User Manual (For Website)

Finbot

Financial Robot

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Team ： Alpha Type

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Ⅰ How to log in

The user can log in by entering the infomation of the registered account. The system will screen available modules based on user permissions.
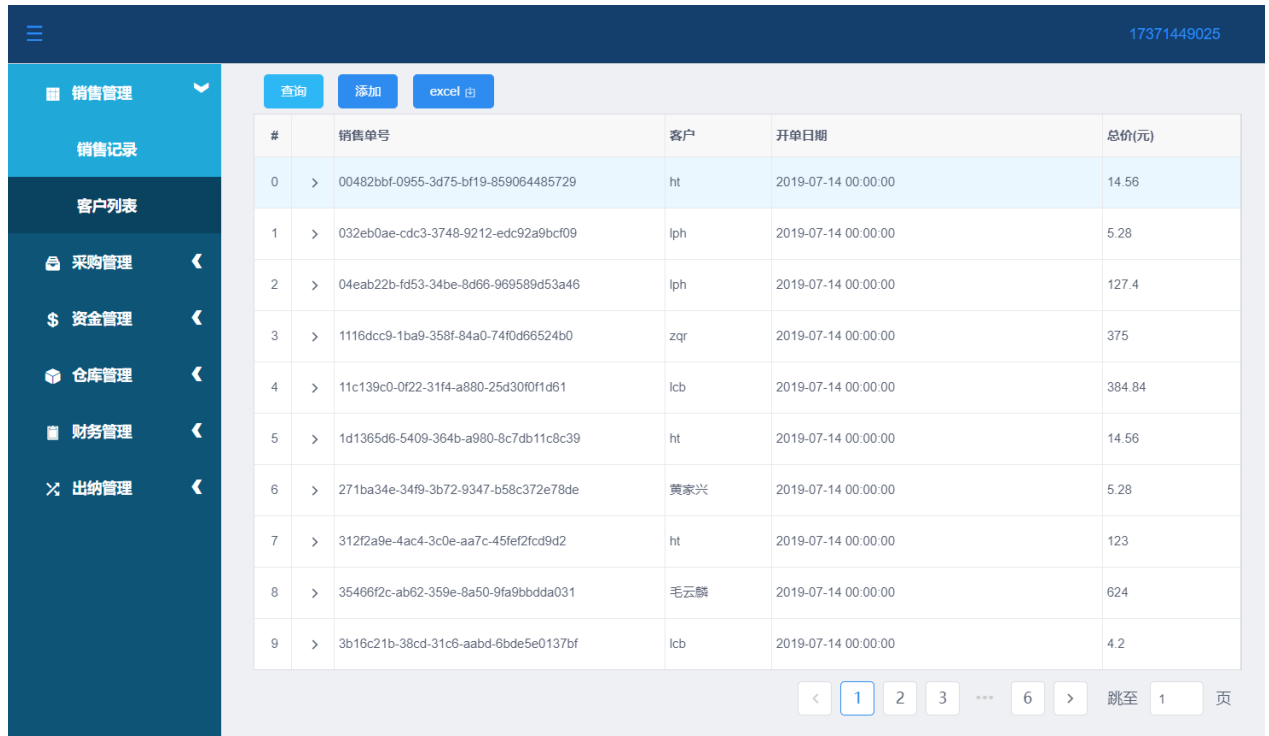

Figure 1 login screen

Ⅱ Sell Management

This part is divided into two small modules, sales record and user list, mainly for sales related data maintenance and query

1、Sales list

Figure 2 sales record interface

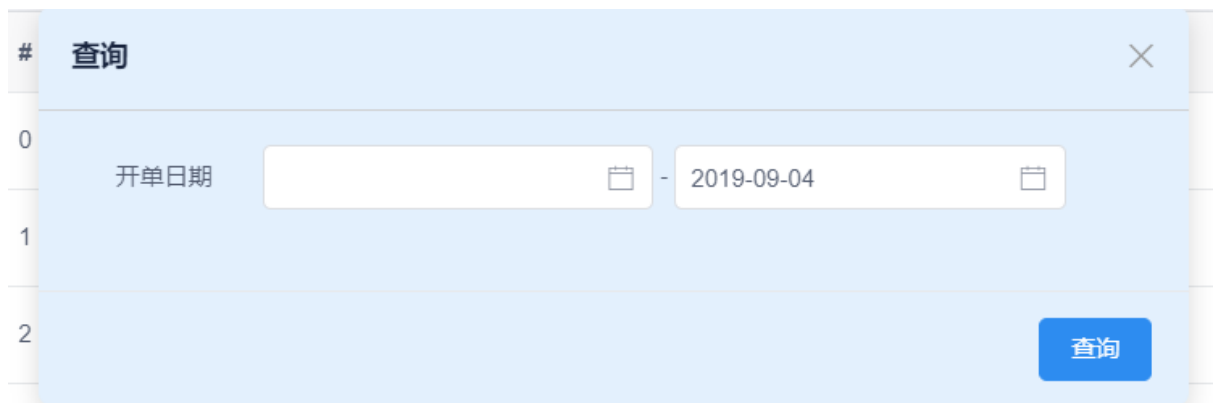（1）Click the query button to pop up the query window, you can query the historical sales record by date

