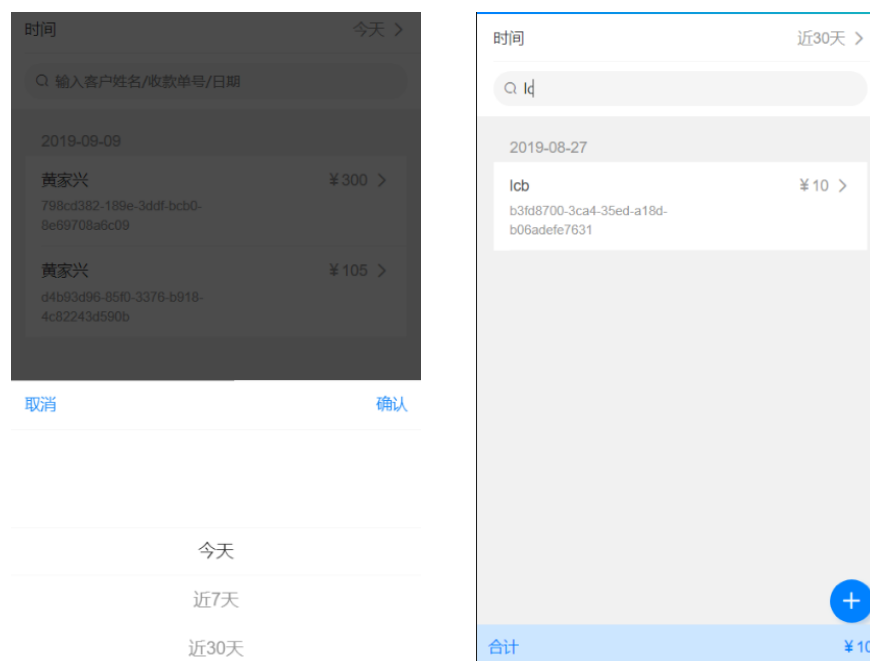
Figure 4 . 3.1 Select the time range, keyword search

3. Click the payment form to enter the details page of the payment form, and display the receipt information and payment information of this collection separately. The document information includes the date, customer name, and payment slip number; the receipt information includes the sales occurrence date, the sales order number, the specific product sales information, the total order

amount, and the current payment amount. Sales information can be expanded and collapsed. At the same time, the bottom line shows whether the receipt record has been reviewed. If you have not reviewed, you can review this payment by clicking the review button at the bottom.

Figure 4.3.2 Receivables Coupon Information

4. At the same time, in the payment record page, click the + button in the lower right corner to make a payment order.

Figure 4.3.3 receivable billing

5. When you open the bill, you need to select the date and the documents to be received. Click to select the receivable document, it will enter the interface of

the receivable, and by limiting the time range or keyword search, select the corresponding receivable record for verification, the receivable record can be expanded to view the total value of the order corresponding to the receivable and the remaining Amount receivable.

Figure 4.3.4 View Receivables related information

Check the radio button to the left of the receivable, you can use the receivable record as the object of verification, and the sum of the current amount of the receivables, and the selected singular and amount will be displayed at the bottom. Click OK to return to the verification screen. The verification interface will display the selected receivable information.

Figure 4.3.5 Select single verification receivable, accounts verification information

presentation interface

6. After that, enter the amount of this payment, select the payment method and the receiving bank when you open the bill, click Save to complete the receipt of this receipt. When the payment amount is entered, the receivables will be written off in turn according to the selection order, and the information of this cancellation will be updated in real time.

剩余未收	165.66
本次核销	165.66
2019-08-31 黄家兴	￥622 ∧
b5989385-d396-3871-bcbf-58730618647d	
订单总金额	922
剩余未收	622
本次核销	334.34
合计	￥787.66
本次收款	500
收款方式	银行转账 >
银行名称	花旗银行 >

Figure 4.3.6 Receivables verification information

2) Query and add payment records

    1. Click the payment record icon to enter the query for the receipt record, add

    2. Select the time range in the time column to query the payment record for a certain period of time. By default, the payment record in the current day is queried. In addition, there are nearly 7 days, 30 days, 90 days and all options to choose from. And you can enter the keyword (customer name / payment slip number / date) through the search field for record screening. The bottom of the list shows the total amount of all current items.
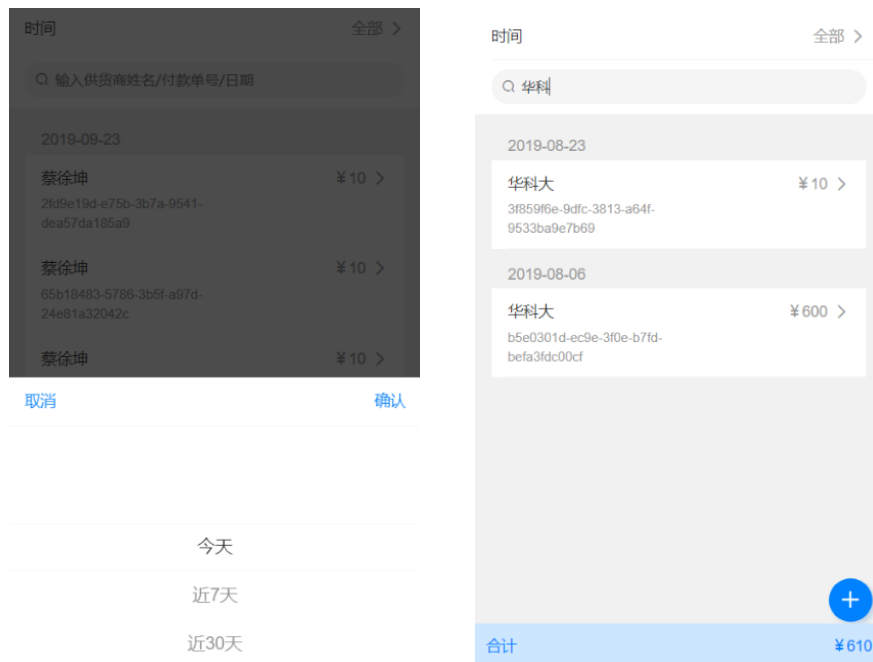
Figure 4.3.7 Select the time range, keyword search

3. Click the payment slip to enter the details page of the payment order, and display the bill information and payment information of this payment separately. The document information includes the date, the customer name, and the payment slip number; the payment information includes the purchase date, the purchase order number, the specific product purchase information, the total order amount, and the current payment amount. Purchase information can be expanded and collapsed. At the same time, the bottom line shows whether the payment record has been reviewed. If you have not reviewed and have review rights, you can review this payment by clicking the review button at the bottom.

Figure 4.3.8 Payment Coupon Information

4. At the same time, in the payment record page, click the + button in the lower right corner to make a payment.

Figure 4.3.9 Payment Billing

5. When you pay the bill, you need to select the date and payable documents. When you click to select the payable document, you will enter the payable order interface. By limiting the time range or keyword search, select the corresponding payable record for verification. The payable record can be

expanded to view the total value of the order and the remaining payable amount corresponding to the payable.

Figure 4.3.10 View cope single information

Check the radio button to the left of the payable, you can use the receivable record as the object of verification , and the sum of the current amount of the payable item, and the selected singular and amount will be displayed at the bottom . Click OK to return to the verification screen. The verification interface will display the selected payable information.

Figure 4.3.11 Select cope single verification, verification information presentation interface to cope

6. After that, enter the payment amount, select the payment method and payment bank when purchasing the bill, and click Save to complete the payment form entry. When the payment amount is entered, the payables will be written off in turn according to the order of selection, and all the payables will be written in turn, and the information of this write-off will be updated and displayed in real time.

Figure 4.3.12 cope single verification information

4. Purchasing Management

1) Query and add supplier information

1. After the purchaser logs in to the applet, click the Add Customer button in the function block on the home page.

Figure 4.4.1 Home function block and purchase list

2. Then just follow the title, enter the information and click OK. The title contains ' * ' to indicate that the information is required.

Figure 4.4.2 Supplier Information Input

3. In the home page, click on the customer list icon in the function block to enter the supplier information, such as name, mobile number, etc.

Figure 4.4.3 Supplier List

The page has the rightmost index bar, which can be clicked or swiped to the corresponding initials section, and can be quickly searched by entering the user information keyword search.

Figure 4.4.4 Keyword search and full name initials Index

2) Purchasing billing

1. Sales billing icon click Home function blocks into the sales billing features page

2. Click on the date field to select the date of the order occurs, customers Skip to the Customer List page select the supplier, after selection, display the corresponding date and customer name.