Figure 3 sales record query

（2）Click the drop-down icon of each item in the table to view the details of the order

| 55 | ⌄ | b5989385-d396-3871-bcbf-58730618647d | 黄家兴 | 2019-08-31 00:00:00 | | 922 |

商品id: 5db33528-435e-3b35-97ce-1df737be1465　商品名: 330ml可口可乐　　　数量: 10　　单价: 2.2

商品id: 7e699771-f56a-3475-a0f4-fd9ee23f2305　商品名: 维他奶原味豆奶1000ml　　数量: 120　　单价: 7.5

Figure 4 view the sales record details

（3）Insert sales records

A.Click the add button. Popup new window for inserting.

添加

开单日期　2019-09-04　　选择客户　请选择　⌄　*

取消　　选择商品　　确定

Figure 5. Add window a

B. After filling in the billing date (default current date) and the customer, the button to select goods is lit up, and click to open the selection window of goods

	商品名	单位	类型	单价(元)	购买数量
☐	统一小茗同学冷泡500ml	个	食品类	5	0
☐	330ml可口可乐	瓶	食品类	2.2	0
☐	维他奶原味豆奶1000ml	瓶	食品类	7.5	0
☐	600ml可口可乐	瓶	食品类	3	0
☐	唱跳rap	个	日用品类	123	0
☐	PET 560ml优悦纯净水	瓶	食品类	2	0
☐	斑都是睡觉觉	个	食品类	5.28	0
☐	怡宝饮用纯净水555毫升	个	食品类	2	0
☐	统一冰红茶（1L）	瓶	食品类	4.5	0

取消　确定

Figure 6 selects the goods window a

C. After selecting the product and filling in the quantity, the "ok" button lights up. Click "ok" to return to the new window

☑	统一冰红茶（1L）	瓶	食品类	4.5	11
☑	斑布彩色系列软抽135mm	个	食品类	5.28	22

取消　确定

Figure 7 selects the goods window b

D. Fill in the received amount and other information in the new
window after selecting the goods

添加 ✕

| 开单日期 | 2019-09-04 | 📅 | 选择客户 | 小明 ⌄ | * |

统一冰红茶（1L）　　　　单价：4.5　　　　数量：11

斑布彩色系列软抽135mm　　单价：5.28　　　数量：22

本次收款　　　0

备注

取消　　选择商品　　确定

Figure 8. New window b

E. Click 'ok' button. If you add successfully, the system will
make you know and the added data will appear in the table

（4）Extract the Excel
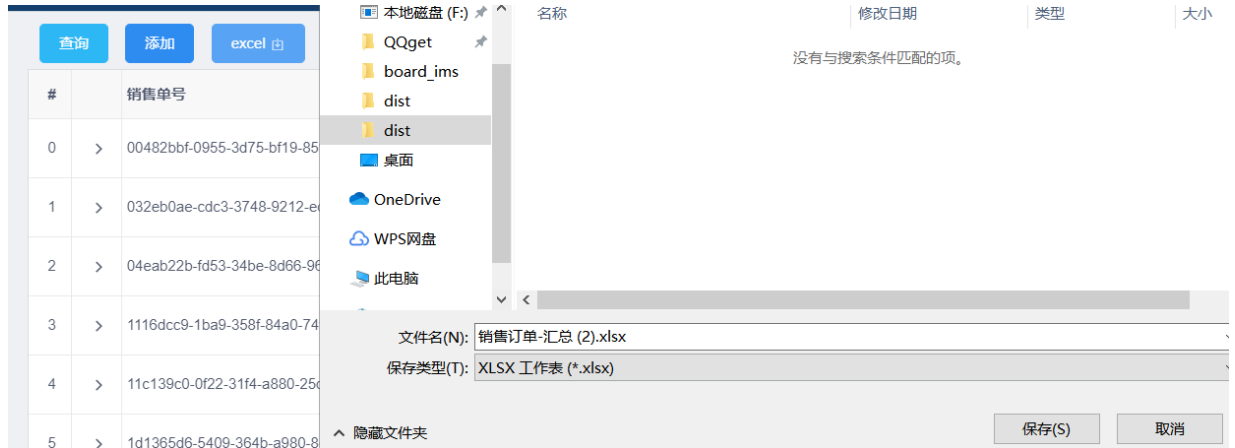
Click the excel button to extract the Excel file.

Figure 9 extract the Excel file

Figure 10 the Excel file

2、Client list

Figure 11 customer list interface

（1）Query

Click the query button to pop up the query window, and fuzzy query can be conducted by contact information and name

Figure 12 customer information query

（2）Insert

Click the add button to bring up the add window and enter the necessary information to add the customer to the form

添加 ✕

客户名称 必填   联系方式 必填

银行账户

所属银行

取消   确定

Figure 13 customer information addition

（3）Extract the Excel

Similar to above

Ⅲ Purchasing management

This part is also divided into two small modules, sales record and user list, mainly for sales related data maintenance and query

1、Purchases list

Figure 14 sales record interface

（1）Click the query button to pop up the query window, you can query the historical sales record by date

Figure 3 sales record query

（2）Click the drop-down icon of each item in the table to view the details of the order

| ˅ | b8935abd-58c2-39a4-988b-ef0584d71ea8 | | 619100cf-e956-3500-949f-62bd38482345 | | 2019-07-12 00:00:00 | 到 |
| | 商品id: 5db33528-435e-3b35-97ce-1df737be1465 | 商品名: 330ml可口可乐 | | 数量: 1 | 单价: 10 | |

Figure 4 view the sales record details

（3）Insert sales records

A. Click the add button. Popup new window for inserting.

Figure 15. Add window a

B. After filling in the billing date (default current date) and the customer, the button to select goods is lit up, and click to open the selection window of goods

Figure 16 selects the goods window a

C.After selecting the product and filling in the quantity, the "ok" button lights up. Click "ok" to return to the new window

| | 统一冰红茶 (1L) | 瓶 | 食品类 | 4.5 | 11 |
| | 斑布彩色系列软抽135mm | 个 | 食品类 | 5.28 | 22 |

取消　确定

Figure 17 selects the goods window b

D.Fill in the received amount and other information in the new window after selecting the goods

添加

开单日期　2019-09-12　　　　选择客户　街道口职业技术学院 ∨ *

统一冰红茶 (1L)　　　　单价: 4.5　　　　数量: 25

斑布彩色系列软抽135mm　　单价: 5.28　　　数量: 33

本次收款　0

备注

取消　选择商品　确定

Figure 18. New window b

E.Click 'ok' button. If you add successfully, the system will make you know and the added data will appear in the table

（4）Extract the Excel

Similar to above

2、Supplier list

Figure 19 customer list interface

（1）Insert

Click the add button to bring up the add window and enter the necessary information to add the customer to the form

Figure 20 customer information addition

（2）Extract the Excel

Similar to above

IV Funds management

1、Gain record

Figure 21 collection record interface

(1)Query

Click the query button to search the collection record according to the current time or the exact order number from the receipt number and the receivable number.

Figure22 collection record query

（2）view details

The corresponding sales order number, sales date, customer name, receipt record, and item list are displayed below the check order number.