Figure 4 .4.5 finished selecting time and supplier

3. Click on the item bar and jump to the item list page. Add to the cart by checking the different items and adding the corresponding quantity.

Figure 4.4.6 Select product Add to Cart

4. After the item is selected, return to the billing page, display the picture, name, unit price, quantity and total price of each item, and then you can choose to enter the amount of this payment. After the payment amount has changed, you can select the corresponding payment method. If the payment method is related to the bank, you also need to select the appropriate bank. If the amount received does not reach the total price of the goods, you can indicate the reason for the uncollected payment in the remarks. Finally click on the confirmation order to complete this billing.
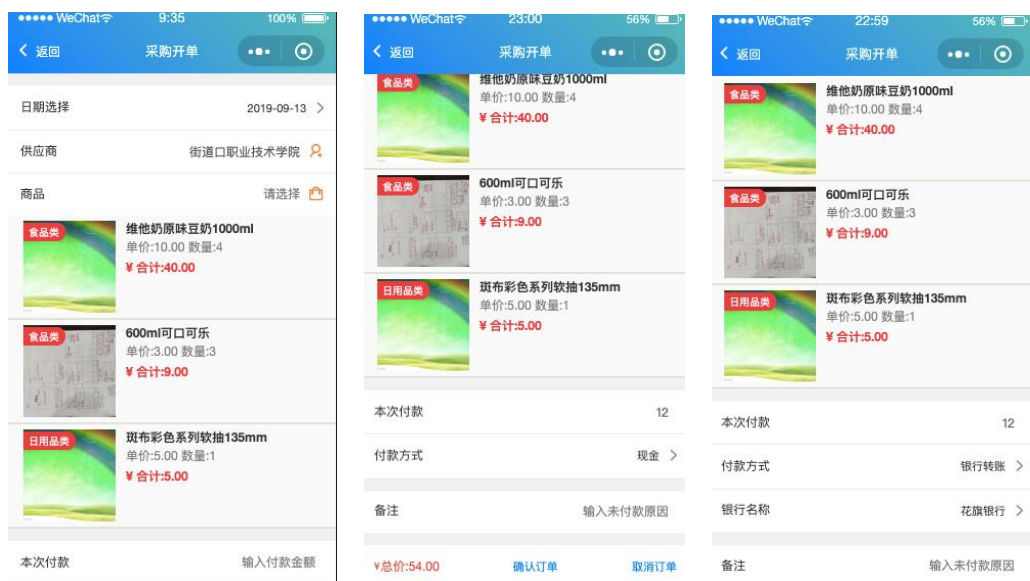
Figure 4.4.7 Payment Enter the amount and payment method, the bank's choice

3）View purchase records

Click the purchase record icon in the function block of the home page to enter the query of the purchase record.

The list is time-divisionally displayed to display sales order information generated on different dates. Each order displays the customer name, order number, total amount, and whether the goods are out of stock. The leftmost icon indicates whether the library is out of stock, blue indicates that the library has been shipped, and orange indicates that the library has not been shipped. The upper search bar can be filtered by customer name, item or date.

Figure 4.4.8 Procurement records list

4. Click on the record to view the details of the purchase order and confirm the receipt of the goods. The first is the display of the details of the purchase order, including the purchase order number, the billing date, the supplier name, and the product list. Meanwhile , choice of goods into the warehouse, storage and click OK button to complete the library operation .

Figure 4.4.9 storage purchase order details and goods

5. Warehouse Management

1) carry out product information add

1. After the purchaser logs in to the applet, click the Add Item button in the function block on the home page.

Figure 4.5.1 Home functionality, and new product icon

2. Then just follow the title, enter the information and click OK. The inclusion of ' * ' in the title indicates that the information is required. Product information can be entered manually, or by clicking the icon of the scan code to select the QR code of the product in the album to automatically enter.