（3）Insert

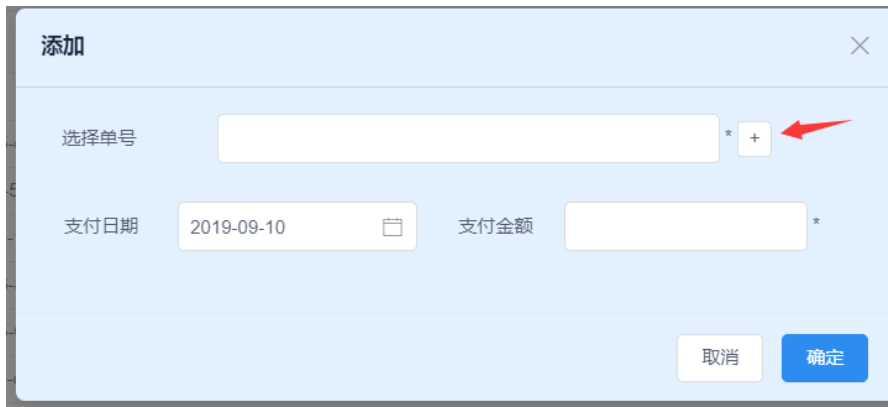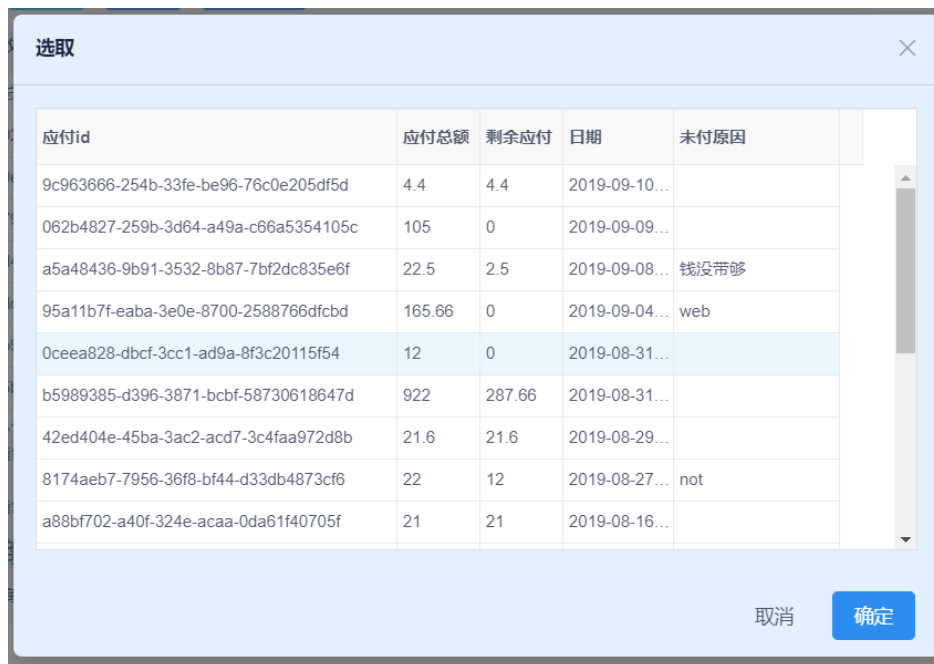A. Click the '+' button to enter the menu number window
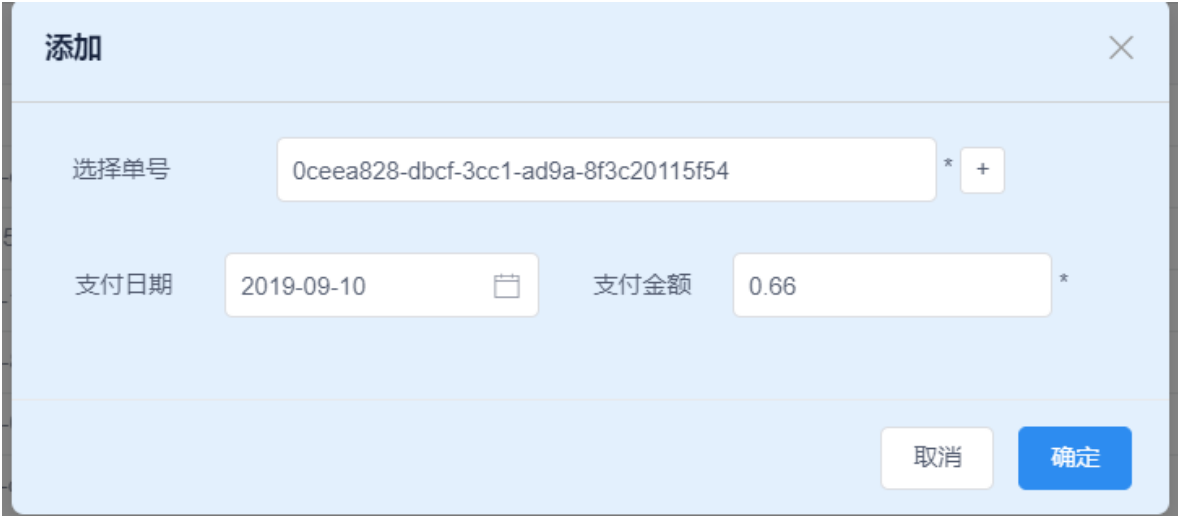

Figure 23 add a to the collection record

B. Select a column in the selection window and click the ok button to go back to the add window, and the id will be automatically filled in.

Figure 24 add collection records - select corresponding sales records

C.Enter the transaction amount and click ok to see the new data in the table.