Figure 4.5.2 product information input

2) Query product information and view details

1. In the home page, click on the product list icon in the function block to enter and search for product information.
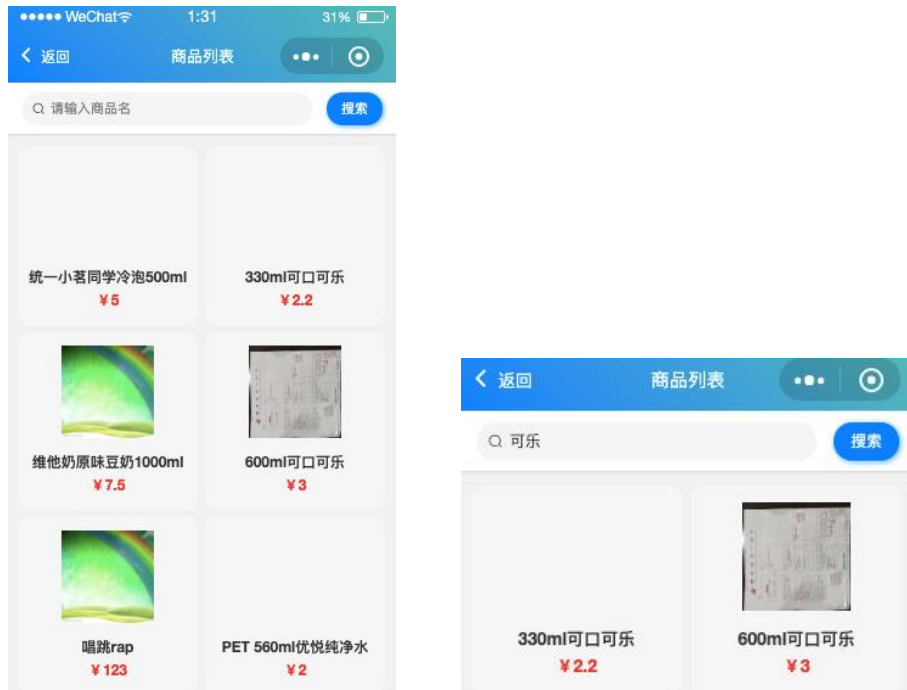

Figure 4.5.3 Product List

2. Click on the image to view the product details.

Figure 4.5.4 Product Details List

3) Add a new warehouse

Click the Add Warehouse icon in the function block on the home page to enter it. Click the OK button to confirm the addition.

Figure 4.5.5 new warehouse

4) New transfer

Click on the transfer record in the function block of the home page, then click the plus sign in the lower right corner to enter the new transfer interface. Enter the appropriate information and click the OK button to complete the operation.

Figure 4.5.6 New Transfer

5) goods into the library

Click in the library in the function block of the home page to enter the purchase list, where blue indicates that the warehouse has been stored, and yellow indicates that the warehouse is not.

Figure 4 .5.7 Purchasing records

Click a record to enter the detail screen, if the status of the record is not storage you can select the library and confirm the warehouse, storage success will return to the home page. If the status of the record is warehousing, you can only view the details or return to the list.

Figure 4.5.8 Two different storage states detail screen

6. Cashier Management

1) Deposit journal

1. After clicking the deposit journal icon button, you can enter the new journal account list. You can choose to cash in stock or bank deposit by switching the top bar.

Figure 4 .6.1 new cash journal   Figure 4 .6.2 new bank deposit account

2. After the user completes a journal, the journal record or journal history can be viewed through the journal account list. At the same time, click the plus icon in the lower right corner of the journal list to return to the new journal page. Click the Filter button at the top of the journal list to select the start date, end date, and account type for filtering.

Figure 4.6.3 journal list   Figure 4.6.4 journal list screening

2) Cash on hand

Users can choose to query cash in and out of the inventory for today, nearly seven days or nearly thirty days.

Figure 4.6.5 cash timing chart

3) Bank reconciliation

Users can choose to query bank reconciliation records for today, nearly seven days, or nearly thirty days.

Figure 4.6.6 bank reconciliations time selection

7. Fixed Assets

1) View and query fixed assets

1. After the user logs in to the applet, click the Fixed Asset List button in the function block on the home page .

Figure 4.7.1 Home function block and fixed asset list icon

2. Enter to view the list of fixed assets. The left side of each item in the list shows the status of the fixed asset, and the text part also contains the basic information (name, quantity, purchase time and estimated service life) of the fixed asset.

Figure 4.7.2 Fixed assets list

3. In the search bar, you can search for fixed assets by keyword.

Figure 4.7.3 Fixed Assets search

4. View fixed asset details, click on the list item to enter the details of the fixed asset

Figure 4.7.4 Fixed assets details

2) Carrying out new fixed assets

Click the icon of the new fixed assets to enter the interface, enter the corresponding information, click the confirmation button to add fixed assets and return to the home page.

Figure 4.7.5 New increase in fixed assets