Figure 25 add b to the collection record

（3）Extract the Excel

　　　Similar to above

2、payment record

Figure 26 collection record interface

(1)Query

Click the query button to search the collection record according to the current time or the exact order number from the receipt number and the receivable number.

Figure 27 collection record query

（2）view details

The corresponding sales order number, sales date, customer name, receipt record, and item list are displayed below the check order number.

收款单号		日期	已付
总计		30天内	460
1bf5f8df-3fb5-3650-a6a4-334c9a20f1a5		2019-09-10 22:29:55	50
2264755a-43c9-311e-a8b1-ce029e370e52		2019-09-09 00:00:00	300
f63db5b5-145f-3e41-badc-00ca9e1bfa49		2019-09-09 00:00:00	100
3f859f6e-9dfc-3813-a64f-9533ba9e7b69		2019-08-23 00:00:00	10

采购单号 1820b94a-4610-31a7-96e8-ce770fe4fcd0

采购日期 2019-09-09 00:0   供应商名称 蔡徐坤   本次付款 100

商品列表：

商品id	商品名	数量	总价
895a892a-073f-3a85-8c50-cf7e6ab6d8ce	唱跳rap	5	100

Figure 28 view details

（3）Insert

A. Click the '+' button to enter the menu number window

添加 ✕

选择单号 _____ * +

支付日期 2019-09-10 📅   支付金额 _____ *

取消   确定

Figure 29 add a to the collection record

B.Select a column in the selection window and click the ok button to go back to the add window, and the id will be automatically filled in

选取   ×

应付id	应付总额	剩余应付	日期	未付原因
1820b94a-4610-31a7-96e8-ce770fe4fcd0	500	50	2019-09-09...	银行卡余额不足
4a9314fc-1905-39f8-a9ed-1a61e417d0f0	40	40	2019-08-31...	
a9820cbd-e84e-30e4-b294-396ea0493029	19.96	19.96	2019-08-27...	not enough
8e592d54-eb45-3cad-ab23-2e256f3313e1	400	370	2019-08-16...	
d5f8ece2-2717-384a-9e12-73db14bca204	1200	200	2019-08-07...	资金周转不灵
e81ea26d-9dbf-368a-98e5-f2ef89276088	800	190	2019-08-06...	过几天
ae5ee5c2-4fb0-3ff4-9b1c-e460f9e27459	800	200	2019-08-06...	演出完毕结款
d63190d1-cecc-3aaa-b30f-3c843469b9eb	10.56	0.56	2019-07-14...	钱不够

取消   确定

Figure 30 add collection records - select corresponding sales records

C.Enter the transaction amount and click ok to see the new data in the table.

添加   ×

选择单号   0ceea828-dbcf-3cc1-ad9a-8f3c20115f54   * +

支付日期   2019-09-10   📅   支付金额   0.66   *

取消   确定

Figure 31 add b to the collection record

（3）Extract the Excel

Similar to above

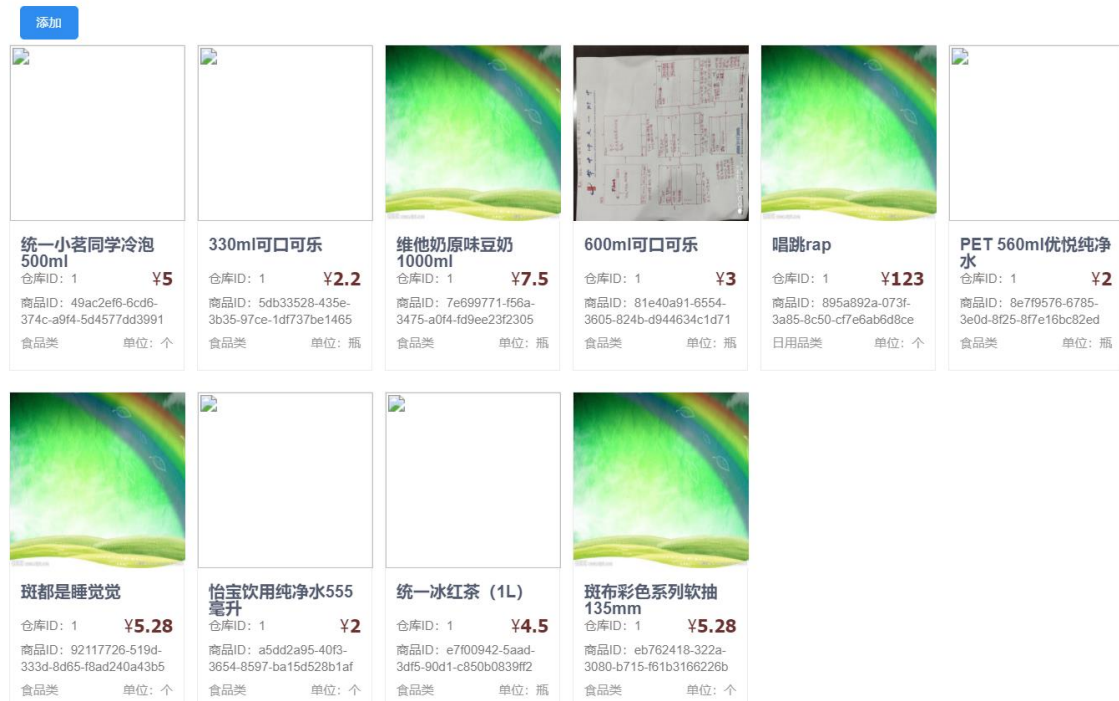# V Store Management

1、Commodity Lists

Figure 32. Product list interface

(1) Displays all item information, as shown above, including item name, unit price, warehouse id, item id, item type, unit, etc.

（2）Insert

Select the product picture and enter the information after the new product

Figure 33. New products

2、Warehouse list

Figure 34 warehouse list interface

（1）query

You can query the warehouse by name.
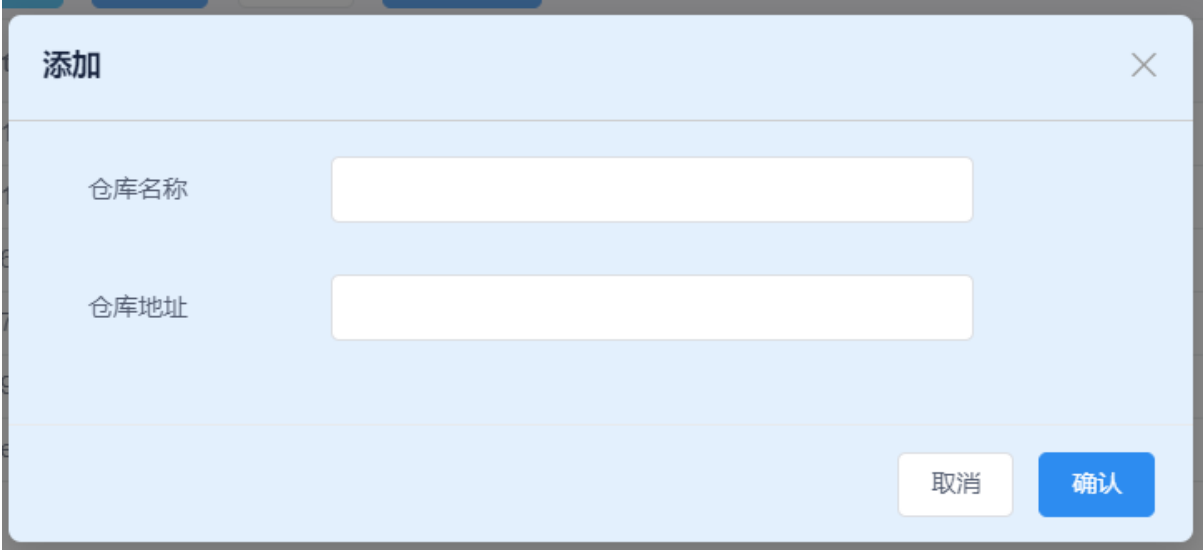
Figure 35 warehouse list query

（2）Insert

Input the corresponding information to add the warehouse

添加   ✕

仓库名称

仓库地址

取消   确认

Figure 36 the warehouse list has been added

（3）Extract the Excel

Similar to above

VI Financial Management

1、Voucher

Figure 37 credential list interface

(1)Qury

Click the query button to query data by date.

Figure 38 credential list query

(2)View credential file

Click the view button corresponding to each tuple in the table, and a new page will open to display the credential picture.

Figure 39 credentials file view

(3)Insert

A.Click the add button to bring up the add window.

Figure 40 credential add a
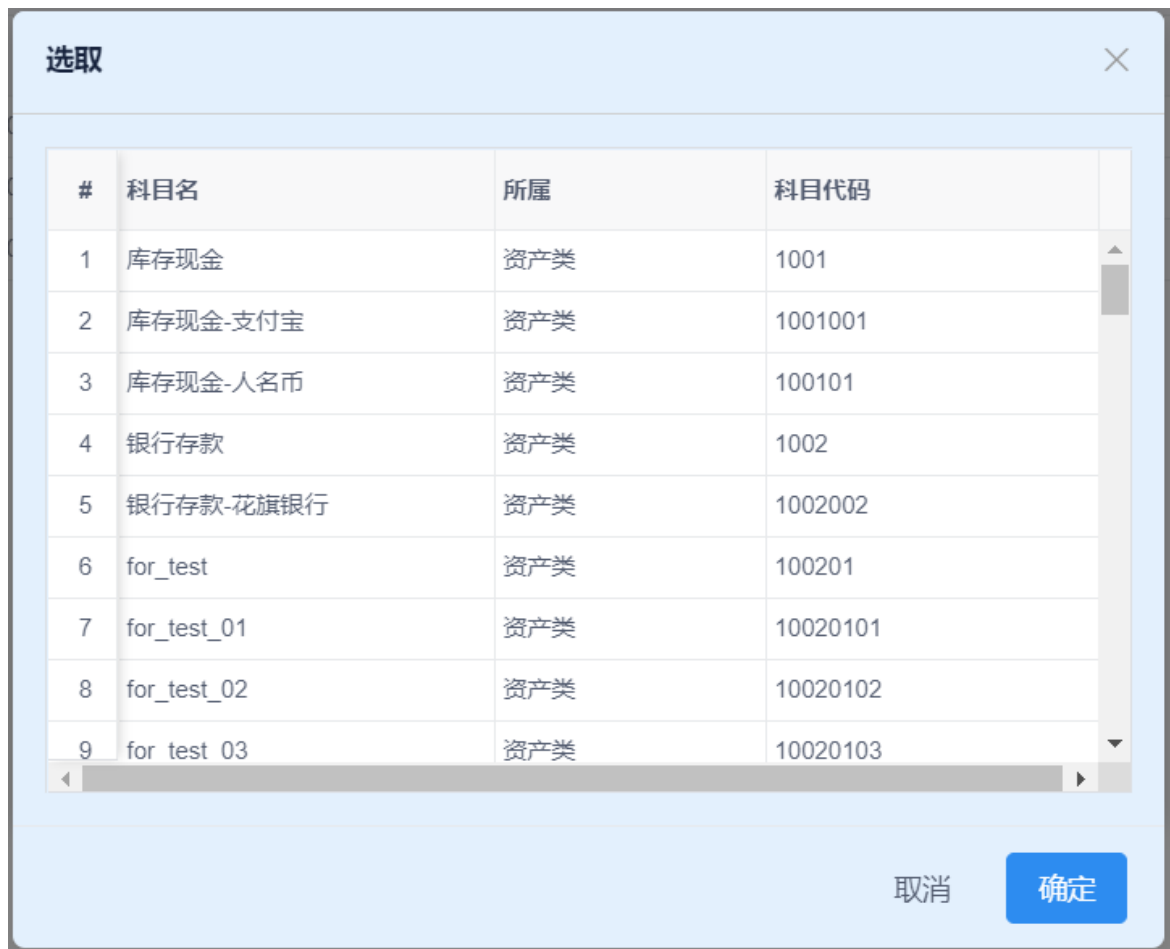
B. Select the establishment date and the credential number will automatically generate the first few digits

建立日期	2019-09-11	📅	凭证编号	201909

Figure 41 new credentials

C. Click the plus sign beside the subject code to open the subject list, select a subject and click ok to return to the add serial port. Subject codes are automatically filled in.

Figure 42 new credential - selected subjects

D. Enter additional entry information, click add category, add data to window list

Figure 43 add b to the certificate

E.Click the button to select the credential image, select the image, support multiple selection, and the selected photo will be displayed in the window.

Figure 44 new c for credentials

F.Click ok and add credentials.

（3）Extract the Excel

　　Similar to above

2、Subjects

Figure. 45 subject interface

(1) To filter data by type, click the number of types on the
    left.You can view the subject type.
(2) Insert

Click add button popup add window, select category and superior
subject, and the system will automatically generate the
recommended subject code, or customize the subject code.Enter the
subject name and click ok to add the new subject.

Figure 46 add subjects

(3) Extract the Excel

Similar to above

VII Cash Management

1、Cash

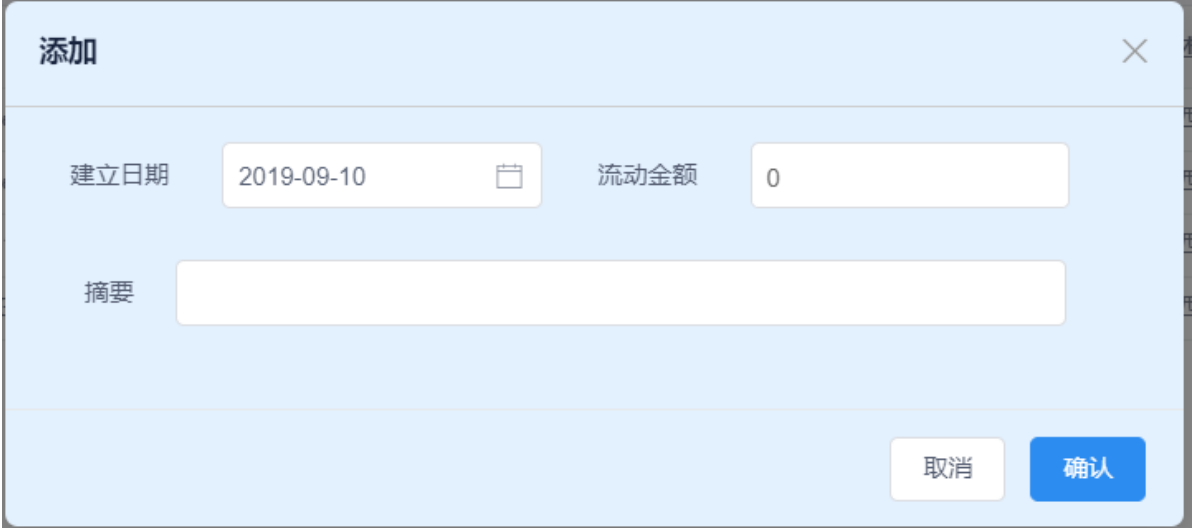Figure 47 cash interface

(1)Query

Query cash on hand data by time interval.

Figure 48 cash query

（2）Insert

　　Select the build date and enter the relevant information before adding the data to the database.

Figure 49 cash insert

（3）Extract the Excel

　　Similar to above

2、bank reconciliation

Figure 50 bank reconciliation interface

(1)Query

　　Query cash on hand data by time interval

Figure 51 bank reconciliation query

（2）Insert

Select the build date and enter the relevant information before adding the data to the database.

Figure 52 bank reconciliation added

（3）Extract the Excel

Similar to above

VIII Authority Management

Click the user account in the upper right corner of the interface. If the account is an administrator, options to modify permissions and roles will pop up

Figure 53 permission management

1、Set and Change the Permissions

First， select the user account and the permissions of the account will be displayed in the table below.Then, click the check box on the left to modify the permissions, and then click save to complete the modification of the permissions.
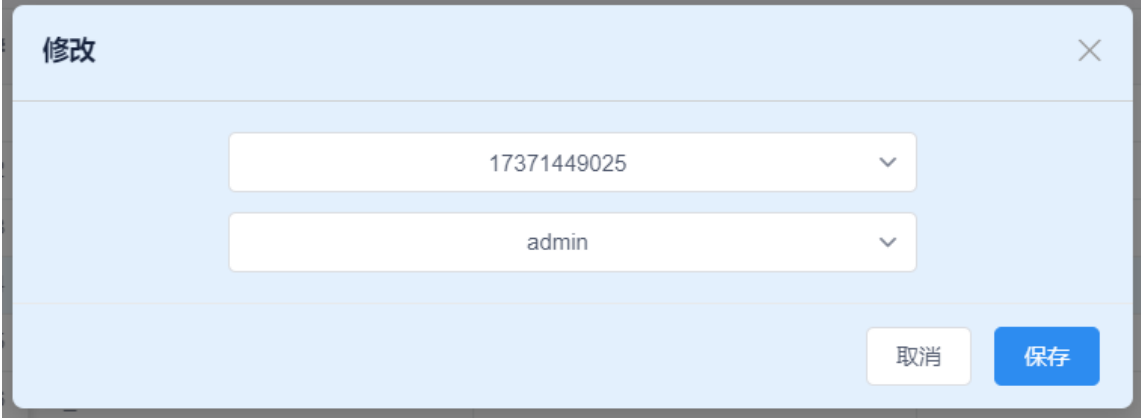

Figure 54 modify permissions

2、Modify the role

Select the account and role to be modified and click save to complete the modification.Changing roles can modify account permissions quickly and in batches. Different roles have fixed permissions.

Figure 55 modify roles